

University Cabinet Minutes  
September 28, 2022

**Present:** Sara Abrahamson, Katy Allers, Maggie Anderson, Nathan Anderson, Maggie Backen, Libby Claerbout, Lori Garnes, Deb Haman, Lisa Haman, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Cole Krueger, Jane laPlante, Jynette Larshus, Michael Linnell, Heather Martin, Janna McKechnie, Annette Mennem, Jacek Mrozik, Robert Norman, Darren Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Michelle Sayler, Steve Shirley, Brian Smith, Karina Stander, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, and Brent Winiger

**Absent:** Paul Brekke, Lisa Dooley, Jeremy Feller, Kevin Forde, Laurie Geller, Steve Lipp, Cari Olson, Jessica Smestad, and James Sturm

**Guests:** Madeline Schorlemmer

**Approval of minutes:** minutes of the August 10, 2022 meeting were approved as presented.

## **New Business**

### **1. Senate Reports**

#### **SGA**

- Are planning a joint meeting with the Minot City Council to discuss recycling
- Will be taking a look at accessibility/mobility on campus
  - NDCPD would like to help with this

#### **Faculty Senate**

- Held our first meeting and cleared up some hold-over items from last year
- Encourage everyone to complete the Total Rewards survey which is due on October 3
- Discussed different options for a Fall Break – will vote at our next meeting
- Looking at survey results to address junior faculty retention

#### **Staff Senate**

- Currently hosting a food drive for the campus food pantry; this also include the collection of cold weather gear
- Will host a Homecoming door decorating contest
- Will review survey results and then meet with the president to discuss recommendations

### **2. President's Report**

- Welcome to Dr. Simone from DCB; she is a native of Watford City and has extensive experience with two-year colleges
- Also echo what J. Larshus said about completing the Total Rewards survey; all state employees are asked to complete the survey albeit, the one sent to higher education employees was slightly different than other state employees; this information will be useful as we head into the next legislative session in 2023
- Hostfest is back; we hosted a luncheon for a delegation from our sister city, Skien, Norway; Minot State, Minot Public School, Minot Chamber EDC, Norsk Hostfest, and the City of Minot reaffirmed their Sister City Agreement which allows for collaboration benefiting both cities

- Students at Minot Public schools and Minot State will be able to get Hostfest tickets at a deeply discounted rate
- The State Board of Higher Education will be meeting at Dickinson State tomorrow; will include a lengthy security briefing
- On October 11, VP Winiger, Dean Simone and President Shirley will be in Bismarck to meet with OMB as they begin preparing the Governor's budget ahead of the legislative session
- WSC, MSU, DSU, and DCB would be able to participate in a scholarship program to benefit workers in the oil and gas industry if approved by the legislature; the money would be to reskill workers to reenter the workforce either in or out of the energy industry
- Enrollment census numbers show that were down 2.1% headcount and 3.3% in FTE; eight of the eleven campuses showed a decrease in enrollment; the good news is that we were up in new freshmen and transfers while maintaining a flat growth in grad students
- K. Harmon, President Shirley and others have been touring area high schools to raise awareness for the Hometown Pride program as well as talk about how we can help them – all are challenged in finding teachers

### **3. Acknowledgements/Announcements:**

DCB – Dr. Simone is so happy to be in her position as Dean; she had a great reception and has met with many people in the Bottineau community; Old Main and the CTE building in Minot continue with construction

Advancement – had another record year of faculty and staff giving with 63% participation which is the highest among the NDUS institutions; Summer Theater had a great run and two other events were held at that facility; canopy over the stage will go up next week; good response for homecoming reunion ; will launch our public phase of our capital campaign during homecoming; President's Lunch will be held on October 13 in the Dome; Boosters has now moved to the Advancement area under the direction of J. Feller

Assessment – assessment reports for previous academic year are due October 1; assessment plans for current academic year are also due October 1; College of Business is moving all their reports to SPOL which will alleviate the inefficiencies involved with emailing documents back and forth; working with NDUS on moving all programs over to SPOL; have met with a couple of other institutions to transfer program assessments

NDCPD – have received and implemented the new five-year grant; will host a professor fellow from Uganda next month; were hosting Carl Ellingson from Norway but he left early due to the conflict in Ukraine; will continue to work with him distance wise

DCB Minot – Evergreen event was held last weekend; Alumni Awards and Athletic Hall of Fame Banquet will be on October 8; CTE – close to posting position for the dental program – will hold a groundbreaking event prior to the demolition; career outlook magazine is published

Power – getting applications daily; refer students to the center if they are struggling, have a disability, etc.; attended training in San Diego and found the information and the people connections to be of great value; trying to get more foot traffic into the center; teaching an FYE class for Power students – have 20 students participating

ASC – the Get Ready for Success Workshops have been well attended; academic advising is ramping up; etiquette lunch will be on November 1

Marketing – Hometown Pride is being marketed as a full experience to include priority registration, housing registration, admittance to athletic events, discounts at the campus bookstore, and use of the wellness center; we are expanding to include seven new counties and will look at some type of program for the Bismarck, Mandan, and Dickinson markets; we have five new billboards up; new TV and radio ads are now airing; Cascade training will be offered October 18 and 19

UComm – added additional pages to the upcoming Connections magazine due to the Capital Campaign; working on the web site for the campaign; working on getting Onward Beavers stories out in a more timely fashion; will be meeting with Dickinson staff senate and touring the campus while there for the SBHE meeting

Financial Aid – lot of questions about the loan forgiveness program; there are many details that have to come out; it will not apply for loans taken out for this school year; have been referring people to studentaid.gov web site as this site would contain the most current information; FAFSA opens on Saturday; Financial Aid will hold a workshop on October 26 for high school counselors; L. Weber will be presenting at the annual HEUG conference on October 18 and 19

Student Center/Life – as usual, Student Life hosts a number of events to kick off the school year – over 500 students participated in Bingo – Flannel Fest doubled in participants from last year; conducted a campus safety walk and shared results with facilities/security; SGA and C. Scott will be traveling to DC next week for annual conference; have 40 entries for the Homecoming parade as of today – anticipate there will be many more before October 15; looking for volunteers to help with line up – contact L. Perzinski

Design/Printing – have moved from Pioneer to Administration #160 and the space is absolutely perfect for our operation; still have paper issues; directory changes are due today – if you want a printed copy contact UComm

IT – addressing a lot of security issues due to phishing emails; M drive will be gone in two weeks; collected 20 pallets of e-waste this year; special thanks to A. Huether and T. Schmaltz for all their hard work with this effort

Student Health – nurse practitioner is not on campus but rather handled through Northland Community clinic; holds on student accounts for non-compliance with immunization records will be placed this week; flu clinics have begun; will look into possibility of offering a Covid Booster clinic

HR – busy conducting audits and updating forms on SharePoint; working on a state level on some projects; Open Enrollment begins October 17; HR has to sign off on prior/present college waivers, so we have been seeing more since the announcement of loan forgiveness on education loans

Athletics – currently have 416 student athletes; SAAC is conducting monthly service projects in the community; busy weekend of sporting events coming up

Security – received a subpoena to provide security videos on the upcoming Donald Cooper trial; police were able to apprehend the person that was burglarizing offices and cars on campus

Facilities – work continues on Hartnett; gearing up for winter

Library – held a 30<sup>th</sup> anniversary event a couple of weeks ago – thanks to the alumni office and bookstore for the prizes; book discussion on October 12

Registrar – will also be presenting at the upcoming convention; continuing to push for and develop electronic on-line forms

VPAF – Hartnett construction is experiencing some supply issues; projected a December 13, 2023 construction completion; budget season is fast approaching and books will be coming out soon

VPSA – introduced the Aspire Program for high school juniors and seniors exploring a career in education; currently recruiting for the spring 2023 semester; students must be nominated by a school administrator or counselor; components include: dual credit SPED 110 (online with tuition and materials paid, peer mentors; one day immersive campus experience and development of an individualized pathway to a career in education

NA – officers are in place; UTTC has a Monarch Project similar to our Aspire Program

International – involved with the Hostfest/Sister City events; still accepting applications for the two-week study tour in Europe next May – deadline is January 20, 2023; International celebration on November 3; would like to publicly recognize A. Hughes for creating an amazing and welcoming environment on campus

Business Office – still need volunteers to scoop ice cream at the Hostfest; still have some vacant positions in the office; completed a successful year end close

Enrollment – our next Be a Beaver event is October 20 and 21

MRS – administrative assistant has accepted the same position in the IT department; Narcan training will be coming soon

Bookstore – getting ready for spring semester; publishers are still experiencing supply issues; all staff have completed their required regulatory training

CEL – faculty Blackboard application has collapsed into the main one; Lifelong Learning Institute is still accepting application – many new opportunities to register for

Alum – very busy with Homecoming; over 200 attending the Sig Tau reunion; Golden Awards dinner on October 12; MSU Alumni and friends social on October 14; parade, tailgate and game on October 15; Alumni and friends social in Minnesota on November 10; MSU Rhine River Cruise October 11-19, 2023

IR – beginning the development of the Student Profile and the Factbook; have posted the fall 2022 enrollment reports to the IR webpage; the NSSE snapshot report is also available on the IR webpage

Wellness – reminder that there will be a 5K run/walk taking place right before the Homecoming parade on October 15

Adjourned at 11:05  
Respectfully submitted, Deb Wentz