

University Advisory Council
August 30, 2016

Attendees: Greg Kegel, Jim Potter, Vicki Gist, Tammy Boles, Becky Toth, Cindy Small, Kristi Peterson, Jamie Underwood, Jennifer Anderson, Debra Bradley, Lanny Wilke, Holly Haas, Ligia Arango, Arlys Williams, Brian Simonson, Bill Rugg, Samantha Clawson, Marianne Hoppe, Sherry Kegel, Tracey Jette, Rachel Dean

Policy Review

Chancellor called for a review of all of the policy changes that were reviewed at the Strategic Advancement Team, followed by questions and a vote.

Brian reviewed the disposal procedures per policy 903.5. As a point of clarification: all state property must be officially disposed of and cannot be given to an individual. Changed IT to "Information Technology Services"

Tracey reviewed minor changes to policy 601.1. Reviewed changes to 604 including removing career center and inserting HR/Business services. SAT discussed the lack of background checks on student workers who handle sensitive information; that revision will be coming soon. Research on how other schools are managing this process is underway, as well as determining how the checks will be paid for.

Bill Rugg reviewed changes to 403.4 clarifying how many times an instructor can offer special topics courses. Committee reworked language to clarify how the special topics course can become an official course. Reviewed 403.5 and clarified how many times a student can take an Independent study.

No changes to policy 407 (other than review dates).

Holly moved for approval of policies; second by Jamie Underwood. All in favor—changes approved.

Announcements

Chancellor thanked the attendees for being part of the process to approve campus-wide policies, participation is very important. Also wishes to thank everyone for their efforts over the past year focusing on recruiting and retention, receiving accolades from President Cruzado. Heading into our first week of instruction, requested a poll of faculty to ensure students are engaging from Day 1 and not waiting until 2 weeks in. The faster they engage the better the retention will be. Since the Chancellor's address at orientation, a company interested in partnering with the Advanced Fuels Center has visited campus; had a full stadium for the football game, including an impressive number of students.

Sherry Kegel visited Cristy Ozburne's classes about being a Tobacco-free campus, and was then approached by students who want help quitting chewing or smoking. Blood Drive is coming up 9-8-16, 11am-4pm. Wellness check is Sept 13-15.

Brian Simonson requested patience over the next few weeks while new staff get oriented. Committees will begin meeting within the next few weeks, contact Brian if interested in participating.

Bill Rugg reminded the committee that Northwest accrediting reviewers will be on campus Oct 10-12. Each reviewer is looking for how the university is upholding the five standards.

Ligia sat in on the Advanced Fuels meeting with the Argentinian company and was very impressed with what the center is accomplishing. They are interested in us because of what we are doing – we have something valuable and they want it. We need to continue communicating what the center does.

Chancellor Kegel shared that the \$400,000 funding for the Advanced Fuels Center is going to be added to the general fund, and will not have to be lobbied every two years.

Samantha Clawson shared that 240 students attended “Sex Signals” paid for by the RPE grant. RPE steering committee will be meeting soon and planning to bring a trainer to work with administration, faculty, and coaching staff on sexual assault training. Looking at developing a new apprenticeship for phlebotomy through TAACCCT IV.

Marianne Hoppe shared that ITS has been very busy.

Arlys Williams shared that the EMT courses are up and running with enough students to run all the courses. Advertising in the newspaper made a significant difference in increasing enrollment. Outlying areas are also hearing about it and will be getting on board.

Jim Potter shared that the new football and volleyball posters are out, ask Christian Oberquell if you have not received them. NNN starts this week, send anything you would like included. If you sent anything over the summer please resend as Jim’s computer died.

Vicki Gist shared that Will Lorette accepted a job as a tutor with the Little River Institute and hired Tyler Lamb to replace him. Reminder to faculty that Belinda is available to talk to classes about the library’s resources. Displays will be going up during September: Constitution Day; American Indian Heritage Day, etc.

Tammy shared the students seemed very engaged over orientation week, impressive number of students at football game. Getting intermurals started, bringing in an inspirational speaker – adding in some new experiences. Many events moving back to 7:30-8 time so the athletes can participate. Working on changing facility use forms to streamline the process, communication is improving. Open to suggestions on how to make things better.

Chancellor encouraged better attendance at events. Have been intentionally going to more and found they are worth it, probably was missing out for a long time. Make an effort to go.

Becky Toth shared that students are eating, and eating a lot! Spending their money wisely. Currently 90% staffed with student staff, all have returned except for those who graduated. Need two more full-time cashiers. Please send catering requests as soon as possible. Menu has been updated and prices have changed, Becky is willing to work on creative options.

Lanny shared this is his favorite time of year, lots of activity and energy. Said thank you to Becky, BBQ chicken was very good. Welcome back BBQ makes Northern special.

Sherry Kegel shared that several students have spoken highly of Lanny’s advising.

Holly will be sending an email requesting TSA and disability data to report to OCHE in October. Holly manages the electronic boards, send information to Holly to put up.

Cindy's office has been very busy, students lined up out the door. Long aid list and have to wait and see how much is used to determine what is left.

Kristi thanked everyone for their help with orientation. Feedback is welcome. Committee was extremely helpful and supportive. Think it was successful. Would like to work more with graduate orientation, partner together and communicate more. Special thanks to food service and Tammy. Enrollment numbers are not official but feeling very good. Still recruiting up until the very last day, student success staff is a team and works very hard. Congratulations to all on an "undisclosed" gain in the size of the freshman class!

Tracey shared that Kristi did a great job making orientation what it was. Numbers are looking up, new to campus students have been up for the past 3 years. In the process of hiring 2 recruiters. Lindsay Brown moving to take Great Falls Director position after the MPSOC tour, kicking off at Northern on Sept 12. Getting ready to implement CRM which will streamline inquiry to application to admit, will be a significant upgrade. Using GradesFirst early alert system and asking faculty for attendance this week. Setting up a scanner checkin/checkout at the tutoring centers on campus, can connect the student to an actual class. Should help with data-driven decision making.

Chancellor Kegel complimented the student handbook as looking very good. Tracey and Kristi commented that because we have more students, they have already run out of handbooks!

Mary Heller shared that she has been down to Dallas to visit with four employers and all over the state discussing co-op opportunities. Focused on Ag, Auto, Biology, Criminal Justice – had great conversations with Fish Wildlife and Parks, Dept of Corrections, many others who are interested in coming to campus and talking with students. Peterson CAT is coming in September, huge employer on the west coast. Turns out they have \$5000 in the foundation that can be used for tuition assistance, paying for co-ops, very excited about this. Stockgrowers dance in the ATC was very well attended and the club is growing. Chinook HS FFA wants the club to come judge their regional competitions, probably will engage PAS club as well. 85 co-ops over the summer, students in Iceland, Fort Lauderdale, all over the US. Many slid into full-time jobs. 35-40 registered for co-ops for fall. Mary willing to go to classrooms, has already attended Lanny's class.

Paul Techo thanked Kristi for kind words and agreed the new Academic Guide looks great! Food at graduate student event was very good. Trying to keep everybody happy (or compromise so that everybody is content). Favorite time of year to see all the students back. Need to overhaul the waitlist system.

Jamie Underwood shared that senate is focused on accreditation. Thank god student workers are back: prevented 10 tons of waste from going to the landfill over the summer. PLEASE: if you are disposing of anything that contains Freon, it must be drained by an HVAC professional and the paperwork must be presented. E-waste recycle drive in conjunction with the city is coming up, won't be another until the spring. No fee. Call Jamie with any concerns about sustainability efforts on campus. Looking to branch out and working with Advanced Fuels center on grant writing.

Jennifer shared education has a new faculty member, Maureen Odegard. Updating handbook. Dr. Smiley is back on campus!

Debra shared that graduate education is almost full. Classified union staff meeting Sept 8. New chairperson for MUSSA needed.

Adjourned 4:55pm