President’s Cabinet  
Thursday, February 18, 2016  
10:00-11:30 a.m.  
Hobson Memorial Union – Crying Wolf Room

Attendees:
Richard Hanson  Troy Gilbertson  Martin Tadlock  
Jackie Carroll  Deb Peterson  Colleen Greer  
Jim Dillemuth  Kierstin Hoven  Lynn Johnson  
Megan Zothman  Brian Jambor  Randy Westhoff  
Tracy Dill  Brodie Karger  Scott Faust  
Sheila Paul  Mary Ward  Vivian Delgado  
Karen Snorek  Rob Bollinger

President Hanson opened the meeting congratulating Jim Dillemuth on his permanent appointment as Chief Information Officer for BSU and NTC.

NTC/HLC Update – Bob Griggs  
The conference call between the HLC and the MnSCU Trustees will occur soon. Bob and the Trustees are prepping for the conference call today.

Recruitment, Retention & Graduation – Michelle Frenzel  
No Update.

HR – Transactional Service Model (TSM) Update – Megan Zothman  
Discussion: The BSU proposal has been submitted and a team from the System Office will be conducting site visits to BSU today. We will only have one hour with the team and will showcase the lower level in Decker, with 11 offices and classroom space to be converted to cubicles.

We hope to know more by the 26th of February.

Faculty Workload Management (FWM) Update – Megan Zothman  
Discussion: Work continues on the Faculty Workload Management (FWM) system. We will transition to electronic submission of faculty assignments. This process is an HR process. HR has worked with Records to assign courses and credits in the system. We will be testing the system in the new few weeks through fall semester 2016. We hope to go live with the Spring 2017 semester.

Current & Upcoming Searches (Attachment) – Megan Zothman  
Discussion: Megan would like to provide regular updates on current and upcoming searches at Cabinet meetings. Today’s update only includes faculty and administrator positions but eventually she would like to include all bargaining units in the
update. Knowing the open positions gives us an opportunity to assist with the recruitment of employees.

Megan will continue to review our processes and analyze how we recruit and hire positions.

Martin requested a listing of employees who may be nearing retirement age to better ascertain our future needs.

**Commencement – Michelle Frenzel/President Hanson**

**Discussion:** Commencement is set for the first Friday in May (May 6th). All members of the Cabinet are welcome to attend. Darby & Geri Nelson have been named Distinguished MN for the Commencement exercises. They were featured in the BSU Magazine last spring.

**MN Campus Compact Annual Summit – President Hanson**

**Discussion:** The MN Campus Compact Annual Summit is slated for Thursday, April 7, 2016 at Macalester College in St. Paul. The President is hosting a table. The invitation is open to the Cabinet. If you would like to attend, please let Jackie know.

**Completion & Retention Ideas – President Hanson**

**Attachment:** 2. Retention Proposal

**Discussion:** President Hanson presented a few ideas on retention and completion. These ideas represent an aggressive plan to improve student retention and success.

A. Summer Academy would be applicable to students who are not ready for college life. The academy would last 2-3 weeks.
B. Schedule classes in blocks that are appropriate and convenient for the students. We would present learning in a different way. The schedule may not be as convenient to faculty and staff.
C. Supplemental Instruction would require significant faculty resources.
D. Retention Grants similar to the program at Georgia State University.
E – Use technology and create apps focused on retention and recruiting efforts.

President Hanson encouraged the Cabinet to be thinking about the ideas presented today. These ideas will take commitment as some are contrary to tradition; some will present issues for collective bargaining; some will require funding and we aren’t sure how we would pay for any of them.

**Executive Director Foundation Search – President Hanson**

**Discussion:** With Rob’s upcoming retirement, the process has begun to find his replacement. We are consulting with search firms to assist with the recruitment of the right
candidate. Tracy Dill will chair the search committee. The hire will be done in consultation with the new president, who will be named in April. We would like to have someone hired prior to Rob’s departure in June.

**University Scholar Program – President Hanson**
Attachment: 3. University Faculty Scholars Program
Discussion: A provision in the IFO Master Agreement allows for the selection by the president of a University Scholar(s). There is a small financial benefit in being selected.

The recipient(s) of this designation will be expected to present their scholarly work during the following academic year and will be recognized at Commencement so they are expected to attend the graduation exercises.

This program will be presented at Meet and Confer. There is some resistance from the IFO in efforts to recognize faculty over other faculty.

**Campus Budget Review – President Hanson**
Discussion: MnSCU has placed us in Financial Recovery. Karen has prepared an initial response which will be reviewed with MnSCU in early March. They will ask questions about our plan. We intend not to have any cuts; however we are $1.6 million short.

**For the Good of the Order – ALL**
**Student Senate Update**
Currently we are discussing two bills. One, creating student accounts and student worker accounts into one. We will be following up with IT for more information by next week.

Our second bill revolves around student workers being able to work up to 34 hours within a week. Many students working on campus achieve good grades, enjoy being a part of the university, and perhaps would not need to obtain an off campus job if they could work more than the limited 20 hours a week. We will be discussing this bill next week.

From Student Alumni group - We are still working hard on the senior dance idea! Speaking with the DJ on Wednesday, we think everything is coming together. For the senior gift, we are looking into Bucky bobble heads dressed in a BSU cap and gown. The dance is set for Wednesday, April 27th after the senior send off picnic that starts at 5:30 PM. We are inviting all alumni and administration, so mark your calendars.

**Imagine Tomorrow Campaign Update – Rob Bollinger**
The Imagine Tomorrow campaign ends June 30, 2016. The annual campus campaign will begin in March with a special event to celebrate our donors on March 31st in the Beaux Arts Ballroom. Any contributions to the Lakeside Fund will be matched.
Green & White Dinner & Auction – Tracy Dill
On Saturday, April 16th, BSU will again host the Green & White Dinner & Auction to support BSU Student Athlete scholarships. Tickets are on sale for $100 per person. We will have 7-8 live auction items as well as 100+ silent auction items. Attendees will have an opportunity to meet and greet our student athletes.

Panel on Religious Diversity – Deb Peterson
Tonight from 7:00-9:00 p.m. in Hagg-Sauer 100, we will host a panel on religious diversity. This is an opportunity for different faith to provide information to students regarding their traditions. Students have submitted questions in advance of the event but will also have a chance to ask questions during a special Q&A session following the presentations.

Meeting adjourned at 10:40 a.m.
Minutes submitted by Jackie Carroll.
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February 8, 2016

TO: Martin Tadlock, Karen Snorek, Michelle Frenzel, Mary Ward, Shawn Strong, Troy Gilbertson, and Colleen Greer

From: Dick Hanson, President

RE: Retention and Completion

The data are clear: Recruitment of students is an ongoing challenge; retention of students continues to struggle; student completion is unacceptably low. I believe we must boldly change the way we do business. Building on the work from Georgia State University and other places, I believe we should set in motion an aggressive plan for student retention and success. We cannot rely on anyone else to solve this issue for us. Instead of focusing on peripheral issues, this plan goes to the center: Student success. Here are some of the components research suggests should be in place:

1. How do we set up such a program? Are these the necessary elements or should there be more research?
2. What sort of planning group do we need?
3. How would these elements fit into a calendar?
4. How do these ideas meld with current structures?
5. How do we create the pedagogical changes necessary?
6. How do we pay for these changes?
7. Do we have the will to make these changes?

- A mandatory summer academy, Summer academy, with students required to attend based on predictive analytics. Upper division students participate as mentors. This will create team building, financial literacy, and student readiness
- Learning communities with block scheduling including Meta majors for frosh and all are put in one in addition to theirs if declared; STEM, Arts/Humanities, Nursing, Education, Social Science
- Systematic supplemental instruction, with no developmental courses, but a redesign of pedagogy
- Retention grants: Seniors within 2 semesters of graduation; If short on financial aid or out of funds; $900 average grant; Added over $1M in revenue to U vs non completion prior to grants available
- Technology: Cranium Café; Web based advising software; Subs for lack of support in advising; Analytics tracking; Schedules; Prompts; Notifies advisors...early alert; Has phone app Connects to career info on courses, majors, minors, etc.
University Faculty Scholars Program

Bemidji State University is offering a recognition program for faculty members who have demonstrated outstanding teaching, service or scholarship in three successive years. Entitled the University Faculty Scholars Program of Bemidji State University, nominations are invited from faculty members of Bemidji State University for this recognition.

The criteria for awarding the status of University Scholar are:

1. Contribution to the discipline and to the academy through high quality scholarly publications;
2. Contribution to the discipline and to the academy through high quality, recognized creative endeavors and/or recognition for artistic works;
3. Demonstrated progress in establishing or developing a relevant and high-potential research program;
4. Demonstrated high level of instructional effectiveness and student learning;
5. Other demonstrated scholarly activities performed at an exemplary level.

The nominator will present support and rationale showing how the candidate meets the criteria, as stated above. This nomination narrative shall be in writing, no longer than two pages, containing appropriate evidence and submitted to the Office of the President by March 16, 2016.

In selecting University Scholars, the President may consider a variety of sources of evidence of outstanding teaching, service or scholarship, including but not limited to, scholarly publications, coverage in local and/or national media, unsolicited recognition by local or national service or professional organizations or agencies, professional development reports, departmental evaluations/recommendations, and assessments by supervisors.

Faculty members appointed as University Scholars will receive a cash award/lump sum payment in the year of their appointment. The cash award amount will depend on monies available each year, but will never be less than $5,000. This award may be used any way the recipient chooses.

In recognition of receipt of this university honor, the University Scholar agrees to present one honors seminar to the academic community during the following academic year on a topic related to the faculty member’s expertise, the scholar agrees to normal recognition steps through media outlets available to the university, and the scholar agrees to be present at commencement for recognition (not a speaking opportunity).