Attendees: Stephenson Beck, David Bertolini, Jeff Bumgarner, Mark Harvey, Rebecca Weaver-Hightower, Nancy Hodur, Jessica Jensen, Suzzanne Kelley, Mark Engler, John Miller, Carrie Anne Platt, Michael Strand, Gwen Stickney, Christina Weber, Christopher Whitsel
Absent: Ann Burnett, Michael Yellow Bird
Guests: Curtis Cox and Will Hollingsworth, NDSU Foundation and Alumni Association

Minutes

Agenda Item I. Estate Planned Gifts: Foundation Presentation
- Planned Gifts-(Curtis Cox) Deferred Gifts, donors or alumni that want to have these conversations please reach out to Curtis.
  - Top three things to look for in deferred gifts: donors that have estates and assets, faithful donors and superstar alumni from your department.
  - Whenever there is a possibility for scholarship recipient to meet donor, reach out to foundation to set up meeting or write letter.
  - Document request on Google Drive. Will would like documents from each department on what to ask donors about, one sentence about “who is your student” and top three priorities. Think big, what is your big dream for your department.

Agenda Item II. Nominations for all Committees and Senate: names due Weds: Jan 30th
- Put form up on Google Drive
- Maybe change committee structure, less members…
- Give clear view of what the committee entails, meetings, bylaws, etc.

Agenda Item III. Budget Update
- Outlook bright
- Provost, enrollment still down

Agenda Item IV. Legislative Update
- In session now, outlook good

Agenda Item V. Hires, VISPs
- Hires still slowing down, do what we can with what we have.
  - Please provide to David, faculty that we have lost, what they taught and how many students in the course.
  - Plan on what can be done, combine duplicate course, offer course once a year instead of twice.
  - Put together a sheet on resources lost and what you want if funding comes back.
- 4 VISPS in AHSS
  - Can’t hire until money is paid
- 9 vacant positions

Agenda Item VI. Planning Ahead
- Admissions handout, doesn’t have yield rate, use this to plan for Discover NDSU
  - Carrie Ann will send out info on new format for Discover NDSU expectations
- Help with what can be done to help student recruiting.
  - Educate the career counselor on what you can offer.
Agenda Item VII. Miscellaneous

- Award season is coming up
- Chairs and Heads Faculty Activity Reports due to David by-Feb 15th
  - All other Faculty Activity Reports and Annual Evaluations due March 8th
- Digital Measures-up to each department if required or not this year. We will evaluate for next year if required or not for all in College of AHSS
- AHSS website TYP03 updated coming soon.
- Visual Arts updating to new TYP03 and using a student to help take photos.
- Be aware of required info needed each year to SBHE on annual publications, awards etc.

Minutes approved from last meeting.

Meeting adjourned at 4:25

Submitted by Jenna Reno