

University Cabinet Minutes
February 27, 2008

Present: Bethany Andreasen, Caren Barnett, Lynda Bertsch, Chad Carr, Libby Claerbout, Sheila Collins, Brad Damm, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Bryce Fifield, David Fuller, Russ Gagnon, John Girard, Wylie Hammond, Rick Hedberg, Dick Jenkins, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Leon Perzinski, Gary Rabe, Wade Regier, Marv Semrau, Kim Thompson, Kris Warmoth, Jonelle Watson, and Deb Wentz

Absent: Tania Balas, Linda Cresap, Sandy Foley, Dale Gehring, and Cathy Horvath

Also Attending: Abbie Baklenko, Rita Curl-Langager, Laurie Weber, and George Withus

Approval of Minutes

The minutes of the January 16, 2008 meeting were approved as written

Old Business

Emergency Operations Plan Update – a revised version of the plan will be posted on the web tomorrow. The committee is still working on the quick response guide. Once all suggestions are incorporated into the plan, it will be forwarded to University Cabinet and President’s staff.

The emergency notification system does appear to be working quite well as some people were at an out of state meeting when they received notification of night class cancellations at MSU on their cell phone during a recent snow storm.

Review/analysis of George Kuh materials from convocation – no date for this has been set as of yet. However, Institutional Planner, Rod Hair has been working on a presentation.

New Business

1. Senate Reports:

a. Faculty Senate has formed an ad hoc committee to analyze and revise the General Education Program. The senate will be meeting tomorrow and will be discussing the shared governance white paper

b. Staff senate reported that 272 adults and 115 children attended last fall’s MSU at the Zoo event. The senate voted to host this event again for the coming year with the same stipulations relative to food, etc as last year.

Cabinet members were asked for their thoughts on holding a zoo event versus another type of event. Overall consensus was that the zoo event is a nice event as it is not only a picnic but it also provides an opportunity for families to take in the zoo as well. It would be nice to include alums as well but Cabinet realizes that would involve the participation of more partnerships so the burden is not placed entirely on Staff Senate.

Staff senate is also in the process of designing a survey to distribute to staff. The goal is to collect data and present to the incoming senators with suggestions to achieve results or address concerns.

c. SGA: the recently held Winter Week activities were a huge success. Elections for next year's officers will be held at the end of March.

2. Collegiate Learning Assessment Project (CLA)

CLA - Chair of the Academic Assessment Committee, Rita Curl-Langager, shared the recommendations of the committee that MSU participate in the CLA project to better balance the assessment procedures currently in place within specific disciplines and across campus.

Implementation of the CLA is set for the fall (2008-09) semester which would include 100 freshmen. Additionally, 100 seniors that were assessed in spring 2007-08 semester would also be included in the baseline assessment. Cost per student would run about \$40 which we would not pass on to students. Students would take the test electronically and results are sent directly to the CLA project.

The challenges faced with the CLA project is getting students to take the exam. Another challenge is getting faculty to accept it. If we do not, it will show that we are not willing to make changes that may be evidenced in the results.

The senates have already endorsed the project. Discussion from Cabinet members included using transfer students in the results and the inclusion of on-line students.

The Cabinet concurs with the Academic Assessment committee's recommendation to participate in the CLA project.

Assessment Day – As chair of the Assessment Committee, Curl-Langager also shared a preliminary schedule of events for Assessment Day, on April 15th.

Jillian Kinzee will be conducting a plenary session from 8:30 – 11:45 that day. She will have a working lunch meeting with the Foundations of Excellence Steering Committee followed by sessions with faculty in the afternoon. She would also like to talk to a student group as well as those faculty who are teaching general education classes. A formal agenda will be forthcoming once all groups have been identified.

3. Policy/Procedural Proposals and Updates

R. Dorn distributed and discussed clarification on the following policies:

- a. use of state property for personal use
- b. use of personal vehicles for university business
- c. theft and fraud reporting

Keep in mind that if you do opt to use your personal vehicle for business purposes it may have an affect on your insurance premium as some insurance companies will charge more.

4. Shared Governance Discussion

Dr. Fuller has met with the SGA and discussed the complexities of shared governance. The students have requested that we be appreciative of their time and schedules and value their input when they serve on institutional committees.

Cabinet was asked for their thoughts on this topic. Discussion included:

- a. there may be a challenge in getting people to participate, in particular staff who do not always feel as though they are allowed to leave their areas.
- b. we need to better define the roles of the different committees. We don't want people to be overwhelmed with additional work yet we don't want to hold up decisions either.
- c. some concern about hiring of people to do their jobs and then having others (through shared governance) give them direction on how certain aspects of their job should be handled.

Further meetings will be held with both Faculty and Staff Senates to discuss concerns and suggestions.

5. Legislative Initiatives and Proposals

A copy of preliminary legislative projects was distributed. A meeting was held with legislators to seek their feedback and to make sure they know what we are doing.

Some initiatives may happen sooner than expected as opportunities arise. For example, the campus master plan calls for the maintenance facility to move to the north end of the campus at a future date. However, a building has become available for us to move to this location for a very reasonable price. We are currently looking at getting proper approvals and logistics of the move.

6. Roundtable Cornerstone Goals

Cabinet members received a copy of those goals that were submitted to the NDUS along with responsible parties identified. These will need to be completed by the end of the academic year.

7. Centers of Excellence

Negotiations are still taking place on the purchase of the equipment for the Great Plains Knowledge and Data Center. MSU is doing everything possible to make this project succeed.

8. Shared Recruitment Initiative

Cabinet members were asked to forward any ideas regarding this initiative to the President's office by end of the day so they can be compiled and submitted.

9. University Response to Family Tragedies and Emergencies

Wes Matthews covered the procedure that will be used in dealing with family tragedies and emergencies. This information should be shared with all departments and units on campus.

10. Wellness Committee

The Wellness Committee would like to promote a healthy life style for all employees through the formation of walking clubs and the like. Before forming these clubs the committee would like to know whether or not employees would be able to participate in any activities during work hours.

It was recommended that the committee follow up with other institutions to see how they have their wellness programs structured and then return to the cabinet with a recommendation for MSU to follow.

11. Business After Hours

Everyone is reminded to take part in the Chamber of Commerce Business after Hours event on March 4th if their schedule permits. This event will showcase our newly remodeled atrium and Student Center lower level.

12. Department Topics/Updates/Calendar

Kim Thompson distributed the current calendar of events.

13. Current Issues/Area Reports

Item deferred until next meeting

14. President's Report

If there are any questions regarding the report, please contact the President's office

15. Recognitions/Acknowledgements

Financial Aid office recognizes: Laurie Weber, Kathy Nelson, Merri Jo Connole, Deb Kinzell, Jason Trainer, Kristin Wood, Sara King, Teresa Loftesnes, Lisa Borden-King, Ronnie Walker, and Lynda Bertsch for their help with the College Goal Sunday event.

Meeting adjourned at 11:00 a.m.

Deb Wentz, Recording Secretary