

University Cabinet Minutes
August 28, 2013

Present: Brent Askvig, Stephen Banister, Lynda Bertsch, Libby Claerbout, Conrad Davidson, Lisa Eriksmoen, Brian Foisy, David Fuller, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Cathy Horvath, Dick Jenkins, Lenore Koczon, Teresa Loftesnes, Holly Major, Wes Matthews, Devin McCall, Annette Mennem, Jacek Mrozik, Susan Ness, Kevin Neuharth, Neil Nordquist, Rebecca Porter, Josh Sandy, Marv Semrau, Doreen Wald, Kris Warmoth, Jonelle Watson, Laurie Weber, and Deb Wentz

Absent: Caren Barnett, William Chew, Gerri Kuna, Beth Odahlen, Cari Olson, Leon Perzinski, and Gary Rabe

Guests: Julie Keller and Kelsey MacNaughton

Approval of minutes – minutes of June 19, 2013 meeting were approved as written.

New Business

1. Senate Reports

Faculty Senate

Will have executive board tomorrow; hoping to approve committee appointments and set the agenda for the full senate meeting next week; looking at adding an ad hoc committee to work on implementing general education curriculum in fall 2014

Staff Senate

Hosted the annual fall kickoff event which turned out to be one of the best attended; many staff helped students move into their residence halls; September 17th is the next meeting

SGA

Held their annual retreat last semester with very good presentations from various areas on campus; have had very good attendance at MSU Life events; held an out-door movie on the football field last night; State SGA meeting is on 9/21/13 in Valley City

2. Purpose of Cabinet

As there are now a number of new members on the University Cabinet, Dr. Fuller reviewed the purpose and mission of this advisory group. Membership consists of all managers across campus. Meetings are a good way to keep the campus up to date on what is taking place across campus. Everyone in Cabinet should take information shared in meetings back to their constituents.

3. Enrollment

Dr. Fuller shared the latest enrollment reports with Cabinet members. First day numbers are up slightly from a year ago. Out of state students category has shown a significant increase as has Ward County.

We still have 4 weeks until final census date but we are optimistically hopeful for an increase over a year ago.

4. Acceptable Use Policy – Email, Computer, etc.

ITC Director, Cathy Horvath went through the policies governing computer usage as well as email retention. All information is contained in SBHE policy 1901.2.

Items covered included:

- Authorized use of computing and networking resources
- User privileges
- User responsibilities
- NDUS responsibilities
- Responding to security and abuse incidents
- Email privacy and retention

Cathy is available to offer departmental training if you wish.

5. Centennial Update

Marv and Teresa provided updates on Centennial projects. Some include:

- The Centennial prints debuted at Convocation and there are very few left
- The book is currently being sold in the bookstore
- Our Centennial Block Party will be held on September 21 – we are hoping for this to be a huge event – encourage participation
- Homecoming will follow the week after with numerous opportunities to participate
- The Great Plains Symposium will be held on October 11 and 12. Please encourage your faculty, staff, and students to attend these sessions. The committee has worked very hard on this schedule and has even secured a nationally known author of the Great Plains, Ian Frazier, to provide a keynote address.
- We will also have a theater production on campus during October commemorating 100 years of Normal School.
- Our Beaver sculpture will be unveiled on September 24 – encourage attendance

6. NDUS/Chancellor/Pathways

- NDUS is currently working on a response to the HLC letter – Lenore has been part of the committee preparing the response
- Interim Chancellor search is underway – they have narrowed the candidates down to six
- Board intends on moving the Pathways program forward – campuses are currently looking at impact on enrollments. Preliminary numbers are not good for many of the ND institutions.
- HLC will conduct campus visits sometime in October

7. Announcements/Acknowledgements

NDCPD - staff have been extremely busy over the summer working on a number of grants and contracts; September 16 and 17 Haarstad University from Norway will be on campus; Brent has been named the interim Chair of SPED

Student Life – Melanie Moore is recognized for the extra work she has completed over the past two months in the absence of a department secretary

POWER – had a successful kick-off to POWER week – have 30 new incoming freshmen

CETL – is recognized for their Transitions program; CETL will offer volunteer opportunities on September 11 and 13 – sign up starts next Tuesday

Registrar's Office – recognized for their recent certificate of appreciation from Federal Investigative Services

Student Success – Tammy Wolf is recognized for her work with Connect sessions over the summer

Marketing – recognized Josh Sandy for his work in their department over the summer; all faculty and staff are reminded to get their new ID's

Publications – phone directories are being updates – please get your revised information to Doreen

Financial Aid – last day to drop a class is September 4

With no further business, the meeting adjourned at 10:55.

Submitted by Deb Wentz