

University Cabinet Minutes October 17, 2007

Present: Tania Balas, Lynda Bertsch, Libby Claerbout, Linda Cresap, Ron Dorn, Lisa Eriksmoen, Bryce Fifield, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Wylie Hammond, Rick Hedberg, Cathy Horvath, Dick Jenkins, JoAnn Linrud, Teresa Loftesnes, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Gary Rabe, Marv Semrau, Kim Thompson, Kris Warmoth, Jonelle Watson, and Deb Wentz

Absent: Bethany Andreasen, Caren Barnett, Chad Carr, Sheila Collins, Brad Damm, Conrad Davidson, Jared Edwards, John Girard, Rick Hedberg, Leon Perzinski, and Wade Regier

Also Attending: Kristi Berg, Selmer Moen, Rebecca Porter, and Ann Rivera

Approval of Minutes

The minutes of the September 19, 2007 meeting were approved as written

Calendar – Acknowledgements

Faculty and staff recognitions included: Communications Disorders department, L. Magnus, O. Schroeder, L. Roteliuk, T. Seright, N. Medalen, D. Rochholz, T. Eckmann, B. Sundberg, H. Golly, S. Burkle, D. Jensen, L. Borden-King, C. Nilsen, S. Cole-Harding, T. Eckmann, T. Linares, L. Geller, L. Garnes, J. Westby, P. Markel, M. Coxwell, B. Anhorn, A. Veikley, and M. Mohler.

Calendar additions:

- * October 20 – NDCPD will hold their Community Advisory meeting on campus
- * October 23 – Tom Decker will give a presentation (at 8:00 a.m. and another at 10:00) to talk about demographics
- * October 27 – there will be a Disability Awareness presentation from 5:00-7:00 pm
- * November 8 - CEL will have their fall open house from 9:00 – 11:00
- * November 10 – Preview day for potential Canadian students

Calendar notes:

- * October 18 – Rock Poster artist in Beaver Dam
- * Campus Preview Day for HS students
- * October 24 – Assessment Day
- * November 1 – Day of Dead Celebration from 11:00 – 1:00
- * November 5-9 – Native American Week activities

Current issues/area reports/Updates

Public Information – MSU Inside will be sent out today

Career Services – we will host a Major Fair on December 1 which will help undeclared students. Also the annual career fair usually held in the Dome will now be held in the Beaver Dam area.

Business Office – recently held a question/answer session for administrative assistants which proved to be very helpful. Many good comments have been received.

Bookstore – are able to offer the MS office products again at a reduced cost to students

Residence Life – all residents in Cook Hall are taking a self defense class which will be held right in Cook Hall

Campus security – about 700 individuals have registered on the Emergency Operating Notification System – of that number only about 200 faculty/staff.

Students are very interested in getting blue lights installed on campus.

Academic Affairs – years ago an artist was commissioned to do a painting as a fundraiser. We have been unable to locate the original painting. If anyone knows the whereabouts they should talk to D. Jenkins.

Registrar – enrollment numbers as of today are at 3,471. A process is being looked at to refine the third week reporting procedures so we don't have the same issues we did this year.

Mid term deficiency letters when out this week. There were 860 total letters sent under the VPAA signature. T. Balas wanted to give special recognition to her staff, L. Haman, H. Otto, P. Brandt and G. Rabe for all their help in getting these out in a timely manner.

International Programs – had a very good exchange with officials from Telemark University College last week. They were very impressed with the campus. Have decided on some goals which include faculty exchanges and a possible study tour in summer 2009.

Informational sessions will begin on October 28th to inform anyone interested of study abroad tours that are coming up.

Hosting Study Abroad Professionals meeting tomorrow in the Conference Center.

R. Walker is going to accompany Enrollment Services on a recruiting trip to the Seattle, WA area. She has also recently returned from a Canadian recruiting trip

College of Business – held a very successful meeting with UTTC to help move our partnership forward.

Foundations of Excellence – survey has been sent to faculty and staff and right now has about a 50% response rate. Guidelines will be sent to the members of the Dimension Committees. Students will receive their survey in November.

HLC – the revised self study report is posted on the web. B. Boyeff has done an excellent job with organizing the evidence room. Everyone must be available when the team is here next March.

United Way – the solicitation letter has been sent out. Please encourage staff to contribute to this worthy cause.

Advancement – the faculty and staff solicitation has been sent out. It is important as we move toward a capital campaign, that faculty and staff are supporting MSU.

Human Resources – open enrollment is no taking place. AFLAC is also taking appointments to discuss their products.

International Friendship Program

The purpose of the program is to connect families in the community with international students. It will allow the families to experience another culture while the students get familiar with American family life.

There are a total of 23 students signed up but we are still a couple of families short. The goal is to get MSU faculty and staff to participate before having to go out into the community looking for families.

The only requirements are that you meet with your student two times during the semester and that you attend one orientation session.

Virtual Learning Commons (VLC)

K. Warmoth explained that the VLC is a one stop place for students to network socially as well as make campus connections. A handout was distributed which included a variety of links that students could easily access all on one page.

The consensus of the group was that something like this could be useful but we have to make it accessible for those with disabilities as well. K. Warmoth will work with NDCPD on the design.

Alignment Plans

Everyone is to review the 2007 – 2008 Alignment Plans that were submitted to the NDUS on October 4th.

Centers of Excellence

The COE commission has approved the proposal for \$2.1 million. The State Board of Higher Ed meets on Thursday of this week and then will vote on it at that time. After that

it will go through ND legislative committees for approval and hopefully we will know by November 1 if the proposal is approved for funding.

L. Cresap and D. Klein were acknowledged for all the work they did on the proposal and the long hours and meetings they had to go through in order to meet deadlines.

Campus Signs – Trees on Broadway

We are still waiting to hear from a local sign company on what they would propose for a monument sign on the corner of Broadway and University Ave.

Thirteen of the spruce trees along Broadway will need to be moved. An area by Campus Heights apartments is being looked at for a relocation site.

President's Report

The President's report was distributed for review.

Adjournment

The next cabinet meeting will be held November 21. Meeting adjourned.

Respectfully submitted, Deb Wentz