

**University Cabinet Minutes**  
**November 15, 2006**  
**Westlie Room – 9:00 a.m.**

**Present:** Bethany Andreason, Caren Barnett, Tania Balas, Lynda Bertsch, George Clark, Brad Damm, Ron Dorn, Jared Edwards, Lisa Eriksmoen, Bryce Fifield, Sandy Foley, David Fuller, Dale Gehring, Rick Hedberg, Cathy Horvath, Dick Jenkins, Teresa Loftesnes, David McCormack, Sandy Nordstrom, Kris Warmoth, Jonelle Watson, and Deb Wentz.

**Absent:** Brad Botz, Linda Cresap, Julie Drum, Alexandra Deufel, Russ Gagnon, Wylie Hammond, Ali Guitian, Yueh-Ting Lee, JoAnn Linrud, Wes Matthews, Neil Nordquist, Leon , Perzinski, Gary Rabe, and Kim Thompson.

Dr. Fuller called the meeting to order at 9:00 a.m.

**Approval of Minutes**

Minutes of the October 18, 2006 meeting were approved as presented.

**Old Business**

1. Master Plan Update – the Steering Committee will be holding a follow up meeting on November 29<sup>th</sup> to review the preliminary draft and begin prioritizing objectives. When the plan is finalized, the architects from the Clark Enerson Company will return to campus to offer implementation strategies.
2. Vision 2013 – an abridged version of the Vision 2013 Plan was distributed. There will also be an unabridged version that will be distributed at a later date which will be presented more as a working paper that departments can use to establish goals.

Cabinet members were asked to review the document with respect to each of their areas and be prepared to discuss specific directives or strategies for their respective areas at next months meeting.

**New Business**

1. Current issues/Area reports

Athletics – MSU is hosting the State Class A & B Volleyball tournaments beginning Thursday and running through Saturday. Please be aware that there may be limited parking around the Dome.

Student Health – there are still about 50 flu vaccines available at \$25 per person.

Financial Aid – hosted a high school counselor/advisor session on November 14 advising of changes in federal programs. Enrollment Services also presented the required housing policy for fall 2007.

NDCPD – have been advised that a current project (\$.5 million project) will be continued through their center.

Food Services – the kiosk in the Library will be open for business today. The name chosen for this food service choice is the Gnawed Log. The menu will evolve over time as well as the hours of operation as Chartwells assesses consumer preferences. Chartwells welcomes any comments and feedback on Sandella's and Starbucks. There will be new menu options after Thanksgiving. Food Service staff is completing their food certification training to comply with ND state law. Watch for "commuter meal plan" after the second semester begins

Student Development – MSU is in the process of hiring a student counselor.

Business Office – the audit on the university and the foundation have been completed. Natalie Hauf has been hired as an assistant in the accounting area. Glenburn students will be job shadowing over the next few days.

The committee will be reviewing the three proposals received for managing the bookstore and they will make their recommendation by the end of the week. Anyone wishing to review the proposals can do so in the Business Office. A forum will be held next week to present the recommended vendor's plan for the bookstore operations.

Registrar – spring registration is taking place now and it has been very busy. Have had a few glitches with the system but they have been able to work through them.

Library – have hired a Circulation Librarian that will start after the first of the year. There is one more Director candidate that will be visiting campus.

Student Affairs – we are looking for a Fitness Center Coordinator – 7 applications have been received. Hopefully this position can be filled by the first of the year. T. Weiser completed her last day at MSU yesterday and we have posted for her position replacement. The position has been revised somewhat in that we are looking for a person to work more afternoon/evening hours.

Plant Services – Jared talked about the recent safety and security issues around campus and asked everyone to notify him of anything no matter how trivial it may seem. Carpet to finish the Beaver Dam should be here shortly.

Career Services – reminder that there is a mentoring workshop today at noon. We had over 300 freshmen who have not completed the orientation and will need to do so before they can register.

ITC – upgrades are happening over the next several weeks. Notification will need to be sent to online students as the upgrades do happen in the evenings.

2. Public Folder Notifications

ITC has developed a system that faculty can access to announce class cancellations. The system will be presented to Faculty Senate to see if it could be a workable system for them.

3. Smoke-Free Policy

There has been some confusion as to where people can go on campus if they smoke. Some thought that they could stand on the sidewalk by 11<sup>th</sup> Avenue but this is determined to still be a part of the campus so smoking would not be allowed. Clarification will be sent out specifying that the campus is smoke free.

4. Direct Deposit for New Employees

The Business Office is proposing that beginning January 1, 2007, all new employees will need to have paychecks directly deposited to a bank account rather than having the option of receiving an actual check. The Cabinet agreed that this was a reasonable proposal and should take affect in January.

5. President's Report

Items to note since the last cabinet meeting included:

- Forums were held on Monday to discuss budget and finances. R. Dorn provided information relative to current revenue and expense projections as well as integration of the CEL budget into the appropriated budget.
- The SBHE encourages presidents to contact state legislators and ask for their support of the budget request which asks for an additional \$63 million. This would help keep tuition costs down, provide for a 5% salary increase, and provide support for deferred maintenance expenses on campus.
- B. Botz has submitted his resignation effective December 1. Fuller recognized many of the accomplishments Botz has achieved. D. Jenkins will assume interim duties until a replacement is appointed.
- State Board met in Dickinson on November 9<sup>th</sup>. The Bismarck State College request to offer a 4 year degree in energy management was approved.

6. Recognitions and Acknowledgements

The following people were recognized for their accomplishments during the past month: Shymal Das, Maila Zitelli, Cheryl Nilsen, Selmer Moen, Allen Kihm, Melanie Moore, and Dennis Parisien.

7. Announcements/Calendar

Updates were proved by Public Information Office.

8. After Cabinet Discussions

The After Cabinet discussion will take place this afternoon at 4:00 p.m. due to Dr. Fuller having to travel tomorrow. Please encourage people to drop by and discuss the President's Report or any other items of interest.

**Adjournment**

The meeting adjourned at 10:45 a.m. Next Cabinet meeting will be December 20.

Minutes prepared and submitted by Deb Wentz.