

University Cabinet Minutes January 16, 2008

Present: Bethany Andreasen, Tania Balas, Caren Barnett, Lynda Bertsch, Libby Claerbout, Sheila Collins, Conrad Davidson, Lisa Eriksmoen, Bryce Fifield, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, John Girard, Rick Hedberg, Cathy Horvath, Dick Jenkins, Roger Kluck, 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: Chad Carr, Linda Cresap, Brad Damm, Ron Dorn, Wylie Hammond, and JoAnn Linrud

Also Attending: Donna Just, Julie Keller, and Jay Wahlund

Approval of Minutes

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

Roger Kluck, facilities director, was introduced and welcomed to the Cabinet.

Old Business

Emergency Operations Plan Update – Cabinet members were asked to review the draft of the plan and submit any changes or additions to Leon. The next steps involved with this project include:

- Development of a Web piece
- Quick reference card for individuals to have at their desk
- Training/educating campus on what their role is relative to the plan

The task force acknowledges that there are additional items that will need to be included in the final plan (reference to blue lights on campus, residence hall procedures during an emergency, etc) and they will seek the advice of Roger Kluck in defining these items. Kluck has previous experience with emergency preparedness plans and the committee is looking forward to working with him to finalize the MSU plan.

Once finalized, the plan will be submitted to various agencies as required.

Biennial Budge Priorities – a list of priorities was compiled at the last cabinet meeting and all cabinet members are encouraged to review this list and submit any additions as needed. Members are also asked to alert Dr. Fuller of those items that we should place more focus on.

It was also mentioned that there may be money available at the federal level that we should not ignore.

Vision 2013 Action Plans – everyone received the final draft of the action plans at the January 7th convocation. The Planning and Budgeting Council has developed a matrix for each unit on campus to help identify plans they want to focus on. Dr. Fuller will be meeting with each unit on campus to discuss the action plans that each area on campus may want to focus on and how progress will be measured in completing the goals that are set.

Review of Convocation and Dr. Kuh’s presentation – there were some mixed comments in regard to the presentation from Dr. Kuh. While some people felt the discussion depicted a bleak outlook others thought the presentation revealed many opportunities to enhance engagement and focus specific areas to improve.

The plenary session was well attended and well received. However, due to classes beginning that same evening, many departments, such as Financial Aid, Records, etc, could not take part in the working sessions throughout the day as they had to be available to assist students.

NDCPD personnel held discussions on how “place” relates to their constituencies. They work with many professionals and engaging them in the campus may be somewhat of a challenge but very possible through sponsorship of workshops and such.

The question was raised regarding the release of our NSSE results to the USA Today for their annual ranking of universities and colleges. The NDUS academic officers have discussed this and as a system, felt they did not have enough information on how USA Today would use and report this information so the results were not released.

It was suggested that a follow up meeting be held with the campus to further explain the results that Dr. Kuh presented as well as look at peer institutions. This will be on the agenda for next month’s cabinet meeting.

Community Bowl – supporters of the Community Bowl have been busy getting signatures on a petition so that this issue can get on the June ballot. Rick Hedberg, committee member, and others recently returned from a tour of St. Cloud State and Augsburg College in Minnesota to look at their outdoor sports arena that is covered with a collapsible bubble roof. This is the same type of structure the committee in Minot is recommending.

Rick explained how this facility could be paid for and that it would not involve any new taxes to citizens but rather diverting some of the funds that are all ready collected for the NAWS project. The project would be a great benefit to the city of Minot and MSU.

New Business

Senate Reports:

1. Faculty: Faculty Senate had a special meeting with Dr. Kuh when he was on campus and he spoke about how the faculty government plays a role in student

engagement. Among items being discussed at the Faculty Senate meeting tomorrow, a general education proposal and approval of courses for the diversity requirement will be reviewed. Senators will also discuss a proposal of inviting area legislators to campus to “shadow” faculty so they get a better idea of what faculty actually are involved in on a daily basis.

2. Staff: at the beginning of the academic year, Senators were asked for suggestions for staff development. Training was a major initiative that staff wanted more of and they are very pleased that Microsoft Office products training is taking place now. Another training issue they felt would be beneficial is training on First Aid and CPR. Both of these training sessions are also on the schedule and everyone is encouraged to take advantage of them. Staff Senate also completed a survey among Senators and although they didn’t find anything that needed immediate attention, they did have a couple of senators feel as though they were not supported by their supervisor in meeting their responsibilities as a senator.

Staff Senate is asked to provide an update to cabinet on the most recent MSU @ the Zoo event. Particularly regarding attendance and how we may be able to solicit the help of other senates to help in the planning and promotion of this event.

3. Student: Student Government Association (SGA) officers attended a national conference of their peers last fall and gained valuable information that they have been able to put to use at MSU. SGA knows that it is important to have activities that students want so they have been conducting several surveys that will aid them in determining future events. Winter Week activities will take place during the first week in February. Many good events have been planned and SGA is looking for record participation.

Enrollment updates

We still have 3 weeks to go before we have to report on official spring enrollment numbers. As of today we are at 3,318. Our official report will run on February 5.

Enrollment services/admission has denied more new freshman than they have traditionally denied in the past. Denials resulted from low ACT score or the student not meeting core high school requirements. We have also noticed an increase if the number of freshman that have applied and been admitted this spring but then fail to show up. Speculation may be due to mandatory orientation. We are currently running a pilot program at the Air Force Base to streamline the orientation process for non-degree seeking students. We may also do the same process in Bismarck if it goes well. Enrollment Services is also in the process of analyzing materials and re-evaluating how we communicate to potential students. This is a focus of one of the dimensions of the Foundations of Excellence program.

Calendar – Acknowledgements

Everyone was reminded that use of the web based calendar will be extremely important once the information center opens in the atrium. This should be used for both campus sponsored events and non-campus sponsored events.

One item that should be added to the calendar is the etiquette dinner which is scheduled for February 21.

There is a Martin Luther King, Jr. event taking place on January 21 in Nelson Hall and everyone is encouraged to attend.

Current issues/area reports/Updates

Marketing – a Class of 2013 event will take place during the basketball game on February 9. The virtual tour on the MSU web site has been updated.

NDCPD – on March 17 they are hosting a statewide symposium on autism services. This will launch the program that is funded through a federal grant. Senator Dorgan will be invited to attend as well because of his efforts in securing the funds. NDCPD is also working the ND Arts Council to host a showing of art pieces completed by people with disabilities.

Student Affairs – there is a meeting today at noon to discuss the possibility of opening a child care facility in cooperation with Augustana Lutheran church. The meeting will be held at the church and anyone who is interested in this issue is welcome to attend. The Student Activity Fee Committee will be meeting later this day to consider any changes to fees.

Business Office – there are still some faculty and staff that have yet to pay their outstanding parking tickets. Reminders have gone out and if they are not paid people will lose their check cashing privileges and the matter will be turned over for collection.

Other –

Broadway sign – we received many good comments regarding the drawing Walter Piehl completed. There is a follow-up conference call with the architects scheduled for next Tuesday to talk about the logistics of getting the sign completed

Murals – we have contracted with Ryan Burr to complete some murals in the Student Center. He has just finished one in the International Programs area and will begin another on the wall directly across from the Multicultural Center.

Bookstore – the renovation is complete and looks wonderful. We appreciate everyone's patience during the process.

Atrium – the renovation in the atrium is moving along well and should be completed soon. To show off our renovated area we will be hosting a Minot Area Chamber of Commerce Business After Hours event on March 4.

Institutional Researcher – it became very evident in our HLC self study that we needed to have an institutional researcher. Rod Hair has accepted this responsibility on a ½ time basis. He will still continue on with his duties to RCJC. Work has begun on researching and identifying peer institutions in the Great Plains.

Federal funding announcement – we are very grateful to our ND delegates in helping to secure federal money for RCJC, JCEMP, and NDCPD’s autism program.

Title III update – Bill Campbell was on campus to discuss the Title III process. Our application will focus on retention of students. A full review of the proposal will be presented to all senates prior to submission.

Open forums – campus forums will be held on February 5 at 8:00 and again at 10:00. Focus will be on actions plans and allocation of money to complete priority items.

NCAA Division II – it was the recommendation of a committee a few years ago that MSU actively pursue Division II status. In order to do this, you must find a conference as well as be able to meet added expenses. We are looking very seriously at trying to make this work.

President’s report – this report is disseminated not only across campus but also to Board of Regents, Alumni Board, Foundation Board and retired faculty. This report demonstrates the shared governance that MSU practices in that everyone is included in any major decision that happens on campus.

Recognitions – Ronnie Walker and Lisa Eriksmoen were recognized for their accomplishments over the past month.

Meeting adjourned at 11:00 a.m. Next meeting is February 27, 2008

Deb Wentz, Recording Secretary