

**University Cabinet Minutes**  
**January 28, 2009**

**Present:** Nathan Anderson, Brent Askvig, Caren Barnett, Kristi Berg, Lynda Bertsch, Linda Cresap, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Rod Hair, Wylie Hammond, Kevin Harmon, Rick Hedberg, Sarah Henderson, Cathy Horvath, Dick Jenkins, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Leon Perzinski, Gary Rabe, Marv Semrau, Jennifer Sick, Ken Story, and Deb Wentz

**Absent:** Libby Claerbout, Brad Damm, Kris Warmoth, and Jonelle Watson

**Guest:** Julie Keller and Ronnie Walker

**Approval of Minutes**

The minutes of the December 17, 2008 meeting were approved as presented.

Prior to starting the meeting, Faculty Senate President, Kristi Berg, distributed a survey regarding general education for cabinet members to complete.

**New Business**

1. Faculty senate report – Kristi Berg reported that the last Gen Ed discussion is scheduled for February 5<sup>th</sup>. There will also be 2 forums held on March 12 at 8:00 a.m. and 12:30 p.m. in the lower level of the library to discuss next steps in the gen ed process.

Institutional research office is helping with the College Student Inventory Report and should be done by February 12.

Staff senate report – Nathan Anderson reported that 4 staff senate scholarships will be awarded this year. Senate received a total of 10 applications.

The ND State Staff Senate will be meeting on January 26 via IVN to discuss bylaws and voting issues. Senate is also in the process of developing an orientation handbook. All staff is encouraged to take part in this process by attending the first meeting on February 12 at 9:00 a.m.

Student government – Ken Story reported that the lunch with legislators is set for April 4. NDSA passed a resolution to oppose HB 1447 which would give the legislators the power to set tuition rates.

They are presently looking at revising the funding policies for clubs so that the clubs have to be more accountable for funds they receive.

SGA is currently in the process of hiring new officers for new academic year.

SGA will be recognizing 27 faculty and staff for their support of the SGA and will be receiving special awards.

2. Announcements/acknowledgements/calendar

Bottineau – Russ announced when Homecoming will be taking place in the fall and asked who he should contact about possibly getting the MSU drum line to participate.

Also, the city of Bottineau will be holding their 125 year celebration in June and Russ asked if there would be any interest for MSU to enter a float in the parade.

Discussion came up regarding the Bottineau name change. Russ reported that the sessions went very well and the majority of community and campus folks are in favor of the name change. There is some discussion as to whether or not they will maintain a brief by-line about their association with MSU.

The following people were recognized for their efforts over the last month: Sue Lommen, Roger Kluck, work study students at Plant Services, Amber O'Brien, JoAnn Linrud, and the Minot community for opening their homes to student athletes over the holiday break who were unable to be with their own families.

Cabinet members were again reminded to keep the on line calendar up-to-date to help avoid scheduling conflicts.

3. Phase 2 of strategic planning – the plan has been reviewed and funding priorities have been identified. This information will be covered with the campus at the forums scheduled for February 10<sup>th</sup>. The Planning & Budgeting Council will then seek input from each area before finalizing future objectives. Everyone is asked to be thinking about priorities and directions they would like to see this campus going in.
4. Cornerstone goals – these will be reviewed by President's Staff and key persons will be assigned to each task. These will be distributed at the next Cabinet meeting.
5. Great Plains premier universities – the office of institutional research has completed their work on identifying premier institutions in the Great Plains. They have prepared an excellent spreadsheet with performance indicators that will be shared with the campus at the open forums in February. Now that we do have some indicators we will be better able to identify annual goals that will help us achieve our goal of being a premier institution by 2013. The report is on the institutional research web site.
6. Legislative requests – we are getting a lot of requests for information since the legislative session has begun. Minot State did have a hearing with the Senate appropriations committee regarding projects put forward for funding. The next step will be a hearing with the House committee sometime in March.

We do not know at this point, whether the economic stimulus bill will pass but we do want to be prepared. There are a number of projects identified that could benefit from funds received should the bill pass.

Everyone is reminded to participate in the legislative forums held Saturday mornings at the Minot Auditorium. It is a good opportunity to meet with ND legislators and have questions or concerns addressed.

7. Building updates – Roger Kluck updated everyone on progress on the following campus projects:
  - a. Swain Hall – bids will be opened on February 3 at 2:00 pm in the Audubon Room
  - b. Broadway Sign – sign has been re-bid with bids being opened on February 11
  - c. An architect has been awarded the 11<sup>th</sup> Avenue project
  - d. Community Bowl – have a coalition working with us so it will be a more comprehensive, regional project
  - e. Wellness Center – have received a very strong concept design from the architects
  - f. Coal boiler – is on the list of items for state funding. Currently using natural gas for campus heating
  - g. Classroom updates – have awarded bid to architect
  - h. Stimulus bill – as mentioned earlier, there are several projects that could use stimulus funding. Those include: Community Bowl, upgrade restrooms in Cook Hall, remodel in Dakota to accommodate ESL, complete Moore Hall, complete remodel in McCulloch Hall, repair roofs on 3 buildings on campus that are leaking, and remodeling of Campus Heights.

The City has been approved for snow emergency money and we should be able to apply for funds and hopefully get reimbursed about 50% for our snow removal so far.

8. Announcements/Updates

CoB–the energy economic program has received a stage 2 approval. The Apex program will be featuring a speaker tomorrow focusing on communication skills. We have 8 applicants in the next SIAS cohort.

International – there are 15 applicants for the first ESL session set to begin on March 2. We have 2 students from Denmark for this semester and 2 of our students went to Sweden for the semester.

Advancement – the Foundation is currently doing an analysis on how scholarships may be affected due to the economy. May have a big impact on what we award in the coming year.

PIO/Marketing – have experienced a large increase of web site hits since we have posted the story about paying in-state tuition. Marketing will provide a report at the next meeting about the impact our web site has.

We still need some more orders to meet our minimum number of 50 plates before we can order the MSU Beaver logo plates. Encourage people in your areas to get their orders in soon.

Enrollment – thank you to all the faculty and staff that have participated in the Discover MSU sessions. They have another one taking place in Bismarck tomorrow. All have been well received.

All departments are encouraged to think about setting up a table at Minot High on Mondays or Wednesdays. Students want to know more about what is available at MSU.

HR – staff evaluations are due March 31. Very important they are received on time as salary increases can be delayed if evaluations are not submitted in a timely manner.

There is an open forum tomorrow to discuss the results of the CTF merit pay survey.

Financial Aid – distribution starts today.

Registrar – official spring enrollment numbers will be available on February 10. A request will be going out soon to deans and chairs regarding the student speaker at commencement.

ITC – it is always a little hectic at the beginning of a new semester and IT is finally starting to settle down. They are currently looking at a new phone system. Testing of off-site storage and security is in process.

9. President's Report – noteworthy:
  - a. Presentation to ND Senate Appropriations Committee
  - b. Meeting with ND delegation in Washington DC
  - c. Attended a summit in Bottineau regarding name change
  - d. Identification of priority items for strategic planning
  - e. Attendance at the Presidential Inauguration

Meeting adjourned at 10:35 a.m. The next meeting will be held on February 18, 2009.

Deb Wentz, Recording Secretary