

University Cabinet Minutes
April 16, 2008

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

Also Attending: Susie Mack, Ken Story, and Laurie Weber

Approval of Minutes

The minutes of the February 27, 2008 meeting were approved as written

Old Business

Wellness Committee Recommendations – a draft of the Wellness Club Policy was distributed for review. Specifically the proposed policy addresses the question of release time for employees to participate in any MSU Wellness Club. Release time for non-exempt regular staff is not to exceed three hours per week with the supervisor's approval and as the work allows. Exempt staff and faculty may participate as their schedules allow but should the three hour per week as a guide for their own release time.

Release time is for participate in an MSU Wellness Club, not for individuals to join a fitness club and leave for individual sessions during the work day.

Emergency Operations Plan Update – are still working on completing the educational pieces. We should be ready in the fall to perform some tests on the processes we have in place. Meeting was held with the Minot police department and has coordinated direct line contact with them.

Noti-Find is now part of the human resource area and Wes will be attending a training session next week. The program will automatically put faculty and staff into the system we will need to strongly encourage students to participate.

We have asked for state funding to help cover costs of putting in outdoor speaker system in as well as blue lights.

New Business

1. Senate Reports:

a. Kristi Berg will be the incoming Faculty Senate president for the upcoming academic year. A special committee has been formed to look at special contract faculty.

b. Staff senate will be distributing their survey soon. Elections will be held on May 9 from 9:00 – 4:00. May meeting will include Dr. Fuller talking about shared governance.

c. SGA: Wade thanked everyone for all that has been done for students this past year. Wade also thanked everyone for their support of his presidency and all the initiatives they were able to successfully complete this year due to support of faculty and staff at MSU. Ken Story, incoming SGA president was introduced to cabinet members. Ken has already been working on goals for the upcoming academic year and a primary focus will be to have more of a presence at the ND legislative sessions. Through collaboration with other ND universities, Ken is positive that students will have a stronger voice in Bismarck.

2. Completed Actions and Initiatives – Annual Report

MSU will be producing an annual report to the campus and stakeholders to illustrate the progress the university has made in reaching their goals as outlined in the strategic plan. In order to document and prove this progress we need to have a way to record results.

A template for gathering this information was distributed. It is hoped that the information can be collected and returned to the President's office by May 20th. The question was raised on whether or not we can reflect on new initiatives and departments and units are encouraged to do this. The Planning and Budgeting Council will review all proposed initiatives and will identify those to be included in the strategic plan.

3. Student Complaint Policy

Each Senate has submitted their input into the policy and now Student Affairs is seeking the input and suggestions of Cabinet so this policy can be finalized and approved by the President's staff.

Suggestions/questions:

Under heading #4, item #3 it states that the written complaint must be submitted within 28 daysunless the VP/Dean/Director agrees to receive it beyond this time frame. Is there a limit set for the "beyond this time frame?" There is no defined time stated and the decision is really up to the VP.

According to Faculty Senate policy, faculty has 120 days. Is there any reason why the student policy should be different? Recommendation was made to extend the days and omit the approval of the VP,

Gary Rabe moved and Bethany Andreasen seconded to rewrite item #3 to read:

The written complaint must be submitted within 120 calendar days after the occurrence of the action or matter that has given rise to the complaint.
Motion passed by unanimous vote.

John Girard suggested that under heading #4, items #2 & 4 be combined.

The actual student complaint form should have a signature line for whoever is receiving the form to acknowledge receipt as well as a print signature line for student and recipient to sign.

On page 1 heading #2 item 2.a. Student Association Constitution needs to be changed to Student Government Association Constitution.

D. Jenkins will incorporate these changes into the document before presenting to President's staff for final approval.

4. Centers of Excellence

We did receive a response from one of our private partners regarding the specifics of the project and they have assured us that they are willing to agree to all points that were raised in a previous communication from MSU. It is encouraging to see this project moving forward.

5. Broadway Construction

We can expect more traffic on University Avenue due to the construction beginning on Broadway. We have requested flashing beacons for the crosswalk so our students can cross University Avenue safely.

They are going to accommodate our Commencement exercises by stopping work on Broadway so at least one lane is available.

We may have some very minor phone outages, all during off peak hours, as SRT moves their lines to accommodate the construction schedule.

6. Department topics/Updates/Calendar

Please remind all your departments and units to enter all events on the common calendar. This will help eliminate multiple events all happening at the same time. It is also an excellent way to get the word out about your particular event not only to those faculty, staff, and students on campus but the general public as well.

7. Current Issues/Area Reports

College of Business – is very pleased to report that they are fully accredited from the IACBE.

Tim Moore from Senators Conrad's office will be on campus next Monday to talk to business faculty about MarketPlace for Entrepreneurs.

Enrollment services – we have a Connect session on April 25 & 26. Those employees that are invited to work on Saturday will be compensated for their time. Right now we have 64 students signed up.

We will be awarding 10 Great Plains Scholar awards on April 23. Question was raised as to whether or not any minority students received any. No minority students received an award. The award is given to exceptional students as demonstrated by ACT scores and engagement during school. There is a problem with awarding based on GPA as students may take a lighter course load to build their GPA score. A student's ability is measured more accurately by ACT scores.

Registrar – currently taking registrations for summer and fall. From now on reports will include all applications received in addition to regular headcount information.

Commencement is on May 9 at 10:00 a.m. in the Dome.

Student Housing – nothing to report

Bookstore – May 5-9 is the book buyback. Just completed inventory last Friday and everything appears to be fine.

MSU-Bottineau – SBHE has approved the revised mission and vision statements that were presented at their meeting in Bottineau on the 3rd of April.

Human Resources – Wes is now located in the office that was once occupied by Marlene. Marlene and Cindy Wood, the new payroll assistant, are located in the office space that was shared by Wes and Debbie Nelson.

Multicultural Events – attendance at the classroom events held in conjunction with the powwow was down somewhat this year. The Black Student organization will be holding a Soul Food Celebration on April 29th. The Spanish club will host a Cinco de Mayo event on May 1.

Marketing – the last Be in the Know session is set for April 24.

8. President's Report

Highlights of the report included:

- Positive preliminary report for HLC visiting team
- Annual Budget – Higher Ed funding
- Assessment Day

The budget issues are most pressing. We need to plan for a potential loss in enrollment which will affect our upcoming budget year. Facing a potential deficit we will be holding

open and candid meetings with all departments/units so everyone is aware of challenges we face and offer their suggestions and recommendations in helping to meet the budget

9. Recognitions/Acknowledgements

Mike Hultz & Sheila Gerding were recognized for leading their teams to the national tournament last month.

Dome maintenance staff was recognized for their outstanding work during the ND State Class B Girls Basketball Tournament and the Boys Regional Tournaments.

College of Business faculty and staff were recognized for their dedication and hard work in helping the college gain official accreditation

Meeting adjourned at 11:00 a.m.

Deb Wentz, Recording Secretary