

**University Cabinet Minutes**  
**April 21, 2010**

**Present:** Caren Barnett, Libby Claerbout, Linda Cresap, Brad Damm, Conrad Davidson, Ron Dorn, David Fuller, Dale Gehring, Cathy Horvath, Sarah Henderson, Dick Jenkins, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Wes Matthews, Sandy Nordstrom, Dennis Parisien, Leon Perzinski, Ernst Pijning, Gary Rabe, Marv Semrau, Jennifer Sick, Kris Warmoth Jonelle Watson and Deb Wentz

**Absent:** Brent Askvig, Lynda Bertsch, Lisa Eriksmoen, Sandy Foley, Russ Gagnon, Rod Hair, Kevin Harmon, Rick Hedberg, Neil Nordquist, Sarah Perry, and Matt Schaefer

**Guests:** Melanie DeBoer, Pam Hopkins, Marcia Johnson, Chase Lee, Tom Linares, Mindy Rudnick, and Kristin Wood

**Approval of Minutes**

The minutes of the March 17, 2010 meeting were approved as presented.

**New Business**

1. Senate Reports:

Faculty senate – Senate President Pijning wanted to thank everyone who has helped with senate committees this year. They are holding elections this week as well as wrapping up committee work in preparation for the final senate meeting in May.

Staff senate – Senate secretary, Mindy Rudnick reported that elections will be conducted in the beginning of May and voting will be done electronically. August 18 is the tentative date for the Fall Kickoff. ND Staff Senate did receive support from the CCF to have a non-voting member on the SBHE.

Student Government – SGA President, Chase Lee reported that new officers began their tenure last Monday. The SGA has decided not to renew the Student Saving Club. SGA is looking at late night programming so more students are on campus later in the evening. Lee is also the president of the recently formed Mu Sigma Tau fraternity and they are currently preparing their second class of pledges. The fraternity is looking at securing a house south of the campus right across from Crane Hall.

2. Understanding the goal –

a. Graduation and retention rates – everyone was asked to have meeting with their staff regarding “understanding the goal” handouts – the following were some of the results of these meetings:

CEL – had a very good discussion that heightened their awareness of how they do contribute to the retention of students. They have a lot of contact with students and must always remember to do what they can to make the students college experience enjoyable.

Records – discussed how their office processes could be frustrating for students and discussed ways they can make changes to procedures to better serve students.

College of Business – have set goals by department and program. Keep contact with students – every call makes a difference – especially to those programs that are small. Need to reach out to students.

Grad School – typically have not tracked grad rates but have started to. Recently made contact with those that are close to timing out and were able to keep them in their programs

Financial Aid – haven't had a chance to discuss yet

Arts & Sciences – discussed with chairs and they agree that advising is the key to improving rates. Problem with some programs is that once students learn the skills or build their portfolios, they leave because they can get a good job – many don't need a degree, just a good portfolio. The college plans to have meetings with Heather Martin to meet with faculty about the importance of advising and what they can do to help retain students.

ITC – staff is very hands-on with students – they get the message about providing good service to enhance the students experience while attending college classes.

Business office – they understand that they have a direct impact on students as they deal with them every day. The way they treat students has a big impact on the student's attitude about Minot State.

b. Compensation Task Force – recently held open forums explaining the progress made since the CTF was formed. Handouts will be provided to all senates.

3. Review of Purchasing Manual – we have recently completed the purchasing manual which will provide:

- Centralized purchasing – saves money

- Fairer process for vendors to work with us

- Staff will spend less time on purchasing

- Allow us to be better stewards of university property and dollars

R. Kluck noted that this process has allowed us to reach out better to local vendors. Jeff Meyer has moved into the purchasing position. The process begins with completing a work order that has the proper approvals. Allow three weeks for the process. Plant will need to get procedures out to campus so everyone is aware of the time that is needed.

J. Watson reminded everyone about the year-end dates and that June 15<sup>th</sup> is the last day to do any purchases. Please review the memo that was sent out with all the deadlines noted. Everyone is asked to review the draft provided and email R. Dorn with any suggestions or comments.

4. Code of Conduct – all benefitted employees must review the Code of Conduct policy and sign the acknowledgement form. The state is very serious about all state employees abiding by the policy and if there are any violations, they will hold the president accountable.

The policy and the acknowledgement form will be sent to all cabinet members. You will be asked to collect all forms so that you can track those that have not turned theirs in and follow up with them. There will also be a fraud video that all employees will need to watch. This hour long video will be available on the web. The deadline to view this is June 30<sup>th</sup> and we will need to report to the state on the number of employees that have viewed the video.

5. Announcements/Acknowledgements/Calendar

Darren Olson, Tyler Schmaltz, Terry Wald, Pam Hopkins, Employee Recognition Committee members and Chartwells were recognized for their recent accomplishments.

Bookstore – please urge faculty to get their book orders in – you are only hurting the students by not getting them in a timely manner

Native American Center – Wylie is retired as of May 14<sup>th</sup>. He will receive a special honor at this year's Powwow. May 22<sup>nd</sup> will be a retirement party for him.

HR – on the 27<sup>th</sup> from 2-4 we will host the retirement social. Evaluations deadline has passed so if you still have some out be sure to get them in soon.

PIO – we received excellent coverage in the Minot Daily progress section. If you don't get the paper it will be posted on their web site

Athletics – we have 3 men's basketball coach candidates on campus this week. There will be no open forums but you are invited to attend their session with the press at 1:45 in the Christensen Room. Currently working on the gender equity plan to be in compliance with DII processes.

Plant – Swain is moving along well and should begin a soft move of people in sometime in June. Contractors do not want people touring the building any more unless they are escorted – if you need to get in let Roger know.

Stadium Phase I has begun – absolutely no tours without Roger since viewing this area will require more safety precautions than just wearing a hard hat.

Wellness center due to bid out by the end of May.

Marketing – Business after hours will be held in Swain on August 19. We are putting together a committee to meet about admissions standards and how we will go about getting the word out on the changes.

5. President's Report – areas discussed include:

VPAA position

Teacher Ed move – facilitates a move for Social Sciences

SBHE – urging them to accept a 5% salary increase for faculty/staff  
Mission review and the NDUS  
Possible partnerships with schools in India and Vietnam

Meeting adjourned at 10:55 a.m.

Deb Wentz, Recording Secretary