

University Cabinet Minutes
October 15, 2008

Present: Nathan Anderson, Brent Askvig, Caren Barnett, Kristi Berg, Lynda Bertsch, Libby Claerbout, 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, 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, Kris Warmoth, Jonelle Watson, and Deb Wentz

Absent: Brad Damm and Cathy Horvath

Guest: Anton Huether

Approval of Minutes

The minutes of the August 25, 2008 meeting were approved with corrections noted.

Acknowledgements

The following individuals were recognized for their help with the Red Out for the opening football game: Teresa Loftesnes, Deb Wentz, Renae Yale, Jennifer Sick, Kemerly Moorhouse, Sue Krebsbach, Lilah Diederich, Kris Warmoth, Avis Veikley and the drum group, and Wade Regier.

Melanie Moore was recognized as the 2007-08 Optimist of the Year for the Optimist Club of Minot.

Tom Seymour received the Information Technology Council of North Dakota's legislative award during the council's annual meeting on October 14.

Terry Eckmann is now the President of the ND Association of Health, Physical Education, Recreation and Dance for the year.

Staff Senate recognized Anton Huether for his outstanding help with the Homecoming float.

Lisa Johnson and Nathan Anderson were recognized for the survey work for the Compensation Task Force.

Student Health and Development Center staff was recognized for the extra work they have put in during a recent incident.

Sarah Henderson was recognized as the interim director of the Gordon B. Olson Library.

Jonelle Watson encouraged everyone to stop by the post office and wish Helen Otto best wishes on her retirement. Helen's last day of work is today.

Dr. Fuller thanked all those that were involved with the recent visit by Norway's Minister of Higher Education and Research, Tora Aasland. Those assisting with the campus tour included Deb Jensen, Chris Beachy, Heidi Super, Chris Keller, Dick Jenkins, and Kris Warmoth.

Old Business

1. EOP Update – the plan itself is almost ready to go to President's Staff before finalization. Once this is finalized it will be sent out to campus as well as on the web.

Training on how to respond to an armed assailant has begun with a very positive response by those attending. Some questions have been raised about how people are to respond to various emergency situations and there will be guidelines in the final plan that everyone should follow.

Signage is also a part of this as people will need to know where to go in an emergency such as a tornado. Each building will also have people identified that will also help to direct faculty, staff, and students where to go in an emergency situation.

Comprehensive training will take place at a later date. We will also be conducting a mock emergency situation to test the procedures once they have been sent to campus.

New Business

1. Higher Learning Commission Recommendations – the Peer Review Team that performed the site visit at Minot State University had to submit two reports to the HLC with their recommendations regarding our accreditation status.

The Assurance section report addresses the Criteria and Core Components for accreditation. The team noted the Core Components that have been met, any that have not been met, and any qualifications or concerns regarding them. In its role as a consulting agency, the HLC team also submits an Advancement section report, offering advice about issues that it finds may be of concern and ways in which it believes MSU might seek to address those issues.

You should have in your package of information, a summary of those two report's findings. Each cabinet member is asked to share these reports with their constituents to determine how to address those items that have been identified by the team for follow up action. Meetings will also be held with each senate to discuss the outcomes.

These two reports will be posted on the web for your review.

2. Board of Regents Recommendations – the Board of Regents have organized several sub-committees that focus on specific areas that they can assist Minot State University in achieving their mission.

Each of these committees has met recently and they have proposed various strategies or objectives they want to work with us on to achieve some of our action plans.

Some of the more significant goals identified include: address the lack of funding to allow more students into the nursing program, hosting of a reception for ND legislators during the upcoming session, and support of enrollment and retention proposals.

All the recommendations from the Regents are included in the handout that all cabinet members have received. Members are asked to review these initiatives and provide a follow up report at a future cabinet meeting.

3. Planning and Budgeting Council (PABC) – this committee will convene on October 29th to look at action plans and identify projects for one time funding. These results will be discussed at two open forums to be held on November 13th so campus input can be obtained before finalization.

Cabinet members are asked to encourage their constituents to take part in one of these forums so the PABC can continue their work based on what faculty and staff identify.

4. Grow ND Tuition Proposal – a document is being prepared for submission to the State Board of Higher Education with our proposal to charge one tuition rate for in-state and out-of-state students. This has been discussed and endorsed by the Board of Regents as well as having been reviewed and discussed with area legislators and the Minot SBHE member. The proposal will be going to the SBHE in November.

This has no affect on CEL offerings as they currently charge one rate now.

Currently students only pay for up to 12 credit hours a semester and anything above that is not assessed a fee. Under the new model, they will still pay for 12 credit hours and not be assessed additional charges unless if they go over 18 credit hours.

This should be a very attractive offer in particular to Canadian students. Efforts are underway to address the marketing of this proposal, pending approval by the SBHE.

5. Budget discussion – Ron Dorn discussed what effect the streamlining of expenditures of last spring had on the budget. With the positive enrollment for fall there will be some funds available to return to operating budgets. This will be handled by finance and academic affairs. We will continue our practice of obtaining competitive bids for major purchases and services, which has resulted in significant savings already.

Everyone must still be very vigilant about spending.

6. ND Ballot Measure Outcomes – if measures 1 and 2 are pass it would result in a general fund revenue reduction which would essentially necessitate a hold-even state general fund budget for the 09-11 biennium. To self fund the 09-11 cost of continuing current operations or to cover the cost to continue current operations and provide employee

salary increases the NDUS would need to increase tuition and/or reallocate funds from other programs and priorities, which would result in potential negative outcomes.

Some of these may include: increase in tuition between 8-12.5 percent, affect faculty and staff increases, delays in building and infrastructure maintenance, reductions in needs based or merit based student grant program, elimination of some academic programs and services, and limitations on student opportunities for works study or internships.

Please share this information with your colleagues and encourage a no vote on both measures.

7. Text Book Cost Report to SBHE – the committee studying textbook costs, has recommended 11 priority items that all NDUS institutions must address this year. Cabinet members have received a copy of these recommendations.

These recommendations must be addressed as the Chancellor has asked all presidents to incorporate them into their annual goals. There will be a meeting with Barnes and Noble representatives as well as MSU personnel to address a lot of these issues. Please forward any information regarding these recommendations to the president so it can be incorporated into his annual report.

8. Minimum Class Size Discussion – the VPAA office and the Dean’s have begun preliminary discussion and study on establishing a procedure to deal with low-enrolled classes. Unfortunately, someone on campus thought it appropriate to share this very preliminary information and discussion with the Minot Daily News who ran a story before our own faculty and students were advised. This has caused some very valid concerns from faculty and students.

Dr. Rabe is meeting with any department that has concerns. He has also met with students who are concerned their programs will be affected. Further work will continue to address the problem of what to do with low-enrolled classes but it will include input from all campus constituencies before anything is finalized.

9. 2008 – 2009 Cornerstone Goals – everyone received a copy of the 2008-09 cornerstone goals report that was submitted to the NDUS. Assignments for each objective will be forthcoming.

10. Updates –

Facilities – The Broadway ribbon cutting will take place on October 28th. Swain Hall demolition bid opening will take place this Friday in the Westlie Room. Once demolition begins there will be no more driving through the short cut by Hartnett. We will also be getting engineer specs on opening 11th avenue so this can be completed at the same time that Swain is done.

Due to the unfortunate handling of the Winged Victory sculpture, we will be changing how we process work orders through the facilities office.

Student Health – we are pleased to be seeking accreditation in the CEO Cancer Gold Standard. A committee has been formed to work through the five areas outlined in the program.

One of the conditions of receiving accreditation is that the campus must go tobacco free. This may have some negative outcomes by those opposed to a totally tobacco free campus. Each cabinet member was asked to take this particular topic back to their respective areas and at the November meeting provide a report on what their colleagues think about going tobacco free.

Flu shots for faculty and staff are available through Student Health for a \$25 fee. Hours of operation are 8:00 a.m. – 4:30 p.m.

Annual Wellness Fair will be held on November 13 in the Student Center Atrium from 9:30 – 2:00.

We are in the process of recruiting a Physician's Assistant as Kristen has resigned.

Athletics – the Student Athletes and KMOT are conducting their annual food drive all this week. Athletes will be picking up the bags in individual offices on Friday the 17th. A press conference will take place by the bookstore at 2:00 that day.

International Programs – two faculty members have had their study tour requests approved. Kemerly Moorhouse will be leading a tour to Peru and Andrea Donovan will lead another to Spain.

Our contract with The Language Company, our ESL provider, is almost complete. The program should be open in May 2009.

Multicultural – Native American week activities are scheduled for November 17 – 21.

11. President's Report – President Fuller briefly went through some topics within the report:
- a. Fall enrollment was up
 - b. Study of graduation and retention rates
 - c. Minimum class enrollment discussions
 - d. HLC recommendations
 - e. Visit by Tora Aasland, Norway's Minister of Higher Education and Research
 - f. Measures 1 and 2
 - g. Roundtable meeting

Meeting adjourned at 11:10 a.m. Next meeting will be November 19, 2008.

Deb Wentz, Recording Secretary