

University Cabinet Minutes
October 21, 2009

Present: Brent Askvig, Lynda Bertsch, Linda Cresap, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, David Fuller, Russ Gagnon, Dale Gehring, Wylie Hammond, Kevin Harmon, Rick Hedberg, Sarah Henderson, Cathy Horvath, Dick Jenkins, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Neil Nordquist, Sandy Nordstrom, Sarah Perry, Leon Perzinski, Ernst Pijning, Gary Rabe, Marv Semrau, Jennifer Sick, Kris Warmoth Jonelle Watson and Deb Wentz

Absent: Caren Barnett, Libby Claerbout, Brad Damm, Sandy Foley, Rod Hair, Wes Matthews, and Matt Schaefer,

Guests: Nancy Mickelson, Joseph Mujule, and Cari Olson

Approval of Minutes

The minutes of the August 24, 2009 meeting were approved as presented.

New Business

1. Senate Reports:
 1. Faculty senate – Senate President Pijning reported on the work that the various senate committees have begun. There will be an event on December 10th for all members of faculty, staff and student senates.
 2. Staff senate – no report
 3. Student Government – only 4 senate positions remain to be filled. There will be a contingent attending the ASGA Conference in Chicago this weekend. Nine other students will be attending the NDSA meeting in Fargo.
2. Announcements/acknowledgements/calendar

Acknowledgements announced at the meeting included: George Withus, Bob Feller, Darren Olson, Deb Wentz, Carla Davis, Linda Benson, Debra Chandler, Amber O'Brien, Lynda Bertsch, Sharon Reynolds, Jan Repnow, Sue Lommen, and all department secretaries.

There will be a presentation on Mexico tomorrow at noon in the Multicultural center.

November 12 is the date of the Chamber's Showcase of Businesses – request for helpers will be out soon.

Dennis Parisien has been hired to replace Wylie – he will start on November 2.

NDCPD is hosting a group of about 40 people on November 2 & 3 for a statewide meeting.

MSU is the host site for the Chamber Leadership Institute tomorrow.

3. Current issues/area reports –

Registrar—there have been some problems for some students trying to register for spring through Campus Connection. The NDUS is aware of the problem and are trying to resolve the issue. In the meantime, we are able to get students registered through a manual process. Midterm grades were due this past Monday. We will be starting degree audits in November. We will also be using a national service center to assist with transcript requests. It is just another option for students and will allow for a faster response.

ITC—Casey Lang is the new information systems technician. IT worked with residence hall staff and student affairs to conduct a survey of students to determine what they wanted as far as a satellite TV channel lineup which has been updated to reflect their wishes. IT has encryption licenses for mobile lap tops that are available upon request.

Business Office – we will be testing the Marketplace Suite software that will allow the acceptance of payments over the web. Let Jonelle know if you have a use for this.

Plant – they are about 2/3 of the way through installing the card key access in Harnett and Main. Security cameras are also being installed at this time.

Since we are no longer using the coal boiler, we no longer have a need to have staff here 24/7 so fire calls now go directly to the fire department rather than going through plant first. There have been a few issues with false alarms but things have settled down and the process is working fine. Along with not having staff here around the clock, we have increased our security presence on campus.

Swain renovation is moving along well with the wave pool being installed today. Other construction projects currently taking place include nursing, INBRE, and adding offices in the Dome. We will be looking at upgrades in the Library as well.

We are also looking at possible remodel of the pool area in the student center - maybe adding hot tub, sauna, TVs, etc to make it more appealing to students.

Have been working with academic affairs to look at an overall plan addressing space issues, in particular, how to handle areas that are freed up from departments moving to other areas (teacher ed to Swain, etc).

Chris Stroschein has been hired as the campus production coordinator.

NCAA – have hired a compliance coordinator – Melanie DeBoar. As part of our membership, we had to organize an Athletic Advisory Council. The council is chaired by the Faculty Athletic Representative and a meeting will be called soon.

The NCAA requires that an independent vendor visit our campus and assess where we are. The vendor will supply a report of concerns or issues to the NCAA and we will have to respond by June 1st. There are a number of other reports that are due this first year as well.

NACDA will be here on November 17 & 18. Their company specializes in athletic fund raising.

We are still looking to gain membership into the Northern Sun Conference. The NSC will probably make a visit to our campus next summer or fall.

We will need to look at some creative scheduling during our 3rd year of DII eligibility as we will not be a participant in any athletic conference.

College of Business – the Dean’s Advisory Board will be holding their fall meeting this afternoon in Crane Hall. Two of the three CoB departments are holding mandatory meetings with all freshman and transfer students to help with retention efforts.

VPAA– the pilot program for first year students has been very well received and students are requesting to continue in the program during the next semester.

We had two very qualified candidates for the CETL position on campus and a decision will be coming soon.

We have had some very productive meetings with administrators from Dakota College at Bottineau. We are also looking at implementing a registration process with the two year campuses to meet and advise their students and hopefully enroll them in MSU to continue their degree. Tribal colleges will also be a part of this registration program.

CEL – we are very close to hiring a program coordinator for BADM in our Bismarck office. Other programs that have an on-site coordinator have shown increased enrollments. Everyone is invited to the CEL open house on November 5.

President – Dr. Fuller hosted a very nice luncheon last week for all administrative assistants/secretaries which also included a brief professional development session. More of these will be planned throughout the year.

We are hosting two open forums on November 5 – one at 8:00 am and one at 10:00 am. Please encourage people to participate.

4. Campus Quality Survey – Cari Olson presented the results of the campus survey that was administered in fall 2008. We had around a 35% response rate among all campus constituents.

The ten largest and the ten smallest mean performance gaps were reviewed. Several of these were also noted as areas of concern on previous year’s surveys. Additionally, a list of the five highest and lowest rated programs and services on campus was reviewed.

Cabinet members discussed the results and agreed that maybe we need to drill down the answers more so we have a better idea of how to solve the problem areas. It was the consensus of the group that focus groups may provide the best means of obtaining the information we are looking for.

Gary will follow up with Rod & Carie to set up the focus group sessions.

5. MSU projects for next biennium – Ron Dorn distributed the list of projects that we have identified as priority projects for legislative consideration as well as those that will be done with non-appropriated funds.

Please let Ron know if there should be any others that need to be considered. Ron needs to have our report into the NDUS by December 15.

6. 2009 – 2010 Alignment Plan – please forward any additions, changes, etc to Deb as soon as possible so the report can be completed and forwarded before the due date.

7. H1N1 Flu – there have been a few students with flu-like symptoms that have been seen by the student health center. There doesn't appear to be much of an outbreak at this time. The question of whether or not we would have sanitizers or disinfectants available for the campus was brought up and it has been decided that this is not necessary at this point. Employees are welcome to purchase sanitizers and such (on their own) if they feel they need them in their work areas.

8. President's Report – the President's report was distributed earlier. Please share with others in your area and as always if there are any questions please do not hesitate to contact the president.

9. Other – MSU is going to submit an application to the President's Honor Roll for community service. Notice was sent to campus over a week ago but very few departments have submitted their service activities. Please get these into Deb as soon as possible so she can complete the form.

Meeting adjourned at 11:00 am

Deb Wentz, Recording Secretary