

**University Cabinet Minutes
December 16, 2009**

Present: Brent Askvig, Caren Barnett, Lynda Bertsch, Libby Claerbout, Linda Cresap, Brad Damm, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Rod Hair, Kevin Harmon, Rick Hedberg Cathy Horvath, Dick Jenkins, Roger Kluck, Teresa Loftesnes, Mark Lyman, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Dennis Parisien, Leon Perzinski, Ernst Pijning, Gary Rabe, Marv Semrau, Kris Warmoth Jonelle Watson and Deb Wentz

Absent: Sarah Henderson, JoAnn Linrud, Sarah Perry, Matt Schaefer, and Jennifer Sick

Guests: Lori Willoughby

Approval of Minutes

The minutes of the October 21, 2009 meeting were approved as presented.

Dr. Fuller welcomed Dennis Parisien to the cabinet.

New Business

1. Senate Reports:

1. Faculty senate – Senate President Pijning reported that faculty is very busy with finals this week and many will be going on break soon. Please keep in mind if you are scheduling any meetings that faculty would be in attendance and the fact that many faculty are gone during break and unable to attend meetings on campus.

Are pleased to announce that the ad hoc committee on the Academic Hall of Fame has presented a proposal to the senate for their consideration of this program.

Still are looking into special contracts, childcare and grading.

The Faculty senate executive board will be looking into the Campus Quality Survey results that had the widest discrepancy.

A social event was held between faculty, staff and student senators and was a nice event for casual conversation on issues affecting the campus. The senators wish to thank the president's office for supplying refreshments for this meeting.

2. Staff senate – no report
3. Student Government – no report

2. Announcements/acknowledgements/calendar

Acknowledgements announced at the meeting included: Lindsey VanThuyne, Sarah Walker, Susan Podrygula, Alan Kihm, Rita Curl-Langager, Keith Witwer, Tawnya Bernsdorf, Robin

Wagner, LaDona Malachowski, Laurel Hyatt, Lori Braasch, Becky Brodell, Russ Gagnon, Heather Golly, Sue Lommen, Laurie Geller, Cari Olson, Rod Hair, Linda Benson, Jennifer Sick, and Merri Jo Connole.

One of the concerns listed on the CQS pertains to recognition of faculty staff. Every month, cabinet members are asked to submit names of people in their areas for recognition. A personal note from the president is sent to each of these individuals and the information is also published on the HR Web site as well as being included in the Public Information announcements.

Despite these efforts, there still seems to be a concern of the lack of recognition on campus. Discussion on this topic included:

Using Beaver Praise more – HR stated that the program is still in use but not many people participate

Appreciation Lunch – this is an annual event to recognize years of service as well as those receiving the Board of Regents Achievement awards.

Faculty Senate states that many of the faculty publications and achievements are not listed any longer. Recommendation is that faculty and staff are solicited to submit any achievements in a monthly period and these will all be published in a separate publication to the campus. There have been times when faculty have been asked to submit projects, publications, etc yet they do not offer any information. Ernst recommended that he take this issue back to Faculty Senate and request of them what type of recognition they are looking for. Once that is determined, we will know how to proceed as far as publicizing.

Comment was made that when faculty and staff volunteer or take on more responsibilities, there is a tendency to give them even more responsibilities. It might be fair to offer some time of release time if that is the case.

Question was raised as to whether or not the real issue is “recognition” vs. “appreciation”.

Staff often take on additional tasks to start a project and it just continues to grow so that staff are devoting more and more time to the project and it just become part of their everyday job. In these instances, supervisors are encouraged to look at the job description and revise if needed. Sometime there may be a need to create a new position to accommodate the extra duties.

Dr. Fuller asked the group about their thoughts on a monthly recognition publication and the group agreed that this would be a good way of getting achievements out to the campus. If it were also sent to media, it may generate even more recognition.

3. Current issues/reports

Financial Aid – the Higher Education Act will have many new requirements for us to meet in order to maintain our eligibility for federal dollars.

Some of these include:

- Required to meet fire safety standards in student housing
- Defined policy for Missing Students in place
- Publication of all graduation rates
- Any plans to improve academic programming must be publicized
- Code of Conduct – who needs to sign?
- Suggested that we have all of our “Consumer Information” located under one link of the web rather than searching through several departments

We are in the process of going through the final regulations and addressing those areas the need to be addressed.

Plant – over the holiday break there will be a lot of cleaning taking place around campus. Currently working on 2 remodels (CETL & Athletics). Parking updates from the committee will come out soon in response to several issues that have surfaced.

Student Health – we have the H1N1 available for anyone – there is no charge

VPAA – we are pleased to have Beth Odahlen on board as the new CETL Director. Her office is located in Main 101.

4. 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 – the review of the volunteer tracking system will be tabled until the January meeting.

Meeting adjourned at 9:10 a.m.

Deb Wentz, Recording Secretary