University Cabinet Minutes
March 18, 2009

Present: Nathan Anderson, Brent Askvig, Lynda Bertsch, Libby Claerbout, Linda Cresap, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Rod Hair, Wylie Hammond, Sarah Henderson, Cathy Horvath, 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: Caren Barnett, Kristi Berg, Brad Damm, Kevin Harmon, and Rick Hedberg

Guest: Evelyn Klimpel, Chad McNally, Ernst Pijning and Kristin Wood

Approval of Minutes
The minutes of the February 18, 2009 meeting were approved as presented.

New Business
   1.
        a. Faculty senate report – Ernst Pijning provided the following update:
Various faculty senate committees are working on a number of issues including, looking at position of adjunct faculty, defining faculty research, discussion of the general education program, and discussions of an incomplete contract.

Pijning also updated cabinet members on the service and scholarship work that faculty have been involved in.

        b. Staff senate report – Nathan Anderson reported that the orientation sub-committee is completing a reference guide for new staff. The state-wide staff senate is looking at the revisions to the proposed constitution and bylaws. Elections will be held on 4/30 and currently looking into conducting them electronically.

        c. Student government – Ken Story reported that SGA is gearing up for their annual spring week events taking place in April. SGA will hold their elections next week. There will be a debate between candidates on Monday and a meet the candidate session on Tuesday.

A very good meeting was held with various departments on campus to talk about increasing student involvement and participation for on campus events. Work continues on development of a program so incentives for attendance at campus activities can begin in the fall.

Ken Story was recognized and congratulated on being elected president of the NDSA. His term will run from April 2009 to April 2010.

   2. Announcements/acknowledgements/calendar

Calendar updates – 3/28 – there will be a viewing of the documentary "American Herro", produced by MSU alumnus Kirk Roos, on March 28th in Aleshire Theater at 7:00 p.m.

The annual retirement social will take place on April 21st from 2-4 in the conference center. It is very important that all of us show up for this event.

Acknowledgements announced at the meeting included: Gretchen Ingledue, Mamie Wald, Plant services staff, Chad DeCoteau, faculty/staff shadowers at the legislature, Deb Wentz, Darren Olson, Publications and Design, Wylie Hammond, Dr. and Mrs. Fuller, Mark Lyman, Teresa Loftesnes, Laurel Hyatt, Rick Hedberg and the employee recognition luncheon committee.

3. Cathy Horvath provided the results of the Help Desk and Telephone Assessment Survey. Phase 1 of moving to a Unified Messaging system will begin summer 2009. Actions include: elimination of dial up; convert T1 trunk to PRI, elimination of all analog phone support in residence halls, upgrade network infrastructure, development of demonstration sites and training.

    Phase 2 over summer/fall 2009 includes: purchase Shoretel VoIP/Telephony switch equipment, determine department equipment needs, push of Shoretel phones with Office Communicator client to select departments, switch off Avaya PBX and continue training.

    Phase 3 over the spring/summer 2010 will include campus wide implementation.

    There was some discussion regarding land lines in the residence halls. Some Canadian students have difficulty with cell phone reception in the states.

4. Current issues/area reports –

    Plant – ND State Class B boys tournament is on campus this weekend. Please be mindful of visitors on campus. We are in a holding pattern now with Swain until we have more funding to complete the renovation.

    Construction on the wellness center should begin next summer (2010) which means that in order to accommodate that project; we will need to move the football field immediately after our last home game this fall. We are working with city officials to move forward with the Community Bowl.

    Various other projects (ESL accommodations, classroom upgrades, and geothermal study) are on track and proceeding as scheduled.

    HR – a self service portal will soon be available in the HR system so employees can make certain changes such as changing their W4 withholding or to access personal information like pay period information at any time they want. All supervisors are reminded that annual reviews are due on March 31st.

International –we will have 5 visitors from Telemark here from May 20 – 23. We will also be sending 5 of our faculty to partner institutions in Norway.

We have 5 ESL students with the possibility a few more at the end of March. We have received many new international student applications for fall 2009.

CoB – Alumnus Clint Severson will be here March 30 and 31st and will be presenting to various groups. Everyone is encouraged to attend sessions as their schedules permit.

Bookstore – March 31 is the deadline to get orders in for commencement regalia. Fall book requests are due on April 1.

5. President's Report – noteworthy:
   a. ND House Appropriations testimony went very well
   b. We had very good alumni meetings and events in Arizona recently
   c. Bids have been accepted to proceed with construction of the new MSU monument sign. We will have a formal groundbreaking once the weather turns nice.
   d. We are pleased to learn that our earmark proposals benefitting projects within NDCPD, RCJC and JCEMP have been approved.
   e. Community bowl discussions have been revived with city partners
   f. Departmental review of performance indicators was due yesterday. Information will be compiled and discussions will be held on setting goals and allocate resources in support of raising our performance scores.

Meeting adjourned at 10:35 a.m. The next meeting will be held on March 18, 2009.

Deb Wentz, Recording Secretary