

**University Cabinet Minutes**  
**May 21, 2008**

**Present:** Tania Balas, Kristi Berg, Lynda Bertsch, Chad Carr, Libby Claerbout, Linda Cresap, Brad Damm, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Bryce Fifield, David Fuller, Russ Gagnon, Dale Gehring, John Girard, Rod Hair, Wylie Hammond, Rick Hedberg, Cathy Horvath, Dick Jenkins, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Gary Rabe, Marv Semrau, Ken Story, Kim Thompson, Kris Warmoth, and Deb Wentz

**Absent:** Caren Barnett, Sheila Collins, Sandy Foley, Leon Perzinski, and Jonelle Watson

**Also Attending:** Abbie Baklenko, Rita Curl-Langager, and Ann Rivera

**Approval of Minutes**

The minutes of the April 16, 2008 meeting were approved with corrections noted.

**Old Business**

Emergency Operations Plan Update – Roger K. distributed a draft of emergency coordinators for each building on campus. Cabinet members are asked to review the list and let Roger know if there should be any changes. Other items still working on include: development of a calling tree, CERT Training, and continuing to refine the EOP for presentation to cabinet.

Roger is also hoping to collaborate with an RCJC Grad student to develop in-house emergency response training. A mock emergency will be conducted during the fall semester.

**New Business**

**1. Senate Reports:**

a. Dr. Fuller welcomed incoming Faculty Senate President, Kristi Berg to the cabinet. Kristi reported that Faculty Senate has organized ad hoc committees to study and make recommendations on general education and special contract employees. Kristi is also going to be working closely with Staff Senate and Student Government Association in the coming year to strengthen and unify the campus.

Rita Curl-Langager then presented the cabinet with tentative schedules regarding next year's assessment days. The plan is to conduct CLA training in the fall. There would be specific teams that would do the training for departments/divisions. Rita asked the deans to identify 12-15 people that could be trained as a trainer for CLA.

Another suggestion for deans to consider is to hold a college meeting once a month to help enhance assessment training as well as discuss any questions or suggestions that faculty may have.

We seem to always have conflicts with the spring assessment date due to MSU hosting the Marketplace for Kids event. This generated much discussion regarding the scheduling of events on campus and the difficulty in getting people to enter events on the common calendar. Dr. Fuller requested that everyone in cabinet should compile a list of major and/or recurring events from their respective areas and submit to Deb in the President's office by June 11<sup>th</sup>. These will be compiled and distributed for discussion at the next cabinet meeting so we can develop a master calendar.

b. Chad introduced Nathan Anderson, incoming Staff Senate President. Staff Senate recently held elections and several new members have joined the senate. Senate is looking at revising the by-laws so election dates are updated as well as addressing representation on the other governing bodies at the university.

At the last meeting, senate passed a resolution in support of developing a staff handbook. This along with the staff survey will be a focus over the summer. Senate also had a good discussion on shared governance. The annual kick-off to school picnic/zoo event will take place again in August before school starts. Staff Senate will coordinate with Faculty Senate on determining logistics of this event.

c. SGA: Ken Story, SGA President was welcomed to the cabinet. There are several areas that Ken would like to concentrate on in the upcoming year. The most important will be to focus on the legislative session and have a much more active role in the whole process. Ken hopes that all NDUS campuses can combine their student government efforts so students all across ND will have a very powerful voice with the legislators in regard to higher education issues. He is also planning luncheons in October in which students can learn about the platforms of each of the presidential candidates so they can make an informed vote.

Another initiative that SGA hopes to conduct is a club/organization workshop so that clubs can get important information on funding opportunities.

## **2. Budget Review Process**

The Business Office has received departmental information on the reductions and is currently entering this data. There are some questions they have for individual deans that need to be resolved before the budget is finalized on May 30.

The June 19 SBHE meeting will be where we can present our capital projects. Each institution gets 10 minutes to champion for their projects. MSU submitted a request for a new boiler/Plant building and a Wellness Center building.

**3. Vision 2013 Annual Reports**

Everyone was asked to submit a report on initiatives that have been completed in each of their areas. These will be compiled and put together in an annual report for fall convocation.

**4. Community Bowl**

Rick presented a fact sheet that can be used in discussions regarding the community bowl. It is so important that we do what we can to get people out to vote positively for this measure.

**5. Cornerstone goals/updates**

These reports will be due shortly after the fall semester starts so anyone who is responsible for any of the goals listed are reminded to update the report so it will be available when needed.

**6. Broadway**

Broadway is still closed to through traffic which means much more traffic on University Avenue. They do plan on re-opening that section of Broadway by the end of the month.

**7. Department topics/updates/calendar**

NDCPD has just learned that they received a million dollar grant from the US Department of Health.

Enrollment Services – there is a Connect session next week. This will be one of the largest groups with 200 students and around 100 parents. The parent social is on 5/29 at 5:00 pm.

Relay for Life will take place on 5/30 and this year's event will take place on the lawn in front of Old Main. Event organizers anticipate that this year will have the most participants ever.

CEL is hosting a Blackboard Skills Institute today and tomorrow. We invited MSU-Bottineau faculty to also participate and have had good participation from their campus.

Ronnie and Libby will be attending a national conference next week. We currently have 11 people over in China. Fortunately, they are far from the earthquake area and none of our SIAS students here had family that was affected by the quake.

MSU will have a booth again at the ND State Fair. Students from Erik Ramstad Middle School will be eating on campus today and tomorrow. There will be around 400 students in the Beaver Dam around 11:30

The ND Student Association is looking at outsourcing the student email. This is under consideration at the system level as there are advantages to outsourcing, such as

cost and storage. We would still be able to send batch emails to students. The program could also be extended to include alumni so they could maintain their account even after they graduate.

Financial Aid is working out some glitches with PeopleSoft now that the student loan limits have been raised.

**9. President's Report**

Items to note include:

- Commencement
- Great Plains Scholarship awards
- Foundations of Excellence
- Broadway sign

We just received the draft of the report from the HLC team that was here. We now need to review it for errors of fact and return.

**10. Recognitions and Acknowledgements**

Dr. Fuller presented Kim Thompson with a gift on behalf of the university for her work in the Public Information Office. Kim has announced her resignation effective at the end of the month.

Meeting adjourned at 11:00 a.m.

Deb Wentz, Recording Secretary