

University Cabinet Minutes
December 15, 2010

Present: Brent Askvig, Stephan Banister, Linda Benson, Lynda Bertsch, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Eriksmoen, Patti Fedje, Brian Foisy, David Fuller, Russ Gagnon, Dale Gehring, Kevin Harmon, Rick Hedberg, Cathy Horvath, Dick Jenkins, Roger Kluck, Chase Lee, Kelly Lichtenberger, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Wes Matthews, Selmer Moen, Neil Nordquist, Sandy Nordstrom, Cari Olson, Leon Perzinski, Marv Semrau, Carlos Soza, Kris Warmoth, Jonelle Watson and Deb Wentz

Absent: Caren Barnett, Sandy Foley, Rod Hair, and Dennis Parisien

Approval of Minutes

The minutes of the October 13, 2010 meeting were approved as presented.

New Business

1. Department Reports:

NDCPD – will be busy working on a couple of grant proposals over the holiday break. Recently received \$1.4 million federal grant, spread over five years, to develop a program that will enable people with mental disabilities to attend university classes

Institutional Research – the survey season is upon us! There are many surveys that will need to be completed in the next few months so that will tie up a lot of Cari's time.

Student Affairs – we are fully staffed in our TRIO program. They are currently working out of the conference room next to Dick's office until their office space is completed. They will be located in the former Jones Room area.

We were contacted by the Foundations of Excellence to provide them a report/update on where we are with our efforts to help first year students. Dick will be busy documenting all initiatives that we have implemented and reporting on the results

Plant Services – Geothermal testing is underway – two test wells have been dug and once the temperature gets above zero, two more will be completed. We are on target to have plans in hand for Area A (Dome/Wellness/Library/Swain) to go to geothermal.

Wellness center bid was awarded to Roers' Construction. We are currently planning for landscape corridor between Cook Hall and Dakota Hall. We should be ready for demolition of the stadium bleachers provided the SBHE approves our request at their meeting tomorrow.

MSU and our consultants have won a regional award for our landscape master plan.

Athletics – Women’s basketball team was delayed coming back from Alaska and we have now just received word that they have landed in Salt Lake and should get back to Bismarck tonight at 8:00 p.m. They are very appreciative of faculty for working with them during this finals week.

The Northern Sun Intercollegiate Conference will be meeting while at the NCAA convention in January so we expect to hear something regarding their vote after that meeting.

Financial Aid – a handout was provided listing all the areas that their department has to monitor for compliance in order to continue to receive federal financial aid money.

ITC – will have a very busy holiday break with the CEL/IVN/OIT/ACT moves taking place. We are very close to shutting down the old phone system – if you have not had your fax or phone switched out yet, it will not work after we shut down the old system. Send Cathy an email if you need a different phone or fax in the next couple of days.

Arts & Sciences – English is revising its curriculum; faculty on or going to be on, sabbatical; have had very good programs on campus lately between music and theater. Theater did performance of The Velveteen Rabbit last week during the day to around 1,200 elementary school children. Congratulations to Dennis & Penny Simons on completing their doctoral degree.

VPAA Search is progressing – had about 35 applications and now are in the process of narrowing the field.

Student Activities – the semester is winding down – preparations are well underway for the spring session.

Student Success Center – hosting a Connect session on Friday for new students starting this spring. Department has been busy working with students who have not yet enrolled for spring.

Faculty Senate - met with legislators on December 2; formed an ad hoc committee to review First Year Experience to determine how faculty are involved and processes; reviewed the workload paper that Dr. Fuller provided to senators; we do not have a formal process in place to award emeritus status to faculty – this will be something that is defined.

Marketing – Sparb Collins from NDPERS will be here today to talk about the funding options for the retirement plan among other things; currently looking at Grow ND data to better determine marketing of this program; ad campaign now running encouraging students to apply for scholarships

Business Office – annual bond disclosure information is completed and ready to be sent in; encourage all students to accept their 1098T on line so we can avoid having to mail thousands of them out; working on cleaning up accounts before the legislative session begins and we are inundated with information requests.

College of Business – currently have two faculty searches taking place. Frank Mosely is being presented with Magic Fund money for the energy program; Bill Isaacson was on campus last week for a presentation to business students.

CEL – looking forward to the move to third floor of Administration – all areas of CEL will be in one area rather than spread out over campus; had two more candidates present to campus for the Registrar position and now Kris will be meeting with Dr. Moen with the committee's recommendation; plans are well underway for the energy symposium on campus during spring break; had a very productive meeting with BSC administrators on strengthening our presence in that market; we are currently redoing the Bismarck website to draw more attention of MSU in that market

Grad/RSP – several grad students will be graduating at the end of this semester; have started new target marketing for spring; very close to having application process on line – can't go completely paperless but will be able to cut back quite a bit with electronic options.

SGA – with the semester winding down there has not been a lot of activities taking place; are gearing up for spring and will be posting for positions for next year soon; Greeks – just inducted 7 new members to Mu Sigs so total is up to 15.

Sodexo – should have the bid out soon for the cafeteria remodel project; have been actively soliciting feedback this semester and will be making some changes in the spring at the recommendation of students.

Bottineau – Russ will be gone over the holiday break but will have a work study available in his office for Bottineau students. Updates are included on the calendar of events that were sent with this meeting's materials.

International – Kemerly Moorhouse will be leading a study tour to Peru next summer for 5 weeks; nursing will also have students going to Peru but only for a week; doing a lot of work with recruitment efforts

Residence Life – spending a lot of time working with students for spring to make sure they have housing if they need it; will have 15-20 students staying on campus during the break; our health issues in the halls have been resolved

HR – CTF meets tomorrow to consider the Governor's budget proposal and how we can work with that; everyone is encouraged to go to the NDPERS presentation this afternoon; evaluations will be coming out soon; we will still be able to award Vision 2013 awards this year

VPAA – close to a successful conclusion on the Registrar position – thanks to Records and Kris for their work and patience in this whole process; studying records retention processes and developing an MSU policy

Library – usage has gone up considerably, had successful semester of instruction and book talks taking place in the library; some position changes have been made; looking forward to reclaiming the ACT area and turning that into a place for student

Publications and Design – completing a lot of projects that were due by end of semester; costs are staying the same for now – much less expensive for them to do your copying

PIO – scholarship press releases went out; NDUS web site is updated; other institutions in the state have updated their campus web sites – keep your web information up to date

Staff Senate – are currently accepting applications for staff senate scholarships; there are 9 entrants in the holiday decorating contest; NDSS will have a new president due to illness

Education and Health Sciences – will be looking for a new nursing chair as Kelly will be assisting the tobacco free ND organization more than in the past – she will continue on as faculty for MSU; had a good meeting with Lethbridge College from Canada; NCATE report is positive with 7 areas that need clarification or improvement; congratulations to Deb Townsend, Kathy Hintz and Teresa Seright on completing their terminal degree; Jaimie McMullan, faculty in teacher ed and HP has won a national teaching award

Records – grades are due by noon on Monday the 20th; end of the semester process will take place then; commencement meeting in January; looking forward to having a Registrar

Enrollment – recruiters have been putting in a lot of miles and making good contacts with potential students. Preliminary numbers for fall 2011 look promising and are up about 122 students so far.

2. Announcements/Acknowledgements/Calendar

The following people were recognized for their exceptional service since the last meeting: Marching band, Marv Semrau, Kate Neuhalfen, Kris Warmoth, Sherie Saltveit, Lori Willoughby, Gary Ross, Julie Keller, Sue Krebsbach, Rick Heit, Teresa Loftesnes, Treva Eman, Deb Wentz, Melanie DeBoer-Brunsdon, Chad McNally, Dean Frantsvog, Heather Golly, Cheryl Nilsen, Roger Kluck, Michael Linnell, Jerry Stai, Laurie Geller, Kristi Berg and Warren Gamas.

3. Office Relocation

Brian and Roger went through the revised plans for first and second floor of the Administration Building. The plan is to have the first floor serve as a one-stop shop so students do not have to navigate their way around campus when they enroll. The second floor renovations will allow for all business office services to be located in one area and also features an expanded VPAA suite area.

We are moving ahead with making the Institutional Research position a full time position and will appoint Cari Olson to assume those duties

4. Understanding the goal – Faculty with terminal degrees and faculty to student ratio were discussed

5. President's Report – areas discussed include:
- Budget Recommendations
 - Great Plains Community Research & Service Center
 - Geothermal Project
 - NCATE
 - TRIO
 - Veteran's Services
 - Wrestling
 - Joint Meeting of Senates' Executive Committee
 - Centennial Committee
 - Cabinet Retreat

Full report is available at

http://www.minotstateu.edu/president/report/presidents_report_12_15_10.pdf

6. Other – a memo explaining unpaid leave was distributed – please share with your direct reports as this may affect some of them over the holiday break.

Meeting adjourned at 11:00 a.m.

Deb Wentz, Recording Secretary