

**University Cabinet Minutes
December 17, 2008**

Present: Nathan Anderson, Lynda Bertsch, Libby Claerbout, Linda Cresap, Brad Damm, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Sandy Foley, David Fuller, Russ Gagnon, Rod Hair, Wylie Hammond, Kevin Harmon, Rick Hedberg, 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, and Deb Wentz

Absent: Brent Askvig, Caren Barnett, Kristi Berg, Dale Gehring and Jonelle Watson

Guest: Christy Carroll, Ernst Pijning, and Laurie Weber

Approval of Minutes

The minutes of the November 19, 2008 meeting were approved as presented.

New Business

1. Student Communications – after studying feedback from students regarding the types and frequency of communications they receive from the campus, it is evident that we need to refine our procedures.

Dick Jenkins, Cathy Horvath, and Mark Lyman recently met to discuss how we can handle student communications in a more effective manner so that important messages are not missed or ignored.

The proposal coming from the meeting is that student communications are treated in much the same way as faculty and staff communications are in that they are funneled through the public information office for content review and approval and then forwarded to ITC for distribution to student lists. Student announcements would occur once a week rather than on a daily basis. Communications to students would also have to follow the same guidelines that are used for faculty & staff communications requiring, ownership, applicable dates, times, and locations, a contact person and contact information, and a limited amount of text (max. 200 words).

Discussion:

Do we need to sort graduate vs. undergraduate communications? It should not be necessary to go through that extra process.

Is a weekly communication enough? This will be monitored to see if there is a need to communicate more often.

Students need to understand that campus communications will only be sent to their Minot State email account. This is stressed during orientation and registration sessions.

The campus calendar can be a great tool in helping to improve communications throughout the campus. Everyone including students is encouraged to refer to the calendar on a regular basis.

The process will be implemented and changes will be made as needed.

2. Criminal history background checks – this policy is now in effect for new hires that hold a regular, benefitted position. There are certain non-benefitted positions that are also subject to this new policy such as RA's, coaches, custodians with a master key, etc.

We explained the difference between the various checks available and what each of them report on. In the interest of receiving reliable information in a quick turn-around time, the NDUS will utilize vendor checks unless a specific position requires an FBI or BCI check. Results from vendor checks are usually received in one business day.

All job announcements will contain a statement that applicants will need to authorize us to complete a background check. A check will not be conducted unless if the candidate is recommended for the position.

There is still some work to be done in developing a consistent policy to deal with handling information that is received. Depending on the type of offense listed in the report and what position the candidate is filling, there may be reasons to allow employment. Each case will have to be evaluated individually. If a job is not offered due to information received from the check, the candidate then must work with the vendor to clear their record.

Discussion:

What kind of check is done on international faculty? Part of the background check does include a Homeland Security check which would identify and offenses.

What about the information that we receive and ND's open records law? If the background check is FBI or BCI it is destroyed. If it is a vendor check the information is received electronically and it is stored with the vendor.

What about our international students? The Department of Homeland Security is the oversight agency for international students and faculty. It is very difficult to get a visa as Homeland Security does a very thorough check of all foreigners.

3. Acknowledgements

The following individuals were recognized for their extra efforts this last month: Jan Repnow, Publications and Design Department, Kelly Buettner-Schmidt, Virginie Vournas, Rick Miller, Plant Services Staff, Administration for the sabbatical plan.

4. Announcements/Updates

Registrar – grades are due on Monday the 22nd by noon. Spring enrollment seems to be right on track.

Their office will be relocating to the student affairs conference room next week Tuesday during the renovation on second floor.

Business Office – next week the second floor of the administration building will be undergoing some renovations on their floor so certain areas will be closed off. Signage will be posted.

Enrollment – two recruiters have been hired to concentrate on specific areas. Wayne Pallett has been hired for Canadian recruiting and Brandon Walton has been hired for the Washington state area. Both are MSU graduates and have established careers in their respective regions. Both positions begin January 1st.

Multicultural Services – currently coordinating with the YWCA and MAFB in developing a Martin Luther King, Jr. program. Also are organizing a trip to BSC to take in the “Dream Alive” program featuring Joe Rogers and his dedication to Dr. Martin Luther King, Jr.

Education & Health Sciences – appreciate the support of the Planning and Budgeting Council and their recommendation for funding of the CASCLS program. We are hoping to establish a partnership with Ghana. A trip there is planned for the week of January 17th.

Plant – Swain now has some heat in the building.

Have requested bids from architects for the re-opening of 11th Avenue as well as upgrading classrooms.

After the first of the year, look for roll-out of a new work order process through Plant Services.

We are getting ready to re-bid the monument sign project.

SGA – have recently updated the constitution which had not been done for quite some time.

NDSA goals have been approved and align with those of the NDUS.

Ken Story will be attending the Executive Retreat this weekend in Bismarck for NDSA.

A review of club funding will take place after the first of the year. There may be some restructuring to ensure more equity.

International Programs – their office has been very busy as they need to see all international students to sign documentation.

Preparing for student orientation after the first of the year.

Athletics – forming a committee to assist in fundraising for wrestling and soccer. Would like to hire coaches next fall so they would have a full year to recruit before starting the programs in 2010.

Women’s basketball team left for Hawaii tournament today; men are at home on Friday.

Getting committee for Division II back together to start proceeding on that initiative. Letters have been sent to presidents representing the Northern Sun Conference.

NDCPD – Currently have staff in Washington DC.

Developing six 1-day summits to be held on campus.

They have their audit coming up in May.

Toy drive ends today – anyone interested in helping wrap gifts should stop by.

HR – some problems with the NotiFind system have been addressed. In the last weather related emergency, it was noted that people who share a common telephone extension (all custodians) each received a call at that extension which can be very frustrating.

Also, those people working on campus who are not MSU employees (Chartwells, MSU-Bottineau) would not have received a notice of campus closure. These have been addressed.

Marketing – we are running 6 new image ads on Minot TV stations. The newspaper will start running them next week.

Athletes held a Meet the Beavers which was well received.

College of Business will be present at MarketPlace for Entrepreneurs in Bismarck January 14, 2009.

Grad/RSP – hope to have trademarks by the end of December for the Beaver, “Be Seen. Be Heard.” and the M logo.

Department of Education will award Title III monies to applicants further down on the list so our chance of getting funds at this point is pretty good.

Library – busy closing out another semester and helping students get items returned and outstanding bills paid.

Geography students presently have a poster session taking place in the library. Everyone is encouraged to check it out.

Working on procedures to better track seniors before graduation so nothing in regard to the library will hold up their graduation progress.

ITC – have completed the telephone/help desk survey and are currently analyzing data. A draft report has been sent to president's staff and the ITAC. A report will be presented to University Cabinet in February.

Advancement – the initial results of the Annual Excellence Appeal appear to be very positive. We will continue to monitor in light of economic situation nationwide.

Please consider participating in the giving trees around campus. Some of the requests are very minimal in cost but much needed.

Arts & Sciences – the campus players invite area elementary students to a special showing of their annual Christmas show. This year they have over 800 children attend. There are many events planned during spring semester so check the calendar often.

Many of have heard that one of our instructors, Audra Myerchin and her husband were in a very bad accident a few weeks ago. Audra is doing well but her husband faces more surgeries to fix his leg that suffered several breaks. We wish them the best.

Kevin Neuharth is back at work and if you get an opportunity stop by welcome him back.

Bottineau – Spring semester will offer collaborative courses with MSU wherein students will be able to take some general education courses (Speech, Comp 1, and Psych) right in the classroom with regular MSU students.

JoAnn Linrud facilitated several different sessions at MSU-Bottineau to gather input for a possible name change for MSU-Bottineau. Additionally 6 different surveys have also gone out. Data is being collected and analyzed right now and results will be shared upon completion.

Faculty Senate – It is an extremely busy week for faculty as they are busy with finals, grades, and preparing for the next semester.

We are very pleased that under the direction of Lynne Rumney, our Honors Program has more than doubled in number of students.

Senate has been meeting at various locations around campus which helps bring a better awareness of what each area does and the importance they have in the overall success of our institution.

Faculty Senate is pleased with the collaborations that are taking place between the colleges on a variety of programs and initiatives.

Sabbatical applications are being worked on and again, Senate wants to thank the administration for implementing this plan.

The faculty would like to take a proactive role this legislative session to raise awareness with legislators. One plan is to have faculty “shadow” legislators on certain days.

Faculty senate wants to extend a sincere thank you to administrators for all their support over the past year.

Publication and Design – prices have dropped through the copy center. If you have any substantial copying that needs to be done, the Copy Center will be able to do it cheaper than you can with your own copier.

CEL – there will be an audit of web based student services. Be on the lookout for requests to participate. All institutions within the NDUS will be participating.

Bookstore – book buy back is taking place right now. \$67,000 has already been disbursed to students.

Chartwells – thank you to all that helped with the finals breakfast that was served this week. There were about 140 students that enjoyed the food. President’s staff members were gracious enough to help out.

Trayless Tuesday’s has gone well. It was a hard sell in the beginning but when the SGA supported the project it was more accepted by students.

Financial Aid – will run processes on academic standings next week and letters to students will follow.

Hosting financial aid session on January 10. On February 22 we will take part in the College Goal Sunday project.

Housing – encourage participation in the survey that was sent out regarding living and learning communities within the residence halls. Another will be coming soon regarding Greek life on campus.

Career Services – Debra Chandler had her baby and will be out until March 2.

Student Center – Employee appreciation event is going to be held on March 5.

COB – Merry Christmas!

Institutional Research – a data request form will be on the web site.

This office is currently working with the Chair of the Diversity Committee regarding the diversity survey results.

Staff Senate – there has been progress made on the Staff Senate Leadership Council has made some progress on the state level as the State President has been invited to serve on the SBHE.

Academic Affairs – General Education discussions continue and all are encouraged to attend. This is being looked at on a state level.

PIO – send any suggestions for the legislative showcase to Mark by March 4th.

5. President's Report – several issues currently working on. Read through section on Governor's Budget Recommendations. Will have an effect on higher education.

Chancellor's Cabinet had a very good meeting with the president's of the ND Tribal colleges. MSU's partnerships were mentioned by our partner institutions during the meeting.

We are meeting with the EAPC architectural firm on Friday regarding the Wellness Center.

Effective January 1 the campus will become tobacco free. This will help meet one of the pillars of the CEO Cancer Gold Standard designation for colleges and universities.

Meeting adjourned at 11:05. The next meeting will be held on January 28, 2009, one week later than normally scheduled.

Deb Wentz, Recording Secretary