

**University Cabinet Minutes**  
**December 20, 2006**  
**Westlie Room – 9:00 a.m.**

**Present:** Caren Barnett, Tania Balas, Lynda Bertsch, George Clark, Linda Cresap, Alexandra Deufel, Ron Dorn, Julie Drum, Jared Edwards, Lisa Eriksmoen, Bryce Fifield, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Rick Hedberg, Cathy Horvath, Dick Jenkins, Yueh-Ting Lee, JoAnn Linrud, Teresa Loftesnes, Wes Matthews, Sandy Nordstrom, Gary Rabe, Kim Thompson, Kris Warmoth, and Deb Wentz.

**Absent:** Brad Damm, Ali Guitian, Wylie Hammond, Neil Nordquist, Leon Perzinski, and Jonelle Watson.

Dr. Fuller called the meeting to order at 9:00 a.m.

**Approval of Minutes**

Minutes of the November 15, 2006 meeting were approved as presented.

**New Business**

1. Calendar of Activities/Updates

Events to add to calendar:

- January 3 – Financial Aid charges can begin at the Bookstore
- January 7 – Residence Halls open at noon
- January 15 – Minot Public Schools is on campus for an in-service

Events to note:

- January 8 – President’s Convocation
- January 15 – Martin Luther King, Jr. Day celebration in Nelson Hall\*
- January 24 – University Cabinet (not the 17<sup>th</sup> as stated on the calendar)

\* There was some discussion in regard to holding this event on a day when we are closed and campus personnel and students would be less likely to attend. This event is more of a community event and as we partner with the MAFB and the YWCA for this program, we will need to have it on the 15<sup>th</sup> this year. We will propose to the event organizers that next year’s program could possibly be held over a two day span so that we could do some programs on campus that engage faculty, staff, and students.

2. Current issues/Area reports

Financial Aid – will be meeting with the VPAA and Registrar to talk about mid-term grading as well as follow up on absent students. There are far too many students with failing grades at the end of the semester, which will affect their financial aid package for the coming semester.

It was also suggested that all faculty are consistent in assigning incompletes.

College of Business – held meetings with former alum who is now a managing partner with Command Center. There is strong interest to partner with MSU to help develop students beyond academics. This is an evolving proposition and could have very positive results in the coming years.

Career Services – has begun efforts in helping students develop beyond their studies as they will be hosting an “Etiquette Dinner” on February 22<sup>nd</sup>. This fits nicely into the proposal to the COB by Command Center. Employers are satisfied with graduate’s knowledge but often cite that recent grads do not possess the right social skills, etc.

Both these initiatives fit nicely into Strategy Five of the Strategic Plan with a focus on student success and future achievements.

Arts & Sciences – W. Cebulak has accepted the position of Chair for the Criminal Justice department.

Five programs were reviewed during the fall semester.

Music program is preparing for their reaccreditation in 2008.

On January 23, we will be traveling to Turtle Mountain Community College to sign a partnership agreement as we just did at Fort Berthold Community College.

Student Affairs – Ann Riveria has been hired as the Student Activities Coordinator with a start date of January 2. Nancy Mickelson will start on December 29<sup>th</sup> as the Student Counselor. Paul Brekke is the new fitness coordinator starting on January 2<sup>nd</sup>.

Business Office – monthly reports will be prepared by the Business Office for all managers to help them better manage their budgets. These reports will also include local funds.

Bookstore – still waiting for the contract to come back. Barnes & Nobel is expected to take over somewhere between March 1-15. They want our current inventory depleted so you will be seeing further discounts. Their plan for renovation does include moving the post office.

We have an interior designer looking at the Student Union as a whole and he will be getting a proposal back to us on how all areas of the union could be coordinated.

Bottineau – are exploring the possibility of changing their name. They do not want to separate from MSU but they do want to have a more clear identity. Along with this, there would be a focus on a theme that they would develop in concert with the name change, such as “Nature, Technology and Beyond.” Faculty and staff are also looking into the feasibility of offering other initiatives on the Bottineau campus.

Library – an offer has been made to a candidate. G. Rabe will negotiate the contract with that candidate this afternoon and hopefully, we will be able to come to an agreement.

Residence Halls – we have a consultant coming on campus in February to analyze our current halls and propose ideas for the future.

Marketing – our store at the mall has sold 71% of its inventory.

Academic Affairs – T. Loftesnes has accepted the interim marketing director positions; K. Warmoth has accepted the interim position of Dean of CEL. Libby Smith will begin her duties as the International Director on December 27. Her office will be located in the vacant offices located in the Student Union East lounge area.

HR – we have tentatively set a follow up Compensation Task Force open forum for January 19<sup>th</sup> to discuss recommendation for a five year plan.

3. President's Report

Items to note since the last cabinet meeting included:

- Strategic plan was personally distributed to the ND Washington DC delegation
- MSU representatives have been meeting with city representatives to plan a June Scandinavian visit to foster relationships with our sister-city delegates in Skien Norway as well as meeting with university officials about the possibility of future partnership agreements
- Various lunch and breakfast meetings were held with local legislators to present the strategic plan
- The Commencement committee has proposed a variety of changes to the 2007 ceremony. These were presented to Faculty Senate and the senate voted unanimously in favor of all suggested changes. These will be incorporated at the May graduation.
- Convocation will be held on January 8 in the Conference Center. We will review the plan, discuss implementation processes, and begin the work of identifying action plans.
- The after Cabinet discussion has been cancelled for tomorrow

4. Recognitions and Acknowledgements

The following people were recognized for their accomplishments during the past month: Alex Deufel, Ursula Schittko, Paul Sims, Chad Heinzl, Ryan Winburn, Hasan Buker, Neil Robert, Audra Myerchin, Walt Piehl, Bill Harbort, Jon Olson, Ron Fischer, Paula Lindekugel-Willis, Rick Watson, Michelle Sauer, Jon Rumney, Dennis Simons, Erik Anders, Cathy Horvath, and Kris Warmoth.

5. Red & Green Award and Vision 2013 Award

Wes Matthews discussed a proposal for recognizing and rewarding deserving faculty and staff for consistently performing above and beyond their normal job duties. After much discussion regarding processes and such, it was decided that a small committee meet to work out many of the unknowns of the proposal. Those interested in serving on this committee should contact Wes.

Adjournment

The meeting adjourned at 11:00 a.m. Next Cabinet meeting will be January 24, 2007.

Minutes prepared and submitted by Deb Wentz.