

University Cabinet Minutes
January 27, 2010

Present: Brent Askvig, Caren Barnett, Lynda Bertsch, Libby Claerbout, Linda Cresap, Brad Damm, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Rod Hair, Kevin Harmon, Sarah Henderson, Cathy Horvath, Dick Jenkins, Roger Kluck, Teresa Loftesnes, Mark Lyman, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Dennis Parisien, Sarah Perry, Leon Perzinski, Ernst Pijning, Gary Rabe, Matt Schaefer, Marv Semrau, Jennifer Sick, Kris Warmoth Jonelle Watson and Deb Wentz

Absent: Rick Hedberg and JoAnn Linrud

Guests: Patti Fedji and Chad McNally

Approval of Minutes

The minutes of the December 16, 2009 meeting were approved as presented.

Old Business

Review of civic engagement tracking system – we will be recording all civic engagement/volunteer activities at a departmental level for further distribution to public information. This information will be used for a variety of purposes. Individuals across campus have been identified to gather this information and they will be contacted soon as to what procedures they should follow to record information. PIO is leaving it up to departments to determine what qualifies as civic engagement.

Questions during discussion of this item included:

What is the purpose of collecting the information?

What if a large portion of a person's job (RCJC/NDCPD) requires them to be civically engaged?

Do we report on the civic engagement/volunteer efforts that are required as part of an instructor's class? Athletics?

Many members believe there should be some sort of definition of civic engagement/volunteer activities so the submissions are more consistent. In order to do this, we will need to know the purpose of collecting the data. PIO will bring back to a future cabinet meeting once the review is done and more definite program is developed.

New Business

1. Senate Reports:

Faculty senate – Senate President Pijning reported that faculty is participating in various committees across campus increasing cooperative efforts between everyone. The senate legislative committee is hoping to invite legislators to campus again to shadow faculty so they have a better understanding of faculty duties. The childcare committee is working on final data and will soon have a feasibility report for senate to review.

Staff senate – Senate President Schaefer reported that the Advancement/Marketing offices were this year’s winner of the Holiday Decorating contest. Staff senate will be deciding soon on who will receive their scholarships. Senate has received an inquiry about the possibility of having vending machines in Memorial. Schaefer will consult with VP Dorn regarding the request.

Student Government – President Perry reported that they are busy working on filling positions for next year already. Elections will be coming up very soon as well. The SAC has been very busy with organizing and hosting numerous activities.

2. Announcements/acknowledgements/calendar

Acknowledgements announced at the meeting included: Virginie Vournas, George Withus, Bob Feller, Neil Fulton, Darren Olson, Lisa Haman, Anton Huether, Marlene Hargrave, Tricia Houmann, Brian Otto, Rick Miller, Rick Cook, Corey Ell, Scott Muhle, Gretchen Ingledue, Scott Peterson, Tito Colon, Kevin Knight, Roger Triplett, Tom Eisenzimmer, Brad Brentrup, Terry Wald, Reggie Potter, Mike Eifert, Malesa Ofsthun, Shelly Mai, Chad Vannett, Brian Szablewski, Brad Damm, Jeanne Burckhard, Joella Galusha, Kelly Opperude, and Ann Lemer.

3. Internal Communications and Marketing – now that we have identified aspiration peers and key indicators, it is important for all faculty and staff to understand the purpose and need of obtaining the goals that have been established. To aid in this education, PIO and Marketing will be presenting monthly “Understanding the Goal” brochures to cabinet members. These should be shared with others in your area so everyone has a good understanding of why it is important to reach the goal as well as helping everyone recognize what they can do to help our institution become a premier university.

Dr. Fuller requested that cabinet members go back to their respective areas and share the brochure contents with others and report back to the full cabinet next month, at which time everyone can share any concerns, questions and general comments regarding the marketing piece.

4. Current issues/reports

Career Services – is hosting a “speed majoring” event on February 11th in the conference center.

Social Work – Ruth Kihm and Deb DeWitz along with about 20 of their students have been invited to participate at a national conference this spring.

Student Health – February 5th is Wear Red Day to raise awareness of women and heart disease.

Arts & Sciences – Darwin Day activities will take place February 11 and 12. Several activities are being planned to celebrate Women’s Heritage Month.

College of Business – many activities taking place – students are very engaged.

NDCPD – Christy Carroll has resigned so we are looking for an associate director. Everyone received the annual report. NDCPD is very excited about receiving a grant to fund the ND Think College initiative. This initiative makes post-secondary education a reality for ND students with intellectual and other developmental disabilities.

Education & Health Sciences – Briercrest College in Saskatchewan is interested in partnering with us on a teaching education degree. We have been contacted by the Bush Foundation about the possibility of sharing in a \$40 million grant. They wanted to visit us in January but that had to be cancelled. Neil will follow up with them to see if it might be possible for us to meet with them in Minneapolis.

Registrar – Crystal Michels is the administrative assistant to replace Connie Teets who moved to the student teaching department. February 9 is when official spring enrollment numbers are due. Degree audits have been completed for College of Business and Arts & Sciences are about ½ done. Hoping to be able to conduct training next fall so departments can better use and understand the system through PeopleSoft.

CEL – MSU will be hosting an energy symposium March 14 – 16.

Multicultural Services – currently filling some officer positions in the NA Cultural Club due to turnover. The club is going to be selling Indian Tacos on February 10 as part of the Diversity Week events. The Martin Luther King Jr event on campus had a somewhat disappointing turn out.

Advancement – on February 9 we will be hosting a news conference announcing a major give that the College of Business has received. We are currently conducting a feasibility study on a possible capital campaign.

International – Kemerly Moorhouse is working with the International office by providing study abroad 1 on 1 advising with students. Future plan is to meet with departments as well. There are two study abroad opportunities this summer – Kemerly is taking a group to Peru and Andrea Donovan will lead a group on a Mediterranean cruise. Both are scheduled to be gone 3 weeks. The international department in conjunction with the admissions office, will be hosting a curling tournament. International programs department has an International Advisory Committee in place to help guide the efforts on campus.

Chartwells – through suggestions of their student committee, they are now offering a “to go” program in the dining room which has been very popular so far. They are pleased to announce that they are using more eco friendly products for their take out and drink options.

RCJC – Marketplace for Kids is starting up around the state which means that those staff involved with the meth education program will be on the road for a while.

VPAA – CETL staff is up and running in their new offices in Main. The Interim ND Higher Ed committee met this past week in Bismarck. It was a good opportunity for us to show who we are.

There will be another meeting on March 30 where they will be discussing the roundtable components.

Business Office – financial aid distribution today as well as tuition due. W-2's were mailed last week. All other tax information will be sent by the end of the week. Look for more information about fraud training coming from NDUS.

Residence Life – our occupancy is down a little from last fall however, we are ahead of where we were a year ago. We have over 400 on campus – never have had that amount for a spring semester. Behavioral intervention team will conduct training by the end of February. This will help anyone across campus identify potential problems students may be having and offer assistance to help them succeed.

Admissions – are hosting 8 off campus recruiting events and 3 on campus events this semester. Beginning in March they will start registrations at the community colleges. Hope to have a summer scholars program in place this summer where 11 and 12 graders can come on campus and attend classes and earn credits.

Athletics – lots of major tournaments coming up soon – be patient with visitors and help when you can.

HR – CTF meeting tomorrow to narrow down recommendations for this year. Merit pay generated much discussion at the last meetings. Evaluations will be due soon so start thinking about them.

Marketing – please forward any acknowledgements (faculty/staff/students) so we can use these in our marketing pieces. MSU at the mall will take place in April. The mall is allowing us to have an MSU table set up during the state tournaments taking place in Minot.

5. President's Report – the President's report was distributed earlier. Please share with others in your area and as always if there are any questions please do not hesitate to contact the president.

6. Other – PIO will be posting the campus procedures for delaying opening or closing entirely as there are some who have questioned why we were not closed this past Monday.

Meeting adjourned at 10:55 a.m.

Deb Wentz, Recording Secretary