

**University Cabinet Minutes**  
**June 17, 2009**

**Present:** Brent Askvig, Lynda Bertsch, Libby Claerbout, Linda Cresap, Brad Damm, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, Sandy Foley, Russ Gagnon, Dale Gehring, Rod Hair, Wylie Hammond, Kevin Harmon, Rick Hedberg, Cathy Horvath, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Leon Perzinski, Ernst Pijning, Gary Rabe, Matt Schaefer, Marv Semrau, Jonelle Watson and Deb Wentz

**Absent:** Caren Barnett, David Fuller, Sarah Henderson, Dick Jenkins, Jennifer Sick, Sarah Perry, and Kris Warmoth

**Guests:** Julie Keller, Kelly Lichtenberger, and Susan Podrygula

**Approval of Minutes**

The minutes of the May 20, 2009 meeting were approved as presented.

**New Business**

a. Faculty senate report – Senate President Pijning reminded the group that many faculty are not under contract during the summer and therefore, please be cognizant of this if you are holding any meetings that should have faculty representation. Pijning is available throughout the summer and is easily reachable through emails.

b. Staff senate report – the fall kick off day has been set for August 18<sup>th</sup> and will take place at the Roosevelt Park Zoo. NDUS Staff Senate is meeting today and will finalize the constitutional bylaws. Anderson and Benson are attending from MSU. Senators are looking at streamlining some of the committees as the purpose for some is a little vague. Handbook draft should be complete soon for review and ready to be in place in the fall.

c. Student government – no report

2. Announcements/acknowledgements/calendar

Acknowledgements announced at the meeting included: Plant services staff, Kris Warmoth, Mark Timbrook, Kemerly Moorhouse, Ron Dorn, Sandy Nordstrom, Teresa Loftesnes, Twila Gantzer, Deb Wentz, Linda Benson, Mark Lyman, Wendy Thomas, and Libby Claerbout.

3. Current issues/area reports –

International– the visitors from Norway were very impressed with North Dakota and in particular, programs at Minot State. Ronnie Walker has accepted a position at Dickinson State University so we are currently looking for her replacement. Be sure to check out the study abroad blog from our students visiting Peru.

Arts & Sciences – Dean Davidson referred everyone to a previous memo that highlights what faculty and staff within the college are doing. Also, Summer Theatre opened last night and everyone is encouraged to attend.

Grad School– Lyndsey Vanthuyne began her administrative assistant duties in the grad school yesterday.

Ed & HS– Deb Jensen is going to be getting the CACSL program running over the next year so during that time, Warren Gamas will be filling in as interim chair of the teacher education and human performance department. Dean Nordquist and 2 other professors recently returned from a trip to several Scandinavian countries. They visited 4 different schools and each has a program for student exchanges that look very promising. Dean Nordquist also received a call from the ND National Guard wanting to know of our interest in receiving more students from Ghana. We currently have 18 graduate students from Ghana. Various clinics are taking place over the summer to enhance elementary school children’s reading abilities.

Bottineau– The following capital projects will begin this summer: 1. Improvements to the greenhouse =\$265,000, 2. Safety and security improvements=\$105,000, 3. Construction of open tunnel greenhouses=\$95,000. New student enrollment is up 15% from the same time last year. We are implementing a retention program in the fall that will include three main components, as follows: 1. An early warning system for new students who are not doing well, 2. A success contract for students on academic probation, 3. Adjustments to the advising process. Each of these headings has process, procedure, and policy connected with them that were developed in the spring of '09 by a retention committee comprised of faculty, staff, and students. Bottineau’s Quasiquicentennial Celebration (125<sup>th</sup>) is occurring this weekend. The college is handling the welcoming ceremony for the event on Saturday, June 20.

Marketing – MSU will be represented at the Bottineau parade this weekend. We will also be looking for ND State Fair volunteers fairly soon so please respond to the email that will be sent out soon.

Business Office – salary information has been uploaded. We are still waiting for final approval on the operating budget before those figures can be uploaded.

Housing – numbers are still up and rooms are filling fast. If you know someone wanting to live in the residence halls let them know to get their application in. Several single room requests in Lura and Crane have been changed to double so we can accommodate the number of requests.

Plant – Mattson Construction was awarded the Swain renovation contract and work will get underway next month. Due to the construction around Swain, 11<sup>th</sup> Ave will be closed starting July 1 from the west end up to the Dome as there will be no one allowed in the worksite.

Monument sign - is well underway and stonework should begin soon.

ESL – have completely moved into Dakota Hall

Card Key – Hartnett and Main are receiving the necessary equipment to handle card keys this summer. Rest of campus will be phased in.

Geothermal – have received the final report and it is very close to anticipated costs.

Library – removal of the old tiles is done and work has begun installation of new tiles.  
Updates – Cook hall updates are in full swing and this summer we will also be working on updates in the nursing area as well as the classrooms in the social science area.  
Sprinkler – be mindful that the sprinkler system is being turned on today which may affect some of your routes around campus.

ITC – there will be off and on network outages as we prepare our system for the VoIP system. We are also going to be updating our wireless system and anyone using wireless routers will no longer be able to use them on campus. This is necessary so that information is not susceptible to identity theft.

4. Campus calendars/scheduling of rooms -  
Draft copies of two checklists were distributed for review and comment. One is customized for on campus constituents and the other for the general public that may be interested in scheduling an event on campus. Cabinet members are asked to review and offer any suggestions or changes to M. Lyman, S. Nordstrom or T. Loftesnes.
5. President's Report - No report this month
6. Meeting adjourned at 9:45 a.m.

Deb Wentz, Recording Secretary