

University Cabinet Minutes October 13, 2010

Present: Brent Askvig, Stephan Banister, Caren Barnett, Lynda Bertsch, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Eriksmoen, Brian Foisy, Sandy Foley, David Fuller, Russ Gagnon, Dale Gehring, Rod Hair, Rick Hedberg, Dick Jenkins, Roger Kluck, Chase Lee, Kelly Lichtenberger, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Wes Matthews, Selmer Moen, Neil Nordquist, Dennis Parisien, Leon Perzinski, Marv Semrau, Carlos Soza, Kris Warmoth, Jonelle Watson and Deb Wentz

Absent: Linda Benson, Kevin Harmon, Cathy Horvath, Sandy Nordstrom

Guests: Patti Fedje, Anton Huether and Wade Regier

Approval of Minutes

The minutes of the August 25, 2010 meeting were approved as presented.

New Business

1. Senate Reports:

Faculty senate – Vice President Patti Fedje announced that the promotion committee had presented revised promotion guidelines at the end of last year and senate is currently conducting an email vote on the proposed changes. Heather Martin presented definitions for advising at Minot State. The committee asked for senate feedback and endorsement. Senators have tabled the recommendations so they can offer revisions to the advising definitions and mission. Much discussion was held regarding faculty loads. An ad hoc committee has been established to help CETL define the scope and address issues related to the first-year experience, engagement, tutoring, learning community course work and funding models for sustainability of the program.

Staff senate – Huether reported that NDUS Staff Senate is still pursuing a non-voting seat on the SBHE. Discussions were held on the NDPERS pension fund shortfall. HR director Matthews provided some more information regarding the shortfall and the 3 options for covering this, none of which have been approved by the NDUS or SBHE at this point. More information will be forthcoming.

Student Government – SGA is hosting a rally for the Democrats tomorrow from 11:00 – noon in the Beaver Dam. Senators Conrad and Dorgan as well as Representative Pomeroy will be on campus. Local area Democrats will also be attending. The Republican Party will be in the Beaver Dam on October 19th – House of Representative candidate, Rick Berg has confirmed his attendance. SGA will sponsor a bus to take students to Lewis and Clark Elementary School on Election Day so they can vote.

2. Announcements/Acknowledgements/Calendar

The following people were recognized for their exceptional service since the last meeting: Kari Schmidt, Wendy Thomas, Korie Huettl, Linda Madsen, Susie Mack, Vicki Brabandt, Suzanne Blessum, Laurie Weber, Jonelle Watson, Robin Wagner, College of Business faculty and staff, Leon Perzinski, Wade Regier, Cheryl Nilsen, Warren Gamas, Laurie Geller, Bill Harbort, Terry Wald, Brian Otto, Brad Brentrup, Debby Brothers and all those involved with organizing and attending the many Homecoming events.

CEL – the fall open house has been scheduled for November 10th

Student Health – the annual Wellness Fair will be held in the atrium on November 4th. There are plenty of flu vaccinations available – faculty and staff are encouraged to get a vaccination. Cost is \$20.

Teacher Ed – NCATE team will be here on November 7- 9. They will be meeting with various people on campus. The education department will hold their annual retreat on October 20 from 8:00 to noon – this involves all teacher education faculty. The college of Ed & HS is looking at developing a 3+2 arrangement with Briercrest College in Canada.

Athletics – a team from the Northern Sun Intercollegiate Conference will be on campus on October 20th. This is an extremely important visit as we are trying to obtain membership in this athletic conference as part of our transition to NCAA Division II.

3. Missing Student Policy – we are required to maintain a missing student notification policy as authorized by the Higher Education Opportunity Act. The policy does only pertain to those students living on campus. The draft policy has been presented to the SGA and Staff Senate and will need to be reviewed by the Faculty Senate as well.

The policy outlines what constitutes missing, what procedures to follow and allows students to name emergency contact. Although the policy is directed toward on-campus students, our Early Alert Program through the Student Success Center should help identify other off campus students that may be missing as well. R. Kluck and L. Eriksmoen moved and seconded that University Cabinet approve the policy and procedures as presented. Motion carried by unanimous vote.

4. Proposed office relocations – R. Kluck went through the proposed office changes affecting departments in the Administration and Student Center buildings. None of these proposed moves/office relocations are final yet with the exception of CEL moving to the 3rd floor of the Administration building. Roger will send the proposed floor plans out to cabinet members for their review and recommendations. Those affected by any proposed change, are encouraged to meet with their respective vice president to voice any concerns and offer suggestions. We will re-visit this topic at next month's cabinet meeting and review all recommendations at that time.

5. Understanding the goal – the new admission standards affecting incoming freshman in fall 2011 were discussed.

6. Area reports

Athletics – student athletes are currently conducting a food drive – items will be collected from individual offices on Friday.

Plant – the manhole at the southeast entrance of the E Lot (loop) will be replaced tomorrow so that area will be blocked off. Wellness Center re-bid will be opened on November 16th.

Registrar – the search committee is pleased with the strong pool of candidates. The committee is currently looking at 2 on campus and 4 off campus applicants. They hope to have a recommendation by November 1.

College of Business – 42 of our students participated in Hostfest activities through our Severson Entrepreneurship Academy – they worked with international vendors and it was very well received. Business students are also working with the ND Petroleum Council helping them conduct a survey which could possibly turn into an annual event.

VPAA – Moen attended the Academic Affairs meeting. Many things were discussed relative to the upcoming legislative session.

Marketing – the theme for the Chamber’s Showcase of Business event in November is centered around Team Spirit so plan on being a part of this. If anyone has any ideas for a new wrap on the MSU water bottles, let Teresa know.

4. President’s Report – areas discussed include:

- Enrollment
- Strategic Planning – Performance Indicators
- VPAA search committee
- Workloads
- Institutional Research
- Noel-Levitz
- Hobson’s
- Geothermal
- Greek organizations
- Great Plains Center on Community Research and Service

Full report is available at

http://www.minotstateu.edu/president/report/presidents_report_10_13_10.pdf

Meeting adjourned at 11:10 a.m.

Deb Wentz, Recording Secretary