

**University Cabinet Minutes**  
**October 19, 2005**  
**Westlie Room – 9:00 a.m.**

**Present:** Mark Anderson, Caren Barnett, Linda Benson, Lynda Bertsch, Brad Botz, Linda Cresap, Ron Dorn, Jared Edwards, Bryce Fifield, Sandy Foley, David Fuller, Dale Gehring, Larry Greenwood, Wylie Hammond, Rick Hedberg, Cathy Horvath, Krista Ide (for Lisa Eriksmoen), Dick Jenkins, Yueh-Ting Lee, Teresa Loftesnes, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Linda Olson, Leon Perzinski, Gary Rabe, Patsy Rieke (for Russ Gagnon), Gary Ross, Kim Thompson, Kris Warmoth, Stephanie Witwer and Deb Wentz

**Absent:** Tricia Black, Britney Blackmore, Lisa Eriksmoen, Russ Gagnon, and Lisa Johnson.

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

**Approval of Minutes**

Minutes of the September 21, 2005 meeting were approved as presented.

**Old Business**

Dr. Fuller reported that our preliminary retention rate for freshmen is at 70% compared to 62.7% at this same time last year.

Hulda Winstead Geranium Days – S. Nordstrom presented a proposal to generate scholarship money. Geraniums would be sold throughout the community each spring, with the proceeds designated for a “Students First” scholarship fund. It may be appropriate for Staff Senate to organize and handle the details involved with this program. The proposal will be forwarded to President’s Staff for further discussion and recommendations.

Beaver Praise - W. Matthews presented a proposal for an employee recognition program, called “Beaver Praise”. The program consists of acknowledging MSU employees positive contributions/actions by on-campus as well as off-campus individuals. Details of the program will be finalized before publicizing to the campus.

Graphics Standards – S. Nordstrom presented the Woychick proposal for MSU Graphic Standards. The following sections of the guide were discussed further and cabinet members were asked to share their suggestions, concerns, etc. with the Marketing Committee who in turn, will present recommendations to the President’s Staff:

1. Visual Review Policy
2. “M” Logo
3. Athletic Logo
4. Usage of Multiple Logos

**New Business**

1. Recognitions and acknowledgements

Brent Askvig, Patrick Hoffman, Dennis Simons, Linda Olson, Dan Ringrose, Ernst Pijning, Rick Seklecki, Gary Rabe, John Webster, Mike Duffy, Ji-Hee Kim and the nursing department were recognized for extraordinary efforts and achievements.

2. Department topics/updates/calendar

Items of note:

President's open forums on October 24<sup>th</sup> to update campus on strategic planning and focus group sessions

Vision 2013 – Open House on October 27<sup>th</sup>

Community Halloween Party at the Dome on the 31<sup>st</sup>

Cabinet members are reminded to submit information to Kim on a monthly basis

3. President's Report

Dr. Fuller distributed the President's Report which will be distributed campus wide. This report will be presented at each cabinet meeting and members are requested to share this information with those individuals in their respective areas. Items of note this month include:

1. Meeting with architects to begin preliminary review of Student Union and various other office moves around campus
2. Presentation was made to the Centers of Excellence Commission, however, our request was not funded. Will refine our proposal and prepare for the second round of requests.
3. Cornerstone goals have been submitted
4. VPAA search will begin again
5. Veterans Upward Bound – have learned that NDSU will be terminating this program at our campus. There is however, interest from Montana State University – Billings to continue the program at MSU.
6. Strategic Planning and Focus Group Review – event will be held October 27 and is open to campus, public and region.
7. Compensation Task Force is organized and ready to being work.

4. Contract Review and Approval – SBHE Policy 840

R. Dorn is developing a policy for the campus to comply with this policy.

5. Current issues/area reports

Enrollment Services - S. Witwer reminded everyone that Preview Day is this Friday. Currently looking for two new recruiters and interviews have begun.

Arts & Sciences – Y-T Lee reported that the Linguistic Circle of Manitoba and ND will hold their 48<sup>th</sup> Annual Conference on the MSU campus on October 21-23. Robert Kibler has been the main organizer of this event. The first Arts & Sciences newsletter has been published and shared with various departments around campus.

Campus Closing Policy – some discussion ensued on the recent campus closure due to the snow storm. Our policy states that Physical Plant will make the decision to close. The cabinet asked for more clarification on cancellation of classes vs. closing the campus. A draft with guidelines will be presented at a later date.

Solicitation for Donations – D. Fuller offered clarification on the recent mailing to campus employees regarding financial support of MSU. This is a voluntary donation and faculty and staff should not view it as a requirement. A question was raised as to whether or not we could specifically designate our donation for a particular activity or initiative and this is allowed.

**Adjournment**

The meeting adjourned at 11:00 a.m. The next meeting will be at 9:00 a.m., November 16<sup>th</sup> in the Westlie Room.

Minutes prepared and submitted by Deb Wentz.