

**University Cabinet Minutes  
December 19, 2007**

**Present:** Bethany Andreasen, Tania Balas, Caren Barnett, Lynda Bertsch, Linda Cresap, Brad Damm, Conrad Davidson, Lisa Eriksmoen, Russ Gagnon, Dale Gehring, Rick Hedberg, Cathy Horvath, Dick Jenkins, Teresa Loftesnes, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Leon Perzinski, Gary Rabe, Marv Semrau, Kim Thompson, Kris Warmoth, Jonelle Watson, and Deb Wentz

**Absent:** Chad Carr, Libby Claerbout, Sheila Collins, Ron Dorn, Bryce Fifield, Sandy Foley, David Fuller, John Girard, Wylie Hammond, JoAnn Linrud, and Wade Regier

**Also Attending:** Susie Mack, Rebecca Porter, and Jay Wahlund

**Approval of Minutes**

The minutes of the October 17, 2007 meeting were approved as written

**Calendar – Acknowledgements**

Faculty and staff recognitions included: Teresa Loftesnes, Paul Rudolph, Cathy Horvath, and Joseph Jastrzembski

**Current issues/area reports/Updates**

Enrollment Services – have set tentative dates for upcoming Connect sessions. These will be published after Academic Affairs has approved. Are also looking at conducting an off-site Connect session maybe through IVN, at BSC or at Bottineau.

Public Information – everyone was reminded to keep the campus calendar up to date.

Registrar – as of today, we are at 79% enrollment for the upcoming semester compared to third week reporting last spring.

ITC – the telephone switch upgrade will take place 12/19/07 after 6:00 p.m. There should be little impact on campus.

Marketing – more information coming on Be in the Know tour this spring

Recent collaborative meetings on campus:

Minot State University & Minot Public Schools:  
Held a very productive meeting on November 29<sup>th</sup>. Magic City campus has agreed to have our Enrollment Services representatives on their campus one day a week. Not for direct recruiting of HS students but to answer higher education questions in general. May expand to include alternating with Financial Aid, faculty, etc.

Other topics of discussion included assessment, staff development, technology, and dual credits.

Turtle Mountain Community College  
Had a follow up meeting on December 18 between Minot State and Turtle Mountain administrators to discuss details of the MOU that was signed previously. We are moving forward on formalizing the relationship with possible cultural exchanges and programs.

### **Emergency Operations Plan**

Everyone was encouraged to look over the draft of the EOP and get any suggestions to Leon.

K. Thompson reminded everyone that there is another piece that will be coming out in a month that is designed specifically for departmental use. Possible to have a quick response card for people to have easily available at their desks.

Question was raised about the possibility of enhancing communications by installing a public address system. We have submitted a request for one time funding to help with these types of notification systems.

Cabinet also suggested that we identify key people to launch emergency systems and to make sure that all identified are trained properly. Right now only ITC staff is trained to notify students.

### **Storm Closure Policy**

K. Thompson distributed the procedures that will be followed should there be a campus closure, delayed opening, or cancellation of classes.

Faculty and staff are urged to use common sense on questionable weather days. If the campus remains open and people are unable to make it in, they are to use vacation time.

It may be more reasonable to have a delayed opening so that the campus can be prepared for faculty, staff, and students. That way sidewalks and parking lots can be cleared before there are many people on campus providing much more safety for people when they do come to campus.

### **MSU Signage on Broadway**

Art Professor, Walter Piehl, provided a sketch of a possible monument sign that could be used on the corner of University Avenue and Broadway. The illustration incorporates many links to our "place" including a depiction of glacial erratics and a prairie butte, while also honoring who we are with silhouettes of Old Main and the Dome.

Some questions related to the sketch included:

Our goal was to open up the campus and the sketch appears to wall off the campus from plain view.

Is it trying to do too much in trying to incorporate MSU into this place?

Couldn't we do something like the entrance signs when coming into Minot?

Aren't we going to have an informational sign at all?

These questions will be forwarded along with the sketch to the Master Planners so they can incorporate native materials and plantings into the sign "landscape" so that it does better represent our place. It should also be noted that this sketch is not to scale and although it does appear that the erratics and the depiction of a butte seem very high, they would certainly not block any views into the campus. There would also be appropriate lighting throughout the area so people would feel safe if entering the campus on the corner.

It was also noted that there would still be an information sign but it would be located on 11<sup>th</sup> Avenue.

### **MSU Initiatives to Consider for Biennial Budget Priorities**

The following initiatives were identified as budget priorities for MSU:

1. The nursing program will need new simulation equipment as well as an additional lab (to simulate a ward in a hospital)
2. Swain hall
3. Title III – need a space for the project
4. Teaching/Learning Center
5. College of Business International and Virtual Business Programs
6. English as a 2<sup>nd</sup> language center
7. CPA review program
8. Plant services – need a boiler replaced
9. Need funds to complete a turbine feasibility study – environmental study to include recycling/air conditioning/heating
10. HR – funds for campus wide training such as was just completed
11. Immigration processes for foreign faculty
12. Need new carpet in the Conference Center and CEL
13. IT would like to mobilize the campus – reduce the number of land lines
14. More internships and cooperatives
15. Studies in Community and Environment program
16. Native American Studies major
17. Child care facility
18. New arts center
19. Expanded facility for nursing
20. Relocation of the physical plant
21. Undergrad research/institutional/CAS support

## **Institutional Committee for Facilities Management**

This is something that the new director of plant services will need to review and determine the value to MSU. It would be an institutional committee that would assist the plant services staff in helping to identify priorities and keep them informed of what is taking place throughout the campus. In bringing together a diverse group of faculty, staff, and students we can better assess those areas on campus that need our attention most.

## **Convocation Schedule**

All faculty and staff should have received an agenda for all the activities taking place at our spring convocation set for January 7<sup>th</sup>. Our keynote speaker for the event is George Kuh, PhD.

Dr. Kuh is one of the most notable spokespersons for the benefits of and strategies for student engagement. He is also known for his attention to the means of assessing and measuring the levels of engagement.

Everyone is encouraged to attend and especially to RSVP for the working lunch session that does include members of University Cabinet that are directly involved with students.

## **MSU Action Plan for Enrollment Reporting & Tuition/Fee Payment**

MSU is the only NDUS campus that does enrollment verifications. Spring enrollment reporting will now use 4<sup>th</sup> week figures rather than 3<sup>rd</sup> week.

## **Student Activity Fees**

The Student Government Association's Finance Committee is accepting proposals for changes to the current fee structure or new initiatives no later than January 15, 2008. All requests must be in writing and should be sent to the VP Student Affairs.

## **Chartwells Holiday Hours**

Chartwells will be scaling back their hours of operation during the holiday break. This means that the Beaver Creek Café and Symbols convenience store will both be closed from December 17 through January 6. Buckshots will remain open Monday – Friday from 7:00 a.m. to 2:00 p.m. Those wishing to purchase popcorn may do so at Buckshots.

Buckshots will also be closed on December 24 and 31<sup>st</sup>. International students remaining on campus, will be provided food options in their dorms over the holiday break.

## **President's Report**

The President's report was distributed for review. Specific items to note included:

- Swain Hall – an architect has been hired to facilitate the planning and design of the building
- Energy costs continue to be a concern as Xcel Energy intends to increase rates this winter.
- We are very pleased to have Roger Kluck accept the position of Facilities Director at Minot State. He will begin his duties in January.
- The self study and the executive summary have been submitted in preparation for publication.

### **Other**

Residence Hall staff will be working some limited hours over the holidays to assure that the International students are well taken care of.

The Business office is pleased to welcome Mindy Rudnick, grants and accounts assistant and Jill Hieb, budget assistant. They still have an accounts payable position that remains to be filled.

### **Adjournment**

The next cabinet meeting will be held January 16, 2008

Meeting adjourned.

Respectfully submitted, Deb Wentz