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University Cabinet Minutes
December 21, 2005
Westlie Room – 9:00 a.m.

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Present: Mark Anderson, Caren Barnett, Linda Benson, Lynda Bertsch, Tricia Black, Brad Botz, Kathy Clott (for R. Hedberg), Linda Cresap, Ron Dorn, Jared Edwards, Lisa Eriksmoen, David Fuller, Sandy Foley, Russ Gagnon, Dale Gehring, Cathy Horvath, Dick Jenkins, Lisa Johnson, Yueh-Ting Lee, Teresa Loftesnes, Neil Nordquist, Sandy Nordstrom, Linda Olson, Leon Perzinski, Gary Rabe, Gary Ross, Kim Thompson, Kris Warmoth, Stephanie Witwer and Deb Wentz

Absent: Britney Blackmore, Brad Damm, Bryce Fifield, Larry Greenwood, Wylie Hammond, Rick Hedberg, and Wes Matthews.

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

Approval of Minutes
Minutes of the November 16, 2005 meeting were approved as presented.

Old Business
Cornerstone Projects and processes – The final version of 2005-2006 roundtable cornerstone goals was distributed. Those individuals responsible for a particular goal will be asked to provide an update at a later date.

Student First Summary/Definitions – the cabinet members were asked to submit any revisions to the students first draft statement that was distributed. Eventually this statement will be refined so all campus personnel will have a working definition.

New Business
1.   Recognitions and acknowledgements/Updates/Calendar
-       A listing of faculty/staff acknowledgements was distributed. Those recognized were Rick Watson, Gary Rabe, Jonathan Wagner, Michelle Sauer, and Shan Haarsager.
-       An updated calendar of events was distributed.

2.   President's Report
Items of note this month include:
        -       SBHE meeting on November 17th – International Student Recruitment did pass after much debate.
        -       Master planning workshops were held on December 5 and 6 and were well attended. The architects plan on returning in February to present one recommended plan.
        -       A revised centers of excellence proposal for Artspace has been submitted.
        -       Planning and Budget Council reviewed the results of the survey that was distributed to all faculty, staff, and students. These results will be shared with the campus at the January 9 convocation.
        -       Student Association passed a resolution for noon-hour service to be provided by administrative offices. These offices have agreed to meet this request and provide service over the lunch hour beginning with the Spring Semester

- Dr. Ron Royer was appointed as the Higher Learning Commission self-study coordinator for Minot State University. Minot State has requested that the team visit occur in the spring of 2008.
- MGT consultants will be on campus January 12 to interview MSU personnel regarding the peer institutions identified for Minot State.
- The Phase I environmental study of the AJ Automotive property has been completed. Results show no specific environmental issues that would prevent the Foundation from proceeding with the plan to purchase the property.
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4. Commencement Speaker – it has been suggested that we have Senator Kent Conrad give the commencement address this year. As there was no objection to this proposal, Dr. Fuller will proceed to contact his office.

5. ConnectND – PeopleSoft Review and Discussion -
Dr. Fuller asked for statements that were positive about the new system. Comments were:
- There is more or better access to student information – in particular for Distance Ed students
- It keeps students accountable – they have to work through their own problems (i.e., holds – have to handle before they can add, drop, etc)
- Can get up to date information
- HR management – tracking of employee loads and contracts is good – couldn't do this before
- There is a lot of potential with the system – will have access to a lot more information
- Faculty are satisfied to be able to access student records
- The instructions that were sent out for entering grades were great
- Records are accessible electronically
- Staff has been very helpful and knowledgeable
- Students can forward their mail where they want
- The housing management system has been good

Negatives regarding the system:
- System is not intuitive – not user friendly. There are too many steps needed to complete something. Students don't know where to go to get information
- Budget printouts – very cumbersome process to access
- Short user time out
- HR information (some) is inaccurate – there is a lot of potential though
- Increased work load to make the system work. Very process intensive – additional work needed to maintain system
- Hardware or server issues (off campus)
- It is difficult to get some data
- No handbook
- Lack of knowledge about training documents on the Business Office web page
- Cost to students
- Terminology (global/universal – not specific to higher ed)
- Not a collaborative student process
- Difficult to modify requests – lack of control

- IT department can only assist students with passwords, logins, etc – faculty and staff have to go elsewhere for this
- High traffic times create glitches in student accounts (housing)

Suggestions:
- For time out problem, close other windows
- More people on campus should have access to queries
- Should have updates on PeopleSoft
- Have a FAQ's section on the web
- Use the system – the more you use it the more you get used to it
- Have focused training sessions
- Have a trainer in each area/department

Adjournment
The meeting adjourned at 11:00 a.m. The next meeting will be at 9:00 a.m., January 18 in the Westlie Room.

Minutes prepared and submitted by Deb Wentz.