



**UMC Executive Committee  
Minutes  
January 15, 2009**

**Present:** Tom Baldwin, Corby Kemmer, Andrew Svec, Peter Phaiah, Jack Geller, Eric Burgess, Sue Brorson, Michelle Christopherson, Adel Ali, Kim Gillette, Tricia Sanders, Amber Evans-Dailey  
**Guest(s):**

**In these minutes:** Old Business, New Business, Retention Sub-Committee Charge, Retreat Locations, Compact Instructions, Member Updates

**Old Business**

Introduction of Dr. Ali

**New Business**

**Compact Instructions**

- Tom asked for his reports to turn information in by tomorrow so it can be given to Andrew to put together
- Read through instructions – same as last year with 3 criteria
- Need to be prepared to fund whatever we ask for -Look forward to see where we are going or want to go – write on topics if you were asked
- Total – 6pages of text and 1 on budget and 9 pages of appendices
- Submit by 28<sup>th</sup> of Jan – Meeting is Feb 11 in Twin Cities

**Retention Sub-Committee Charge– Michelle Christopherson**

**Handout – Committee List and draft Proposal for Charge**

- Stephanie, Kim, Michelle and Amber have been working on the charge
- Would like consensus and approval for each committee and lead person for each committee
- Importance of retention – continue to recruit and retain current students
- Discussion - on starting point for retention with Admissions and needing the right students – that part isn't here
- Discussion - on formation of committee back in June 06 for retention
- Money was set aside from VC office to retain students – Went to collaboration conference at St. Olaf's to research ways as group to learn best practices for our campus – that's where some of the committees came from
- Questions & discussion – where are we losing the most students – Are departments are involved in retention – is it undecided students? – students need to know about school and where they want to be
- Michelle has meeting tomorrow – and wants to continue with charge for committees and others to help
- Amber & Kim have recruitment efforts in place - Discussions need to take place – Michelle will bring additional info to retreat - Need to identify lead person on each group – is it this committee's decision? If not she'll send email to committee – to identify their own leaders?
- Peter said all committees have met and have chairs -Chairs will be part of retention committee
- Discussion on who should be working on the retention committee - Michelle will visit with Chancellor as she was asked to work on committee
- Amber & Peter were co-chairs of retention committee – all groups have met and he's working on reports

- Michelle – will add updated list and send back to Chuck – doesn't want to duplicate effort

### **Retreat Locations**

- Options are June 2 & 3 – Bede Ballroom or June 8 & 9 – Mount St. Benedict
- Bede is an ok location to show efficiency – food can be catered or ordered in if Dining Services not available - Economically we do it in town – no driving time staying in town
- 2 days here and an evening activity - June 2 & 3 – is preferable location on campus
- Tom's suggestion – to stay on June 2 & 3 at Bede
- Peter added that Bede Ballroom could be made to look more like resort location
- Sue – asked about dates – she will be going to Norway – some discussion on number of students going to Norway & China and alternating experience each year

### **New Business**

#### **Public Engagement Day – Peter**

- Andy Furco doesn't want a big day like last year - UMC would like a poster session – one of the Thursdays – 2 hr time frame
- Showcase what we do - Would like commitment from each dept for poster
- Peter is questioning if UMC should we continue – looking for support – Exec Committee members agreed to support efforts and continue another year
- Twin Cities is spread out once a month for their public engagement activities

#### **Registration Numbers - Amber**

- Current numbers are about 44 ahead of last year in degree seeking
- Down on non degree seeking students – not all CIHS student numbers in yet
- For fall about even –Down for transfer students - New high school admits down a little

#### **Online Numbers - Michelle**

- 35 of 44 degree seeking students are online students - Over 2827 credit hrs - 35 matriculated students
- Admitting and registering students until next Monday
- UMC's CAL was awarded digital calling center for the Digital Campus – which launched 1/12/09 showcasing UMC's exceptional online student support services for 5 coordinate campuses - \$25,000 came to Chancellor's budget
- Down one staff member as Rhonda Miller has taken a job at NDSU– working with office of Enrollment Mgmt
- The Call Center gives nice visibility for UMC campus

#### **Water Main Break - Tom**

- Main broke in UTOC – flooded 3 in of water in back of UTOC and arena – horses were standing in water – working on drying out
- Cooler in the Children's Center also sprang a leak over break

### **Member Updates**

#### *Adel Ali – Math, Science & Technology*

- Met with faculty last week - Bill introduced him
- Meeting with all faculty this week and them getting to know him
- Bill doing a great job to help him
- Would like to visit with all and visit about what you are doing and what you can do with his dept

#### *Dr. Baldwin – Academics & Student Affairs*

- Timeline for undergrad research for summer & fall – Mar 9 – Barb Cournia will send out email
- After decision is made – students can start anytime

- Got check for \$100,000 from VP Tim Mulcahy in Institutional Research - \$50,000@ yr for 2 yrs – startup for new faculty – encourage new faculty to get started on research – chairs will share information to departments
- Compact Directions indicate state budget will be lean

*Sue Brorson – Business*

- Working with CAL for registration on campus and online
- Passed a Business Department Online Quality Assurance Policy for online classes
- Working with Sara Kaiser on business learning community statistics –setting up students have to have several classes with the same students so they start knowing people - Has helped with retention
- Ken Johnson was at Market Place of ND – presented and a student had a poster on Ins Fraud – did a nice job
- A speaker from Moody had a speech on dealing with the economic situation – Ken will get the speech and share at dept meeting
- Martin Luther King Presentation was excellent - First week of class so hard for some depts. to attend - poor showing of students
- Good discussion after the presentation

*Eric Burgess - SIFE*

- Nothing to report

*Michelle Christopherson – Center for Adult Learning*

- College In the High School registrations are with the Office of Registrar so numbers should be done next week - 250 new CIHS students –approximately 2361 credits being delivered

*Ron Del Vecchio – Agriculture*

*Amber Evans-Dailey – Admissions*

- Gave numbers earlier
- Admissions office has been trying to contact current students to register for spring -Made some impact on returning students
- Fall 2009 applications are even – ahead on admits – behind on transfers -Purchasing list of names of transfer students
- Denying more students than before – lower profile students are being denied – looking for higher ACT scores
- Continuing to call students and extending calling hours – will have report soon and then every month once first report is out
- Meeting with most of faculty to update admissions counselors – looking for additional ideas for recruiting

*Jack Geller – Arts, Humanities & Social Sciences*

- Nothing really new – busy with many things

*Kim Gillette – International Programs*

- 25 new international students are here - Appreciate faculty helping with registration
- All registered and assessed and showing up for class – not scared away with cold
- Learning Abroad Fair – Feb 5 from 10-2
- Feb 10 – passport drive on campus

*Stephanie Helgeson - Athletics*

*Les Johnson – Human Resources*

*Corby Kemmer – Development*

- Chancellor & Corby met with President of Digi Key in Thief River Falls - went well
- Total gifts – up in first 6 months of 09 – over 2008
- If you know anyone Corby should be talking with let him know
- Ag Arama is Jan 30 & 31
- Feb 16-21 will be in AZ for donor visits and social
- Will be in Minneapolis next week

- o Sat Feb 14 – Valentine Gala – Proceeds to student scholarships – contact Sherry Just, Mary Cavalier (co-chairs) or Joy Johnson, Michelle Christopherson or Barbara Muesing

*Tim Norton – Facilities*

*Peter Phaijah – Student Affairs*

- o Coke products available for depts. to use - About 150 cases left of 20 oz bottles – if you have activities to use coke let Peter know - need to use before end of year
- o Comprehensive Spring calendar for student activities will be emailed today - has a month at a glance
- o Working on extending late night study hours – most things shut down at 8 or 10 p.m. – coordinating with other depts – Student Center will be open till midnight – as long as there are students that are willing to work - Will offer coffee/cookies and donuts periodically

*Tricia Sanders – Finance*

- o Nothing new to report

*Jeff Sperling – Technology Support Services*

*Andrew Svec - Communications*

- o Tentative date of Fri, Feb 6 – 12noon - 6 p.m. U of M Government Relations – info session regarding U of M Legislative request open to students faculty/staff and local leaders. Bernie Lieder, Rod Skoe, LeRoy Stumpf, Dave Olin will be invited. Topics will be the importance of the U, letter writing and advocacy for community
- o Proposal to name new residence has been submitted to All University Honors committee and hope to have approval at Feb 4 meeting and forwarded for Regents and President Bruinink's approval
- o New academic web pages should be posted by end of week. Thanks to all faculty who have been able to review and provide feedback
- o Printing can now laminate posters and documents up to 38' wide
- o Annual report for 2008 is in early stages of production – printed and distributed in Torch in Mar

*Dan Svedarsky – Natural Resources*

*Deb Zak – MN Extension*

*Chancellor Casey*

Respectfully submitted by Barbara Ricord