



**UMC Executive Committee
Minutes
February 5, 2009**

Present: Stephanie Helgeson, Andrew Svec, Corby Kemmer, Jack Geller, Tom Baldwin, Les Johnson, Adel Ali, Jeff Sperling, Amber Evans-Dailey, Tim Norton, Sue Brorson, Eric Burgess, Kim Gillette Chancellor Charles Casey, Deb Zak, Ron Del Vecchio, Dan Svedarsky
Guest(s):

In these minutes: Old Business, New Business, Retreat Follow Up, 2 Hr Open Time – Fall 2009, Travel Expenses, Budget, Conflict of Interest, Member Updates

Old Business - Tom

Adel is new to group and many were missing at the last meeting – went around table with introductions

New Business

Retreat Follow Up

- UMC Exec Retreat scheduled for June 2nd & 3rd – on campus

Faculty/Staff Mentoring - Amber

- Sent out survey to faculty and depts. - Looking for new faculty members to UMC and if faculty will serve as mentors - overall it's working and will continue
- Concerns about faculty having time to do quality job - Recommend to have mentor from another dept – but faculty would like to stay with current dept
- Survey will be sent out to mentees
- Amber asked for recommendations
- Questions were asked about dept heads serving as mentors – Chancellor said maybe Directors should be mentor for other directors
- Mentors helping to develop a positive campus culture – inviting new faculty to events on campus
- New faculty should also be asked about their transitions – what worked, what didn't
- Chancellor suggested a noon luncheon with new faculty/staff for the opportunity to communicate what was successful and unsuccessful
- At retreat this summer will go back over reports to see how we did
- Possibly Bob Nelson could help with designing a survey

Diversity - Committee - Stephanie, Peter,

- Thomas Williams – did a presentation before and can report out on next meeting.
- Programs have raised visibility – reminder of program today on American Indians
- Deb explained the program - Jennifer Garbo, Dawn Neuman & Susan Bolio – on a panel – they did at fall Ext Conference in Oct. All are American Indians and worked with tribal colleges and tribal government – very open to answer questions. Here to be resources to UMC. Use opportunity to ask questions about tribal relations. Encourage students to attend
- Trip to Red Lake tomorrow with SIFE students and Eric. Purpose is to explore environmental sustainability projects
- Follow-up on the boys & girls clubs – have received new computers and need to learn how to run them
- General discussion with group
- Program tonight – Chuck Foreman – 6:15 p.m. – former Viking. Comments about giving student extra credit for attending - Encourage faculty/staff to attend
- Chancellor added that we could have more people at events

Energy/Green Initiatives - Tim Norton, Jeff Sperling

- Tie to UMC Sustainability Committee – Program will be presented on Feb 19th at noon - Need an action plan by Jan 15, 2010 – for the President's Climate Commitment Plan
- UMC is a charter member of Minnesota Schools Cutting Carbon a three-year initiative of the Clean Energy Resource Teams, MN Pollution Control Agency, & MN Office of Energy Security to give 103 Minnesota public high schools, colleges, and universities technical assistance & mini-grants to make schools more energy

efficient & reduce greenhouse gas emissions. Program focused on helping schools reduce carbon in two ways: Supporting carbon-cutting student-led projects Working on school building operation and maintenance improvements The Minnesota Schools Cutting Carbon <http://www.cleanenergyresourcetteams.org/>

- U of MN initiated a U of MN Sustainability Goals and Outcomes Committee – including several sub-committees including, Leadership Modeling, Operational Improvements, Energy Efficiency, Research, and Education and Outreach. Tim assigned to the Energy Efficiency work group. The U of MN web site is: <http://www.uservices.umn.edu/sustainableU/index.html> attached PowerPoint.
- U of MN is member of Chicago Climate Exchange. UMC participating in U effort to reduce emissions using highest compliance standards with 3rd party verification- Details of CCX at <http://www.chicagoclimateexchange.com/>
- UMC partnered with Otter Tail Power Company to perform energy audit of campus facilities. Otter Tail contributed \$10,000 toward audit cost -Results of audit expected in mid-February.
- UMC interested in participating with Otter Tail on approved Conservation Improvement Plan (CIP) presented to MN Public Utilities Commission recently. CIP plan includes large pilot projects for retrofitting one community and one college. As part of effort a number of UMC students, faculty, and staff are engaged in initiatives that have implemented or will identify sustainability efforts. The Otter Tail Power news release can be viewed at: <http://www.otpc.com/SAFE/default.asp?pg=NewsReleases&Func=A&AID=106430003/>
- UMC Sustainability Committee has defined goals and a Mission Statement. The attached memo identifies committee members and outlines objectives.
- Regents Hall has been designed to comply with all U of MN standards & is incorporating sustainability elements in an effort to have the facility certified through the U.S. Green Building Council. Leadership in Energy and Environmental Design (LEED) certification provides independent, third-party verification that a building project meets the highest green building and performance measures. They receive a LEED plaque, the nationally recognized symbol demonstrating that a building is environmentally responsible, profitable and a healthy place to live and work. U.S. Green Building Council web site is: <http://www.usgbc.org/>
- TC looking for projects that are “shovel ready” for the stimulus package ie. roofing, fire alarm etc. Tim has list of energy upgrades that can be used for list Interested in hearing about projects that we can add to list Working with UHL on security proposals – card swipes for exterior doors
- Goal to be U of choice for Ottertail program – goal is to lower peak demand – question asked if there is anything we can do to be U of choice - Dan is clearing house for info – excited about having student involvement – courses that we have for sustainable & best practices – interested in our recycling program

Jeff – Sustainability - I T

- Working on opportunity to reduce energy consumption and cost in technology in preliminary stages – network folks have started to monitor machines being turned off in off hours
- Forum last Tues someone asked about the lights being on all the time on campus - Heating and cooling – antiquated system – not inexpensive to fix – Mckinstry will look into that with the audit – may be able to tie into energy efficiency and may be able to get money to fix
- Jack suggested that stimulus package may come quickly so UMC should get info together as to how to spend the money– land grant University’s may get special money
- Opportunity to make contacts with those that have ties to UMC on screen for those –
- Will ask Peter to report in couple of weeks on Sustainability

Tim & Jeff – will get info on paper and send to Barbara

2 hr open time - Chancellor

- Some challenges, duplication and misunderstanding – program on Feb 19th – has resolved itself
- Contact Chancellor’s office to schedule events - Starting to fill in for fall semester - Encourage more people to take advantage of time
- Dilemma – 2nd & 4th Thursdays when departments are meeting - can clubs meet and what about their advisors – work needs to be done about confusion what students should be doing during 2 hr block when students don’t need to be at the event – such as AQUIP
- Some discussion was held
- don’t want meetings to conflict with campus wide programs – ie: sustainability meeting
- What are expectations for students during meetings that aren’t campus wide - Nothing should compete with campus event!! Events are setup to build broader understanding of culture
- Question was asked if students aware of opportunities - maybe need a better way to contact
- Chancellor asked Amber, Ron, Stephanie and Andrew to start a committee to develop criteria of what is acceptable during the 2 hr block of time on 2nd & 4th wks **Will report back to Exec committee in couple of weeks

Travel Expenses - Chancellor

- Try to minimize prices – possibly use Priceline – hotels maybe not as convenient but saves money
- If you’re signing off – look at prices – it’s a commitment we all have to make to control costs

Conflict of Interest Policy – Chancellor

- Had long meeting with President's Exec Committee – on conflict of interest policy – office of compliance is looking at redoing REPA forms
- Can use 4 days a month/48 days a yr
- REPA forms were designed in mid 90's - values have changed – looking at redoing that form - Appears deans and chancellors are using different standards of interpretations - changes to forms most likely won't be by next summer
- Conflict of Interest is an example of some meetings that Chancellor sits in on – it could impact UMC at some point

Budget - Chancellor

- Frustrated with lack of instruction – talked to Vice President Jones on Monday – instructions were supposed to be here by Wed – budget info is close - 1 wk from now will have had meeting
- Andrew is working from all info sent in – will have something put together
- After meeting will have to rewrite Compact. Lot of requests for new positions but likely not funded
- Likely all cuts are going to be in first year of biennium in past talked about using different way
- Once we get info will be able to put together - Will want some budget put together before 1st of June - Did lots of work with different scenarios
- Discussion of letting people know in appropriate time frame if they are to be go - Les has looked at timeframes for notification – different timeframes for different classifications
- Les said some only require 28-30 days notice, P & A depends on length of time of service – could be 30 days if less than a year of service
- Les added to look at impact of where we want to be 3 yrs from now in programs and faculty - Once decision is made – still have costs that are incurred for longer time period - No absolute decisions have been made –decisions need to be guided by strategic thinking & build toward vision
- Depending on categories could have bumping rights & may bump someone from another office
- Les has been involved in meetings at high level – sensed strong philosophical decisions that affect people – looking at other options first – preserve jobs & people – we should feel good about that – not all places have that same philosophical principles – “we'll get through this” - The U has been through this before
- Talked about allocations for 2007- 2008 – less in 2009 – dilemma is some things we got money for weren't our highest priority – need to fund those ourselves
- Stay tuned - Once info is received – will move things along fairly quickly
- Tom is working with dept heads – hopefully thinking about what you will do with changes
- After budget meeting on Tues – got a few more suggestions in mail & Barbara is putting in categories and will get out to group
- Discussion on keeping class section size small

Member Updates

Adel Ali – Math, Science & Technology

- No major events
- Getting acquainted with faculty and procedures - Identifying things done usually and inconsistent or informal way - Someone from outside can identify things that may have better way to do them i.e.: course substitution and why it's being done – way for documentation
- Working with faculty members – trying to help develop proficiency in grant writing skills – to improve chances for funding
- Communicating with some students – possibly creating student clubs and advising

Dr. Baldwin – Academics & Student Affairs

- Encourage dept heads, faculty/staff to attend Valentine Gala on 14th – fundraiser on campus
- Crookston Under Grad date – March 9. To qualify for UROP through system is 2 weeks before. If they don't qualify for UROP will put through for Crookston Under Grad if they qualify

Sue Brorson – Business

- Cancelled Norway Study Abroad Trip
- Bus Learning Community – starting for Fall of 09 - students will have 3 classes in common – part of retention planning -
- Business Activities day – March 25
- Alseth Business board room dedication is set for Tues Feb 24 at 11:00

Eric Burgess - SIFE

Michelle Christopherson – Center for Adult Learning

- o Quality Fair – today U of MN McNamara Center
- o Spring online applications – 40 apps, 35 admitted & matriculated, increase of 33% online credit hours delivered
- o CIHS preliminary report – 1,441 registrations, enrolled in 6,647 credits – total 1,156 2008-2009
- o IDEA Competition 2nd round of judging & Regional Summit – Feb 15, 2009
- o NWMN Foundation Regional Summit – May 12, 2009 at UMC – Keynote speaker – Rich Karlgaard – publisher of Forbes

Ron Del Vecchio – Agriculture

- o Successful Ag Arama - Kudos to Tom Sondreal– sound system went down and he set up portable sound system
- o Gearing up for NACTA in April
- o Search is on for Agronomy Lecturer temp position to fill Marv Mattson's place
- o Calves are being born and lambs coming soon
- o Western show this weekend on Sat & Sun - Come and see western Equitation –support our riders
- o Gearing up for PIAC meeting next week – Oct didn't work for them
- o Articulation agreements – with Hocking College in Ohio (Renewable Energy and Bio-Fuels technology) and MN State Community and Tech College in Worthington (Ag Business)

Amber Evans-Dailey – Admissions

- o Little down on apps and admits (4) from last year -Exciting time – converting more applicants to admits - Getting more to complete applications
- o Admissions counselors working with different areas on campus to update –need to meet with more coaches - Conversations very productive with faculty
- o Some counselors working with Amber and Andrew to develop better website
- o Looking for good intern for admissions office – encourage students to apply – gain lots of skills – good for a variety of majors
- o Spring travel starting second week of March - 3 weeks of MN fairs and other events in different areas - more travel in April & May
- o Feb 18 –hosting school counselors on campus
- o Started conversation on application deadline –5 day before semester starts – would positively impact retention

Jack Geller – Arts, Humanities & Social Sciences

- o Gned 1000 passed at last curriculum meeting
- o Jim Schaar will coordinate so all instructors will be teaching the same info - Thanks to all on committee – an accomplishment of retreat
- o Tomorrow at 11 – Governors broadband task force is meeting – will attend by ITV
- o Mapping results will be given tomorrow – open meeting in Kiehle
- o MN Rural Health Assoc received \$85K from the Otto Bremer Foundation for organizational development and to initiate a new civic engagement initiative.
- o Enterprise Financial System – Tricia met with Trish – helping to work through info – more info than before – hopefully other depts. will also work with Tricia
- o EDA Center –ready to launch – 8 data sections around state. Request for assistance to Econ Dev agencies across state asking for help from universities - need willingness from faculty Feb 15 all requests will be out – Jack will send out info
- o Tom Clifford died yesterday – UND past president – had an impact on region – reshaped Higher Ed

Kim Gillette – International Programs

- o Study Abroad Fair today from 10-2 – Northern Lights Lounge
- o Next Tues is the Passport Drive
- o China tour is a go for this year - Norway is canceled for this year
- o International dinner series in March for Germany, Eritrea, Caribbean

Stephanie Helgeson – Athletics

Handout – Student Athlete Retention Data

- o Signed 16 athletes
- o Went over data on handout
- o Retained 95% of student athletes from fall to spring
- o Head Women's soccer coach position will have 3 candidates in next week
- o Baseball at Metrodome today - Home basketball this week – Mankato and SW

- o Western team at home this Sat & Sun
- o Natasha leaving Sun for champs Life Skill's - Champs life skills – could be 1 credit cours
- o NCAA Choices grant – applying for \$30000 over 3 yrs applying

Les Johnson – Human Resources

- o Someone from HR will be on campus this April – working with employees retiring
- o U wide – policy & procedure review – 9 month policy has not changed but vacation document info reporting will change - take effect in March
- o Change to FMLA in process - expanded definition of who qualifies – U developing FMLA check list - will have to do very good process for documenting - Supervisor under no circumstances should contact health care provider
- o Americans with Disabilities Act has upgrade to expand definition – U is still looking at list - Will include other things also – effect ability of people at work

Corby Kemmer – Development

- o Chancellor and Corby will be in AZ in two weeks for 20th alumni social and visiting prospects
- o Donor report looks good
- o Thanks to Sue & Tim for Business Board room
- o Great turnout for Ag Arama - Special thanks to Paul, Kent & Lyle for showing up at Alumni Social
- o Due to economic crisis looking at requesting a percentage of donors potential gift be claimed unrestricted
- o Thanks to Jeff for program of giving computer \$ back to development
- o Foundation did energy study – computers on 3rd & 4th floor were turned off in McNamara would be a \$20- \$30K annually

Tim Norton – Facilities

- o New residence hall will have official name after BOR meeting next week – having weekly construction meetings on Wed - Real progress is being shown concrete has been poured in one section - Completely closed in next wk or 2
- o Jeff & Jeff on sight on 18th ready to pull wires

Peter Phaiah – Student Affairs

Tricia Sanders – Finance

Jeff Sperling – Technology Support Services

- o Wrapping up gifting notebooks for fall semester - had about 40 participants- Smaller group helped out with learning steps -In spring will have 100+ graduates to go through program - Process in place for 5 years with the HP machines
- o Modifying copyright criteria – worked with Dr. Selzler in past but because he is leaving need to change
- o Changes in motion picture industry could come into play for UMC on downloading. Need to work through process
- o Margret Miller (TC) was on campus to train Amber, Anders, Tom, Kelly, and Jeff on UMContent. Some local web content will be moved to a centrally hosted system (UMContent).
- o Data security training for HIPPA – some have not taken training or are overdue – possibility that internet access is taken away – if you get notification take the training

Andrew Svec - Communications

- o Torch annual report will be published in Mar
- o New academic webpages are posted
- o Feb 11 – Simmons Flint will be presenting their finds in the communications audit for UMC recruitment & marketing pieces– so far Doing a lot of the “right things”
- o Tomorrow – noon to 1:30 - Donna Peterson and Dana Bacon from U of M Office of Government and Community Relations will do a budget presentation. Sen. Leroy Stumpf will also address group
- o Blank letter will be available to write to representatives - Advocate for keeping U strong
- o Met with CSA President Marshall Johnson & Lisa S about Support the U Day on Feb 25 students will go for noon rally – and then students meet with UMC representatives and then their own - Encourage students to do letters to their own reps - Hand written is better than email - Andrew has more letters

Dan Svedarsky – Natural Resources

- o Appreciate Thea in help desk's help
- o Lot of recruiting weekends for football players
- o 3 meetings yesterday in TC– car pooled with students
- o John Loegering has been nominated for Morris Alumni Award

- o Attended U-More Park meeting – will be world class sustainability city
- o Met with Center for Sustainable Design – want inter-disciplinary sustainable facilities management
- o Next Mon. will attend meeting with Peter Senge as speaker
- o Manning booth at School for Environmental Sciences in Apple Valley

Deb Zak – MN Extension

Handout – Extension Centennial Year

- o Traveling to Red Lake tomorrow to visit with Wilf Cyr, Interim President, Red Lake Nation College to find time for him to visit UMC to learn more about agriculture and natural resources programs
- o Handout shows Extension impact
- o Mar 25 & 26 Ext will be at Capitol and then St Paul campus the next day meeting with legislators – will learn about entire U request
- o At legislative briefing last Wed evening with regional directors as table facilitators - everyone wrote 2 letters to senators and representatives had letters all ready to go looking at impact of U on state
Any supporters in area – can get blank letters from Deb

Chancellor Casey

- o Sent notice about Donna Peterson meeting to Extension & NWROC
- o Provost from Fergus Falls Community College will be here tomorrow – Dr Baldwin taking lead
- o Was in Fergus Falls a couple of weeks ago but provost wasn't there – she will be coming - Good to have those visits on campus – articulation agreements come from the visits
- o Job fair – sign of economy –last year 40 exhibitors were here, this year only 25
- o Come to Native American program today – 12:00 – Youngquist – encourage others
- o BOR meeting next week but no docket yet
- o Have meetings scheduled with Robert Jones, and Orlyn Miller & Gary Summerville on Wellness building
- o Will keep you informed about budget as soon as receive info - Have strategic plan and vision and values – that is what will drive the budget. Could be difficult decisions ahead but keep optimistic outlook
- o Have a great day.

Respectfully submitted by Barbara Ricord