

**ADMINISTRATIVE CABINET**  
**December 1, 2008**  
**Minnesota Conference Room – 8:30 a.m.**  
**Meeting Minutes**

Present: Tom Baldwin, Charles Casey, Les Johnson, Tricia Sanders and Andrew Svec

- I. Tricia – HEAPR update. Tricia met with Tim Norton and Michelle Ramstad last week to discuss current balances. We have approx \$61K from '05 and \$178K from '06 that need to be committed prior to December 31<sup>st</sup>. UMC is in line to receive an additional \$291K in '08 HEAPR dollars if those funds are committed. We are currently working with MJB Architects in Dowell Hall for the sprinkler project and will commit a large portion of these funds to that project. The remaining balance will go to the Kiser remodel to cover the asbestos abatement and new, secure, doors.
- II. Chuck – 2-hour block of time. Schedule is a strong draft at this point. It will be discussed and finalized at Exec on Thursday. Units have the option of re-scheduling their staff meetings during the scheduled department meetings as of January 1<sup>st</sup>. Dr. Baldwin – start looking at scheduling for next year. Consider adding more specific staff training
- III. Tricia & Chuck – Course Fees – provided history and charge to committee. Committee will meet today to review current policy and guidelines
- IV. Tricia & Chuck – Student Services Fees – provided history and charge to committee. Committee will meet next Monday to review current policy and guidelines
- V. Chuck – Budget. Has asked Tricia to complete a draft of the budget prior to our December 15<sup>th</sup> meeting as compact requests are due December 15<sup>th</sup>. Budget discussions will include a review of courses and offerings and any effect on graduation rates – specifically can we combine any courses.
- VI. Tom – Research proposals. Distributed guidelines for requesting funding (100K appropriated from Tim Mulcahy's office over two year) based on four principals.

Respectfully submitted, Tricia Sanders