

ADMINISTRATIVE CABINET
August 17, 2009 – 8:30 AM
Sargeant Student Center – Minnesota Room
Meeting Minutes

Present: Present were Charles Casey, Peter Phaiah, Andrew Svec, Les Johnson, Thomas Baldwin, and Tricia Sanders. Also present for part of the meeting was Tim Norton.

- I. Minutes from the August 10th meeting were reviewed. Andrew moved to accept the minutes with a few minor corrections. Tricia seconded the motion. Motion passed.
- II. Tim reviewed a list of the University of Minnesota Crookston's HEAPR fund requests. Tim explained that the list prioritized the nine most important requests based on possible \$100 million, \$40 million, \$35 million, and \$25 million fund availability scenarios. Peter moved to accept the list as presented. Andrew seconded the motion. Motion passed.

Tim handed out a draft floor plan proposal for remodeling room 112 in Dowell Hall. The purpose of the plan was to convert room 112 from a single room into multiple office spaces. There was discussion regarding future space needs of the software development program and other emerging space needs of the Math, Science, and Technology Department. Tom agreed to discuss specific needs of the Math, Science, and Technology Department with Adel Ali, Department Chair, prior to authorizing any remodeling projects in room 112.

Tim informed the group that he and Dr. Del Vecchio, Department Chair for Agriculture and Natural Resources, have scheduled a telephone conference meeting on Monday afternoon to discuss MPCA cleanup requirements, and UTOC pasture drainage and paddock needs.

- III. Tom updated the group regarding the University of Minnesota, Crookston's four-year graduation guarantee. Tom will be meeting with a committee later in the day to discuss methods to implement the four-year graduation guarantee listed in the University's catalog. Once specific expectations are established, both students and the University will be committed to complying with all elements of the graduation guarantee plan. Tom explained that Grad Planner appears to be the most appropriate tool that both advisors and students can use to track progress towards meeting degree requirements. The committee is still working on developing specific graduation guarantee contract language and finalizing procedures.

Tom also reported that Karen Zentner Bacig from the University of Minnesota's Associate to the Vice Provost for Faculty and Academic Affairs Office is now responsible for implementing student evaluation of teaching. The office will communicate directly with faculty and students regarding the evaluation process. Forms, timelines, and reporting procedures will be administered University-wide by Karen starting with the fall 2009 semester.

- IV. Chancellor Casey reported that at the present time, student registration for fall classes is about 100 students ahead of the same time last year. Evergreen Residence Hall nearing completion and will be ready for student occupancy prior to the start of classes. Due to recent rains, completion of the parking lot and sidewalks are a little behind schedule.

Chancellor Casey stated that everything is organized for opening week activities. More time in the schedule is provided for faculty meetings to prepare for the first week of classes and be involved in departmental work. There is a campus-wide welcome lunch planned for Monday at 11:30 am. Immediately after lunch, there will be an open session to discuss and review planning results from the Administrative Retreat. Tuesday afternoon will be reserved for department meetings. New faculty orientation will occur on Wednesday. There will also be technology workshops conducted during the week.

The Chancellor also provided a few brief updates.

- On September 3rd area Minnesota State Legislators will hold a meeting on the University of Minnesota, Crookston campus.
- University of Minnesota President Bob Bruininks, Crookston Mayor Dave Genreux, and possibly Governor Tim Pawlenty will be in attendance for the dedication of Evergreen Hall on October 2nd.
- On November 4th and 5th three members of the University of Minnesota's Board of Regents will visit the Crookston campus.

V. There being no further business before the cabinet, the meeting adjourned at 10:12 am.

Respectfully submitted,

Les Johnson