

**Administrative Cabinet
May, 21, 2008**

Present: C. Casey, E. Johnston, P. Phaiah, K. Lemos, L. Johnson
Absent: T. Baldwin
Guest: Jeff Sperling

Minutes – May 14, 2008, minutes were presented. Peter moved to approve as modified, Eric Second. Motion approved.

Text messaging – Jeff talked about the on-line security issues with the WENS website. He distributed some handouts regarding the procedures for logging on to the site and then went through the steps for sending TXT messages.

The Chancellor suggested that the Cabinet should have both Crookston and Twin Cities messages sent to cell phones.

Jeff discussed who should be sending out messages. Chancellor Casey stated that it should be a Senior Administrator.

Jeff brought out points to talk with Vice President O'Brien:

1. Our system is secure.
2. Who is authorized to send a message?
3. That we know how to use the system.

Jeff then discussed the computer contract. He stated that a few students ignored e-mail requests to return the computers. It takes a bit of work to collect the computers. In some cases the local authorities need to be contacted and in some cases the students have been prosecuted. Instead on prosecuting, Jeff is suggesting that we should just bill the student for the residual value of the computer (market value at the time of the end of the student lease).

Jeff then talked about adjunct faculty or staff, that have machines for periods in which they have not taught or performed services for the University.

Distribution of Publications Policy – Peter distributed a draft of a proposed policy regarding Distribution of publications and Installing Banners at UMC. Discussion about the policy took place. A decision about what version of the policy will be made later.

Les moved that we modify the U of MN policy for the Crookston Campus. Krista second. Motion approved. Chancellor Casey suggested that Peter get input from Krista, then get some feedback from the Executive Committee. Then bring the information back to Admin. Cabinet for final approval.

Diversity Position Update – Another candidate is coming to campus this week. Peter discussed the various candidates still in the pool and where they are in the overall process.

Director of Communications position – Strengths and weaknesses from the search committee regarding the various candidates have been forwarded to the Chancellor.

FY 09 Budget – The Chancellor discussed the FY09 Central Allocations. Much discussion took place about what the document contained. Some of the information was confusing, given the new information from the legislature.

V.P. O'Brien's visit – Chancellor Casey discussed the upcoming visit of Vice President O'Brien. Dan Svedarsky, David DeMuth, Tim Norton and one other staff will be on a sustainability committee. They will meet to discuss University Wide Sustainability Goals and Outcomes with Amy Short. Emergency Preparedness: Jeff Sperling will talk about Txt-U, Tom Feiro will give a safety update, Emergency Building Plans will be discussed. Peter will discuss the Behavioral Alert System. We will also update on what has taken place on campus regarding training this last year. Campus Master Planning: Tim Norton and the Facilities Committee will meet with VP O'Brien to discuss the Campus Master Plan. Review of On-going projects: A walking tour to current projects will be provided after lunch.

Meeting adjourned at 10:37 a.m.