

**U OF M, CROOKSTON ADMINISTRATIVE CABINET**  
**February 9, 2009**  
**Minnesota Room, Sargeant Student Center, 8:30 a.m.**  
**Meeting Minutes**

Present: Chuck Casey, Les Johnson, Peter Phaiah, Tricia Sanders, Andrew Svec

Absent: Tom Baldwin

- I. After motion and second, minutes from the Feb. 2, 2009, meeting were approved.
- II. Staff Day Scholarship - Peter discussed an issue related to the Faculty Staff Community Service Award, presented each year at Staff Day. Apparently, several years ago, a scholarship was intended to be awarded to a student in the name of the Faculty Staff Community Service Award Winner when the award was first developed, but this was not coordinated with the Development Office and no scholarship was ever actually identified or presented. Peter recommended that this aspect be removed from the award, so it is accurate. Motion was made, seconded and approved.
- III. GenEd 1000 – Peter reported that the reworking of the freshman seminar (GenEd 1000) has been completed. The course is now a 2 credit hour class and only required for conditional admits. Originally, there had been discussion to offer the class to all incoming freshmen. One important aspect of the course is the Grad Planner, which will remain. However, discussion was raised about how to promote Grad Planner to a wider campus audience, since it is a very useful tool that could benefit all students. Could it be incorporated into the Student Experience program or Orientation? Chuck suggested Peter work with Tom Baldwin on this.
- IV. Tom Baldwin is off campus at meetings in the Twin Cities all this week and will be traveling after that on personal business. He will return to campus on March 4.
- V. Compact – Chuck, Tom, Tricia and Andrew will meet with V.P. Robert Jones on Wed., Feb. 11, to discuss the Crookston Campus Compact for FY10. Andrew has been charged with compiling the information for the document. Some info has yet to be developed and will result from further discussions and planning, but a working draft will be presented. The final version will likely be due in March. The group took time and reviewed each point of the document, which is to be only 7 pages. The current document is 7 pages, and has two Appendices.
- VI. Tim Norton was a guest, arriving at 9:30 a.m. to discuss various issues in Facilities Management, specifically to go over the McKinstry/OtterTail Power energy audit and overall budget for Facilities Management.
- VII. Budget
  - President Bruininks has officially informed all units of the U of M to develop plans for a 5% and 8% budget reallocation or retrenchment.

- Chancellor Casey discussed these numbers with the Faculty Consultative Committee on Friday, Feb. 6. He asked them to examine their budgets closely and identify ways to meet the budget challenge. The FCC will send out a survey to all faculty and staff asking for input on ways the campus can identify priorities to assist in budget decision making.
- Chancellor Casey spent this past weekend looking at all campus budgets to identify areas where some cost savings could be made. He does not want to sweep all balances, and wants departments to examine their budgets and propose savings measures. Discussion centered around various possibilities for the remainder of the meeting.
- Tricia discussed some budget lines and the group again briefly reviewed the compact document.

The meeting adjourned at 12:05 p.m.

--Respectfully submitted by Andrew Svec