

ADMINISTRATIVE CABINET
February 27, 2009 – 8:30 AM
Sargeant Student Center – Minnesota Room
Meeting Minutes

Present: Present were Charles Casey, Peter Phaiyah, Andrew Svec, Les Johnson, and Tricia Sanders. Absent was Thomas Baldwin.

- I. Minutes from the February 23rd meeting were unavailable and will be submitted for review and approval at the next regularly scheduled meeting.
- II. Tricia presented the first review of student course fees. At this time the report is being presented for informational purposes. Tricia explained proposed changes in the student service fee structure for the year 2009-10, which included a rise in total student service fees from \$196.50 for the year 2008-09, to \$200.00 for the year 2009-10. While no formal action is required at this time, final approval of the proposed fee structure needs to occur by March 9th to allow sufficient time to enter the fee structure into PeopleSoft by early April.

Tricia also explained the Course Fee Committee had met on February 26th and reviewed all course fee requests. Fourteen requests had been presented to the committee. Ten requests were denied and four were approved. Any appeals of the committee's decisions need to be presented to the Chancellor for review and final resolution.

- III. President Robert Bruininks and Vice President Robert Jones will be visiting the University of Minnesota, Crookston campus on Friday, March 27th. During their annual visit of the campus, President Bruininks will be meeting with various campus constituency groups and Vice President Jones will be meeting with Department Heads.

Kathleen O'Brien, Vice President for University Services and Amy Short, Coordinator for University-wide Sustainability will be visiting the University of Minnesota, Crookston campus on Friday, April 24th to participate in the University of Minnesota Sustainability Forum.

- IV. Andrew reviewed recommendations made by the faculty and staff committee regarding the Thursday Open Period meeting schedule for next academic year. The recommendations will be brought to the Executive Committee for further discussion and approval. Andrew explained there was lots of discussion regarding the second and fourth Thursday open period meetings. Some faculty and staff members expressed concern the meetings interfered with athletic team practices and faculty participation in some student organization meetings. There was also discussion on ideas to improve attendance at the meetings. Some faculty members asked questions regarding the process of establishing the criteria for the Thursday meetings. One suggestion was to form a broad-based committee consisting of faculty, staff, and student representation to function as a clearing house and coordinate topics and dates. The recommendations will be presented at the next Executive Committee meeting for further discussion and action.

- V. Chancellor Casey provided a brief budget update. At this point, the operating assumption is the campus needs to prepare for two scenarios: 1) a 5% budget reduction of approximately \$1,000,000, 2) a 8% budget reduction of approximately \$1,600,000. The campus is currently formulating a list of options to cope with both possibilities. The Chancellor explained that final budget instruction have not yet been sent and may be impacted by the updated state budget projection report, which will be issued the first week of March. Therefore, budgeting and planning is still an evolving work in progress.
- VI. There being no further business before the cabinet, the meeting adjourned at 9:38 am.

Respectfully submitted,

Les Johnson