

ADMINISTRATIVE CABINET
January 20, 2009
Minnesota Conference Room – 1:00 p.m.
Meeting Minutes

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

- I. Previous Minutes: Motion to accept minutes by Tom and seconded by Peter. Motion passed.
- II. Chuck – Told the group Bill Peterson will be attending The Quality Fair at the UMTC campus on Feb. 5th. Bruce Brorson and Michelle Christophersen will be presenting at the poster session. Chuck and Tom indicated they would not be able to attend. Chuck asked if anyone else would be able to go and represent UMC. Peter indicated he would attend. Peter said he would contact Bill Peterson and make arrangement to travel together.
- III. Chuck- Compact Status- Chuck told the group he had met with the Dept. Chairs. He told them there will be a new format coming out for Compact. The instructions should be given to us by the end of January and the budgets will be due shortly after. The work already completed will help prepare us for a quick turn-a-round for the request when it arrives. Chuck, Tom & Tricia will attend our scheduled Compact meeting on Feb. 11th.

Andrew shared a copy of the draft (1-20-09) he had compiled for Compact. It followed the template from last year. It included updated numbers, where available. He kept last year's figures in the report as a marker for forthcoming current figures.

- IV. Chuck- Conditionally admitted and retention numbers. Bob Nelson had provided Chuck some stats that indicated that new students conditionally admitted after Aug. 1st where not persisting. These students were drastically pulling down our retention numbers.
- V. Chuck- Un-Allotment- Chuck reviewed the FY09 Un-Allotment figures he had received from the University V.P.s. Based on the December forecast and the estimated shortfall of \$426 million, the U of M's appropriations would be reduced by \$20 million. Chuck said he wanted to have a campus meeting and review these numbers with UMC Faculty and Staff. As discussed previous in Cabinet, Chuck feels confident UMC can cover our portion with this year from our reserves. As indicated in the last section the e-mail letter we need to document the impact this un-allocation will have on each of the campuses.

President Bruininks is making a presentation to the State House HE committee. He wanted the Chancellors to attend and perhaps share the impact of the FY09 un-allocation as well as plans for next year's projected cuts. Chuck told the group it would be difficult to be specific until we knew how much was to be cut. Chuck mentioned any cut UMC considered would be difficult. These are discussion we are currently having with Dept.

Heads and directors. Like the rest of the U of M and other State agencies everything is on the table for review. Les said the University needs to maintain its core/purpose.

Chuck said Bob Nelson was doing an audit of how many classes are being taught and how many students were enrolled (i.e. 0-9, 10-19, etc.) in each. From there we would determine the revenue and expenses associate with varied class sizes. How cost effective are some class sizes and some programs? Do we need to consider the number of common core or general education classes?

- VI. Chuck – Enrollment Numbers- Chuck shared with the group the most updated registration numbers. Degree seeking numbers were up for the semester. The number of non-degree seekers was down. We had a few new international students come in and all of the CIHS registrations are not complete. We had approximately 40 NAS, 33 of which were on-line.
- VII. Chuck- Retention Committee- Chuck wanted to clarify Michelle Christoperson’s involvement with the Retention Committee. Chuck indicated after this summer’s Executive Retreat he asked Michelle to follow-up with the various individuals responsible for establishing goals (Gen. Ed. 1000, Overall Enrollment etc.) and make sure progress was being made. At various Executive Committee meetings this fall Michelle had given updates. Michelle reported on behave of the Overall Enrollment group (Kim, Amber, Stephanie and Michelle) as well as the Retention Committee and its subcommittees. She will now continue to work with in the Overall Enrollment group.
- VIII. Tricia- Wellness Center- Tricia gave the group an update on the Wellness Center initiative. Tricia said Mike from Michael J. Burns Architect gave a presentation to the Facility Committee a week ago. The PowerPoint presentation was similar to the one he gave to this group earlier before the holidays. There were several additional conceptual renderings and some additional figures that were presented. The worked completed so far should be enough to submit to the Twin Cities to hold our place from a building request in 2012. A lot of additional work on the project will be needed but enough general information is prepared at this time. Based on the estimated 84,000 sf renderings this project might cost approximately \$15 million in today’s dollars. If we look at a 7% inflation rate the proposed structure might cost closer to \$20 million by the time it is completed. UMC would need to cover 1/3 of cost.
- IX. Chuck asked Peter if there were any updates on our Tobacco Free Campus initiative. There were a few isolated cases were students were seen smoking outside. Courtesy cards have been developed that can be politely handed to smoker to remind them our policy. We need to get more of those distributed to faculty, staff and students so they can help hand them out, as needed.
- X. Peter- Meal Plan Update- Peter gave the group a spread sheet that reflected our current actual numbers for the meal plan. It showed there were 339 students on one of the meal plans and 47 commuter plan. We ended the fall semester with 423 students on a meal plan. Last spring we had 449 students on a meal plan. Peter indicated we had nearly 50

fewer international students than last spring. He also said many eligible students got off the plan and elected to purchase convenient Eagle Bucks.

- XI. Peter- Housing Update – There are currently 513 resident students in University Housing (including 36 in the DT Apartments). This is up from last spring's 474. This past fall we had 543. That makes us 30 fewer than the fall. We had projected 30-50 more international students for this fall. This slight reduction has allowed us to empty all of the non-traditional beds (i.e. lounges).

Respectfully submitted, Peter Phaiah