

**ADMINISTRATIVE CABINET**  
**January 26, 2009 – 8:30 AM**  
**Sargeant Student Center – Minnesota Room**  
**Meeting Minutes**

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

- I. Minutes from the January 20<sup>th</sup> meeting were reviewed. There were a number of minor corrections required. Therefore, the January 20<sup>th</sup> meeting minutes will be resubmitted for review and approval at the next regularly scheduled meeting.
- II. Tom Feiro discussed Crookston Public School's emergency evacuation plan and their request to use the University of Minnesota, Crookston campus as a secondary back up location in the event a major building evacuation. It is possible that in an emergency, 700-750 students would need to be temporarily relocated in a short amount of time. Tom moved that in the event of an emergency, Crookston Public Schools will be allowed to temporarily have access to available buildings at UMC. Les seconded the motion. Motion passed.
- III. Tricia presented an updated course fee procedure and policy. The document more clearly defines guidelines as recommended by the review committee. The new guidelines have been forwarded to the academic department heads for review and comment. It is expected that final review and approval will occur on February 26<sup>th</sup>. Peter moved to accept the course fee procedure and policy as presented. Andrew seconded the motion. Motion passed.

Tricia explained that the Student Services Committee has met and developed a set of revised student service fee guidelines for information and review. The guidelines more clearly outline the process and criteria for decisions. The group observed the new guidelines were well developed and consistent with the intent of student fees. Tricia said she would provide more follow up information at the next meeting.

- IV. Chancellor Casey reviewed progress made regarding the University's sustainability initiative. Members of UMC's sustainability committee have been working hard and have made progress. The next steps in the process will include identifying a person as the campus sustainability coordinator. UMC will also need to develop a comprehensive action plan to become climate neutral and incorporate sustainability into the curriculum. While the campus has accomplished a lot in the last year, campus leaders will need to continue following up on tangible actions UMC can implement.
- V. Tom reviewed the ESL program. He presented the most recent three year history of enrollment patterns and reviewed projected increases in international students at UMC for the academic years 2010-2011 and 2011-2012. Tom indicated the campus will need to think carefully about how the ESL program fits into the campus' overall strategic plan.

VI. Chancellor Casey explained he is planning on presenting a campus information session regarding the upcoming budget planning cycle. To assist in providing the campus community with more information regarding the budget planning process, there will be a campus forum held on Tuesday, February 3<sup>rd</sup> at 12:15 pm in the Bede Ballroom. Faculty, staff, and students are encouraged to attend and share ideas of how the University of Minnesota, Crookston can meet current budget challenges while continuing to provide high quality education and a rich student experience that promotes the development of the whole person.

Chancellor Casey also provided the following updates:

- To help conserve department budgets, faculty and staff are encouraged to use the most efficient mode of travel when attending conferences or meetings. It is also important to shop for the most inexpensive motel accommodations when staying overnight.
- On January 29<sup>th</sup> the top-ranking enlisted person serving at the Naval Academy will be the guest speaker at the University of Minnesota, Crookston. The presentation is a part of the Black Student Association's Power of a Dream celebration, honoring the life and legacy of Martin Luther King, Jr. in celebration of Black History Month.
- On February 6<sup>th</sup> the Provost and Vice-provost from Fergus Falls Community and Technical College will visit the Crookston campus to tour the campus and discuss articulation agreements. Donna Peterson, Associate Vice President for University Relations will also be on campus on February 6<sup>th</sup> to provide information on the University's legislative request.
- February 25<sup>th</sup> is University Day and University of Minnesota students from each of the campuses will travel to the State Legislature to lobby their representatives for students' needs.
- On March 3<sup>rd</sup> Andy Furco is planning on being on the Crookston campus to meet with the campus community to promote civic engagement.
- The campus retreat dates have been established as June 2<sup>nd</sup> and 3<sup>rd</sup>. The retreat will be held on campus in Bede Ballroom to eliminate transportation and lodging costs.

VII. There being no further business before the cabinet, the meeting adjourned at 10:50 am.

Respectfully submitted,

Les Johnson