

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
July 14, 2008
Meeting Minutes

Present: Charles Casey, Peter Phaiah, Andrew Svec, Tricia Sanders, Tom Baldwin and special guest Tim Norton

Absent: Eric Johnston-Ortiz & Les Johnson

I. Cabinet minutes from July 7th were reviewed. Tom made the motion to approve the minutes; Peter seconded the motion. The motion passed.

II. Old Business

- Tim Norton informed the group he was working on an energy audit with the McKinstry Group. Lowell Rasmussen from UMM has also used McKinstry as a consultant. There are three proposals. First, there is a proposal to invest \$8,000 to do a study and determine if it is cost effective to modify controls and switches on the boiler go to a low pressure system and to run off propane during shoulder months. We normally run the coal plant (high pressure) staffed 24/7. This modification would minimize our energy consumption during the 6 week shoulder period (beginning and end of heating season). This would also reduce the need of the constant supervision of the staff. They could be reallocated to other maintenance tasks during this time.
- Tim informed the group of a second proposal. There was a recommendation to authorize a more thorough energy consumption study by the McKinstry Group. It would cost us \$14-15,000. Otter Tail would cover the other half (\$15,000).
- Thirdly, Tim informed the group there is a plan by the utility commission to help cover research, proposals and equipment. Otter Tail is look at possibly funding a study of a mid-size college in a Mid-Minnesota town. If we do the 2nd study it would favorably position us for the larger Otter Tail study.
- Tom made a motion to move ahead with the 1st proposal and make \$8,000 available for the study. Andrew seconded the motion. The motion carried.
- Chuck asked Tim for an update on the renovations by Sodexo. Tim said he had attended a maintenance/construction meeting with subcontractors and UMTC Code folks. Tim received a time-line and the scope of the work. Tim should have the updated budget by next week. The work should be completed by Aug. 15th leaving only a few days for health and safety code folks to come in and approve the facilities before the freshmen arrive. The football tam arrives on Aug. 7th. Sodexo will need to make accommodations for them if the football team chooses to utilize Sodexo in the preseason. The same for the other fall sports. Peter has a meeting with Sodexo, Stephanie and the fall coaches on July 22nd.
- Peter reviewed the proposed meal plan for the 2008-2008 academic year. Tom made a motion to accept the proposal as updated. Tricia seconded the motion. The motion passed. Chuck thanked Peter for all his hard work on the task. Tom asked for the information to be shared with the Executive Committee on Thursday.

- **Orientation and In-service Week**- Chuck said Barbara Ricord and Steve Hannah will put together a master calendar. The intent of the master calendar is to prevent double booking space and allow other to determine good times for their programs/training. A request needs to be sent out to all faculty and staff. The first official gathering will be lunch on Monday, Aug. 18th and programming after lunch. Breakfast will be served on Tuesday, Aug. 19th. An initial schedule is being developed for new faculty (8) as well as training throughout the semester. Arlene Carney will be at UMC on Monday, Aug. 25th.
 - **Sustainability Committee** - Chuck discussed the development of the Sustainability Committee at UMC. The intent is to get broad base input from faculty, staff & students. We will get suggested names from FCC, CSA and Staff Executive Committee and then the Chancellor will make selections from the recommendations. Basic principles, timelines, goals and the committee's charge/scope can be developed. There will be some flexibility in this once the committee is formed. Small work groups can be established to work on different projects (i.e. recycling). The committee may sponsor a sustainability conference and work on a request for a Center on Sustainability through the 2009-2011 Compact. Tom will talk to department chairs.
 - **Organizational Chart** - Chuck shared an updated Organizational Chart with the group. The three page packet had a flowchart (titles) on the 1st page followed by more detailed descriptions. Chuck asked the group to review their areas and forward changed to Barbara Ricord.
 - Chuck reminded the group copies of performance evaluations need to be submitted Jacquie in HR.
 - Chuck told the group Homecoming is Sept. 27th at which time we will official be naming the Student Center after Don Sergent.
 - Chuck informed the group we need to continue to work on our Emergency Action Plan, Continuity Plan, and Building Plan. Terry Cook informed us that Lance has also left the TC campus. Chuck said Terry will give us as much assistance as possible. Tom Fiero has a good handle on everything we need to get completed.
 - **Smoke-Free Campus**- Chuck met with Dr. Ed Ellinger about our effort this coming year. We need to meet with Sherry Altepeter of Polk Co. and work on an educational plan. Chuck indicated we would be implementing "Quit & Win" contest around Nov. 1st. Folks from the TC campus will send help. Perhaps we can get smoke stop aids (drugs/patches) or cover copays from HR. The TC campus has materials and they can help us. There is a meeting being set-up with Chuck, Peter, Stacey Grunewald and a few others to discuss our action plan.
 - Chuck will be gone this Thursday and Friday. He will be attending the Presidents Retreat. Tom will be in charge on campus.
 - Tom will be taking vacation in Kansas next week.
- III. There being no further business before the Cabinet, the meeting adjourned.
- IV. The next meeting is scheduled is Monday, July 21, 2008.

Respectfully submitted,

Peter Phaiah