

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 a.m.
July 28, 2008
Meeting Minutes

Present: Tom Baldwin, Charles Casey, Les Johnson, Eric Johnston-Ortiz, Peter Phaiah, Tricia Sanders, Andrew Svec

Cabinet minutes from July 21 were reviewed and a correction made. Peter moved to approve the corrected minutes; Tom seconded the motion. The motion passed.

Schedule for Opening Week was reviewed.

- Faculty/Staff Welcome Luncheon will be held Mon., Aug. 18, 11:30 a.m. to 1 p.m. Chancellor Casey will give a presentation.
- Kevin Kopischke, president of Alexandria Technical College and UMC alum will give a special presentation for faculty and staff Mon., Aug. 18 at 1:10 p.m. following the welcome back luncheon.
- Tues., Aug. 19, 8 to 9:30 a.m. All Faculty/Staff Breakfast will also feature short presentations by Peter Phaiah and Stephanie Helgeson; various short topics for all-campus audience will be presented (i.e. emergency plan, advising handbook, recycling, retention committee, etc.)
- Academic dept. meetings will take place Tues., Aug. 19 afternoon.
- New faculty/staff community tour and reception set for afternoon of Thurs., Aug. 21 and will end at Minakwa, where a faculty/staff golf scramble is planned. The two events will end in a social there and should work well together for building community.
- New student orientation begins Fri., Aug. 22. Orientation Convocation is scheduled for 3:45 to 5 p.m. that day.
- Mon., Aug. 25 will have advisor and dept. meetings with new students. Also scheduled, meetings for tenure track faculty.
- First day of classes is Tues., Aug. 26.
- Training sessions for Office 07/MS Vista as well as new phone system training will be sprinkled in among the schedule.
- A full schedule is being finalized and will be available soon.

Budget Reports

- Tricia reported the transition to the new Enterprise Financial System is not going quite as smoothly or as quickly as had been hoped. She has been thankful for everyone's patience as the various issues are ironed out. It is a system wide issue and progress is being made.
- Training sessions will be offered for smaller groups once the system is more established and robust.
- Tricia will bring detailed reports to the UMC Executive Committee on a monthly basis. Reports will feature beginning balance, expenditures and encumbrances, current balance by dept. and each sub-account. Objective is to provide more timely budget info.

Facility Rental/Use Agreement Policies for external organizations were reviewed.

- Tricia stated the current policy is modeled after the U of M's TC campus policy.
- Reminder that any external groups wanting to use a campus space, including Bede Ballroom, need to be funneled to Barbara Ricord in Chancellor's Office first.
- Peter suggested the group think about instating a priority deadline on an annual basis for student and campus groups to reserve their use of Bede far in advance. No decision was made on that topic for now.
- This topic will be further discussed at subsequent meetings.

Resident Meal Plans

- The three main residential meal plans will consist of those approved at the July 14 meeting. A letter explaining the options will go out to students this week from Peter.
- It is in mutual best interest for UMC and Sodexo to make dining service and related options as attractive as possible. Enhancements have been underway since July 1.

Proposed Distribution of Coke Initiative Funds

- UMC will receive \$27K for 2008-09 from the deal with Coca-Cola for campus distribution rights. The money will be spent on programming and support for student initiatives that will enhance retention efforts.
- Peter has developed a proposal for the year that outlines how the money will be spent, including money for diversity programming, ATOD programming, weekend programs, recycling program seed money, campus beautification, non-intercollegiate activities (rodeo, cheerleading, men's soccer club, possible intramural support), co-curricular student travel, and a student activity tent.
- Additional suggestions: Tom suggested including international programs as well as Pep Band support.
- Peter's proposal met with general agreement with the above suggestions incorporated. Given Peter's approach and his commitment to the strategic investments in these programs and the Cabinet's oversight, he will serve as the arbiter to guide where the funds should most appropriately be used. That plan can and will be reviewed by the Cabinet and may change each year. There will be no recurring monies.

Mr. Pibb Extra – Beverage Distribution Bonus

- Along with the dollars, Coca-Cola will provide 380 cases of Pibb Xtra and Pibb Zero beverages at no cost to UMC.
- Peter developed a plan to allocate cases of the beverage to various events and groups over the year to help reduce costs for refreshments, encourage community building, and to help enhance events and activities.
- Tom moved to approve the list of suggested distribution. Les seconded. Motion passed.
- Peter will follow up at a subsequent meeting with the suggested amounts for each distribution.

Update on Downtown Apartments

- Peter reported that the apartment lease is being finalized by Ginger on the T.C. campus and that he expects it to arrive any day here.
- It will be a 9-month lease with a possible option for the subsequent year, if it is determined there is a need.

Salary Comparisons

- Eric presented research he had completed on comparison of how UMC compared in the area of salaries for faculty.
- Ten universities were compared including UMC.
 - Peer Group: U. Wisc – Stout; Northern State U. (Aberdeen); Dakota State U.; Bemidji State U.; Delaware Valley College
 - Aspiration Group: U of M, Morris; U. Wisc. – River Falls; U. Maine – Farmington; U. Pittsburg – Johnstown
- Calculations used base salaries only and compared data from Chronicle of Higher Ed. Website and UMC official data.
- UMC came out very well, with salaries very comparable – not only to peer group, but also aspiration group. Of the ten, UMC's overall yearly ranking was in the top 4 for professors, top for associate and assistant professors, and top 3 for instructors.
- Chuck made additional point that the benefits package would likely improve rankings, as it is a very attractive benefits package.

Associate VP Bob Kvavik will visit campus Oct. 21.

- Topics to discuss:
 - Short; and long-term capital investments
 - Legislative building requests:
 - Gateway/Student Services/Classroom Bldg.
 - Wellness Center
 - Equine Facility
 - Campus Master Plan
- Also attending may be Lincoln Carlson and Orlin Miller

Chuck recognized Eric for his service and contribution to the campus while he has served as VC for Finance. A farewell reception will be held Wed., July 30 from 9-11 for him in Selvig Hall.

Meeting adjourned at 10:45 a.m.

Respectfully submitted by Andrew Svec.