

**ADMINISTRATIVE CABINET**  
**Minnesota Conference Room – 8:30 a.m.**  
**July 7, 2008**  
**Meeting Minutes**

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

I. Cabinet minutes from the June 30 meeting were taken by Eric, who will send them out via e-mail

II. Old Business

**III. Meal Plans**

- Three main plans are proposed: A-19 meals/week + \$100; B-14 meals/week + \$200; C-10 meals/week + \$300. Students returning to campus housing will not be required to take a meal plan. The main unknown is the number of returning students of the total of 154\* who will select meal plans A, B, C or no meal plan (\*154 returning students with campus housing contracts had indicated a preference for either D, E or F, which will no longer be offered). A total of 41 returning students with campus housing contracts had indicated a preference to not take a meal plan.
- A fourth plan that would have offered something less than 10 meals/week is not feasible as Sodexo's price point per meal has been deemed too high.
- Commuter and faculty/staff meal plans are also proposed.
- Sodexo will permit Dining Services to offer a reduced rate of \$4.50 for lunch each Friday for UMC students, faculty and staff.
- Peter drafted a proposal page highlighting the new plans and sent it out to approximately 90 students – CSA, SOS leaders, and students living in the Res. Halls for summer. Students will provide feedback to him this week.
- A 221 day schedule to benefit all constituencies is proposed. Peter suggests opening the week before classes begin so the athletes and other early-returning student groups could benefit, while still maximizing the open days for contract holders.
- Meal plan options overall cost increase over last year is lower than the projected 5%. This is important when considering food prices nationally have increased significantly.
- Sodexo is working with Peter in regard to appropriate uniforms, etc. with U of M, Crookston logos used properly. Peter has been in touch with U Relations as a resource for correct logos, colors, etc.
- Goal is to have all student feedback by Monday, July 14, so Chancellor's Cabinet can approve meal plans for 2008-09 year.

**IV. New Residence Hall**

- We are still awaiting the official word of approval in writing from the U of M. Chuck will follow up.
- Meeting with architect Michael Burns took place Mon., June 30 with large group of Crookston staff to discuss "wants" and "needs."
- Standards of U of M will cover a great deal of questions, but use of the connecting link floorspace is yet to be finalized.
- Design-Build process would be completed by fall 2009; Design-Bid-Build would not. Construction company is ready to go if green light is given.
- Imperative to stay within the \$10.6 million budget. Eric will reinforce that with architects.

### **Civil Service Salaries**

- Les wanted to generate a discussion on possibilities for merit pay for Crookston campus Civil Service staff.
- U of M offered an across-the-board increase for Civil Service staff of 3.25%
- Other units/campuses in the U of M system do not have a consistent method of merit pay for CS staff. A few have set up a pool of money from which to draw merit raises. Most have no system to do so and simply rely on the across-the-board increases.
- Tricia reminded the group there is a difference between merit increases and increases for additionally assigned job responsibilities.
- There have been very few CS merit increases here and have been on a case-by-case basis. Most increases above the across-the-board increases have come about from additionally assigned responsibilities.
- There are issues of fairness to other constituencies (Teamsters, AFSCME, P&A, Faculty) that must be considered before any decision is made.
- We may want to consider bonus professional development opportunities as merit options.
- Criteria would need to be developed and process set up prior to the year it begins so everyone knows the procedures.
- There is no additional funding available for this at the moment.

### **Overflow Housing**

- Peter has contacted Monty Lund of CKN regarding rates and availability of new apartments in the old H.S. building downtown. Monty has agreed to offer a 9 month lease rather than 12 month.
- Ginger at the U of M legal office is developing the lease agreement.
- Gary Willhite is working with Peter on how to inform returning students of this off campus housing option.

### **Additional Notes**

- Thomas Williams begins July 14 as director of diversity programs.
- Kim Gillette will be appointed to an all-University international programs committee.
- The main departmental offices for MST and Business Depts. are being swapped.
- Office moves for some faculty are being considered.
- NWROC Crops and Soils Day is July 17. Chuck cannot attend due to President's Retreat. Others on cabinet will attend.
- During July 17 meeting, Executive Committee will follow up on progress on plans developed at retreat.
- Les will send a memo to faculty/staff reminding them of the deadlines for decisions on early retirement options.
- Chuck asked Eric to present info to Cabinet on peer institutions' salary increases before he leaves.

V. With no further business before the Cabinet, the meeting adjourned at 10:30 a.m.

VI. The next meeting is scheduled for Monday, July 14, 2008.

Respectfully submitted,

Andrew M. Svec