

**ADMINISTRATIVE CABINET**  
**Minnesota Conference Room – 8:30 a.m.**  
**June 23, 2008**  
**Meeting Minutes**

Present: Charles Casey, Eric Johnston-Ortiz, Peter Phaiah, Tricia Sanders, Andrew Svec

Absent: Tom Baldwin, Les Johnson

- I. Chuck welcomed Tricia as a member to the Cabinet.
- II. Cabinet minutes from the June 16 meeting were distributed by Peter Phaia and reviewed by attendees. Chuck had some minor corrections. Andrew moved to approve, seconded by Eric, and approved by all.
- III. Old Business
- IV. New Business

**Meal Plans**

- Peter presented the revised Food Service Principles. Chuck suggested striking the line in bullet point five “without loading all the burden onto the meal plan students” since the same sentiment was mentioned in bullet point two. Tricia moved to approve the principles, seconded by Andrew, and approved by all.
- Discussion involved the number of “full” days. For 2007-08 Food Service was open 234 days, which included a number of “partial” days (holidays, etc., where only one or two meals were served). With new provider, Peter estimated it will cost roughly \$5,000 per day to have Food Service open and operating. Contract will not allow for partial days, so he proposed “front loading” the Sodexo proposed 221 day schedule to benefit all constituencies. He proposed 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. He suggested the Eagles Nest be used for other days, since a quality food option will still be available, but at a substantially reduced cost.
- With new provider and budget, there will still be an estimated additional expense of \$120K per year (\$90K with the annual commission campus receives from Sodexo per contract). Costs are for utilities, maintenance and repair, revenue sharing, C store purchases and contingency expenses. Number is based on past three years’ actual costs.
- Meal plan options cost increase over last year ranges by plan from 1-4%, lower than the estimated 5%.
- Several scenarios were modeled, varying by the number of returning students who will not elect to have a meal plan. Each scenario showed the campus meeting and exceeding the amount of revenue to make the operation viable, but to varying degrees based on the number of plans sold.
- Discussion supported not requiring all students with campus housing contracts to take a meal plan. A total of 41 students choosing campus housing had indicated a preference to not take a meal plan. The main differential will be based on the number of student who had tentatively wanted meal plans D, E and F, which will no longer be offered. A total of 154 additional students had indicated a preference for either D, E or F. How many of them will elect to take one of the three meal plan options?
- Possible commuter and faculty/staff meal plans would cost \$6.50 per meal. Incentives for faculty/staff to purchase the meal plan would be: a savings due to no tax charged for plan, 10% extra value added to card purchases via contract, and the option of a recurring payroll deduction with the purchase of a plan or \$100 on their card. Actual cost for faculty/staff to purchase dinner in 2007-08 was \$6.25 (\$6.66 incl. tax). Proposed cost for 2008-09 will be \$6.50 (\$6.93 incl. tax). Overall increase in cost is less than 5%.
- Peter will clarify any questions with Sodexo and go over numbers with Tom Baldwin (who returns from overseas later this week). Gary Willhite, dir. of res. life will be invited to attend next week’s meeting.

### **Computing Services New Procedure for Non-Returned Computers**

- As presented at Exec. Committee on Friday, June 20, Computing Services would like to adopt a new procedure for non-returned laptop computers. Students would be charged for a fair market buy-out of the computer and appropriate holds placed until payment is received instead of turning over to the Crookston police for investigation/action. In case of faculty/staff, the appropriate department would be responsible for contacting the person with the computer before billing that individual.
- Motion to adopt the following procedure: *if a student does not return the campus-issued computer [within time allotted after ending enrollment], the U of M, Crookston Finance Office will bill that student the fair market buy-out price for the computer; if a faculty/staff member does not return the campus-issued computer, that individual will be billed [the fair market buy-out price] working through the appropriate campus department.* Moved by Peter, seconded by Tricia, approved by all. (Please note the items within brackets [ ] were implied but not stated in the original motion.) Approved procedure change is to take effect immediately.

### **Post Office Responsibility**

- Discussion of changing reporting chain of John Rodseth, U of M, Crookston Post Office, from Donna Larson in Finance Office to Lisa Samuelson in Student Affairs. Rationale is that business office is going through transition with new EFS conversion and cannot provide backup when John is out sick or on vacation. Student Affairs with proximity to campus post office, flexibility, numbers of student employees, current management of mailboxes and distribution of student packages would be a logical choice.
- Various options were discussed, including the Crookston Postal Service delivering to campus vs. pick up. Chuck asked to put discussion on agenda for the next Exec. Committee to get their views on this issue, since it involves all campus departments.

### **New Residence Hall**

- Verbal green light has been granted; we are awaiting the official word of approval from the U of M. Meeting with architect Michael Burns is scheduled for 8 a.m. Thursday, June 26 to begin preliminary discussions for plans. Eric and Tricia have met with Linc Kallsen (U of M) regarding financing options.

### **Overflow Housing**

- Peter has contacted Monty Lund of CKN regarding rates and availability of new apartments in the old H.S. building downtown. Initial proposed rate to student would be \$1,507, but may be modified depending on the number of students per apartment as is the current practice on campus.
- With those rates income generated is roughly \$50K with roughly \$27 cost. Transportation needs would need to be assessed and would add to cost.
- Any lease agreement must be approved by U of M.
- Space would accommodate an additional 46 students. Students would not be required to select a campus meal plan. They would be eligible for the proposed commuter meal plan.
- Campus could furnish the apartments, but would need 40+ additional dressers. Would need to be purchased, or other U of M campuses may be able to assist.

### **Enrollment Update**

- Friday, June 20 New Student Registration – 33 additional students registered on campus plus 10 additional online registrations.
- Current total is 974 registered degree-seeking students as compared with 834 same time 2007.

V. With no further business before the Cabinet, the meeting adjourned at 10:25 a.m.

VI. The next meeting is scheduled is Monday, June 30, 2008. Chuck will not be in attendance but instructed the Cabinet to meet to continue the progress on the work. Gary Willhite, director of residential life will be invited to attend this meeting.

Respectfully submitted,

Andrew M. Svec