

ADMINISTRATIVE CABINET
October 13, 2008
Minnesota Conference Room – 8:30 a.m.
Meeting Minutes

Present: Tom Baldwin, Charles Casey, Les Johnson, Peter Phaiah, Tricia Sanders and Andrew Svec

- I. Thomas Williams, director of diversity programs, gave a preview of the Diversity Action Plan he has developed with the assistance of Peter Phaiah and Don Cavalier. The plan outlines a program of work across departments in Student Affairs for the coming year with focus on recruitment and retention efforts. Discussion involved setting enrollment and retention goals of students of color and international students.

The plan also seeks to develop diversity programming within the curriculum. Thomas will work with the faculty, department heads and the Faculty Consultative Committee to discuss this. He will also work with International Programs and with Human Resources to address diversity issues and programming for international students and addressing diversity among faculty and staff.

A suggestion was offered that Martin Luther King Holiday programming in January might be appropriately scheduled during one of the Thursday noon-2 p.m. "open hours" set to begin in 2009.

Programming will also address educating the larger campus and local Crookston communities. A proposed Diversity Programs Task Force might involve representation from these areas.

It was suggested that Thomas Williams present the Diversity Action Plan at the Oct. 23 meeting of the Executive Committee.

- II. Minutes from the Sept. 29 meeting were approved.
- III. Old Business – The Centennial II residence hall planning group did not meet, there is no new info. The group will meet again Wed., Oct. 15, after the groundbreaking ceremony.
- IV. Space Requests
 - A request was presented by the Agriculture Department to remove some of the steam pipes in the lab space in Owen Hall (vacated by AURI) so that a skid loader would be able to access the area to assist with Paul Aakre's bio-fuels project. Facilities Management staff could terminate the pipes closer to the wall to allow for that. Another UROP is expected for this coming year, so the project will likely continue. A motion was made to

allow the biofuels project to continue in the space and allow the pipes to be removed pending a cost estimate (there was a question of whether there may be asbestos abatement involved, which may change the equation), noting that this space would be limited to the biofuels project only and not other programs or additional storage for any departments. Motion was seconded and approved. Tom Baldwin will formalize with a letter.

- Discussion was raised about the conversion of Dowell 119 to a faculty office space. There is a question of whether or not a secured access route would need to be created for the back room, which houses campus networking technology. This may be required by an OIT audit. Tim Norton and Jeff Sperling will be asked to develop and to move forward a plan to convert room 119 to an office. The office would likely be assigned to a new business faculty member expected in January. Another option is to use the vacated office 118 on first floor Selvig.
- Some options may for faculty research space may be available in the lab space AURI is utilizing in Owen Hall. AURI will need to negotiate a new lease soon, so there may be some discussion about the space utilization. Currently biology faculty members Katy Smith and Brian Dingmann are discussing collaboration with AURI on research. This may work well to address sharing research space. Some work on biofuels from grasses is also being done by retired faculty member Wendell Johnson and AURI scientist Ed Wene. There may be some space that is not being utilized. Tom Baldwin will discuss these issues with Theresa Spaeth, director of AURI.

V. U of M, Crookston will host several visiting dignitaries next week:

- Coca-Cola representatives will meet with Peter to discuss recycling initiatives on Monday, Oct. 20. The company is discussing a pilot program for recycling beverage containers across the U of M System.
- Robert Kvavik, associate vice president for system academic administration and senior vice president for planning at the University of Minnesota, will visit the Crookston campus Tuesday, Oct. 21. He will be joined by Orlyn Miller, director of capital planning and project management. They will meet with Crookston campus administrators, faculty and staff to discuss capital building projects, campus master planning, academic analytics and e-education issues.
- Connie Delaney, dean of the University of Minnesota's School of Nursing, and Barbara Brandt, assistant vice president of the University of Minnesota's Academic Health Center, will visit the Crookston campus Thursday, Oct. 23, to discuss the possible collaborative development and implementation of an online bachelor of science degree in nursing, which could be offered through the U of M, Crookston's Center for Adult Learning.
- Karen Himle, vice president of the University of Minnesota's Office of University Relations, and Jessica Mooney, assistant program director for University Relations, will visit and tour the Crookston campus Friday, Oct. 24. They will meet with Chancellor

Casey and staff members of the U of M, Crookston's University Relations Department and the Image and Marketing Committee.

- VI. With the imminent release of official enrollment data, we are expecting good enrollment numbers. The info will be released at the Board of Regents meeting Thursday, Oct. 16, in Duluth. With the positive news, it was suggested to have a formal "Recognition of Accomplishment" to acknowledge the efforts and work everyone on campus has done to achieve campus enrollment goals. A breakfast from 7:30 to 9 a.m. on Monday, Oct. 27, was suggested – with faculty, staff, and student S.O.S. leaders, CAS elected officials and possibly RAs all invited. The date may not work for Chuck; he will check his calendar. [note: the date did not work for Chuck, so Friday, Oct. 31, has been suggested as an alternate. Andrew will follow up to secure Bede Ballroom and begin plans.]
- VII. Peter proposed that a chair rail be added along the north wall of the Minnesota Room to help protect the wall. He estimated cost would be under \$200. Authorization was given to move forward.
- VIII. Peter suggested with the United Way Campaign the campus might host a garage sale of surplus items and items no longer wanted/being used with proceeds going to the campaign. Tricia stated that may be prohibited by rules for donations, but that individuals could bring non-university items to donate for the sale with proceeds going to United Way. She will check the rules on this.
- IX. Peter reported there are discussions involving SIFE students and advisors regarding some desired remodeling of the coffee shop in the Student Center. Some minor code issues will need to be addressed. No action has taken place yet, but discussions are underway.
- X. Andrew reminded the group about the groundbreaking ceremony for the new residence hall set for Wed., Oct. 15, on the north end of the site.
- XI. Peter asked for feedback from various campus constituencies on the location of the ice rink this winter. It may not be location on the mall but west of Centennial Hall. He is working with students and Jerry Rude in Facilities to determine the best placement. Kent Freberg's class is also building a warming shed to be used near the location of the ice sheet.
- XII. With no further business, the meeting was adjourned at 10:30 a.m.
- XIII. The next Cabinet meeting will be Monday, Oct., 13, 2008.

--Respectfully submitted by Andrew Svec