

**ADMINISTRATIVE CABINET**  
**September 8<sup>th</sup> - 3:00 AM**  
**Selvig Hall – Room 308**  
**Meeting Minutes**

Present: Present were Charles Casey, Peter Phaiah, Les Johnson, Andrew Svec, Tricia Sanders, and Thomas Baldwin.

Minutes from the August 31<sup>st</sup> meeting were reviewed and approved.

- I. Awards – Chuck has asked Chris to take the lead on the various awards awarded on campus throughout the year.
- II. Peter – H1N1 Updates: Stacey met with FM to discuss cleaning in prevention of spreading the virus. They are also working with Res Life to clean and disinfect more. Peter has been reporting weekly to Robin in the Twin Cities. We need to prioritize critical functions within each department in preparation for an outbreak. We also need to discuss options for class delivery if instructors are ill.
- III. Meal Plans – Peter. We are down slightly from FY09, we continue to work with Sodexo
- IV. Professional Development Leave for P & A Staff – Les. Review draft version of policy. Policy includes the need for the supervisor to approve and submit a plan to cover their absence along with the needed financial resources. The draft is consistent with the other campuses. Review and provide thoughts and recommendations at next week's meeting.
- V. Ottertail Energy Challenge – Chuck. Tim and Dan will attend Cabinet on Monday, September 14<sup>th</sup> to discuss. Behavioral changes are needed to have energy savings. The Twin Cities may be willing to work with us, sending a "SWAT" team here to assist us.
- VI. President Bruininks visit – October 2<sup>nd</sup>. Preliminary discussions on the daily schedule. His schedule will include a possibly open forum with students, lunch, the dedication of Evergreen Hall, a faculty/staff open forum. Chuck mentioned that President Bruininks is likely to ask about Career and Placement services offered to students once they have graduated. We should prepare to provide good answers.
- VII. Tom reported on the status of the proposed assessment position. Central Administration has granted \$100K per year for a total of three years toward institutional assessment. Upon consultation with faculty (FCC), the priority was set for a half-time assessment coordinator and related expenses such as training, travel, office expenses, etc. Currently Bill Peterson is working on assessment issues as part of his assignment. The plan is to continue his assignment to this area for 50% of his time. Tom is working with department heads to fill the teaching needs that result from this assignment.

- VIII. Data security issue - Faculty and staff were briefed on Fri., Sept. 4 at FCC meeting and via e-mail. Letters were mailed out today, and they will continue to be mailed in increments this week. Andrew will address the issue with the student body at the CSA meeting on Thursday, Sept. 10.
- IX. Peter distributed information about digital signage and the associated costs. He has a small working group investigating options. There are opportunities for such a system to tie into room/facilities scheduling software, which another group is investigating. The two groups have some shared members, so there is some coordination occurring. Peter will work to provide info and possibly a demonstration at an upcoming meeting of the Executive Committee.

Meeting ended at 4:50 p.m.

Respectfully submitted,

Tricia Sanders