

ADMINISTRATIVE CABINET
September 28, 2009 – 8:30 AM
Sargeant Student Center – Minnesota Room
Meeting Minutes

Present: Present were Charles Casey, Peter Phaiah, Andrew Svec, Les Johnson, and Tricia Sanders. Thomas Baldwin was absent. Also present for the first part of the meeting was Tim Norton.

- I. Minutes from the September 21st meeting were reviewed. Peter moved to accept the minutes. Andrew seconded the motion. Motion passed.
- II. Tim reviewed the Directed Engineering Study proposal from Mckinstry, which delineated details of a technical energy audit for the Crookston campus. The proposal will examine energy consumption in four campus buildings and provide a set of recommendations to help conserve energy and enhance sustainability. Tricia said she would send a copy of the proposal to the Office of the General Counsel for review and comment. Upon approval of the proposal, Mckinstry will provide a final report within 160 days. Peter moved to accept the Mckinstry Directed Engineering Study proposal at a cost not to exceed \$34,500 pending approval by the Office of the General Counsel and a pledge by Xcel Energy to reimburse the University of Minnesota, Crookston up to \$10,000 of the cost to conduct the study. Tricia seconded the motion. Motion passed.
- III. Les handed out a revised draft of a proposed P&A professional development leave procedure for the Crookston campus. After review, the group recommended the proposal be brought to the Executive Committee for review and discussion. Les said he would present the proposal at the October 1st Executive Committee meeting.
- IV. Tricia outlined the budget framework FY11, which was presented at the RRC meeting. The preliminary proposal could vary depending on the size of the state budget shortfall, a change in the unallotment amount, or other factors. Tricia observed that the budget will continue to evolve as more information becomes available. It was recommended that the budget framework be presented to the department heads and shared with the FCC to keep everyone informed and involved in the budget discussion process.
- V. Chuck shared a recommendation from Tom to provide additional funding to the library for technical upgrades, purchase of current reference materials, and other student support investments. Tricia moved to approve \$25,000 for University of Minnesota, Crookston library investments. Les seconded the motion. Motion passed.
- VI. Peter provided an H1N1 update. Peter said the University is recording the number of individuals with flu-like infection symptoms and forwarding the numbers and policy updates at least weekly to designated officials on all campuses. All of the University of Minnesota campuses are reporting some student absences due to flu-like symptoms. It was suggested that campus-wide and public H1N1 communications should be forward to University Relations prior to public release by the Crookston campus.

Peter said there will be seasonal flu shot clinic on October 6th for faculty and staff and October 13th for student. On October 14th there will be a second opportunity for those who missed the first clinic to receive flu shots.

Peter provided a progress report on United Way planning. United Way training will begin on October 1st. After the training session, the University of Minnesota, Crookston campus will start to form teams to assist with the United Way fundraising campaign.

VII. Chancellor Casey reviewed recent discussions from the Financial Futures Task Force. The task force has prepared a 30 page draft report outlining a proposed statement of understanding between the University of Minnesota and the State of Minnesota regarding a commitment to teaching, research, and service. The report outlined the new economic and political realities facing higher education and established principles, goals, and strategies for the University. The task force will present a summary of the report at the October Board of Regents meeting. The group agreed to discuss the report at a future meeting and develop a University of Minnesota, Crookston plan to support and implement the recommendations made by the task force.

VIII. The next meeting is scheduled for 8:30 am on Monday, October 5th in the Minnesota Room. There being no further business before the cabinet, the meeting adjourned at 10:38 am.

Respectfully submitted,

Les Johnson