

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
December 3, 2007
Meeting Minutes

Present: Charles Casey, Peter Phaiah, Eric Johnston-Ortiz, Les Johnson, and Krista Lemos.

A. Minutes

Peter made a motion to accept the November 26, 2007 meeting minutes. Eric seconded the motion and the motion passed.

B. Old Business

1. Food Service RFP-

- Chuck asked Eric for an update. Eric indicated we had to let the Twin Cities folks know our intentions by Dec. 5th or 6th.
- Chuck said we need to know if we opt out at this time can we go back to Sodexo at a latter date, i.e. in one year.
- It was not clear if Sodexo would pay for utilities (approx. \$40,000/yr.) or repairs. If they do cover repairs; how much and is there a limit each year?
- Eric handed out a set of spread sheets that showed UMC food service revenue and expenditure for 2004 through 2007.

2. Krista Lemos updated the group on the data security breach involving an e-mail last week. Private data containing the names, identification numbers and credit load of 1015 students was accidentally sent out to faculty. In consultation with OTIC security and other relative University representatives, appropriate action was taken.

3. Peter reminded the group that we would be having visitor from the Twin City on Tuesday, Dec. 3rd. Peter disseminated an agenda for the three directors (EOAA, Women's Programs and GLBTA). These directors will meet with various peers, administrators, faculty and students. A dedication on UMC's new Equality Room is also scheduled during their visit.

4. Peter informed the groups administrators from the MN Campus Compact would be on campus Wednesday, Dec. 4th. They will be meeting with the Chancellor and then with members of the UMC's Retention Committee. This visit is a follow-up to collaborative work started last summer. The visitors also wanted to get a better idea of how they can work with us in the future as well as any suggestions of other school we could help them bring aboard.

5. Chuck informed the group of the scheduled Smoke-free/Tobacco-free forum scheduled this week. The intent of the forum was to determine all the possible questions that will have to be address in this decision making process. Faculty staff, students and community health representatives will be in attendance. There will be a spring follow-up.

6. Chuck said he had spoken to Corby Kemmer about the Music on the Mall. Corby was told it would cost us approximately \$2,500 to have a system up and running. Chuck asked if this would be an affect use of our resources. Due to the various comments the group decided to discuss this at our next meeting.

7. Chuck brought up concerns Facebook and My Space. He asked Peter to provide information at Thursday's Executive meeting that would be beneficial for administrators and executive to know regarding these topics. Peter indicated he would be having back surgery during Thursday's Executive meeting. Peter said he would make arrangements for Lisa Samuelson to present information in his absence. Lisa will be ready to resent following Les Johnson's presentation.
 8. Peter reported UMC collected approximately \$9,830 for this year's United Way campaign. Peter indicated 99 of 250 (40%) contributed to this campaign.
 9. Peter brought up office space options for the two new hires in his area. It was agreed the new counselor will move into Marcia's old office in the Counseling Office. It was also agreed that the new Diversity hire will temporarily be located in Selvig 305 (Tom's old temporary office) until the international staff have relocated into the basement of Hill Hall. At that time the Diversity person would move into the office (Student Center 145 K) next to Peter and Chris Boike in Religious Life would move to the 2nd floor of the Student Center. This would most likely take place over the summer.
- C. There being no further business before the cabinet, the meeting adjourned at 9:45 AM.
- D. The next meeting is scheduled for 8:30 am on Monday, December 10th in the Minnesota Room.

Respectfully submitted,

Peter Phaiah