

## **Administrative Cabinet**

8:30 to 10:30 a.m.

December 17, 2007

MN Room

Present: C. Casey, K. Lemos, P. Phaiah, L. Johnson

Absent: E. Johnston-Ortiz, T. Baldwin

Minutes – approved as submitted (PP motion; KL second)

### **OLD BUSINESS**

**Changes in office assignments for student services** – AC entertained a recommendation for the following office assignments: part-time counselors will use the room next to Student Center 245 (former multicultural and diversity services office) and the multicultural and diversity services coordinator will be located in Selvig 305 (or ?) for the time being. PP made a motion to approve the second by LJ; approved as submitted.

**Dining Services Proposal and RFP** – Discussion centered on the proposal that Dining Services Manger Brent Melsa made at last Admin Cabinet meeting. The U of M is now willing to give the Crookston campus more time in making a decision on the RFP that would be a 10-year contract. Discussion continued on possible focus groups to gain more input on student needs. We need more support and better information with interpretation of the contract in regards to catering, utilities, meal plan (minimum number and refund policy) and equipment replacement, for instance. Morris has a surcharge on meals to help sustain their services. We should explore the possibility of using the U person who helped develop the RFP to support interpretation of the contract. CC will follow up with EJO to see what research he has completed thus far. AC should meet week of Jan. 2 to discuss more. Barbara Ricord will set up a meeting.

**Residence Hall Update** – CC and EJO met with a U committee to review our case statement and they are helping to put together the financial piece. EJO has a few items to provide to the committee and then the final step is to sit down with three VPs, including SVP Jones, to go over the proposal and answer any questions they have regarding justification (numbers and case) for the new residence hall. We anticipate that this could all be confirmed by February or March 2008 and get approval with construction underway next summer. The residence hall would be scheduled for a fall 2009 opening. Discussion centered on making sure that Crookston campus “green” and environmentally-friendly elements are clearly defined.

**International students** – There was some discussion regarding the number of students coming in for the spring 2008 semester and making sure that accommodations were available. PP expressed concern about our ability to continue to accept applications from students when there is no more housing available on campus. What is the back up plan? What is the cut off number? Other discussion centered on ensuring that the student body understands why we are aggressively recruiting students from abroad and ensuring that the message is broadly disseminated. Campus forums to talk about issues and concerns might be needed.

**Public & Private Data Statement** – Discussion centered on when to send out the public/private data statement that LJ has drafted. It was decided that it would go out either the first or second week of campus. LJ will e-mail the announcement to the faculty/staff and student distribution lists no later than January 14. CC will reference the information in the E-Update in the January 15 edition.

**United Way** – It was decided that we would announce results in the E-Update in January (40% staff/faculty participation and about \$10,000 in contributions thus far).

### **NEW BUSINESS**

**Key Contacts for Buildings During Emergencies** – CC referred to a list from EJO that contained recommendations for individuals to be key contacts and back ups for each building during an emergency situations. For example, if we need to evacuate or stay-in-place, these individuals who be responsible for notifying the “building” or area assigned. We will discuss when we have a full cabinet.

**Board of Regents** – CC went over what he had written for the E-Update to go out on Dec. 18. Refer to the Web site for details (<http://www.umcrookston.edu/chancellors-office/e-updates.htm>).

The next regularly scheduled AC meeting will be held January 7 at 8:30 a.m. in the Minnesota Room.

Meeting was adjourned at 10:33 a.m.