

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
January 7, 2008
Meeting Minutes

Present: Charles Casey, Thomas Baldwin, Peter Phaiiah, Eric Johnston-Ortiz, & Les Johnson

Absent: Krista Lemos

- I. Cabinet minutes from the December 17th were reviewed. Peter moved to accept the minutes and Eric seconded the motion. The motion to accept the minutes was passed.
- II. Old Business
 - There will be no scheduled Cabinet meetings for the next two Mondays. Chuck informed the group he will be at a NCAA meeting next Monday. The following Monday is the MLK holiday. An alternative meeting will be scheduled some time next week.
 - Tom brought up an e-mail he received regarding the University's amnesty policy for re-entering students who received bad grades from when they were a student 10+ years ago. The federal government allows this to occur. In the e-mail traffic Bob Nelson said UMC adopted the policy not to grant amnesty. One of the prime reasons was that Peoplesoft could not automatically pull out the bad grades when calculating a student's GPA. Eric, Les and Chuck voiced the opinion that students returning to college after a long time out (i.e. 10 yrs.) are different individual and desire another fair chance. Peter said he would work on a draft that would have UMC revisit this policy. He would work with the various committees to address this issue.
 - The group discussed a proposal from Dan Svedarsky to move some wiring in Owens 217, initially for the intent for a landscaping computer lab. Tom said there has also been some discussion for that space to be a Global Information System (GIS) lab. The wiring may be the same but a GIS would require new computers (high end stuff). Tom said he would get an update and clarification from Dr. Svedarsky upon his return. The discussion was tabled until new information was available.
 - The Academic Calendar was discussed. Tom indicated all the Department Chairs had discussed the calendar at their last meeting with Tom. Dr. Svedarsky was not present at that meeting. This topic was tabled until Dr. Svedarsky returns and has an opportunity to review and respond.
 - SIFE submitted a request for a technology grant to start an on-line radio station on the UMC campus. Now there is a proposal for the group to be given Kiehle 217 to serve as the physical space for the on-line radio station operations. The request has been made from the group. Les asked if faculty are aware of the request and have they been included in any of the discussion. Since this discussion will affect the campus and can and should be tied into academics, Les suggested that faculty be brought into the loop. Tom said he would bring this to the Department Chairs tomorrow during his meeting with them. The topic was tabled until further discussion.
 - Emergency Notification- Building Responsibility, Chuck and Eric have been working on the UMC's continuity plan. Part of the plan involved the University identifying

key individuals and two alternates who should be notified during emergencies or appropriate situations. A few brief changes were made to the list. The list will be brought to the next Executive Committee meeting for further discussion. Once the living document is approved the campus will be notified and training will be implemented. Kristie from the TC said she would be available to do the training.

- Chuck said he was informed that some staff members had called a meeting to discuss reservation procedures on campus. There appears to be a few issues with the decentralized process. Eric and Peter will meet with the group to discuss operating principles of exceptional customer services. They will then work with the group to develop procedural policies to support the operating principles. Labor management issues may also need to be discussed.
- Eric presented side-by-side comparisons for the food RFP. Information was compared for Sodexho and our self-op. service. Chuck updated the group about a telephone conversation with Leslie, Laurie and Lincoln from the TC campus. We can negotiate various aspects of the Sodexho proposal (i.e. utilities, catering rates). The group was asked to review the comparisons and develop suggestions for negotiations. Eric will seek clarification on a few issues. At this point Sodexho will have to make some adjustments in their contract for us to seriously consider them. The other option is that our self-op service would need to seek professional consultation for facility design and assessments. This would take a serious financial commitment on behalf of the University. The question is whether the cost of an outside vendor and the benefits outweigh the benefits obtained with the appropriate investment and improvements in our current self-op provider. The deadline to make a decision to go with Sodexho is Friday, Jan. 18th.

III. New Business

- Eric brought forth a draft of a proposal; “UMC Equipment Usage Policy”. There have been a few complaints that employees are borrowing maintenance equipment for personal use. This draft was modeled from a similar policy at UMD. The draft will be taken to the next Executive Committee meeting for discussion. A draft will also be taken to the upcoming labor management meeting.
- Chuck informed the group the University of Minnesota was considering to change its entrance requirements. They want incoming students to have 4 years of math instead of 3 years. This requirement would be implemented in 2012, if approved.
- Chuck informed the group that UMC was finalizing its new phone system and the associated cost. As mentioned at a previous Cabinet meeting, it is not cost effective to integrate Valley Technical Park building into the scope of the project. Tom indicated the group managing the building has been looking for alternative phone service.

IV. There being no further business before the Cabinet, the meeting adjourned at 10:39 a.m..

V. The next meeting is Friday, Jan. 18th.

Respectfully submitted,

Peter Phaiah