

**ADMINISTRATIVE CABINET**  
**Minnesota Conference Room – 8:30 AM**  
**January 18, 2008**  
**Meeting Minutes**

Present: Charles Casey, Thomas Baldwin, Peter Phaiiah, Eric Johnston-Ortiz, Krista Lemos and Les Johnson. Also present for part of the meeting was Corby Kemmer.

I. Minutes from the January 7<sup>th</sup> meeting were reviewed. Krista moved to accept the minutes. Motion seconded by Eric. Motion to accept minutes passed.

II. New Business

- Corby Kemmer, UMC Director of Development informed the group that Stanley and Hanorah Alseth had given the Crookston campus a gift annuity worth approximately \$265,000 to \$270,000. The use of the gift is unrestricted and Corby proposed a set of criteria for use of the funds. There was general support for using part of the fund to promote matching funds for donor support of student scholarships and a Business Department conference room named after Stanley Alseth. Before proceeding it was recommended that Corby contact surviving family members for input and feedback regarding use of the funds.
- Chancellor Casey informed the group that he, Eric, and Tricia have been meeting to integrate campus requests and priorities into UMC's 2008-2009 budget request. It appears that the budget for the 2007-2008 year is on target and UMC will likely end the year with a balanced budget. More thought and planning will be required before a preliminary budget can be submitted on February 12<sup>th</sup>.

III. Old Business.

- Tom informed the group that the recommendations made by the Calendar Committee have been reviewed and discussed by the Executive Committee. Tom moved to approve the recommendations made by the Calendar Committee as presented to the Executive Committee through the 2012-2013 academic year. Peter seconded the motion. Motion passed.
- Les explained that he and Eric had presented the first draft of UMC's equipment use policy to the Labor Management Committee. With very minor revisions, the committee approved the policy. The group recommended Les send a copy of the draft to the academic department heads for review and feedback. After feedback has been collected, the policy proposal will be presented to the Executive Committee for consideration and discussion.
- The topic of office locations was discussed. Various department heads have requested additional office or reassignment of office space for newly hired people. There was a discussion regarding an organization-wide approach assigning and organizing office space on campus to improve department efficiencies and effectiveness. It was agreed that this will take additional thought and consultation. In the meantime, Tom moved to approve Ron DelVeccio's specific request for assignment of office space for two new faculty members. Krista seconded the motion. Motion passed.

- UMC's SIFE team has developed a draft proposal to start a Golden Eagle Mix web-based radio station. The group had a number of questions regarding logistics, financing, and organizational responsibilities. It was agreed that the proposal needs more consultation to more accurately quantify costs, benefits, responsibilities, and impact. A financial feasibility and sustainability study will need to be conducted before SIFE's proposal can proceed.
- The topic of the University's RPF for food services was discussed. A final University proposal for a food service vendor is projected to be presented during the University of Minnesota's Board of Regent's meeting for consideration and approval in April. At this point, detailed aspects of the food services RFPs are still being negotiated and the negotiation process is considered confidential until the process and been completed.

IV. There being no further business before the cabinet, the meeting adjourned at 10:43 AM.

V. The next meeting is scheduled for 8:30 am on Monday, January 28<sup>th</sup> in the Minnesota Room.

Respectfully submitted,

Les Johnson