

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
January 28, 2008
Meeting Minutes

Present: Charles Casey, Thomas Baldwin, Peter Phaiiah, Eric Johnston-Ortiz, Les Johnson and Krista Lemos

- I. Jeff Sink was invited to update the group on the proposed new Voice Over Internet Protocol (VOIP or Voice Over IP) phone system.
 - Jeff reviewed UMC's current system and the new features of the new system.
 - Recurring costs were reviewed with the help of a hand-out
 - A portion of the upfront costs can be covered by funds surplus from the area (telecommunication account)
 - There will be a monthly service cost per phone. There was a discussion if a portion of this cost should be covered by UMC.
 - Calls to TC area will be considered as local calls (free).
 - There was some concern for the increased cost to those departments with numerous phones and who make many long distance calls (i.e. Admissions).
 - There should be a decrease in the cost of receiving/printing incoming faxes since they will be sent directly to PC. There will be the need to keep central fax machines available.
 - New switchboard will come with headset. Also the switchboard will have the capability to be forwarded after hours.
 - The cost to include Valley Tech. in the RFP may be cost prohibited. Valley Tech is aware of this situation and they have been seeking alternative service options.
 - The group was concerned about the replacement/life cycle estimated figures (5 yrs./20%).
 - Jeff will recalculate various scenarios for the life cycle replacement cost and the report back to the group

- II. Cabinet minutes from the January 21st were reviewed. Tom made a motion to accept the minutes and Peter seconded the motion. The motion to accept the minutes was passed.

- III. Old Business
 - Comprehensive Review (3-year reviews)- Les Johnson shared the names of 10 UMC employees who are up for the comprehensive review. He indicated the U is trying to develop protocol for the review. There is an annual review of staff by their supervisors and this 3-year comprehensive review for each staff member. The TC is planning to drop directors from this comprehensive review. Tom made a recommendation for a committee to conduct the reviews. Les suggested the issue be taken to the Executive Committee.
 - Climate Initiatives – this was tabled and will be brought to the Executive Committee.
 - Food RFP- Eric reported on his visit to the TC. Eric had met with Leslie and gave her UMC's intent to work with a preferred food vendor so this info can be given to general

counsel. Eric said that Joyce Fasano a consultant (used by UMM) will come to campus. March 20th is the deadline for the contract so it can be forwarded to the Regency. Eric told the group there will be a negotiation team from the TC who will negotiate our contract. Eric is the only UMC rep.

- New Residence Hall Proposal- While at the TC Eric met with Orlin and Link to discuss the plans and financials on the new proposed residence hall on the UMC campus. The cost is now estimated at \$18 million. There is a back-up option of a 2-story building in addition to the planned 3-story building.
- Facility Manager Opening- Jeff Sperling and Eric have looked at some additional candidates but none were as qualified as Tim Norton.
- Budget requests for UMC. Tom and Krista have been compiling info in a standard form for the final draft. Peter submitted summary and details on retention, counseling and advising. Chuck will take the draft with him on Wednesday as he heads for the Quality Fair on the TC campus. He will try to meet with V.P. Jones to discuss the draft.
- Krista Lemos submitted her resignation as of June 13th. She and her husband will do ministry work in China.

IV. The next meeting is Friday, Feb. 4th.

Respectfully submitted,

Peter Phaiiah