

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

Present: Charles Casey, Thomas Baldwin, Peter Phaiiah, Krista Lemos and Les Johnson. Eric Johnston-Ortiz was absent.
Also present for the first part of the meeting was Tim Norton, Director of Facilities Management and Operations.

- I. Minutes from the March 31st meeting were reviewed. Tom moved to accept the minutes. Motion seconded by Peter. Motion to accept minutes passed.
- II. Old Business.
 - The University of Minnesota, Crookston has selected a preferred food service provider and has recommended approval of a contract with Sedexo. It is expected that the University-wide food service contract will be presented to the University of Minnesota's Board of Regents at the April meeting. More specific information will be forthcoming as it becomes available.
 - Chuck reviewed that UMC and CSA had sponsored two campus forums on the topic of a tobacco-free campus. A summary of student survey data on the topic has been collected and will be posted on the web before the end of the month. Chuck said he will be meeting with Katie Jeremiason, CSA President, to discuss more details on a potential tobacco-free campus policy.
- III. New Business
 - Tim Norton presented a proposal to re-organize the facilities management department. The goal is to improve customer service, accountability, support, and oversight without requiring additional funding. The proposal will be mostly cost neutral by reducing excessive use of overtime. The organizational chart presented at the meeting has continued to evolve as a result of meetings with department staff, the Executive Committee, campus administrators, and human resources. Tim will continue to receive input and suggestions and it is likely the organizational chart will continue to be modified. Tim indicated he would like to implement a final plan by September 1, 2008.
 - Tim also reviewed progress made regarding asbestos abatement for the Business Department Board Room. Tim stated the board room project is part of a larger abatement project for Dowell Hall, which is scheduled to be completed by the time classes start in August. (Mr. Norton left the meeting after his presentation).
 - Peter announced that the BSA club is planning a year-end recognition celebration event for April. Peter said he would contact Rickey Hall, Assistant Vice President for Equity and Diversity to determine what level of support that office can provide to UMC and the BSA to ensure a successful year-end event. It was noted that the BSA had been trying to organize a two-day event on April 21-22 by bringing to Crookston nationally recognized speakers. The group thought that it would be very difficult to

plan and market a large event on such short notice. Instead, it was recommended that the large event be planned for the fall semester to allow adequate time for planning, coordinating, and marketing to ensure participation and success.

- *U.S. News and World Report* has sent a questionnaire to key administrators at UMC. There was discussion regarding who were the most appropriate people to complete the questionnaire and how to provide factual UMC information and accurate perceptions of other regional campuses.
- Krista provided an overview of the marketing budget for the next fiscal year. The budget includes an additional \$80,000 of funding for a three to five year integrated marketing plan, creative development, and recruitment strategy. Krista also handed out a draft RFP that will be used to request proposals from marketing firms to assist UMC in its marketing and creative development plan.

IV. There being no further business before the cabinet, the meeting adjourned at 10:29 AM.

V. The next meeting is scheduled for 8:30 am on April 14th in the Minnesota Room.

Respectfully submitted,

Les Johnson