

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
April 21, 2008
Meeting Minutes

Present: Charles Casey, Peter Phaiah, Krista Lemos & Les Johnson

Absent: Tom Baldwin & Eric Johnston-Ortiz

- I. Cabinet minutes from the April 14th were reviewed. Peter moved to accept the minutes and Les seconded the motion. The motion to accept the minutes was passed with a minor correction.

- II. Old Business
 - Chuck once again brought up the Comprehensive Reviews. It was discussed at an earlier Cabinet meeting and then discussed at the Executive Committee. The group discussed the possibility of a single committee to review those up from their 3-year review. Les indicated we would need to develop best practices and consistency. Les reported UMM is considering not including directors in Comprehensive Reviews. UMTC were planning to do this type of review for deans and above. UMD said they will not do directors but they are including coaches. Peter mentioned that this group and the Executive Committee had tentatively indicated we would not do a Comprehensive review on directors; however supervisors have the discretion to use this tool or even the 360 degree survey for additional staff assessments. Chuck asked Les to follow-up with HR at UMTC.
 - Chuck reported he met with the parents of the UMC student organizing the Empty Holster demonstration. Peter reported he looked around campus this morning and checked with Campus Security. There were no signs of any protest.
 - Chuck gave the Cabinet members a hand-out outlining a proposed Smoke Free/Tobacco Free Campus policy for consideration and discussion. Les made a motion to accept the recommendation. Peter seconded the motion. The motion passed. Effective January 1, 2009, UMC will be smoke/tobacco free. Plans are being developed to inform Faculty Assembly, the campus community, our recruiters and other appropriate constituents. It will be officially announced later in the week (Friday). Thee campus has time to work out the details for signage, pulling ashtrays and developing educational and counseling components. Peter was going to inform CSA via their new and out-going presidents. The Executive Committee will be informed via e-mail in advance.
 - Eric had sent the Cabinet members a spread sheet Jeff Sink had developed that outlined projected weekly and annual cost of the new phone system. The spread sheet provided actual numbers for long distance charges for the past year. There were approximately three departments or offices that may see a decrease in their overall telephone expenses. Other areas will most likely experience an increase. These slight increases will be accompanied by many needed upgrades and expanded functions. There was some discussion regarding how much if any of the projected \$20/phone/month charge should be covered centrally and how much should be

covered by the areas. The discussion was tabled until which time Eric could help clarify a few questions raised by the group.

- Chuck asked the members who were available to attend the parts of the Equity, Diversity and Ethic Sessions on Apr. 21st & 22nd. Peter and Chuck were planning to attend BSA's dinner on Monday, April 21st. Tom will be out of town. Peter, Krista and maybe Tom (if he made it back into town in time) were planning to attend Tuesday's speaker series. Peter mentioned that the most recent version of the flyers being posted is referring to these two days of activities as a summit. It was initially on the flyers but it was taken off after some discussion with the event coordinators. The group was concerned about the very late notice and advertisement of these activities.

III. New Business

No new business was discussed

IV. There being no further business before the Cabinet, the meeting adjourned.

V. The next meeting is scheduled is Monday, April 28, 2008.

Respectfully submitted,

Peter Phaiah