

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

Present: Tom Baldwin, Peter Phaiah, Eric Johnson-Ortiz and Krista Lemos

Absent: Chuck Casey & Les Johnson

- I. Guests- Tom Fiero and Lance informed the group that Tone Alert Radios are currently being installed on campus. Lance will be on campus Monday and Tuesday to install 20 Tone Alert Radios and give basic training to appropriate staff. Additional training will be conducted in May. There will be a full test of the system in June. The radio will be activated by the Crookston Fire Department. There are two tone options. Tones are followed by a verbal message when the alert is activated. UMC will need to develop (w/ TC assistance) several pre-determined scripts for a variety of emergencies (i.e. inclement weather, shooting, hazardous spill, etc.) The University received 5 extra radios. They will be distributed appropriately. The radios, Text-U, Continuity Plan and the Building Emergency plans are all integrated into the University's Emergency Operation Plan.

Peter asked Lance for clarification on the hierarchy Emergency Alert System. The U's Levels I, II, III & IV are opposite of those used for NIMS.

II. Old Business

- Krista handed-out a sheet that outlined the first afternoon's activities of the Executive Retreat in June. Krista will lead the activities on the first day accompanied by Amber Evans-Dailey. Peter presented recruitment, retention and graduation rates as topics for the second day of the retreat. Peter will share the outline with his directors on Thursday. He will send the group an update. Tom and Eric agreed to finalize plans for Thursday.

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, May 5, 2008.

Respectfully submitted,

Peter Phaiah