

Administrative Cabinet
8:30 to 10:30 a.m. – May 5, 2008
MN Room

Present: T. Baldwin, C. Casey, P. Phaiah, E. Johnston-Ortiz, K. Lemos

Absent: L. Johnson

Minutes – April 21 minutes were approved as submitted and April 28 minutes were approved as amended (TB motion to approve; KL second)

OLD BUSINESS

Resumes distributed on candidates – Discussion surrounded the availability of finalist resumes for the campus community to review in advance or at the time of a campus visit. We would like to have a clear guideline for all search committees to know upfront and to follow about providing the necessary background information for the campus on finalists participating in the on-campus interview process. There is still much miscommunication around campus. U of M Search Committee guidelines for public information includes job history, education and training background and work availability – all resumes items. The Web site has more info: <http://www1.umn.edu/ohr/toolkit/hiring/academic/guidelines/appendixd.html>. The Administrative Cabinet asked that LJ add resume/background distribution to the hiring checklist and create a guideline that clearly indicates that resume information is releasable to the campus community and recommends a consistent procedure for distribution. KL will follow up with LJ regarding this direction.

New Phone Financing – This item was tabled at a previous meeting so that EJO could be present to provide an overview of the new ongoing costs associated with financing the new phone system and recommendations for covering these costs in the upcoming fiscal year. After a brief discussion, EJO made a motion to approve the additional estimated \$50,000 in phone charges for life cycle replacement costs and recurring costs to be covered by the Crookston campus central budget for individual unit accounts above their current budgeted long distance charges per the amended spreadsheets that will be distributed this afternoon by EJO. TB seconded the motion. The additional phone charges cover long-term lifecycle replacement and ongoing costs at \$20 per phone. This financing model will be analyzed after one year and then readjusted as necessary according to actual long distance charges.

NEW BUSINESS

Space considerations request – Discussion surrounded a request from Department Head Jack Geller to designate Sahlstrom 106 as a scheduled meeting room for the Arts, Humanities and Social Sciences. TB will follow up with JG and Jeff Sinks to determine needs and ITV usage and bring back a recommendation.

Special Events – KL brought up that better special event management and planning needs to be established on campus and that each unit needs to identify a point person for each special event being sponsored. CC suggested that KL come up with a needs assessment and best practices that would address the concerns (resources, management, etc.)

Retreat Planning – Discussion continued on Executive Retreat Planning. June 3 afternoon schedule: CC distributed the Strategic Positioning Task Force Recommendations matrix from July 2006 that shows short-term, mid-term and long-term goals for each of the actions listed in the Strategic Positioning Report. AC members should forward the Chancellor an analysis and status report of each action item. Discussion surrounded the agenda for Living Small Campus. Big Degree. as distributed by KL last week. AC members agreed to move forward with the presented agenda. June 4 Retention & Graduation: PP presented the proposed agenda. Discussion surrounded what were the most important items to focus on regarding recruitment, retention, graduation efforts and how to determine outcomes for each of the individual items. June 5 Financing the Future: EJO will put together recommendations for how to focus a retreat discussion on leveraging grants, outside-funding and other revenue generating opportunities other than enrollment growth.

Meeting was adjourned at 10:40 a.m.