

Chancellor's Cabinet

August 12, 2009

8:30 a.m.

Present: Chuck Casey, Peter Phaiah, Andrew Svec and Tricia Sanders. Gary Willhite was a special guest.

- I. Minutes- Peter made a motion to accept Cabinet Minutes from August 3, 2009. Andrew seconded the motion. Motion passed. Andrew made a motion to accept the minutes of the follow-up August 4, 2009, Cabinet meeting with Department Heads. Tricia seconded the motion. The motion passed.
- II. Old Business
 - A. Andrew told the group Regent Allen will be on campus for the October 2nd dedication of Evergreen Hall. President Bruininks will also be here on Friday for the dedication.
 - B. Gary was asked to give the group an update on the residence halls and Evergreen Hall construction. Gary said the athletes are currently housed in Skyberg Hall. Those assigned to Evergreen should be able to move over Sunday, Aug. 16th. They will take up approximately 12 units. The two Community Advisors (CA) assigned to Evergreen will move in during the next two days. Mattress are expected to be in on Thursdays and chairs on Friday. Community Contractors will be customizing the Murphy Beds for the two studio apartments.

The official move-in date for the residence halls is on Friday, August 21st. This is when all the new freshmen are scheduled at check-in. There will be a few students coming from a distance who will be coming in between 6-8 p.m. on Thursday, Aug. 20th.

The tables for the classroom are being made by Community Contractors. They are scheduled to be delivered Monday afternoon (Aug. 17th) or Tuesday morning at the latest. Jeff Sperling and the other IT folks will need to wire the center console panels and get things operational by next Wednesday's tour and technology presentation. This tight schedule will make Brian Dingmann and other a little nervous.

The curbing for the parking lots are currently being poured. Gary said he wishes they were a little further along with the sidewalks, landscaping and parking lots. There is rain in the forecast so things will get tight and a little muddy. Most of the sidewalks cannot be poured until the drain pipes are in on Friday. They will pour two sidewalks on the east side of the Knuckle. They will put is plywood walkways in the meantime at a few other key entrances. Concrete in the Gathering Space will be poured today (kitchen) and tomorrow (open area & octagon).

- C. Budget Summary- Chuck had a meeting with the Dept. Heads to review the budget balances carried forward. Tricia shared the same information with the group and gave them hand-outs. She reviewed the FY '09 Year End Balances Summary for all funds. She explained the O&M balances as well as the other balances. Chuck will share a basic summary with faculty and staff next week at the In-service Week.
- D. Financial Future Task Force- At the last Cabinet meeting Chuck handed out an e-mail from President Bruininks regarding a University Financial Task Force. There were several initiatives and

each campus was asked to make comments. Chuck asked the group to be prepared to discuss the topics this week so we could send some of the key comments back to the President. The points that were discussed included:

- E-education/ On-line education has good potential for revenue generation, at least here at UMC. We have proven that we can deliver on-site or on-line and maintain quality. We need to encourage the University to resolve the 30 hour residency requirement in order for us to truly capitalize on our Applied Studies program.
 - We need to make sure others realize that several employees have taken on many new responsibilities (i.e. associated with EFS) with no additional resources. In most of our areas UMC is only one person deep and cutting additional position would have a major impact on our ability to offer programs, services and effectively fulfill our mission. We need to ask, "Do our budgets meet our aspirations?" Which is more important; to add new positions and grow some new areas or cut positions? Are there common assessment tools everyone should be applying in common areas.
 - Single tuition rates are good for UMC.
 - Some code requirements add considerable cost to various projects.
 - Perhaps the University should consider mandatory direct deposits, based on the time and money it takes to process each processed hard copy check each pay period.
- E. Assessment Position- Chuck handed out a job description that was just completed regarding the 10-month, 50% position for a Director of Institutional Effectiveness and Assessment. At this time we have funding for three years. The group was notified for informational purposes. The position will be posted early next week
- F. Torch & Shield Nominations- In the past Torch & Shield nominations and recipients have been individuals. In some cases individuals (i.e. head of a company) received it for something related to their organization or business. Chuck asked the group if we should consider giving one of the awards to an organization. After some discussion Andrew made a motion that Torch & Shield nominations could include organizations. Peter seconded the motion and the motion passed.
- G. Chuck has been in communications with Donna Peterson from the State Representative's office. There will be a group coming on September 3rd. The exact number is not finalized at this time. They will only be here a brief time from 5-8 p.m. There will be a dinner in Bede Ballroom for the party and a few other University and community representatives. More details will be forthcoming.
- H. Starting next Monday, August 17th, Cabinet meetings will return to Monday mornings. The meeting times will remain from 8:30-10:30 a.m.
- I. Emergency Management Update- Peter had met with Andrew and Tom Feiro to finalize some of the EMCC's subcommittees. The committees will be assembling on a regular basis. The Communications & Training Subcommittee and the Annex R/Pandemic Virus Subcommittee have been making plans for the start of school. Peter informed the group that all freshmen will receive an Emergency Notification sheet in their New Student Orientation packet. The notification sheet reviews all of the various forms of notification (i.e. Text-U) that UMC employs

when there is a crisis or an emergency on campus or in the community. Peter in conjunction with Communication and Training members developed a training packet to share with Community Advisors (CA) and housing staff during CA Training scheduled this week. Information from this packet and other details will be tailored for further training on campus for faculty, staff, students and various community liaisons.

J. Policy Administration Update- Peter informed the group that various offices and personnel are conducting comprehensive policy reviews. We are conducting Administrative and Educational policy reviews. Currently UMC has 64 campus specific policies. We would like to review these policies and determine if we can reduce this number. We would like to consider modifying some of them so they are similar to already existing University-wide policies, if they exist. In those cases we should adopt the System-wide policies with minor notes of exception, if needed. Peter will bring several of these policies to the next Cabinet meeting.

K. Food Service Update- Peter informed the group there was a Coke Annual Business Review with the University last week. UMC will have a campus-specific meeting with Brock Safe on Aug. 20th. From the preliminary figures UMC did very well in its retail sales of Coke products. We should be receiving an extra few thousand dollars in rebates.

Peter informed the group that he and Tricia had received an annual report from Sodexo. Peter has been negotiating with both Natalie Brown (Sodexo's GM here at UMC) and Bob Luedtke (Sodexo's Regional Manager) regarding rates, programs and commissions for next year. Sodexo is in the process of sending us a "Letter of Understanding" to clarify some of these changes. Peter shared these potential items with Nelson Hard (UMTC Contract Administration).

L. New Student Orientation Schedule- Peter shared a hard copy of this year's New Student Orientation Schedule with the group. Peter quickly highlighted several of the events including Convocation.

The next meeting will be 8:30 a.m. on Monday, August 17, 2009.

Respectively Submitted,

Peter Phaiah