

ADMINISTRATIVE CABINET  
Student Center - Minnesota Room – Wed., Aug 27, 2008, 1:30 p.m.  
Meeting Minutes

**Present: Thomas Baldwin, Charles Casey, Les Johnson, Peter Phaiah, Tricia Sanders, Andrew Svec, guest Stephanie Helgeson**

Minutes from the August 18 meeting were reviewed. It was moved, seconded and approved to accept the minutes with minor corrections.

Stephanie Helgeson, director of athletics joined the meeting to discuss intramurals. New director Matt Erzar has been hired as the intramurals director. He is organizing the fall activities with intramural flag football beginning Sept. 8 and intramural soccer on Sept. 9. An intramural handbook is complete and online at [www.goldeneaglesports.com/Intramurals/](http://www.goldeneaglesports.com/Intramurals/).

Designated money for recycling efforts is available from the Coca Cola / U of M agreement. Peter recommended, after consultation, to move forward with the purchase of 25 sets of 3 recycling containers – one container has a maroon lid, one a gold lid, and one has no lid for trash – and the bins accommodate mixed beverage containers, mixed paper, and trash. Current blue bins will be replaced and kept/used for additional recycling containers and/or other purposes. The bins are like those on the Twin Cities campus, and we will be able to have our “Maroon, Gold and Green” recycling logo imprinted on each container for a modest cost. It was moved, seconded and approved to accept this recommendation. We should have the new containers within 3-4 weeks.

Discussion turned to the topic of office space for Campus Ministry, Chris Boike, who is the coordinator, and the need for spiritual and religious counseling. Don Cavalier, director of Counseling and Career Services, has volunteered space in the counseling area for Chris to use. Chris is a part time employee and can use office space there. The area is appropriate to offer private, personal religious and spiritual counseling. It was moved, seconded and approved to accept this change. The Equity Room in Hill 15 will remain a shared resource area for GLBT issues, Veteran’s issues, and diversity issues and resources.

Chuck initiated discussion on the need for an additional security officer on campus. Currently there is one security officer on campus, Dale Martinson, working 40 hrs. per week, 12 months per year, and student employees cover an additional 24-28 hrs. per week. Gary Willhite, director of Residential Life, has recommended hiring an additional security officer for an additional 40 hrs. per week, 9 months per year (roughly Aug.-May when classes are in session). The position would be a union position. Discussion centered on expanding the coverage to help improve overall security and backup for emergencies. Other campuses have significantly more coverage. It was moved, seconded and approved to accept the recommendation with implementation/hiring soon.

A request has been made to hire an additional staff position to assist with Financial Aid processing. To offer better, more timely service to students, a 50% time position for 9 months was proposed. It would be financially feasible and would help the Office of Student Financial Aid during the “crunch time.” The classification would be student personnel

worker. It was moved, seconded and approved to authorize the creation of this part-time position, with implementation/hiring soon.

Peter will take the lead on coordinating the annual United Way fundraising campaign with faculty and staff on campus.

Peter gave a status report on Dining Services. Student comments have been quite favorable overall. Final enhancements for the serving area in Brown Dining Hall and for the first floor convenience store after Labor Day. Last year approximately 200 people on average were purchasing lunches. Initial counts this year put that number at 400-415, so more people are trying the meals from the new provider, Sodexo. There has not been a "mass exodus" off the meal plans by contract students, so that is also a sign that students with meal plans are seeing the value and are generally happy with the quality of meals.

Tricia reported that the recommendation for the design/build firm for the new residential apartment complex has emerged from the scoring process. The unanimous recommendation was to hire Community Contractors with Michael J. Burns Architects for the project. Final approval for that recommendation is on the docket for the U of M Regents' Sept. 11-12 meeting. Once approved, construction could begin very soon, with the goal of completion by July 1, 2009. Tricia also discussed a handout detailing several scenarios on the lower than estimated costs of construction. Some money may therefore be used for more sustainable processes and/or options along with some combination of lessened debt service.

The issue was raised of the student fees and course fees and how those fees do not currently have a consistency across departments. Chuck suggested it is time to bring a new group of campus representative together to analyze and discuss this with the suggestion of coming up with a list of principals and criteria that could be used to make the process more consistent. The topic will be discussed at future meetings, but attendees should be thinking about names to recommend for this group.

There is some question of inconsistency also in the fringe packages offered for adjunct faculty. Only professors, assoc. profs, asst. profs, and instructors have faculty rank. Lecturers and teaching specialists are considered adjuncts and are P&A without faculty rank. The question is at what point do part-time P&A become eligible for health plan coverage and at what level. Les and Tricia will follow up on this question.

Peter reported that the Downtown Apartments are essentially filled. Approximately 40 students are living there as well as two staff members and one faculty (all in the single apartments). There are a few spots left, but most are filled. Most of the student residents are returning students.

Respectfully submitted, Andrew Svec.