

## U OF M, CROOKSTON ADMINISTRATIVE CABINET

January 9, 2009

Selvig Hall Room 308, 10 a.m.

### Meeting Minutes

Present: Tom Baldwin, Chuck Casey, Tricia Sanders, Andrew Svec

Absent: Peter Phaiah, Les Johnson

- I. Meeting began at 10:15 a.m.
- II. After motion and second, minutes from the Jan. 5, 2009, meeting were approved.
- III. Barbara Ricord joined the group as she is involved with the scheduling of the June 2-4, 2009, Administrative Retreat. The scheduled dates seem to work with the majority of the Executive Committee, however, Barbara discovered Mt. St. Benedict's meeting facilities are booked for those dates. Options are to hold the retreat on campus during the same dates, which also saves money, or to move the retreat to June 8-9 and hold it at Mt. St. Benedicts. The choices will be discussed and one will be selected at the Jan. 15 meeting of the Executive Committee. Barbara left after this was discussed.
- IV. Budget
  - To meet budget deficit challenges in current fiscal year budget, Gov. Pawlenty has used his executive power to "unallot" the U of M system \$20 million for the current fiscal year budget (he also unallotted MNSCU system \$20 million).
  - We still do not know what the Crookston campus share of the unallotment will be. We should receive word from central admin soon.
  - Tricia explained there may be some cost pool reductions, which would lessen the cuts our campus would need to make, but there is not yet confirmation of this.
  - The group will continue to elicit ways to reduce spending, to increase revenue, and to save money via collaboration among campus units from directors and dept. heads.
- V. Drafting of Compact Document
  - The 2008-09 compact document needs to be completed and submitted to V.P. Robert Jones by Wed., Jan. 28 (ten work days before meeting with him on Feb. 11).
  - The group reviewed the instructions for preparation of the document.
  - Given the budget situation, it is unlikely new money will be distributed via this process, but the process is still important to complete for strategic planning and prioritization.
  - Document can be 6 pages long plus one page of budget info, also one page of appendices/info for each of 9 sections. Appendixes (one page of details per 9 areas) include:
    1. Space and Facilities
    2. Academic Programs and Student Assessment Planning – info about proposed environmental science degree program
    3. Research – Tom Baldwin and Dept. Heads

4. Diversity Planning and Assessment– Thomas Willimas and Peter Phaiah have worked on a document, highlights of which may be used, also info from Amber Evens-Dailey (recruitment goals for diversity)
  5. Outreach and Public Engagement – Peter Phaiah and Lisa Loegering
  6. International Scholarship and Engagement – Kim Gillette
  7. Interdisciplinary Initiatives – Dept. Heads
  8. Capital Campaign Priorities and Planning – Corby Kemmer
  9. Operational Performance Measures – Bob Nelson and Sara Kaiser should have data – esp. Fall 08 to Spr. 09 retention data?
- - Items for which start up funding was provided in FY08 will need status report: UROP, Honors program, Counselor position, Academic support and advising.
  - Items for safety and compliance: financial aid for compliance and possible MPCA water quality issue near UTOC (unless it is covered by HEPRA).
  - Unit overviews: directors and dept. heads will be asked to provide information.
  - Andrew was assigned to compile all provided info received from various contributors and edit it with a singular style/voice.
  - New goals for elaboration: 1) proposed environmental science degree program; 2) Sustainability Center; 3) Entrepreneurship Center for rural development; 4) Online program in nursing – collaboration with UMTC School of Nursing; 5) Online Service Call Center.

The meeting adjourned at 11:45 a.m.

--Respectfully submitted by Andrew Svec