

ADMINISTRATIVE CABINET
November 10, 2008
Minnesota Conference Room – 8:30 a.m.
Meeting Minutes

Present: Tom Baldwin, Charles Casey, Peter Phaiyah, Tricia Sanders and Andrew Svec – Absent: Les Johnson,

- I. Minutes from the Nov. 3 meeting were approved with minor typographical changes.
- II. Peter and Don Cavalier have developed a general document of guidelines refined from a March 2008 document that deals with appropriate responses to disruptive student behavior in the classroom and in other campus meeting situations. The document is adapted from Board of Regents policies with modifications for the Crookston campus. They would like to distribute the document to faculty and include it in new faculty information packets. A motion was made, seconded and approved to move forward.
- III. It was discussed that the campus needs to move forward with training for emergency procedures with designated faculty and staff members in each campus building. Chuck will meet with Tim Norton this week to discuss the process, which will likely be coordinated by Tom Feiro.
- IV. Peter presented a list of members of the various committees dealing with retention issues. The intent is to have these groups focus on different aspects and ways to improve retention. There is a need for more faculty representation on the new student seminar committee. Chuck asked Peter to request additional faculty participants on the advising committee. That committee will also be charged with compiling a list of best practices in advising as well as an inventory of current campus practices.
- V. 2009-2010 Budget
 - Tricia gave an overview of all funds in each area and showed beginning FY08 and ending FY08 amounts, as well as the difference in each account.
 - Academic Affairs – there was a higher tuition reserve last year due to more students than originally budgeted for. Some additional money went to the cost pool. Also, money from this reserve went toward unassigned instruction. There will likely be a need to keep money in tuition reserve when dealing with this year's budget.
 - Technology – the balance will go to help fund the computers for graduating students that will begin at the end of this semester and continue next spring.
 - Library/Media Services/Telephone/NETS – these four were split out into their own separate budgets instead of a single subdivided budget.

- Bookstore – some money of any balance will likely be used to help address/improve advising issues
 - Balance Sequestering – was essentially a “loan” from Central Admin a few years ago. This is the fifth year of paying it back. Balance should be 0 by the end of this fiscal year. With the balance sequestering paid, there may be an additional \$200K available for FY10 .
 - Transportation – the campus just purchased 3 new vehicles, which should take a chunk of the balance
 - Parking – has a balance, but that will likely be used for resurfacing Lot E and any new work done as the new residence hall is built and ready for next summer.
 - Food Service – balance – Brent Melsa’s resignation will add to the balance. Some of the balance will need to go to address some additional equipment replacement needs that emerged this summer during the remodeling of kitchen.
 - Residential Life – increase in students living on campus means additional dollars, most of which will go to help make the payment on the new res hall.
 - Chancellor’s Office – some of the balance went/will go to cost pool and other designated needs.
 - The U of M System is looking at a 1% to 3% retrenchment due to the state of the economy and state appropriations. That would translate to \$202K to \$608K for the Crookston campus, respectively. That amount will not be known for some time, as we wait for Dec. reports.
 - Chuck will speak about the budget situation at Campus Assembly, Wed., Nov. 19.
- VI. Pulse Survey - The responses from the staff part of the Pulse Survey were comparably, and in a few cases, better than, the other U of M campuses. Nothing warranted special concern.
- VII. NSSE – the 2008 results for the National Survey of Student Engagement for the U of M, Crookston show the campus compares favorably to, and in some cases significantly higher than, its selected comparison groups.
- VIII. With no further business, the meeting was adjourned at 10:25 a.m.
- IX. The next Cabinet meeting will be Monday, Nov. 17, 2008, and an additional special meeting will be scheduled in the next two weeks to discuss the budget and the capital building project the campus would like to forward for the 2012 list. This will likely be a wellness center or combination wellness/admissions center to be added on to the current sports center (with possible connection to Skyberg and/or Centennial Hall).

--Respectfully submitted by Andrew Svec