

**ADMINISTRATIVE CABINET**  
**Minnesota Conference Room – 8:30 AM**  
**November 3, 2008**  
**Meeting Minutes**

Present: Charles Casey, Peter Phaiah, Andrew Svec, Tom Baldwin, Tricia Sanders, Les Johnson and special guests Laurie Wilson & Stacey Grunewald

Minutes: Peter made a motion to approve previous minutes. It was seconded by Tricia. The group approved the minutes.

- I. Laurie Wilson and Stacey Grunewald handed out to the group brochures and Tobacco Free Campus Update hand-outs. Stacey informed the group new articles with appear in the weekly Eagle's Eye. Banners, window stickers, display cases and posters have been made and are being strategically deployed. Polk Co. Public Health Dept. will be assisting UMC with presentations and information. A fact-a-day will be placed on the UMC Today page. Book markers will be handed out after Thanksgiving

Vickie Svedarsky and Stacey attended cessation training that can be implemented at UMC. These 8week programs will be offered on campus. The Clear Way (Quit Plan) program (8 wk.) will also be available for faculty and staff. Insurance can be used to pay for Nicotine Replacement Therapy (NRP). A presentation was made at all sections of GenEd 1000. Students were given tobacco education packets to review for a homework assignment.

Five students informed Laurie Wilson they have stopped using tobacco products since the beginning of this semester.

Peter mentioned that we need to work on an effective communication piece to the campus to be released before the end of the semester and again after Jan. 1<sup>st</sup>.

Chuck indicated we need to work with venders that come onto campus as well as visitors, including those attending high school sporting events.

Andrew suggested an appropriate segment on Saturday Insight.

Laurie Wilson will update the Executive Committee at their next meeting.

- II. Sustainability Committee- Chuck gave the group a draft copy of the newly formed Sustainability Committee's charge. The scope of the committee was intentionally flexible so the leadership in the group could further develop their role and ownership. Chuck shared a prospective list of the committee members:

Jason Brantner, Linda Kingery, Eric Castle, Martin Lundell, Paul Aakre, Kent Freberg, Tim Norton, Pat Kelly (City), John Steiner (Waste Management), and 3-4 students. There will be a few more appointments. The chair has yet to be determined.

- III. Course Fees- Chuck had shared a letter he had sent to the Course Fee Committee. The letter included a U of M Board of Regents Policy for Course Fees and UMC policy and guidelines.

Chuck has requested student representatives from CSA. The letter asked committee members to convene, review our guidelines and make recommendations. The committee's decision making process usually occurs in late January or early February.

- IV. Student Fees- Chuck shared a similar letter he sent to the Student Fee Committee. They were given the same basic directive. CSA will need to submit names of student representatives.
- V. Facility and Administrative Cost Recovery- Chuck told the group we needed to follow-up and officially approve the assessment of indirect cost associated with external grants, contracts, and sponsored activities. Chuck shared an e-mail with the group that reviewed the policy and the distribution of such recovered funds. Tom made the motion to approve the established policy and distribution formula. The motion was seconded by Peter. After a brief discuss on the distribution of ICR funds the motion passed.
- VI. Budget/Compact Oversight Meeting- Chuck informed the group that we are officially on the Compact Budget docket. Our time has been set for Wednesday, March 11<sup>th</sup>, from 8-10 a.m. Chuck and Tricia will attend the meeting on behalf of UMC. This time may change.
- VII. Andy Furco's Public Engagement Visit- The group reviewed several possible dates in February and March. Tom will be on vacation from Feb. 14<sup>th</sup> through the end of the month. Chuck will not be on campus Feb. 18<sup>th</sup>- 20<sup>th</sup> and March 4<sup>th</sup> & 5<sup>th</sup> are not good for Linda Kingery. February 24<sup>th</sup> & 25<sup>th</sup> and March 3<sup>rd</sup> were the remaining dates that would be good for us. These dates will be shared with Andy and a date and possible back-up date will be determined.
- VIII. Bonding/Building Request- A meeting has been set for Wednesday, Nov. 5<sup>th</sup> at 9:00 a.m. with architect Michael J. Burns. UMC representatives will meet with the architect to begin to share concepts for a) a wellness center or b) a combine wellness/student service center. Conceptual drawing will be needed by February. This will help with our "ask" (2012 agenda) and to show potential donors. We will need to come up with 1/3 of the cost of the facility.
- IX. Pulse Survey- Chuck shared some of the results from the system-wide Pulse Survey. We did not do as well as some of the other U of M campuses. Les will obtain some comparative numbers from our results from the past three surveys. Les will also get a breakdown on the distribution of the participants (fac./staff).
- X. Tricia indicated she is about 85% confident that we have a handle on the carry-over from last year's budget. She has confidence in general accounts with less confidence in the small distributions within general accounts.
- XI. Chuck told the group based on President Bruininks letter and the current economic issue facing the State of MN, the University may be facing approximately 1% retrenchment. Chuck asked the group to think about what we would do if we had to face a 2-3% retrenchment. The University will not automatically fill all the positions opened by the early retirements.

Respectfully submitted,

Peter Phaiah