

ADMINISTRATIVE CABINET
Student Center Conference Room – 8:30 AM
May 12, 2008
Meeting Minutes

Present: Charles Casey, Thomas Baldwin, Peter Phaiiah, Krista Lemos, Les Johnson, and Eric Johnston-Ortiz. Tricia Sanders joined the group for part of the meeting.

I. Minutes from the May 5th meeting were reviewed. Peter moved to accept the minutes. Motion seconded by Tom. Motion to accept minutes passed.

II. Old Business.

- Discussion continued on planning for UMC's executive retreat scheduled for June 3-5. The group reviewed previous task force recommendations and how to incorporate key elements into the agenda. Krista presented a first day agenda that highlighted improved organizational climate, leadership, and communications. Peter presented the second day's agenda focusing on recruiting and retaining students and methods to create an exceptional student experience. Eric presented the third day's agenda, which emphasized planning, financing, and sustaining UMC's future growth. Planning work for the executive retreat will continue.

III. New Business

- Requests for room assignments were discussed.
 - a. Jack Geller, Department Chair for Arts, Humanities, and Social Sciences requested that room 116 in the Sahlstrom Conference Center be converted from a small video conference room into a department meeting room. It was also requested that the room have cabinets and bookcases built and a door connecting the conference room to department offices be added. There was discussion noting there continues to be a campus need for a small video conference room. Tom moved to approve the use of room 116 Sahlstrom Conference center for use as a conference room for Arts, Humanities, and Social Sciences without a new door, new cabinets, or bookcases. The room will still be available for video conferences, when not in use by the department. Les seconded the motion. Motion passed. It was noted Jack had requested that it would be very helpful to have the faculty in his department all located closer together. Earlier, at least one other department had made a similar request. Consideration will be given to trying to locate faculty closer to their department as office space becomes available.
 - b. A request to switch the location of the Business Department Office and the Math, Science, and Technology Office was considered. One major advantage of switching offices is the Business Department office would be located next to the new Business Conference Room. Tom moved to have the Business Department and the Math, Science, and Technology Department switch office locations. Eric seconded the motion. Motion passed.
 - c. Polk County and State Department of Human Services is currently leasing room 208 in Dowell Hall. Polk County has requested an option to continue leasing the

space on a year-by-year basis after July 1, 2009. Due to the fact that enrollment is increasing and there are no plans to build a new building, there is currently a shortage of classroom and faculty office space. Discussion pointed out that UMC needs to allocate prime classroom space to the needs of students and programs before leasing it to outside entities. Tom moved to discontinue leasing space to the Polk County and State Department of Human Services effective June 30, 2009 with the provision that they can have access to available classroom space in the evenings and evenings as needed. Peter seconded the motion. Motion passed

- Les explained the Board of Regents approved the University's proposal for an early retirement option. Details of the plan will be made available on May 14th. All eligible employees will receive an e-mail from Employee Benefits explaining the program. The University is also planning to have a Breeze website, that includes a question and answer section explaining the early retirement incentive option in detail, active by the end of the May.
- Tom and Chuck reviewed the budget proposal made to the University's Board of Regents. Due to the fact the state legislature had not yet passed an education bill, a number of budget scenarios were explained. The University is committed to holding down increases to the cost of student tuition. However, if the state legislature cuts the University request by 10 million dollars, average University-wide tuition may rise by approximately 7.5% and if the legislature cuts the University's request by 27 million dollars, average University-wide tuition may rise by approximately 9.5%. There is a delicate balance between reductions in state funding support, tuition levels, and maintaining high-quality educational programs.
- UMC will need to submit its budget in early June for the next academic year. Tricia explained the only budget request item that had been approved by the University was the Founder's Scholarship program. All other initiative will need to be funded from UMC's internal budget. Preliminary forecasts suggest a budget shortfall for the 2008-2009 academic year. UMC will need to reduce unassigned instruction expenses and some categories, which have budget surpluses, may need to be transferred. Student registration is up 15% from the same period last year and modifications to the preliminary budget should result in a final budget proposal that is balanced.

IV. There being no further business before the cabinet, the meeting adjourned at 10:58 AM.

V. The next meeting is scheduled for 10:00 am on May 21st in the Minnesota Room.

Respectfully submitted,

Les Johnson