

U OF M, CROOKSTON ADMINISTRATIVE CABINET
Meeting Minutes – August 3, 2009
Minnesota Room, Sargeant Student Center, 8:30 a.m.

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

Absent: Les Johnson

Guest: Dan Svedarsky

- I. Minutes from the July 29 meeting were reviewed and approved
- II. Guest Dan Svedarsky provided an overview of the Minnesota Green Corps. He is completing an application for UMC to be a host campus of this program, which is affiliated with AmeriCorps. The Minnesota Green Corps is administered through the Minnesota Pollution Control Agency (MPCA). For this year the MPCA is looking to send Green Corps workers to approximately 9 host sites across the state. Dan is proposing to request three specialists:

- Local Government Energy Conservation Specialist – this position would tie in nicely with the Otter Tail Energy Challenge program UMC was recently awarded
- Living Green Outreach Specialist – this position would work well with initiatives involving recycling and related to the new LEED certified res hall
- Local Food System Specialist – the position would work well with initiatives being promoted by the Northwest Minnesota Regional Sustainability Partnership

Positions would be staffed from Sept. 9, 2009, through the end of July 2010. MPCA covers the salaries, UMC would provide supervision (by Dan) and office space.

Tom moved that the Administrative Cabinet support the efforts for application for the Green Corps positions/host site, Peter seconded, and motion carried.

- III. The above transitioned into a discussion of space issues and requests. If UMC receives 2-3 Minnesota Green Corps positions, they will need office space.

There are many requests for office space.

A request had previously been approved for the Ag and NatR Dept. to use Hill 109 for a mail room and office supply area for faculty and staff. One of the options for Green Corps office space would be the work station in Hill 109. Chuck suggested Dan visit with Ron Del Vecchio to discuss the possibility of assigning that space to a Green Corps position or two (if awarded). Other possibilities include the cubby offices located on the west side of Owen 217. Dan will visit with Ron to discuss possibilities and a request proposal will emerge from those discussions.

A request was made by Ag and NatR Dept to use Hill 205 as a faculty office. (The office had been vacated by Bobby Holder upon his retirement this past spring.) It was moved, seconded, and approved. This leaves Owen 202 open at the moment.

The request for space by the Math, Science, and Technology Department for an informatics lab and related server room, as wells as a computer software technology library and equipment

area that was tabled from last meeting was brought up again. There are competing requests for office space from the Business Department. This is a complicated request and the group asked to call a separated meeting with the department heads for Tuesday, Aug. 4, at 10:30 a.m. in Selvig 308. Questions can then be asked directly from the involved department heads.

- IV. Andrew presented the proposed printing rates for 2009-2010 for the Printing Unit within University Relations. The prices would go up slightly for some services, including a half-cent increase for photocopies. Rates for large format poster printing will be presented separately. The rates are modest and are meant mainly to offset increases in paper costs. Peter moved to accept the rates, Tom seconded, motion carried.
- V. Tricia presented year-end budget information for FY 2009-2010.
- Tuition fund – Actual tuition revenue came in at about \$795K, which was slightly more than the budgeted amount.
 - Departmental fund balances – some reduction in balances were noted in a few areas.

A question was raised whether UMC is being paid the appropriate portion for any University of Minnesota students taking online classes offered through this campus. There is need for clarification on the percentage UMC receives for these classes based on the block tuition rates. Tricia said we have been receiving the funds, but she will follow-up to confirm the percentage and if we have been receiving the correct amount.

- VI. Peter presented the group with the initial steps of a proposal that would integrate some of the new Evergreen Hall facilities into the curriculum. Student Affairs, Residential Life, HRI, and Sodexo have been discussing the possibility of utilizing Evergreen Hall's gathering space, snack bar, and residential rooms (summer) as laboratories for HRI students and other majors to enhance their educational experience. More details will be presented to Cabinet on August 10 or 17 when Ken Myers will make an official presentation to the group.
- VII. Meeting adjourned at 10:40 a.m.

--Respectfully submitted by Andrew Svec and Peter Phaiah

U OF M, CROOKSTON ADMINISTRATIVE CABINET
Meeting Minutes – August 4, 2009
Selvig 308, 10:30 a.m.

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

Absent: Les Johnson

Others present: Tim Norton, Ron Del Vecchio, Sue Brorson, Adel Ali, Jack Geller, Jeff Sperling

The Cabinet met with the department heads, director of technology services, and director of facilities and operations to determine space assignments for new faculty and other space requests as was decided at the Aug. 3 Cabinet meeting.

After a lengthy discussion of options the following resulted:

I. Andrew moved, Tom Seconded, and motion passed of the following:

Dowell Annex 148, Dowell Annex 149, Dowell Hall 123 B, and Dowell Hall 201 will be allocated to the Business Department for faculty offices. (DHA 148 & 149 will be painted and have carpeting installed, Facilities will check on need for painting in DH 201 and 123 B and paint if needed.)

Two adjunct faculty from the Math, Science and Technology (MST) Dept. currently using Dowell Hall 201 and a cubical in Dowell Hall 203 will be assigned to spaces in Selvig Hall 207.

Dowell Hall 203 will be allocated to the MST Department for library, equipment, and research space relating to computer software technology.

II. Tom moved, Andrew Seconded, and motion passed of the following:

Dowell Hall 208 will be allocated to the MST Department for the development of an informatics lab and Dowell Hall 215 will be a supporting server and technology room for that lab. (Funds for conversion will come from federal stimulus dollars through the U of M, and Adel will work with Jeff and other technology support staff on this conversion).

III. Meeting adjourned at 11:20 a.m.

--Respectfully submitted by Andrew Svec