

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
September 29, 2008
Meeting Minutes

Present: Charles Casey, Peter Phaiah, Andrew Svec, Tom Baldwin, Les Johnson and Tricia Sanders

- I. Chuck passed along his appreciation to all involved in the Homecoming Weekend activities. He personally was pleased with the success of the weekend. He also heard many positive comments at all the events he attended. Chuck said there was lots of energy at the sold-out Athletic Banquet. The Parade was great and it appeared to have more units/groups involved this year. The parade lasted almost 45 minutes.

The Sargeant Student Center dedication went well with a great turn-out. People were upstairs and downstairs listening to the presentations. Regent Allen was able to attend the event. Everyone did a great job. Chuck asked the group to pass along his appreciation for the event and the entire weekend. The Bookstore appeared to have a great day. Both the tailgates were nice. Chuck overheard some Moorhead fans talk about the great set-up and turn-out. There was a good turn-out for the UTOC event, as well. Many folks including several coaches make it to the post-game activities at Minakwa.

Individuals from the Class of '68 were very impressed. One alumnus commented he has not been on campus since '68 and he was very excited about what's happening on campus.

Both Chuck and Andrew commented on the great support the media gave UMC the entire time. Everything was very positive and complimentary.

- II. Les addressed the group about Americans w/ Disability (ADA) training opportunities. This would be part of an ongoing training for supervisors so they will be more aware of how to deal with relative situations (i.e. if some gets hurt, if someone has a disability, what is confidential, what a supervisor can ask and expect of certain documented employees, etc.) Les indicated Mary Harris from the TC campus could conduct a series of these training sessions. Besides providing training on laws and procedures, they will also assist supervisors to evaluate and update job descriptions.

The group agreed this needs to be done. Les recommended this be presented to the Executive Committee. Tom said he would also bring this up with Academic Affairs. Les indicated that in some cases, if not all it is best to have the employee contact the TC Office of Disability Services. This may be best due to confidentiality. They in turn will contact the supervisor to ensure appropriate accommodations are considered and implemented. It is important that the employee be able to perform the essential job tasks w/ appropriate modifications/accommodations.

- III. Chuck asked Peter to give an update on the ATOD schedule. Peter reviewed the ATOD Calendar that he sent out to the Executive Committee. He indicated the Tobacco-Free Campus initiative was part of the Campus-wide Wellness Committee's goals and objective. The Wellness Committee has met and will continue to meet to address wellness issues on campus, such as a Tobacco-Free Campus. Peter indicated a subcommittee of the Wellness Committee was formed to focus on the Tobacco-Free initiative. Laurie Wilson, Vicki Svedarsky, and Stacey Grunewald are heading up this initiative with support of Student Affairs. Peter said he has allocated Coke initiative funds to support the promotion and advertisement of the Smoke-Free initiative. The theme "Tobacco-Free UMC: A Healthy Place to Learn, Work and Live"
- IV. Chuck told the group that we needed to update our Administrative/Emergency Notification List. This needed to be done due key employee turn-over. Chuck indicated Barbara Ricord will send out the most update version so the group can review. This is also important to have in place to review of school cancellation/closing mechanism. It is important that we review the calling chain and the appropriate individual/s contact the media and post the announcements.
- V. Chuck told the group Tom was putting together a group to address our building needs for the next Biannual budget request. The work group should meet a few time to outline our needs as well as consider what would most likely be approved. Bob Kvavik is coming to campus on Oct. 21st so it would be advantageous to have suggestions in hand for that meeting. Stephanie has done considerable work on a Wellness Center so we need to see if this concept can be integrated. There will be a domino-effect when we build this new complex. Chuck reminded the group remodeling can sometimes be more expensive than new construction.
- VI. Chuck shared a newspaper article from the GF with the group. The article referred to potential hiring freezes to MSUM.
- VII. Chuck talked about the steps being taken to form the Sustainability Committee.
- VIII. Chuck told the group we needed to invite Kim Gillette and Thomas Williams in for one of the next few Cabinet meetings so they can update us their areas.
- IX. Peter told the group he will be out of the office on Oct. 2nd & 3rd to attend the MN Campus Compact. Gary Willhite will be in charge of Student Affairs in his absence.
- X. There being no further business before the Cabinet, the meeting adjourned.
- XI. The next Cabinet meeting will be Monday, October 6, 2008.

Respectfully submitted,

Peter Phaiah