

Chancellor's Cabinet

June 1, 2009

8:00 a.m.

Present:

Chuck Casey, Tom Baldwin, Peter Phaijah, Tricia Sanders, Andrew Svec and Les Johnson

I. Minutes- Peter made a motion to accept Cabinet Minutes from May 31, 2009. Andrew seconded the motion. Motion passed.

II. Old Business

A. **Tim Norton- Special guest to discuss summer maintenance projects and priorities-**

Chuck indicated that during the past few summers UMC had extra HEAPR funds available to get several projects done. These funds also permitted us to extend the contracts of several term employees (i.e. 10-mth. to 12-mth.). This summer we do not have as many 9-mth. employees working on campus. The extra funds from past summers have been spent down and we only have access to the balance of this year's allocations. Therefore, priorities must be set for available funds and workforce.

Brian Dingmann also joined the group. Brian updated the group on the classroom and knuckle space in the new residence hall. The classroom will be 1050 sf. It will seat 63 students at seven, 7' round tables. There will also be a teaching center/station. The tables (w/ center communication pedestal) and chairs were initially quoted to be \$24,000 from Gaftney's. Community Contractors said their carpenters can make the tables for a better price. The technology and AV equipment will range from \$11,180 to \$15,080 plus a little more for cabling (CAT5 to each student). Tom made the motion to approve \$39,100 (\$24,000 + \$15,100) for the special tables, chairs and extra technology. Peter seconded the motion and motion carried.

After Brian left the meeting Tim continued the discussion on Facility Management priorities.

Tim mentioned the following requests, but they are not in any particular order (TBD):

- Admission/Financial Aid, One-Stop, Owens Hall 170- A request was submitted to replace the carpet. The estimate was approximately \$10,000 (\$7,000 for carpet & \$3,000 for labor including disassembling and reassembling the work stations).
- Athletics- Replacing floor tile main corridor at approx. \$25,000
- Baseball and softball dug-outs- approx. \$20,000.
- Gazebo- needs maintenance to preserve the life and appearance of the structure.
- Selvig Insect Issue- Needed exterior work (repair wood rot, tucking, flashing and painting) to help eliminate bugs from entering the building. Kerry Preuser from Michael J. Burns Architects reviewed the structure. There is an estimate of \$80,000. Perhaps HEAPR funds may be allocated for the project.
- Selvig Hall and Hill Hall electrical issues- Perhaps HEAPR funds can be used.
- Dowell Hall Space- An office space is coming available in Dowell 215A and a classroom in Dowell 208. A technology closet is needed. A decision is needed to be made if the remaining space will be a classroom or office.
- Brown Dining Room needs some signage and secondary WOW. A few sets of tables and chairs may also be purchased as part of the new facelift. The HVAC in the building needs switches and controllers to improve utility efficiency.

- UTOC Drainage Plan, as required by the MN Pollution Center. HEAPR fund might be utilized.
- Smart readers on exterior doors across campus. Bob J. from central security submitted recommendation project in # 8 on list of 27 projects. Tim will present list at June 8th meeting.

Still questions on funding are unanswered.

- B. **Retreat Plans (finalized)**- Jody Horntvedt will arrive on campus this afternoon (noon-2:30 p.m.) to go over the plans with each group chair/s. Details to be reviewed and see how she can help facilitate for each session.

Tricia and Chuck have refined a PowerPoint on the budget. It will be presented on Tuesday.

- C. **Summer Cabinet Meeting Dates**- Options were reviewed. Starting June 17th the summer meetings will be on Wednesdays from 8:30-10:30 a.m. We will return to Mondays starting in the fall.

- D. **ESL Policy**- Issues on grading. There was a move to make all 900 level classes Pass/Fail. It was brought to FCC and discussed. One issue for ESL students (also 900 level) is that there would be no motivation to work hard if it was Pass/Fail. Motivation is to get a good grade, especially for our international students. In the past, ESL students needed at least a B- in a course in order to move to a higher level class.

All 900 level classes are developmental, however ESL courses are part of their required program. Tom to discuss this future with Jack, Bob & Ki-tae.

The next meeting will be 8:30 a.m. on Monday, June 8, 2009.

Respectively Submitted ,

Peter Phaiah