

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

Present: Charles Casey, Thomas Baldwin, Peter Phaiah, Les Johnson and  
 Krista Lemos

Absent: Eric Johnston-Ortiz

I. Cabinet minutes from the February 25<sup>th</sup> were reviewed. Peter made a motion to accept the minutes and Krista seconded the motion. The motion to accept the minutes was passed.

II. Old Business

- Back in January the group discussed wiring upgrades in Dowell 217. The initial request was for a landscape lab and then a GIS Lab was discussed. Chuck asked Tom to clarify if the initial request would have any impact on the future GIS proposal. Tom indicated the wiring proposed would not affect the GIS proposal. Tom made a motion to approve the proposal for the wiring for the landscaping lab. Krista seconded the motion. The motion passed unanimously.
- Comprehensive Review (3-year reviews)- Les had discussed the Comprehensive Review (CR) process with Francine at the TC campus. The following information was gathered:
  - UM Extension- group has not lately done directors level or below, but they are doing deans and administrators.
  - UMM – is considering to conduct comprehensive reviews on only deans and above.
  - University Libraries- does it only for the Assoc. Librarians and Librarian
  - UMD- does it for their head coaches as well as for their deans and above.

There was discussion to have CR at UMC performed on the Associate Vice Chancellor, Vice Chancellors and Academic Department Chairs. Tom recommended that CR would be done on directors if requested by their supervisors. The CR would be done to gather information and be developmental, not punitive. Krista brought up the 360 degree review (campus-wide interaction view). Tom asked if a single group should conduct the CR for consistency. If a consistent group was not used Tom said we need to make sure standardized questions should be used with a few customized question based on the employee's duties. Les suggested that directors continue their annual performance reviews and implement a 360 degree review every 3-5 years. Chuck recommended the topic be brought to the Executive for further review before any decisions were made. The topic was tabled until the matter is discussed with the Executive Committee.

- Student Service Fees- The Chancellor has about two weeks before he must make his decision in the process for the student service fee proposal. The recommendation was a \$12/sem. or approximately 6% increase over FY '07-'08. Chuck said he consulted with Eric Burgess to get Eric's suggestions or ideas. Peter gave the group a hand-out that contained this year's rates from some of our regional competitors (UND, NDSU, Moorhead, Northland CC, UWI- Stevens Point, UWI- Rivers Falls). Most of these schools were at the same stage in the process in trying to make decisions on next year's tuition and fees. Most indicated a 4-7% increase but they had to wait and see what was happening with State allocations. That would have some impact on initial estimations. Peter would try to obtain specific from the schools within the U of M. The issue will be tabled until some of these additional details are gathered.

- SIFE- There were two unresolved issues (continual student support & construction code). Eric was not present but provided group a hand-out that contained the names of 6 students (4 business & 2 communication students) who would fill-in next year for Joe . Eric did not provide any additional information on the scope of any code concerns regarding building the wall and installing the door. Les made a motion to approve cost sharing of 50% of the cost of construction (\$1,250 of \$2,500) contingent upon the job being compliant with building code. If there are any problems the proposal must come back to this group for approval. The motion was seconded by Krista. A vote was taken and the motion carried (was approved). Krista will follow-up with Ken and cc Tom Fiero and Eric Johnston-Ortiz.
- Course Fees- Eric had distributed information packets prior to the meeting. Eric told Chuck he would vote “No” to the request to approve new course fees. Peter asked is the issue the amount of the fees proposed or is it the number of fees (6-7 or total). Tom said part of the issue is that we are not following the guideline. Tom also said he was considering zero-based budgeting process for next year’s request. We need to ask the “Do we need to increase budgets to cover the various departments’ needs or do we charge students in courses that provide extra out-of-class experience?” The Course Fee Committee recommended not approving the request if they had to follow the guidelines. Tom made a motion to approve the increase in the on-line fee. This was tied to the overall program not an individual course. Krista seconded the motion. In the discussion Chuck made a friendly amendment to have the committee to review the guideline. The motion passed.  
Krista made a motion to support the Course Fee Committee’s recommendation (not to approve the fees). Les seconded the motion. The same friendly amendment as above was made. The motion carried.

### III. New Business

- Compensation Plan- Chuck handed-out a packet he received. It explained guidelines for salary increases for next year. The faculty increases are tied to contract negotiations. The P&A employees will have a pool of approximately 3.25% for merit increases. There was some discussion about the possibility of 3.0% going to departments with .25% for equalizing salaries utilized by UMC administration. Civil Servants and ASFME employees are not part of this process.  
The Compensation Plan will be brought before the Executive Committee.
- Retreat Topics/Agenda- Chuck asked the group to come back with some topics for this summer’s Executive Retreat. Look at possible measures, metrics, goals, and impact of 1500 degree seeking students.

IV. The next meeting is Monday, March 10<sup>th</sup>.

Respectfully submitted,

Peter Phaiah