

**ADMINISTRATIVE CABINET**  
**Minnesota Conference Room – 8:30 AM**  
**February 25, 2008**  
**Meeting Minutes**

Present: Charles Casey, Thomas Baldwin, Peter Phaiiah, Eric Johnston-Ortiz, Krista Lemos and Les Johnson.

I. Minutes from the February 18<sup>th</sup> meeting were reviewed. Tom moved to accept the minutes. Motion seconded by Peter. Motion to accept minutes passed.

II. Old Business.

- Eric presented a list of current course fees charged to students at UMC. Currently 53 classes charge course fees. In addition, a request has been submitted to add six more course fees to the list for the 2008-2009 academic year. The current policy guidelines state, “An overall goal of the University of Minnesota is to have no more than 6-7% of total courses charge an additional course fee. For UMC, it is anticipated 20-25 course fees will be submitted, or not more than 8-10 per center”. Some concern was expressed regarding the proliferation of courses fees over time. The question was asked, “What do the students receive for paying each of these fees”. It was agreed that more information needed to be collected and discussion will continue at the next meeting.
- Discussion continued regarding the food vendor RFP. Chuck shared the results of last week’s telephone conference call. The vendor will provide much wider menu options, training and professional development, uniforms, and name tags to staff. UMC will receive 15% of retail sales and 10% of catering income. UMC currently has about 500 students on the meal plan and the Morris campus currently has about 700 students on their meal plan. Yet, the level of reimbursement received by UMC is projected to be less 30 percent of that received by the Morris campus. The group was able to connect by telephone with Joyce Fasano, food services consultant, to discuss progress made to date and strategize the next steps in the process. Work will continue to refine the language of the RFP and clarify questions both sides may have in an effort to facilitate negotiations.
- Discussion returned to the SIFE business plan presented last week regarding the Golden Eagle Mix web radio station concept. Eric reported that he was going to double check to insure that there are no problems with building code requirements or legal restrictions. The group expressed concern that the project may not be sustainable over the long run. While SIFE had demonstrated success at running the Golden Eagle Coffee Shop, there was concern that they may not be able to sustain the personnel requirements that a web radio concept may require. Eric said he would provide more detailed information at next Monday’s meeting.

III. New Business

- Chuck passed out copies of minutes from the Senate Committee on Finance and Planning meeting held on February 5, 2008 and minutes from the Faculty Consultative

Committee on January 31, 2008. Chuck encouraged the group to read the sections regarding the new Enterprise Financial system and the discussion on University debt financing.

- Chuck announced that President Bruininks will visit the Crookston campus on Friday, March 14<sup>th</sup>. He and Krista will be working to schedule events and an agenda for the President's visit. The goal will be to identify those topics that best utilize the President's limited time.
- Tom raised the question, "Does UMC want to continue printing paper copies of the UMC Catalog and class schedule. Many campuses only offer this information on-line. There would be some cost savings by eliminating printed copies of this information. Tom said he is planning to bring this question to the Executive Committee later this week. The group agreed to continue discussing this topic after others have had an opportunity to provide their suggestions and recommendations.
- It was announced that Patricia Simmons, Regent Chair, will be the commencement speaker at UMC's May 2008 graduation event. Anyone with ideas for a commencement speaker for graduation 2009 is encouraged to forward those ideas to Chuck for consideration.
- Chuck stated that planning had begun for UMC's 2008 planning retreat. He would like to schedule time in the near future for the cabinet to take a more active role in establishing the agenda and setting priorities for the retreat. More discussion will continue at the next meeting.

IV. There being no further business before the cabinet, the meeting adjourned at 10:31 AM.

V. The next meeting is scheduled for 8:30 am on March 3<sup>rd</sup> in the Minnesota Room.

Respectfully submitted,

Les Johnson