

**ADMINISTRATIVE CABINET**  
**Student Center Conference Room – 8:30 AM**  
**August 4, 2008**  
**Meeting Minutes**

Present: Charles Casey, Peter Phaiah, Andrew Svec, Tricia Sanders, Thomas Baldwin  
Les Johnson was absent.

Minutes from the July 28<sup>th</sup> meeting were reviewed. It was moved to accept the minutes with the correction of a few minor errors. Motion seconded. Motion to accept minutes passed.

Centennial II Work Group: Dr. Casey indicated the need for a work group that could make quick decisions on questions about the new dorm. The make up of the group was to be Tim Norton, Peter Phaiah, Tricia Sanders, Gary Willhite, a student Megan Hulst (to be verified by Peter) and a faculty member Brian Dingmann (to be verified by Tom).

Facilities rental process was again discussed confirming that all on-campus requests for facilities reservations go to Michelle Ramstad in Facilities Management and all off-campus requests start with Barbara Ricord in the Chancellor's office, who then communicates with Michelle, who generates all rental/usage agreements for campus facilities. Barbara Cournia schedules classrooms for the academic year. The Cabinet may want to consider having Barbara Cournia schedule classrooms for the entire year to maintain consistency.

We reviewed Peters restructured proposal for distribution of the Coca Cola funding. Changes were suggested and Peter indicated that he would send it out again.

The 2008 Accountable to U report was distributed and discussed. It appears that some of the data is fall 07 and some is 07-08 year. The inconsistency raised questions of the number of degrees, the kind of degrees, the gross budget and other issues. Dr. Casey asked each member to read the report and provide feedback to Tom before Friday. Tom will respond to Joe Schultz by Friday.

Dr. Casey shared a sheet on scholarships. Melissa Dingman and Bob Nelson will be asked to come to a meeting to discuss the available scholarships and the funding for these programs.

Dr. Casey led a discussion about inviting legislators to campus to build relationships and help them better know the Crookston campus and its mission. U.S. Rep. Colin Peterson and his staff will be invited sometime fall semester. Cabinet will discuss a plan of what to highlight during the visit and University Relations will coordinate and make the appropriate contacts.

Next Wednesday a Chinese Delegation will be on campus. They will meet with UMC representatives from Business, Technology and ESL.

Currently there is a Korean delegation here on campus. They will also travel to Duluth and the Twin City campus on their 10 day visit.

Respectfully submitted, Tom Baldwin