

**ADMINISTRATIVE CABINET**  
**December 19, 2008**  
**Minnesota Conference Room – 1:15 p.m.**  
**Meeting Minutes**

Present: Tom Baldwin, Charles Casey, Tricia Sanders, Andrew Svec

Absent: Peter Phaiah, Les Johnson,

- I. Meeting had been rescheduled to 12/19 from 12/15 due to blizzard cancellation
- II. Minutes from the Dec. 8 meeting were approved.
- III. Calendars for 2010-2011, 2011-2012, 2012-2013, and 2013-2014 academic years were reviewed. Looked acceptable, but before final approval, Chuck asked for final confirmation from Bob Nelson. Andrew will re-confirm dates with Bob and either invite him to attend or will report back next meeting.
- IV. Tobacco-free policy starts Jan. 1, 2009.
  - Tobacco-free policy reaffirmation message was sent to UMC Official e-mail list on Wed., 12/17.
  - Some heating plant employees have raised the issue that they should be allowed to smoke at their post since they cannot leave their inside monitoring posts. Discussion centered on that if these employees have been smoking, they have been violating the current smoke-free policy adopted in 2004 for interiors of buildings and that when campus goes tobacco-free they will be in violation of the new policy if they smoke.
  - Policy violations need to be documented by supervisors.
  - Tim Norton will be asked to request Michael J. Burns and Community Contractors to notify their employees and construction workers on the new res. hall project that the campus will be tobacco-free starting Jan. 1, 2009.
  - Window clings or similar signage will be in place for Jan. 1, 2009, at all building entrances. Bookstore has been giving out bookmarks regarding policy and providing cessation resource info. Wallet cards have been printed and are available at Student Health and Student Center Info Desk.
  - Kim Gillette, director of international programs, has communicated with international students about the policy change.
  - Appropriate signage on campus exterior campus entrance signs may need to wait until snow is gone. Tom Feiro is looking at some options.
- V. Naming of new apt. style residence hall
  - An ad-hoc committee has been appointed by Chancellor Casey consisting of Gary Willhite (staff), Andrew Svec (staff), Mark Huglen (faculty), Harouna Maiga (faculty), and Megan Hulst (student) to address this issue

- The committee has proposed “Regents Hall” as the name to honor L.J. Lee and Lyman Brink, who had apt. style halls named after them. Lee Hall is already gone and Brink Hall will be demolished after the new building is complete. The new building sits on or near the site of both buildings. Lee and Brink were members of the U of M Board of Regents.
- The UMC Executive Committee supported the name Regents Hall at their last meeting on 12/18.
- It was moved, seconded and approved to pursue the name Regents Hall.
- The committee will complete the required forms and papers, solicit the support letters, and submit to the All Univ. Honors Committee.

#### VI. Office space

- Business Dept. Head Sue Brorson requested office space for two adjunct faculty who will be teaching micro- and macroeconomics starting Spring Sem. 2009 in January. It was moved, seconded and approved to provide space in the adjunct faculty office area in Selvig Hall 207.
- It was moved, seconded and approved to assign Adel Ali, Ph.D. and incoming dept. head for Math, Science and Technology Dept. to Dowell Annex 109. Bill Peterson, interim dept. head, will retain his office in Dowell Annex 243.
- It was moved, seconded and approved to assign Albert Kagan, Ph.D., incoming professor in Business Management Dept. to Sahlstrom Conf. Center room 110D.

VII. Amy Short, sustainability coordinator for the U of M, Twin Cities campus has asked for a contact person who would serve as sustainability coordinator for the Crookston campus. The cabinet discussed a couple names, but will table the discussion until those individuals return from traveling in January, so they may be consulted with before appointing anyone.

VIII. Compact document information from various campus administrators is being placed into a grid format by Chuck and organized by the various categories given in the instructions. This grid will be used to generate the compact document submitted to central admin.

IX. Retention Committee membership and membership in the various subcommittee was reviewed. Faculty representation has been increased.

The cabinet will meet next on Monday, Dec. 22 at its regular time to focus on budget issues.

The meeting adjourned at 2:50 p.m.

--Respectfully submitted by Andrew Svec