

ADMINISTRATIVE CABINET
May 4, 2009 – 8:30 AM
Sargeant Student Center – Minnesota Room
Meeting Minutes

Present: Present were Charles Casey, Peter Phaiyah, Andrew Svec, Les Johnson, Tricia Sanders, and Thomas Baldwin. Also present for the first part of the meeting were Gary Willhite, Stacey Grunewald, and Kimberly Gillette.

- I. Minutes from the April 27th meeting were reviewed. Tom moved to accept the minutes with some slight correction of minor typographical errors. Les seconded the motion. Motion passed.
- II. Peter explained the current process of Tuberculosis screening for international students on the University of Minnesota, Crookston campus. Stacey explained that UMC has an increasing number of international students who come from high-risk countries. In the last few years, it has been difficult to follow up with some international students who have active Tuberculosis because the students have not complied with normal treatment procedures or followed up by regularly taking medications. Stacey presented a proposed Tuberculosis Screening for International Students policy for the UMC campus. Peter moved to accept the new policy with the exception of eliminating procedure 6 (d) which proposed withholding internship checks. Andrew seconded the motion. Motion passed.
- III. Peter provided an update regarding the new residence hall gathering space and snack bar. The campus is at the stage in which it must decide on the level of service that will be built into the construction of the common area space. Peter proposed a level III food service facility that will provide students with a high level of service and convenience options and which will also support summer programming and other educational/workshop events. Tom moved to authorize up to \$115,000 to construct a level III food service area and furnishings for the adjacent gathering space. Andrew seconded the motion. Motion passed.
- IV. Tricia provided a project cost summary update on the Centennial II construction budget. At the present time, the Centennial II residence hall project is on-time and on-budget. The cost of the entire project is expected to be under the 10 million dollar budgeted amount. Currently, budget meetings occur at least once every two weeks to monitor progress and problem solve. Gary reported that furnishings have been ordered for the new building and will be installed prior to the start of fall semester. Gary also stated that both Centennial I and II will be at 100% occupancy for the fall semester. The signing of contracts for the other residence halls is on-going as new freshman and returning students continue to register for fall semester.
- V. Tricia introduced a proposed fleet rate change for FY10. The group reviewed the proposal and asked some questions. Tricia moved that in FY10 the mileage rate will remain unchanged for all vehicles, but the flat checkout fee will be raised and some penalty fees will be added as outlined in the proposal. Les seconded the motion. Motion passed.
- VI. Andrew provided an update on the May 9th commencement activities. A new sound system has been installed and will be ready by Saturday. All other arrangements have been made and everything is on schedule. A reception for the graduates and their families will be held prior to

the ceremony. 161 graduates will participate in the ceremony, which is expected to last approximately 90 – 120 minutes. Lining up of the graduates, faculty & staff, and distinguished guests will start at 1:30 pm.

- VII. Chancellor Casey reviewed the seven appendices to the FY10 unit compact. Each section needs to be finalized and returned to the central campus for review as part of the compact planning process. The following people will provide leadership to complete each section
- Appendix 1- Space and Facilities will be headed by Tim
 - Appendix 2- Academic Program and Student Assessment Planning will be headed by Tom
 - Appendix 3 – Research will be headed by Tom
 - Appendix 4 - Diversity Planning and Assessment will be headed by Peter
 - Appendix 5 - Outreach and Public Engagement will be headed by Peter and Tom
 - Appendix 6 - International Scholarship and Engagement will be headed by Kim Gillette
 - Appendix 7 - Operational Performance Measures will be headed by Tom and Bob Nelson
- VIII. Chancellor Casey handed out and discussed the retreat invitation he is planning on sending later in the week. The group also reviewed an updated version of the retreat agenda priorities, which will be attached to the invitation letter. The morning of the first day of the retreat will begin with a welcome statement from the Chancellor followed by a short update of progress made towards the achievement of the objectives established at last year's retreat. This will be followed by a review of program accomplishments and of UMC's strategic plan. The remaining time will be dedicated to discussion and development of a work plan designed to make measurable progress towards achievement of the three priority areas identified in the retreat agenda.
- IX. There being no further business before the cabinet, the meeting adjourned at 10:35 am.
- X. The next meeting is scheduled for 8:30 am on Monday, May 11th in the Minnesota Room.

Respectfully submitted,

Les Johnson