



Present: Bill Peterson, Deb Zak, David DeMuth, Sue Brorson, Ron Del Vecchio, Corby Kemmer, Tom Baldwin, Chancellor Charles Casey, Stephanie Helgeson, Eric Johnston-Ortiz, Mark Koepke, Krista Lemos

Guest(s): Tom Feiro

In these minutes 1) Emergency Preparedness, 2) Old Business, 3) Regional Economic Development Presentation, 4) Elderhostel, 5) Logo/Branding, 6) Member Updates

Chancellor Casey welcomed everyone and went over the agenda. He advised the group on what Tom Feiro would cover and the need for everyone to be reminded of Emergency Preparedness procedures. UMC needs to have policies and procedures in place for all types of emergencies and Casey spoke to Superintendent Gillman about their policies and we can draw on them for UMC's use.

### **1) Emergency Preparedness – Tom**

Handout – UMC Emergency Response Grid

- Tom Feiro gave an overall summary on the Emergency Preparedness for UMC and advised that UMC needs to have resources for dealing with crisis for students.
- UMC is a site for mass dispensing of flu shots which will be given on Saturday with all the protocol and procedures used for a pandemic.
- Wednesday UMC will be the city, county and campus emergency site for training of biological and hazardous materials and other emergencies.
- UMC is still using the 2003 Emergency Plan Booklet (All Hazard Plan). They are due to be updated in late spring or early summer of 2007. UMC needs to formalize a "calling tree" for notifications of emergencies.
- UMC has a requirement to send all administrators and staff involved in emergency management to National Incident Management System (NIMS) training by the end of the next academic year. UMC will need to identify essential personnel.
- Chancellor Casey asked that Eric chair a committee to work on identifying the personnel and the emergency issues. Tom Feiro, Pam, Cory and Jason Tangquist along with Elizabeth or Krista will work with Eric on the committee. Barbara Ricord will work with Tom on verifying telephone numbers and AURI and Extension will be added to the grid.
- Chancellor Casey also added that this should be brought to the Executive Team once a year for a refresher.
- A small group including Stacey Grunewald, Pam, Gary Willhite, Brent Melsa, Don Sargeant and Tom has been meeting about flu pandemic with a meeting scheduled this Friday. Eric will also attend this meeting.

Chancellor Casey thanked Tom for attending the meeting and updating the group.

### **3) Regional Economic Development Presentation - Sue**

Chancellor Casey explained that Sue attended a presentation on how demographics in MN are changing and looked at how UMC could be a resource.

- Sue showed an abbreviated presentation using facts from the U.S. Census Bureau and Tom Stenson, State Economist and Tom Gillaspay, State Demographer.
- Some of the decisions made for MN were done 50 plus years ago.
- Slides were explained on how MN is faring especially in contrast to the nation. The question for UMC is what can be done to position the campus for the future.
- Chancellor Casey mentioned the Manufacturers Luncheon he attended and the biggest challenge facing manufacturers in the area is the workforce. UMC could possibly be a site during summer months for training and internships.

Chancellor Casey thanked Sue for bringing the information to the meeting and encouraged others that attend relevant programs to also bring information.

#### **4) Elderhostel – Deb**

- Deb explained that Elderhostel is for people 55 and older and would tie in with the demographics of the nation in the coming years. She asked if there would be any interest at UMC to again hold Elderhostel's. With the coming sesquicentennial in 2008 it could be a good advantage for UMC.
- Dr. Baldwin will follow up on Elderhostel with Center for Adult Learning and Deb.

#### **5) Logo/Branding – Krista**

- Krista explained about the U of M wanting all campuses to use the same logo – block M to align them with Strategic Positioning for the University. UMC would not have to give up the logo they now use, but rather phase it out as things need to be replaced.
- There was some discussion and questions asked.
- Krista will present to other groups on campus and bring the information back to the Executive Team.

#### **2) Old Business**

None

#### **6) Member Updates**

##### *Tom Baldwin – Academic & Student Affairs*

- P & T issues are being looked at to have consistency in all departments
- Tenure Review process is being studied
- Negotiations are in progress

##### *Stephanie Helgeson - Athletics*

- Athletic Review Committee met last night and gave recap on reports. There were 544 responses to the surveys sent out. Another meeting is scheduled for Nov 1. The committee is working with Dale Neppel to finish the report.
- Conference call on Oct 26 with MCHA regarding Adrian College Application for membership in the league
- November 2-4 hosting high school volleyball
- November 15 there will be a pre-game social for faculty & staff day
- November 16 conference call with NSIC

##### *Eric Johnston-Ortiz – Finance & University Services*

- Meeting with staff on work flow of building and offices. Should have information to Chancellor by November 6
- Working with Pam in regard to the Emergency contacts on campus

##### *Mark Koepke – Facilities & Operations*

- Heating plant is showing visible signs of progress with new boilers, silos and building
- Could be ready to receive coal in the new facility on Dec 1
- Documentation on Robertson demolition should be wrapped up soon. The bid could go out in January with demolition starting in the spring
- The art room should be done in 2 weeks
- Should start in the Registrar's office in the lower level of hill shortly
- Plans for Dowell 311 remodel before spring semester
- A discussion on the ESL rooms being internet connected needs to be held with Mark, Dr. Baldwin, Bill and CAL
- A discussion also needs to be held on Dowell Hall 112 being used as a meeting room. Chancellor Casey added that if more ESL students come to UMC they will need another room so that may be the choice
- Hill 4 can't be fixed at this time as there are no contractors bidding on it. It could also be used as an ESL room but wouldn't be available until fall.

##### *Bill Peterson – Arts, Humanities and Social Sciences*

- Many hours have been spent with the collective bargaining unit looking at a lot of issues. They are now moving into P & T process. The union has filed for a negotiator and one has been appointed. There has been agreement that student evaluations need to be done in all classes

- o Mark Huglen is back on a limited basis
- o Rachel McCoppin is home and recuperating from her accident
- o Quality Fair scheduled in Minneapolis for Jan 25. It will include presentations along with a poster session and feature continuous quality improvement projects within the University

*Deb Zak – MN Extension*

- o Tomorrow Sue & Deb will be traveling to Brainerd to conduct interviews for the Community Vitality position. There are 8 people coming to interview
- o Crops College is December 19 with UMC, NWROC and Extension. There is a strong emphasis on bio-fuels
- o Grant funded by Office of Public Engagement to conduct focus groups on 5 reservations to find out how they may want to work with the U of M
- o Grant proposal to the MN Dept of Ed for a Science & Math Partnership Program with U of M and 3 schools on the White Earth Reservation. Dave DeMuth will teach the summer session for Math teachers

*David DeMuth – Math, Science & Technology*

- o Thanks to Bruce Brorson for prompting Martin and David to be key note presenters at the "Next Generation Broadband: Policies, Practices, and People" Conference in Alexandria. Bruce helped with the initial design of the conference. David & Martin demonstrated the new technologies that a typical student is using these days. UMC students also participated in a panel discussion on the need for broadband connectivity to the internet which several attending the conference exclaimed their presentation as a huge success.
- o Office is moved, stop in and see the new setup

*Sue Brorson - Business*

- o PIAC meetings tomorrow and then to Brainerd for interviews. The person decided upon will share an office with Linda Kingery.
- o Attended Stephanie's athletic meeting to get and give information about recruiting because the coaches are best recruiters
- o Working group for online degrees continues to work on quality assurance and other items

*Krista Lemos - Communications*

- o Communications is on the sesquicentennial committee with the Twin Cities and will bring info back to Exec Team in December on opportunities and tie ins
- o Marketing radio campaign is now working with MPR
- o Website is utilizing 10 programs identified in ad
- o Working to get Collin Peterson on campus

*Ron Del Vecchio – Agriculture*

- o Amy had her baby boy and will be out of the office. Melissa is filling in for 20 hours a week
- o Ag Activities Day is Dec 1 and 1300-1400 high school students are expected on campus
- o UTOC did well in their inspections last Friday
- o Hunt Show is Nov 4 & 5
- o Two searches in progress. Ag Business has a meeting scheduled to review the candidates
- o PIAC meetings tomorrow

*Corby Kemmer – Development*

- o Donor meeting today in Grand Forks
- o Meeting with Earl Strinden on Friday
- o Torch & Shield tomorrow - Social, Awards and dinner. There have been 177 RSVP's
- o Meeting with some staff on campus to talk about what Development does and how they can be of help or be helped

*Chancellor Casey*

- o Attended the Aspen Parkland Conference dinner last night and heard good comments about the conference
- o PIAC/Advisory lunch and meetings tomorrow
- o Encourage all in units to donate to United Way so participation rate is improved at UMC

- Chamber of Commerce Birthday Dinner is Nov 17. Chuck purchased a table for 8 and is looking for 6 others that would like to attend and be part of UMC's table
- Talked about Code of Conduct for all U of M employees at President's Executive meeting this morning. There will be a discussion on this campus in a couple of weeks
- Thursday at 4:15 p.m. there will be an ice cream social recognizing all that worked on the Regent's visit
- Thursday morning Chuck, Barbara, Don Sargeant, Michelle Christopherson and Sean Shin will be on their way to Seoul, Korea and then onto Shanghai, China. David and Jingpeng Tang will join them in China. Chuck will be gone from October 26th to November 5th. Barbara Ricord will send out Delegation of Authority on Friday with Dr. Baldwin being in charge
- Received an email from Roger Moe about the Economic Development and trade show on the White Earth reservation. Deb Zak is informed and has the form for UMC to attend which Chancellor Casey agrees UMC should attend
- Holiday Celebration is being planned for either Saturday December 2nd or Saturday December 9th. Barbara Ricord will contact everyone for choice of date.
- MN Campus Compact has a meeting on October 30 with John Glenn as a keynote speaker. Pam may attend this.
- Michelle Christopherson, Don Sargeant and Sean Shin will be interviewing approximately 40 students in Korea for the ESL program at UMC
- Growth of international students could be significant for UMC and could involve many issues for UMC such as weekend programming and integrating students into the campus. Investments will have to be made to allow for these items.
- Tom Baldwin has been invited to Taiwan in December to bring students to UMC for the summer
- Strategic Positioning final report is due November 15
- Campus Assembly is Monday, November 13 at 4:00 p.m. Encourage as many faculty/staff to attend
- Vice President O'Brien called and will meet with Eric to involve more Twin Cities people into the discussions on the Wellness/Athletic Community Center

Minutes Respectfully Submitted by Barbara Ricord