



**UMC Executive Committee
Minutes**



December 5, 2006

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

Guest: Jeff Sinks

In these minutes: 1) Telephone System, 2) Old Business, 3) 5 x 5 Budget Presentation, 4) Enrollment update, MNCAS, Meeting with Tom Motherway, 5) New Business, 6) Member Updates

1) Telephone System – Jeff Sinks

Handout on Telephone System

- Jeff went over the handout explaining why the telephone system is being looked at such as 911 compliance, infrastructure and additional phone features being requested.
- Old system is 25 years old and can not be updated without a major investment
- New system will cost approximately \$1.5 million and be relocated to the server room in Kiehle
- Not everyone will be transferred to new system at same time
- Could be a reduction in long distance costs with new system
- Features would be improved
- In process of preparing RFP for system
- Summer is the optimum time for installing new system
- Discussion and questions of the new system

Chuck thanked Jeff for updating the group on the new telephone system

2) Old Business

Tom Baldwin

- Michelle Christopherson was asked to submit a marketing plan for CAL if successful in recruiting additional online students
- Marketing plan was submitted with ample rationale
- Green light was given to move ahead

David DeMuth

- Considering pursuing an online 2 year dietetics degree for UMC
- Dr. Baldwin is concerned with 2 year programs with limited enrollments. Dr DeMuth stressed they would pursue if numbers can be generated

4) Enrollment update – Pam

Handout – NHS Fall 2007 and Calling Information

- Pam explained the handouts
- Numbers are still 57 students down for 06-07
- All calls are being done with purchased names that are interested in programs at UMC
- Department heads were asked to work on targeted letters
- Retention issue was discussed as some students with holds haven't registered and some students are just slower to register for Spring semester

- Discussion was held on changes in enrollment and admissions and how UMC needs to change also.
- Sue is putting a group together to coordinate efforts for a marketing plan for UMC

Chancellor Casey thanked Pam and her group for working so hard. Also added that if additional resources are needed he would provide them.

MNCAS - Pam

- Sherry Just is working on transferability of UMC classes with other schools.

Jim Motherway - Pam

- Racial profiling was discussed with the Crookston police force
- U of M Human rights commission will come back in the fall to do some training and include the Crookston Police Force
- Police department has security cameras and alarm system they will loan to UMC for specific activities

3) 5 x 5 Budget Presentation - Eric

Handout – U of MN Crookston 5 x 5 Financial Planning Tool

- Eric explained the handout
- Purpose of the 5 X 5 tool – longer term planning, increase transparency, and better understanding
- Why the Finance Office is sharing with the campus
- How it will be used
- What it looks like
- The tool allows the University to use several assumptions in financial planning and to show how a single change impacts the budget
- After the first of the year Chancellor Casey, Eric and possibly Tricia would like to visit at Department meetings to see how their departments look after the first 6 months

5) New Business - Eric

- Lisa Duckstad from Alltell will be on campus December 12 11:00 a.m. -2:00 p.m. in Kiehle 105 to give information about cell phones. She will need identification info etc. for those that have had their supervisor sign off on cell phone form
- Some discussion and questions were offered. To be reimbursed, cell phones need to be used 67% for U of M business

6) Member Updates

Tom – Academic & Student Affairs

- Having conversations about honors college
- Likely to come from a sub committee from faculty senate
- Was in place in past but dropped
- An issue at last faculty meeting was appointment plan. Faculty are concerned but because of negotiations it is a mute issue
- Biology degree is ready to go.
- Leaving for Taiwan Thurs morning. Will be gone until the 17th. Visiting 17 different institutions. Could provide viable opportunity

Bill Peterson – Arts, Humanities and Social Science Department

- Began last week to re-examine the Applied Psych degree
- Working on developing licensure for Early Education. Meeting next week with the state licensure person
- Interviews in place for the Director of International Programs

Ron Del Vecchio– Agriculture Department

- Over 1200 high school students were on campus for Ag Activities days
- Ag position is being revamped so it can be readvertised

Sue Brorson – Business Department

- Online degree committee doing peer reviews of faculty courses
- Faculty working on letters from Sara for registration. Large number of students not registered yet and is a concern
- Re-advertising positions in marketing and entrepreneurship

Pam Holsinger-Fuchs – Student Affairs and Enrollment

- Friday is new student registration
- Pandemic planning meeting is tomorrow
- Holding focus groups for students asking for input on how things are going and what can be done to improve them
- Meeting with Corby about the Foundation telethon which is coming up

David DeMuth – Math, Science & Technology Department

- Two weeks ago 14 students from Kittson Central were here to work in the video capture lab
- Biology degree is ready to go. Waiting for letters of support from Dr. Baldwin and Chancellor Casey. Once it is approved by Bob Elde and Robin Wright it will go to the Regents
- Dr. Pam Elf & Martin Lundell are up for tenure this year

Eric Johnston-Ortiz – Finance and University Services

- Student survey on the rec center has been completed
- Faculty survey is online
- Met regarding the international students coming in. Best case scenario UMC will have 45 spaces available in the residence halls and will need 15-20 more. Gary Willhite is looking for more spaces off campus also.
- Next week will be a meeting with Tri-Valley Bus for transportation to see what is available for students
- Lots of issues to resolve for additional international students

Mark Koepke – Facilities and Operations

- Heating plant project – backup boiler should be up in a couple of days
- Coal handling facility should be complete by Christmas
- Bidding demolition date will be confirmed with the Twin Cities
- HEAPR meeting in the TC next Thursday
- Rejected bids for Dowell Lab. Will be bid after first of year
- Concession building will be bid in January also

Deb Zak – MN Extension

- Crops College is December 19 - Deb handed out brochures
- Northern Minnesota Reservation Economic Development Summit and Trade Show was held on November 29 & 30, 2006, at the Shooting Star Casino, Hotel and Event Center, Mahanomen. A number of national speakers including Dave Anderson from Famous Dave's and Senator Ben Nighthorse Campbell provided participants with ideas for economic success on reservations beyond the gaming industry.
- David DeMuth and Deb submitted a Dept of Education grant for \$450,000 looking at stem skills for teachers. The sessions would be held this summer.

Stephanie Helgeson – Athletics

- o Athletic Review Committee report has been sent in. Forums will be held on campus to discuss the reports
- o Home hockey is this Saturday
- o Saturday Night is parent's social in Brown
- o Web streaming of basketball games will begin on January 6
- o NCAA conference January 5-8 in Orlando
- o Working on NCAA grant - \$30,000 over 3 years
- o Athletic web site launch is January 6th
- o Thursday, Dec 21 is the campus Holiday Party from 11:00 – 1:00. Bring holiday treats to share and donation for Care & Share. There will be the annual White Elephant Christmas exchange also.

Corby Kemmer – Development

- o Met with Team Backer Exec Board
- o NWEIA meeting next week
- o Meeting with Sheila Capistran on scholarship information on Dec 12
- o Krista Lemos and Corby are looking at how to publicize gifts
- o Linda Chowdry's representative, John Blue has informed Corby that final 2 payments will be made
- o Alumni socials are possibly being changed to breakfast or lunches
- o Tomorrow will be in Perham meeting with Gary Senske
- o Gift from Vaaler Ins. in Grand Forks
- o Meeting with Michelle Christopherson to start up Maroon & Gold Fridays again
- o George French will assist with fund raising

Chancellor Charles H. Casey

- o Athletic Review Report is done. Lots of meetings will be held for discussion. Today at noon – come and bring lunch. Working with students & Team backers to have forums also.
- o December 19 Exec Meeting will have an in-depth discussion on the agenda
- o Leaving for Regents Meeting and other meetings tomorrow – Eric will be the Delegation of Authority as Tom will be gone also.
- o HR is developing training for supervisors and department heads
- o Handouts from President Bruininks. Others in the Exec team should see what interests the President
- o Working with the Black Student Association for Black History Month. They are inviting Justice Allan Page to campus. UMC will invite other institutions when Justice Page is here. Chancellor is making some calls to help with the invitation to Justice Page
- o There is a search in process for a President of Mayville State. If you know anyone to nominate, let them know.

Minutes respectfully submitted by Barbara Ricord