



UMC Executive Committee



Minutes

October 10, 2006

Present: Corby Kemmer, Pam Holsinger-Fuchs, Bill Peterson, Krista Lemos, Chancellor Casey, Mark Koepke, Eric Johnston-Ortiz, Stephanie Helgeson, Dan Svedarsky, Ron Del Vecchio, Sue Brorson, David DeMuth, Tom Baldwin, Les Johnson
Guest: Elizabeth Tollefson

In these minutes: 1) Establishing Work Day Hours, 2) Aggie/Torch Combined Issue, 3) Old Business – Spring Online Courses, 4) Professional In-Service Day, Image Now, Convocation, 5) Regents Visit, 6) Member Updates

1) Establishing Work Day Hours

- Chancellor Casey explained the discussions during Cabinet about work day hours.
- Les stated that department needs should be looked at to see if they are being met along with the mission. The needs of the department may have changed as UMC evolves and possibly the work day hours may need to change also. The supervisor has absolute authority to change schedules except for faculty. Supervisors should talk to staff for a better understanding of needs. Teamsters need 30 days to change schedule.
- Job responsibilities were also explained with discussions between supervisor and staff held before anything is done. Again the supervisor has absolute authority for the responsibilities of employees. If position has changed considerably, the employee can file for a re-classification and the position can be opened. Always have Human Resources in the discussions.
- Questions were asked by members
- Chancellor Casey reiterated that supervisors have responsibility and authority and to use Les as a resource person.

3) Old Business – Spring Online Courses

- Department Heads should continue to work on the online courses which are up 10% over last year. It's a competitive market and UMC is doing well.

United Way

Handout

- Pam & Dave are campus leaders. 74 out of 235 employees gave last year. The goal this year is for \$135,000 for this community. Haven't met the goal in the last 3 years and could mean having to turn people away. Pam gave names of department contacts and offered a challenge for everyone in Executive Committee to donate. Friday morning in-service will host the United Way Kick-Off. The deadline for signing up is Nov 1.
- Chancellor Casey added that being part of the community means we have a responsibility to give back. In department meetings it could be mentioned how important it is to give to the community.

2) Aggie/Torch Combined Issue

- Chuck explained about the publications and the efficiency of the department.
- Guest Elizabeth Tollefson stated that Aggie will have a change in the next issue with it being shorter, but more focused on what is happening now. Both publications will be combined after the Torch post Homecoming issue. She also requested ideas for stories on programs and people to make it a better publication. Elizabeth will follow-up on all ideas for stories she is given. The North West School of Ag alumni are interested and want to see how the school is changing.
- Chuck added that alumni can speak about UMC in their communities and be advocates for UMC. Both of the publications can be used to help grow enrollment.

4) Professional In-Service Day, Image Now, Convocation

Handout – In-Service

- Pam went over the schedule for Friday's In-service day. All faculty and staff are invited. Dr. Baldwin will welcome everyone

Convocation

- October 18, at 10:00 a.m. in Kiehle Auditorium
- Cathy Behr will be the speaker
- 4.0 students will be honored

Image Now

- Sara Kaiser will not be making folders for spring semester. Everything will be available on-line.
- Erica will come to departments to explain Image Now

5) Regents Visit

Handout

- Krista went over the Presidents schedule and the transportation needs
- Encourage staff/faculty to attend the President's forum on Thursday from 3:30 – 4:30 p.m. An email reminder will go out today about the forum and include the Strategic Positioning document and addendum for review before the forum.
- Direct any media questions to Krista or Elizabeth
- Keys will be at the info desk for vehicles for transportation needs
- A reception will be held after the forum
- Reception for UMC women's athletes will be held from 5-6 p.m. in Lysaker.

Handout – BOR Meetings

- Chancellor Casey added that Department Heads should try to attend the Education & Planning and Policy committee BOR meetings on Thursday. Eric & Mark should try to attend the Finance & Operations meetings at 3-4:30
- Outline will be given on biennial budget request Friday morning
- Chancellor Casey explained the biennial request and stated that it would be good to sit in some of the meetings to be able to take back to departments/units.

6) Member Updates

Corby – Development

- June Shaver Presidential match is finished
- Torch & Shield reminder that RSVP's should be in by Monday, October 16
- Mark Baumgartner will be here for Torch & Shield
- Wellness Community Center meeting will be held Friday

Pam Holsinger-Fuchs – Student Affairs and Enrollment

- Sara has been awarded the outstanding new professional of the year
- November 3 & 4 Admission Possible from the Twin Cities
- Alcohol Awareness week is this week

Bill Peterson – Arts, Humanities and Social Sciences Department

- Art Room progressing slowly
- Collective Bargaining is progressing, met on ITV yesterday

Krista – Communications

- Elizabeth will be out of the office beginning October 27 for a couple of weeks and then will work from home
- Looking at office and counter hours to manage office more efficiently
- E-Communications Mgr/WebMaster ad will go out this week. Jeff Sinks is heading the search
- Meeting with departments to talk about marketing and U relations
- Member of the All U Honors committee – lots of opportunities for recognition for UMC faculty/staff

Mark – Facilities & Operations

- Robertson Hall is not being demolished this fall. The bid for demolition is being postponed until January 11. The goal is to get a recommendation at the December BOR meeting for demolition next spring/summer

Eric – Finance & University Services

- Dr. Jim Turman, Director of Recreational Sports will be on campus Thursday afternoon and Friday morning. He will be reviewing the UMC sites for the wellness center and/or the sheets of ice. Will meet at noon with the committee.
- Chair the Long Term Planning Committee and will be looking for members especially with faculty
- Attending training in Chicago on Nov. 7 & 8 from the NCA/HLC on Program for Current Peer Reviewers / Focus on Evaluation of Distance Learning

Stephanie – Athletics

- SEC Board met with Chancellor. Chuck talked about nominating people for awards. They will look at past nominations to update and recognize staff and faculty.
- P & A are looking to increase vacation, AFSME JEQ's were successful and Teamsters had 52 grievances filed last year
- Coach Warren and Stephanie were at MCHA meetings in Wausau, WI
- Moratorium on membership in the UMAC Division III league till 2010
- Dual membership could be a possibility for hockey if UMC were in the NAIA and applied for and were accepted in D3
- Female UMC student Athlete reception and program on Thursday at 5:00 p.m. with Susan Hagstrom and Regent Simmons attending
- Saturday UMC will play U of Mary in football
- Agassiz Bowl scholarship of \$600 is awarded to an incoming freshman or transfer football player, majoring in Ag from a local community. Lori Wagner will present the scholarship
- Teambackers will provide an \$18,000 check for Athletic scholarships
- Chancellor Casey added that options for UMC Athletics are very complicated and that message should be conveyed to others.

Dan – Natural Resources Department

- June Shaver scholarship is \$2300 a year
- Grand Forks/East Grand Forks Pheasants Forever Scholarship is \$1000 per year for 2 scholarships for NatR students
- All U Honors should be looking at people that have not been recognized so far
- At Academy of Distinguished Teachers at Rutgers this weekend
- October 17, Dayna Baumeister will be on campus for Innovation Inspired by Nature sponsored by UMC, Northern Great Plains Inc., the Red River Valley Research Corridor, NDSU and UND
- October 23 & 24 will be the Eco-tourism "Aspen Parkland" conference on campus with Jim Brandenburg

Ron Del Vecchio – Agriculture Department

- Rodeo Association Barrel racing went well
- First Weekend in Nov is the Intercollegiate Horse Show Assoc (IHSA) Hunt Seat Show
- Institutional Animal care & Use Committee (IACUC) Inspection next week
- Krishona Martinson will be at UMC to organize a Regional Horse Owner Education Program which UMC will host and participate in on Feb 17. It will include: Care of Elderly Horses, Equine Metabolic Syndrome, 1st Aid, Weanling & Yearling Nutrition, and Body Condition Score
- Ag Business position has some good candidates
- Amy is on half time this last week. Melissa Herbst will be helping out

Sue – Business Department

- Joint Extension Business Position applications are in. Interviews will begin the end of the month
- Meeting today for Business Activities next spring

- Working with the RED (Rural Economic Development) Task Force whose goal is to encourage and foster economic development through entrepreneurial ventures. The task force is identifying service sources for entrepreneurs throughout the state along with a plan to provide more of a one-stop shop for new ventures.

David DeMuth – Math, Science & Technology Department

- Meeting with Dr.'s Elf and Dingmann to move the Biology proposal ahead
- MST department should be moved downstairs to new offices next week
- Robotic telescope has been stained and will be deployed later this month
- Working on a wind feasibility study

Tom Baldwin – Academic & Student Affairs

- Met with department heads last week on Promotion and Tenure and will follow U of MN rules and regulations
- Will need to visit about timelines for sabbaticals

Chancellor Casey

Emergency Preparedness

- Pam is working on the influenza pandemic information
- Tom Feiro will come to the next meeting and speak on emergency preparedness
- Chuck will contact Superintendent Wayne Gillman to see how the Crookston school district is preparing for violence in the schools and what UMC needs to do
- Necessary to get a link to UMC's policy more visible
- Only Chancellor Casey, Eric, and Tom will know the codes for storm closing. Working on getting the policy out ahead of the first storm
- Department heads will work with Dr. Baldwin on the unilateral authority to cancel a class
- Would like to solicit comments on agenda items – are they meeting the committees needs
- Reinforce visit by Jim Turman to get some ideas for surveys and options for sites for the community wellness and athletic center. Administrators from the Twin Cities are will to come to UMC to help make informed decisions
- Reminder of President Bruininks visit on Wednesday
- MNRHA (MN Rural Health Association) ribbon cutting is being held Monday, Oct 16 at 2:00 p.m. in Selvig 217

Minutes respectfully submitted by Barbara Ricord