



**UMC Executive Committee  
Minutes  
November 7, 2006**



Present: Tom Baldwin, Mark Koepke, Chancellor Charles Casey, Bill Peterson, Ron Del Vecchio, Dave DeMuth, Krista Lemos, Dan Svedarsky, Sue Brorson, Corby Kemmer, Pam Holsinger-Fuchs, Stephanie Helgeson

In these minutes 1) Old Business, 2) Torch & Shield Wrap Up, 3) China/Korea Trip Updates, 4) United Way, Grad Planner, Bias Incident Reporting, EEO Contact on Campus, 5) Fall '07 Recruitment, 6) Quality Fair Poster Proposal, 7) New Business, 8) Member Updates

- 1) Old Business  
None

**2) Torch & Shield Wrap Up – Corby**

- Outstanding turnout for 2006
- Many good comments about program and dinner
- Recipients were Marv Bachmeier, Bill Hunt, Alan Dexter and Linda Kingery
- Next year will look at a different date as last Wednesday in October falls on Halloween
- Thank you to committee, dining services and Master of Ceremonies, Chancellor Casey
- Discussion was held on possibly combining with another event on campus such as homecoming
- Progress has been made on getting nominations and next year will work on more complete nomination information

**3) China/Korea Trip Updates – David & Chuck**

- David showed a slide presentation with some pictures of the trip and some of the things they covered in their meetings
- David covered objectives, meeting with U.S. Consulate, Discussions, presentations to students and partnerships UMC has.
- Visited a high school and had interest from some students
- Michelle, Don and Chancellor Casey flew into Korea and Michelle interviewed approximately 40 students that could come to UMC. Some of those students would come into credit classes and not need to go into the ESL classes
- Chancellor Casey said they are very interested in continuing relationships with UMC and want to be sure their students are well taken care of
- English proficiency is the biggest problem
- Strong interest in getting UMC faculty to teach in China. It was good for UMC to have sent faculty to China last August
- It was a great experience and holds real potential for UMC

**4) United Way, Grad Planner, Bias Incident Reporting, EEO Campus Contact – Pam**

- United Way exceeded the goal this year. Still possible to contribute
- Grad Planner will be launched summer of '07 from the TC. Students can plan in program and faculty can add notes that will be stored
- Training will most likely be done at a later date
- EEO campus contact is Les Johnson in the Human Resource Office
- Bias Incident Reporting form is for concerns students have with bias on gender, sexual orientation or race. Form is available through Human Resource office
- Julius Erolin from the EEO office will come to UMC campus to give training

**5) Fall '07 Recruitment – Ron**

- Weekly updates are showing the Ag Department numbers are down for Fall '07
- Concerns expressed by Ron and others and what can be done

- Discussion on the outside firm Ruffalo Cody that was hired by Admissions Director to pre-qualify students. UMC now has list of names to start making calls by departments
- Contact Pam to set up callers
- Communication is important for all departments to know what plan is in place for recruiting of students
- Discussion on student callers
- Chancellor Casey stressed the importance of UMC's website as the tool that students use the most in looking for colleges

## **6) Quality Fair Poster Proposal – Bill**

Handout – application and information

- Quality fair is put on by Office of Continuous Improvement Jan 25, 8 a.m. to noon on the TC campus
- Several faculty are submitting projects
- Any other quality improvement ideas should be submitted
- Deadline for applications is November 22
- Plan is to have this as an annual event and expand it
- Coordinate applications with Bill
- UMC should be represented

## **7) New Business**

None

## **8) Member Updates**

*Tom Baldwin – Academic & Student Affairs*

- Mission/Core Value Task Force sent out draft to chairs of department to get feed back on items. Focus is to look at Polytechnic term and set of core values. Will share with faculty soon.

*Mark Koepke – Facilities & Operations*

- Heating Plant is making progress. Should have operational back up by end of next week
- Coal handling system should be operational in December

*Bill Peterson – Arts, Humanities and Social Science Department*

- Collective Bargaining Unit will be negotiating Friday and Saturday in St. Paul
- ESL applicants will have approximately 15 going into regular UMC programs. There are 2 levels of ESL courses and will need to add another section of level one
- Dowell Hall 112 looks like the room that will be used for ESL temporarily and then would like to use Hill once it is finished to be closer to the other ESL class
- Chancellor Casey said Chancellor's Cabinet will make the decision on the use of the rooms
- Staff are in place for ESL courses
- Search committee for International Program Director met this morning. Deadline for applications is November 15

*Ron Del Vecchio – Agriculture Department*

- Checking references on Ag Business applications
- Hunt Seat show was last weekend and went well
- Ag Activities Day is Dec 1 with approximately 1300 high school students on campus. Good opportunity for Admissions to use as a recruiting tool
- "Partners Advantage" will be on campus Dec 1 doing job interviews and Ron has asked them to speak about Ag job opportunities. At present there are more jobs available than employees in Ag
- 2 new donations in the stables. President Bruininks is also going to donate a horse to UMC

*Pam Holsinger-Fuchs – Student Affairs & Enrollment*

- Preview Day was last week with 40 students on campus
- UMC is now a CLEP testing site through the Career & Counseling Office. There will be an open house on November 15
- High school counselors will be on campus tomorrow
- Emily Knutson has been hired to replace Brenda Dale in the Financial Aid Office. She will start on November 20
- Advisor/mentor meeting on Friday Nov 17 at 3:00 p.m. in the Prairie Room
- December 8 is a new student registration day
- Three student focus groups will be done to seek input on concerns and challenges they are facing and what faculty/staff can do to support them. International students will meet Nov 21, ESL students Nov 8 & Domestic students Nov 30.

*David DeMuth – Math, Science and Technology*

- Biology program is on track for curriculum

*Krista Lemos – Communications*

- Next week is International week
- E-communications manager search is meeting on Friday with 2 applicants so far

*Dan Svedarsky – Natural Resources Department*

- In process of updating articulation agreement with Itasca
- Good PIAC sessions Oct 25. Central Lakes has invited Dan to sit on their advisory board and they are on a UMC PIAC
- Faculty from Robeson Community College in NC will come to UMC in Jan or Feb to discuss possible articulation agreements. David Enklelaar at Robeson, a UMC grad is coordinator of the aviation program which is a satellite installation of UND
- Aspen Parkland Conference went very well. Jim Brandenburg expressed what an incredible resource UMC has in Tom Sondreal.
- Propose that incoming students nominate outstanding high school teachers to give them an award from UMC. This could encourage them to recruit students to UMC.

*Sue Brorson – Business Department*

- Spring semester Business Department will seek the ACBSP accreditation
- Looking into criteria for Baldrich Award based on quality in higher education
- Attended interviews last week for joint position with Extension. Eight people were interviewed with one candidate being offered the Crookston position.
- Working with Linda Kingery on local foods Eco-labeling & habitat friendly products in Business classes. Good opportunity for students and could possibly be part of a UROP grant.
- Nov 29 & 30 are dates for NW MN Econ Development Conference in Mahanomen. A couple faculty from UMC will attend and Sue is working on the ability of her class to attend the luncheon speaker, David Anderson from "Famous Daves"

*Stephanie Helgeson – Athletics*

- Athletic Review Committee task force met last night and will meet one last time on November 20
- Hockey arena committee meets on Monday
- Wellness committee will be doing an internal student survey and also be looking at peer institutions comparing their facilities
- Last Thursday and Saturday UMC hosted high school volleyball tournaments
- Sunday at the women's basketball exhibition game Mike Royslund UMC's women's basketball coach and his daughter Kelly who plays for the Gophers were introduced.
- November 15th men's basketball game against UND will feature UMC faculty and staff day. There will be a pre-game social at 5:30
- Looking for assistant athletic trainer for UMC
- Nov 16 conference call with NSIC about expansion

- o Working with Jeff Sperling to web stream home games

*Corby Kemmer – Development*

- o Received gifts of \$30,000 and \$40,000
- o Met with Bill, Sue and Dan's departments on Development. Would like to meet with others
- o Met with Earl Strinden who was instrumental in the Ralph Engelstad Arena
- o Will be on the Business Governors Alliance Committee in the Grand Forks/East Grand Forks Chamber of Commerce
- o Met with Jeff Sperling, Steve Hannah to begin planning for active web page for alumni – Tom Sondreal will also be part of this group
- o \$225,000 in gifts the first 7 months of the year
- o Mauer jersey to be raffled off, tickets will be available in the next few days

*Chancellor Charles H. Casey*

- o Applications are available for Board of Regent candidates. Four positions are open. If you know of candidates have them apply by December 1.
- o Holiday Party date is December 2. Place is still to be determined
- o Encourage time off during the holidays. Let Barbara Ricord know of vacation dates
- o REPA forms have been completed by 2/3 of faculty. Handouts were sent around to departments that may still have some needing to fill out forms.
- o Once report on ARC (Athletic Review Committee) is done it will be available to the public
- o Campus Assembly meets next Monday at 4 p.m.
- o Chuck & Tom will be leaving tomorrow morning for Regents and other meetings in the TC.

Minutes respectfully submitted by Barbara Ricord