



**UMC Executive Committee
Minutes
August 29, 2006**



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

Guest: Michelle Christopherson

In these minutes 1) Old Business, 2) Class Schedules/Appointments, 3) Student Numbers, Retention Follow-up, 4) In-load instruction, 5) Torch & Shield, 6) Enrollment Goals, 7) New Business, 8) Reports

Chancellor Casey reminded everyone of two events happening this week. The Chamber Educators Luncheon at Minakwa is from 11:00 a.m. – 1:00 p.m. on Wednesday and the Chamber Dinner on Thursday from 5-7 p.m. in the American Federal Parking Lot. UMC had good visibility at Oxcart Days in August.

1) Old Business - None

2) Class Schedules/Appointments - Michelle

Michelle explained the need for General Counsel Agreement and Instructor Appointment Letters for online delivery assignments and requested that her office have them by October 5, 2006.

Michelle also explained that Spring 2007 Class schedules and room requests should be in Barb Cournia's office by 1:00 p.m. on September 21, 2006. It is expected that these dates will be followed by everyone involved.

Krista and Michelle are working on a marketing campaign for the online programs.

Michelle added that with Steve Hannah's help they are able to determine the average online student is 31 years of age, has 49+ credits, is working full-time, and has children and a significant other. Students of today are more focused, know what they want and will leave if they don't get it.

3) Student Numbers – Pam

The goal for number of students for fall was 334 and 399 is what it is now. The official numbers will be out the 10th day of class. As of yesterday the numbers were down 23 students from last year. Pam asked department heads to remind faculty to follow up with students that don't show up to class or let Pam know so her office can follow up to ensure that students follow the correct procedures if they are not going to attend school.

Residence halls are full to capacity and is an increase of almost 20% over last year.

Chancellor Casey remarked on how hard the Admissions staff has been working to recruit freshman and transfer students. Freshmen and gender mix still need to be worked on for future.

Orientation numbers are 50 more than last year. Sara Kaiser worked very hard on orientation and deserves our thanks.

Chancellor Casey added that all students that helped with new students moving in did a great job along with the staff. Parents were very pleased. Thanks to Pam also.

3) Retention – Pam

There will be a meeting next week of the subcommittee on retention to see what the next steps should be.

4) In loading Instruction – Sue

Chancellor Casey explained about the issue of some staff being expected to teach a course along with their normal work duties and how it should be dealt with. In some cases work duties are not able to be completed in a satisfactory manner with the extra teaching responsibilities.

Sue added that in the past some staff teach a class as part of their duties without extra compensation. If they teach more than one class per year compensation is given. Stephanie said coaches are expected to teach 3 credits without extra compensation.

Chancellor Casey said the expectation for staff to teach a class plus their regular work load may become a problem. There are lots of implications for this but more information is needed such as how many classes are involved. For this year UMC will continue to use the model of 1-3 credit class per year with no compensation, but add compensation if a second class is taught. Chuck will work with Barb Cournia to see how many classes are taught by staff with other full-time positions on campus. Union implications and how many departments are affected will also be looked at and brought back to the Executive Committee for review.

5) Torch & Shield – Corby

Torch & Shield has been set for Wednesday, October 25, 2006. Nominations are coordinated through the Chancellor's office and brought to Corby. Nominations should be brought to the next Executive Committee Meeting with a limit of 3 people total that will receive the award. Corby will send out the criteria.

6) Enrollment Goals – Chancellor Casey

Handout of Enrollment Goal numbers

Each Department has 2 areas that are being focused on for efforts and marketing dollars to increase numbers. The decisions on these areas came from discussions and criteria. These numbers will be used for information in the Strategic Positioning Document.

New numbers were given and the handout will be redone.

A question was asked about our night class numbers and Bill Peterson said approximately 20 years ago the trend was that no one wanted to attend night classes, but that is changing. Chancellor Casey suggested a survey be done as to the desire for night classes now.

7) New Business

Sue asked if hockey practice was changed to 2:00 making it necessary to schedule hockey players for classes ending no later than 2:00. Stephanie said yes practice was changed because of the city arena schedule. There was a discussion on the challenge to schedule classes students need.

8) Reports

Ron Del Vecchio – Agriculture

The barns are full again with animals for fall

There was an incident last night where someone turned all the sheep and cattle loose

Stephanie Helgeson – Athletics

Shannon Stassen is home and recovering

Football opened Thursday

Volleyball on the road

Soccer opens Sat & Sun

Athletic Meeting Wednesday evening – Chancellor Casey will be giving the welcome

Teambackers gave a \$10,000 gift from Dan Bauer for athletic scholarships

Athletic Task Force Committee meeting will be held Sept 18.

Homecoming is Sept 29 & 30

Hall of Fame dinner is Friday September 29, 6:00 Social, 6:30 Dinner 7:00 Program

Bill Peterson – Arts, Humanities, and Social Sciences

Students may not be getting their first choice of classes as it's hard to predict how many sections of classes will be required

ESL course is up and running with more students coming in and many are moving into regular UMC classes– Claudia Barton is in charge of the ESL program

Dan Svedarsky – Natural Resources

Mark Jensen of Northwest Tech in Bemidji was on campus yesterday to speak with Dan Svedarsky and Admissions to coordinate a visit for Red Lake

Forestry Technology students to the UMC campus and a Glacier Ridge Field Day

Don Bradel, former head of Criminal Justice at Bemidji State will be on campus Aug 30

exploring the possibility of awarding a Criminal Justice degree at UMC through Bemidji State University

Ramona Barber is working with Dan to become a pipeline for students interested in Ag & Natural Resources. Her business pairs students up with schools in their choice area

Reminder to check department and personal web pages to ensure links are in working order

Deb Zak – Extension

Glenice Johnson is presenting "Financial Security in Later Life" and also does a program for college students

Glenice also teaches a Gerontology class at UMC

Deb was at Fond du Lac Community College last week and they are very interested in a 2 + 2 partnership with the University of Minnesota

A suggestion for UMC Academic departments was to consider sponsoring 4-H awards in the project areas related to their depts. They could present the awards at County Fairs. Good way to market UMC to youth in NW MN

The Local Foods Celebration at White Earth Tribal & Community College was held Aug 29 at the college in Mahanomen. It recognized seven individuals who made year-long commitments to eat foods grown within a 250 mile radius of the White Earth Reservation.

Mark Koepke – Facilities

Tom Feiro will be meeting with city, state, county and National Guard emergency management staff on disaster preparedness trainings in October

Goal for the art room is to be finished by the end of next week

Heating plant is going according to schedule

Mark is working on finding out schedule for Robertson demolition

Track resurfacing will begin June 9th and should be done the end of June

Working with architect on final plans for new concession which will be done in the spring

Brink hall sprinkling system is complete

Lee Hall taken down, concrete is being removed and then will be backfilled

A discussion on Hill Hall first floor needs to be held – start date could be Oct/Nov – water problem repair needs to have bids go out – windows are in the process of being bid

Start date for labs in Dowell is December

Eric Johnson-Ortiz – Finance & Operations

Small incident in the Residence Halls but is being taken care of

Business Office is flowing smoothly with dedicated staff

Eric asked if he could be in on the discussions of moving Athletics to Division II –

Chancellor suggested he become familiar with Finance Committee which Steph & Tricia are part of

Reading up on legal documentation for UMC

Corby – Development

\$10,000 gift from Dan Bauer

Homecoming Sept 29 & 30

Torch & Shield Oct 25, 2006

Working with a family on a \$100,000 annuity

Torch publication just came out

Total gifts are just under \$120,00 for the year

Jim LeClare will be here to speak at the Athletic meeting tomorrow

Sue Brorson – Business

Two position searches were unable to be filled for fall – one is the first tenure track position in 9 years

One 3/4 time position was hired teaching 3 classes

Larry Huus will be on leave this fall and Rose Koch will be teaching his classes

ACSB accreditation will start Spring 2007

Financial Security – personal finance class has been added and makes a good elective class

David DeMuth – Math Science and Technology

The sheep barn should have internet so a security system could be utilized with a camera. David and Ron will discuss increased bandwidth opportunities with the TC Campus including potential telemedicine opportunities

NatR joint position will be posted on Sept 1

The Chinese student that visited one year ago has become a student on campus
UMC currently has PUBH 1003 online Campus Life course focusing on dormitory living and alcohol use. Jim Rothenberger's world class course is being offered statewide to approximately 5000 students. UMC should do a better job at populating the course.

Krista Lemos – Communications

Returned from the State Fair yesterday – thanks to Sue & David and students that performed. UMC has great talent & skills – good representation for UMC with SIFE

President Bruininks stopped by booth and would like UMC to have a booth at the Equine Center

Thanks to everyone that worked at the booth. U of M was well represented

Chancellor Casey

Arlene Carney was here and met with Tenure Track faculty and P & T Dept Heads with some good sessions that help to break down the miscommunications
The Executive Director for the Board of Regents was here last week – BOR will meet on campus Oct 12 & 13. A working group will need to be formed shortly

Dedication of Centennial Hall will be done the morning of the 12th

President Bruininks may be here on Oct 11

Chuck will be gone next week for BOR meeting, Sept 6, 7, 8. Eric will be the Delegation of Authority

UMC applied to be an AHE Center and has been invited to make a presentation on Sept 15th. It is a great opportunity for UMC

Hill space will need to be discussed more and the Chancellor understands that it is not approved for classroom space

VP O'Brien was on campus last Friday to meet with the community group of Aaron Parrish, Scott Klevin and others on the Community Sports/Health Center – Aaron gave background on the project and VP O'Brien raised some good questions about it
A small working group will need to be organized to look at the questions and get a timeline

Chuck added that UMC needs to be sure this is where we want our energy focused and if this is the most important long term benefit for UMC. The item will be brought back to Executive Committee after discussions are held at Chancellor's Cabinet. Faculty will also need to be involved in discussions.

Vice Chancellor for Academic & Student Affairs search is moving along as quickly as possible

Numbers of registrations are looking better than what was looked at 6-8 weeks ago – senior class went down by about 40

Last weekend went very well – there were a lot of faculty & staff attending

Sue asking if Imagining training would be offered again seeing some missed with overlap of Arlene Carney's presentation. Erica is doing training so possibly could be fit in with another group

Dan asked if the Executive Committee could serve as the Long Range Planning Committee with more structure to planning so things don't crop up. Faculty and students could also be involved.

Krista said committee for dedication of Centennial Hall will meet at 11:00 a.m. tomorrow.

Chancellor said people from all departments will need to be involved and help out when Regents are on campus. BOR office will cover all costs. There will be invitations sent out for the dinner and dedication.

Minutes respectfully submitted by Barbara Ricord