



## UMC Executive Committee



### Minutes

September 12, 2006

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

Guests: Jeff Sperling, Steve Hannah, Elizabeth Tollefson

In these minutes 1) Old Business, 2) ITC Role & Web Management, 3) Update on Regents Meeting, 4) Torch & Shield Nominations, ATM's on Campus, Homecoming, 5) Athletic Review Committee, 6) Community Sports/Health Center, 7) AHEC Presentation Update, 8) Reports

### **2) ITC Role & Web Management**

- Krista explained how ITC has taken on the role of Web development and maintenance and how it has become a major portion of their work. UMC's website is an important recruiting tool with 51% of students going to the website first. Krista talked about the questions UMC needs to ask; Does UMC need a Web Master, which direction should UMC follow? She introduced Jeff and Steve who are part of the Instructional Technical Center department. Jeff explained that UMC has been without a webmaster for approximately 2 years and ITC has absorbed the task. Steve has been working on the web and it takes him away from his duties and responsibilities. Is this the role ITC should follow? Steve added that in this role they are not able to add to the development of the website, but only put out the fires that come along. Steve is willing to help, but can't take it over at this point.
- There was some discussion and questions about the ITC department changing to a Center for Teaching and Learning to assist faculty. Chancellor Casey added that this is a financial issue and will need to address it soon. He also asked the question of the Exec Team "If this is important could resources from other departments be redirected to support a web master? We need to be creative" Jeff said they could always offer support to help out.
- Chancellor Casey thanked Jeff, Steve and Elizabeth for coming to the meeting.

### **1) Old Business – None**

### **3) Updates on Regents Meeting**

- BOR policy on Alcohol – UMC can serve alcohol on campus for special occasions, but it needs to be approved and it will only be wine. Several occasions will be the Alumni Hall of Fame dinner September 29, Regents dinner on Oct 12 and Torch & Shield on Oct 25.
- There was discussion on faculty/staff who are experts in their field being asked to testify before the legislature. When giving testimony they do not represent the U of MN, but their own opinion. The language for this is still being worked on.
- The elimination of the waiting period for faculty retirement was implemented on UMC campus earlier.
- The criteria for program changes are being looked at for;
  - Interdisciplinary actions
  - Strategic alignment
  - New programsThere needs to be good rationale so will be looked at more broadly across the University

- UMC received approval for the pre-vet tracks within the Equine Industries Management and Animal Industries Mgmt programs.
- Facilities discussion on upgrades on Centennial Hall & Steam plant
- Increasing the number of Regents Professors and more resources
- New Chancellor at Morris
- Dr. Rusty Barcelo is the new VP & Vice Provost for Equity and Diversity
- Provost Sullivan reported that half of all deans at the U of M Twin Cities campus are women
- Some discussion on biennial framework (handout)
- There are three candidates for COFANRS dept

#### **4) Torch & Shield Nominations, ATM's on campus and Homecoming**

- Handout on Torch & Shield award nomination criteria and past recipients  
Corby had several nominations and asked for everyone to nominate someone. The program is at 6:00 p.m. on Oct 25th with dinner following in Brown
- Homecoming is weekend of September 29-30. Friday is the Hall of Fame and Saturday the parade is followed by the football game.
- ATM's on campus have been requested. No local banks are interested because they need a large volume. Lisa Samuelson is working on the request. Chancellor Casey talked to Richard Pfitzenreuter and UMC should be able to work this out. Chuck will also talk with Eric about the ATM request later today. It is possible that UMC could subsidize the cost of an ATM.

#### **5) Athletic Review Committee Update**

The ARC has been meeting since July and has split into 5 committees meeting every couple of weeks. Butch Raymond from NSIC met with the group on August 18 and on Mon Sept 18 the DAC will meet to make a presentation. Surveys will be sent out this week and to the alumni by the end of September. The report will be to Chancellor Casey by the first of November

#### **6) Community Sports/Health Center and Cellular Phone Policy Change**

- Stephanie, Corby, Eric and Mark met with the community group. They looked at overheads of the campus for locations for the center. Eric explained what went on at the meeting. There were also discussions on Division III. There was talk also of splitting up the sports and wellness center. The community is interested in 3 sheets of ice in the sports area and it could be located in the community with the wellness center located on campus. The group will also be looking at the Duluth complex. The community needs a decision by December. Questions were asked as to what is included in the Wellness Area. A survey to students will be going out. Chancellor Casey will send Jim Turman an email to request assistance. The timeline is that a capital request could be approved next May or June.

- Cell Phone Policy - The new policy has been in effect since April '06 and will be fully implemented in Dec. Users will need to receive supplemental compensation, the U will not own the phones. \$65 will be offered for cell phone use and \$130 for Blackberries to those that meet the criteria;

Need to be readily accessible

Job limits access to land lines

Monthly usage is 67% for cell phone and 90% for PDA's

At this point only 3 phones qualify on campus to be owned by the U.

Departments are not allowed to have policies that differ from the U. Eric will be looking at all departments. Deb Zak said Extension went through this in the summer. You actually pay the bill and are reimburse on your paycheck. Eric added that the U will not pay equipment costs, everyone will need to buy their own. He will also check on phone plans. Mark added that for his department he would like to look at phones with 2 way paging. David asked

how minutes are being billed and that will be checked on. Chancellor Casey suggested that vendors could possibly come in with options and plans with presentations – there could possibly be benefits to other staff as well.

### **7) AHEC Presentation Update**

Chancellor Casey met with Deb Boardman and Aaron Parrish on the Area Health Education Center (AHEC) and will be making a presentation on Friday in Thief River Falls. They along with Dr. Bill Erickson will be bringing along letters of support for the Center to be located in Crookston. Both Bemidji and Roseau will also make presentations to have the Center located in their cities. The purpose is for this community and the region. Should know within a week which city will have the center.

### **8) New Business**

- Dr. Rusty Barcelo will be on campus September 19. (Handout – Schedule). Students will also be invited and Executive Committee will meet with Rusty at 9:30 a.m.
- (handout) Pam passed out the schedule for student workshops. College student inventories are being sent to advisors and Pam would like all advisors to meet with their “at risk” students. Interventions really help the students stay in school. Chancellor Casey said this really needs to be kept in front of faculty – the need for one-on-one contact.
- Meeting on Friday studying the Book *Student Success in College* with weekly meetings – anyone interested in coming is welcome
- Curriculum Committee and Biology Degree – there was a discussion on the process and the need for it to be presented at its best. Chancellor Casey suggested that David talk with John Zigenhagen to help with the proposal. Dr. Baldwin will be here on September 25, and could provide his perspective on the proposal.

### **9) Reports**

#### *Pam Holsinger-Fuchs – Student Affairs and Enrollment Management*

- If students aren't showing up to class, advise Admissions
- BOR Meeting Oct 12 & 13 – Krista will add more
- Business Activities Day with High School students on campus – working with the Business Department
- Brink does not have internet connectivity but should be resolved this Friday

#### *Ron Del Vecchio – Ag Department*

- Ag Activities Day is Friday, December 1. High School students will be on campus competing in various activities. It's a good time to showcase UMC
- IHSA Show – Nov 4 & 5. Hunt Seat club is hosting
- 4H horse show this weekend
- Inspections in October – UMC is being used as a measuring stick for others
- Ag Business position is moving forward

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

- Today is last day to add classes
- Three articulation agreements are in process plus China collaboration
- High school faculty will be on campus, September 25 for workshops

#### *Krista Lemos – Communications*

- Committee on Board of Regents Visit is meeting on Wed. A draft schedule will be sent out next week, Oct 11 is President Bruinink's forum from 3:00-4:30 p.m. Thursday, Oct 12 – tours of Centennial Hall begin at 9:00 a.m., dedication is at 11:00 a.m. Reception and dinner are on Thursday also beginning at 5:45 p.m. – media availability throughout board meetings
- University Relations website can have news submitted to it. Also includes form/style guidelines and is a work in progress at present

- The Today page is being updated – please send any action photos along with a short paragraph to add info to the page
- Most departments have access to the Events page and is updated on a regular basis

*Eric Johnston-Ortiz – Finance and Operations*

- Going to training for the Financial system the first week in October

*Deb Zak – Extension*

- Horizon Show Case next month
- Working with counties that have a high percentage of poverty
- John Loegering is assisting with Nature Northwest's field guide
- Attended the opening of the Sugar Beet museum last week
- Tried to become an on-line student through Duluth last week and is hoping UMC has better has a better process. Possibly have someone that is not on campus go through registration and give UMC feedback

*Mark Koepke – Facilities*

- Phase 1 of Robertson Hall demolition – the building of a replacement steam tunnel - will be bid on Thursday. Phase II should have bids let the end of October
- Need to revisit the use of Hill bottom floor

*Corby Kemmer – Development*

- Staff is working on Homecoming the end of September, Regents/President visit October 11-13 and Torch & Shield Oct 25. Nominations for T & S would be helpful
- In Minneapolis for training next week
- Hosted Development counterparts from Morris 2 weeks ago

*Sue Brorson – Business Department*

- Business Educators will be on campus this week
- Two positions will be opening again
- Continuing to work on the agreements with Zhejiang Economic and Trade Polytechnic (Hangzhou China)

*Stephanie Helgeson – Athletics*

- Shannon is back on a part-time basis
- Intramurals start next week
- November 2-4 UMC hosts high school volley ball
- Home volley ball game tonight

*David DeMuth – Math, Science and Technology Department*

- China articulation agreement – discussion question is when do we start?

*Chancellor Casey*

- Hill hall and what should be done. A committee will look at longer term view of the campus and priorities for new buildings and the implications etc. Hill could utilize the space with a temporary setup and necessary to find out if it can be used as a classroom or not. If not, possibly a meeting room which UMC is short of. Several options will be looked at before anything is done.
- CIHS – dates were set for registration and now schools are calling to get students in so UMC is fielding some frustrated callers. A meeting is being held next week with some of the schools to look at solutions. It's necessary to look at most efficient effective procedures to have in place

Minutes respectfully submitted by Barbara Ricord