



UMC Executive Committee



Minutes July 5, 2007

Present: Ron Del Vecchio, Chancellor Casey, Bill Peterson, Peter Phaiah, Krista Lemos, David DeMuth, Jeff Sperling, Deb Zak, Mark Koepke, Corby Kemmer, Tom Baldwin

In these minutes: Old Business, New Business, Process for Filling New Positions, Update on UEA Contract, White Earth Summer School Visit, New Ext positions American Indian Communities, Crops position – Ext Regional Cntr, Special Events County fairs – Polk July 11-15, Pennington July 12-15, Roseau July 18-20, Visit from VP of U Relations Karen Himle July 30 and 31, Ox Cart Days – Ice Cream Social Aug. 17, Gate volunteers Aug. 18, myU portal, Web site, Media relations planning, MN Sesquicentennial, Marketing research and planning, Confirmation of 2006 Retention Committee & Subcommittee, Peer Mentoring Initiative from MN Compact Retention Summit

Chancellor Casey

- Working on getting another supervisory training on Aug 15th by Francine Morgan. All directors will be invited to attend. The topic will be hiring practices.
- NIMS training with Kristy Gisch will be held July 16 after the Chancellor's Cabinet meeting. Tuesday, July 17 will be the meeting with Emergency Management Committee. David and Peter are coordinating training for orientation week.
- Follow up with SOAR from retreat. Would like to have all exercises returned by Friday. Once the top 8 are determined the survey will be sent out again for the top 5 and possibly be sent to the campus community as well.
- Torch & Shield award has had a number of nominations with good information. The process in place is working well.

UEA Contract Update

- Contract was voted to be approved on June 25th. Will be brought to BOR next Wed for approval. Meeting with UEA representatives to generate agreement for distribution of dollars. Hoping to get back pay to faculty for the first or second pay period in August for 06-07 year. Then will work on 07-08. Important to get the first payment before faculty come back in the fall.

Old Business - None

New Business

- Deb Zak - Dept of Employment & Economic Development are conducting regional competitiveness forums that could be important for UMC to attend. One is in Thief River Falls on Aug 15.
- Corby Kemmer – asked if there was a shortage of dorm rooms. Peter answered that rooms are available and some rooms off campus for females are also available if necessary.
- Handout from Chancellor provided by Les Johnson on Process for Filling an Open Position. Any suggestions should be sent to Les. The handout gives a better understanding of how the process should work. Jeff added that it's important for TSS to know when people are leaving also
- Krista gave an update on the Faculty/Staff handbook. The latest copy on hand is from 1994-95 and would like to put the information on-line. Barbara Ricord is coordinating the effort. The old faculty/staff handbook is being

looked at for the value of the information it contains. A portal will be created with the information so it can be organized and marketed. Departments will be worked with to see if there are digital copies of their information. Will need everyone's help. There will also be a quick reference sheet. Any ideas, recommendations, please let Krista know.

White Earth Summer School Visit – Deb Zak

- 57 students and 6 teachers visited UMC from the White Earth Math & Academic Camp. They were treated very well at UMC and were enthusiastic to be here. Tours on campus went well. International students met with them on Thurs evening and proved to work well. This is the first time many of the Native American students interact with white students and it's good for them to see the many international students as well. It is a key opportunity for UMC to recruit Native American students. The size of UMC and its programs are very appropriate for them
- Chancellor Casey said there could be possibilities for other tribes as well. Good grant application opportunities
- UMC's early childhood program would be a good conduit for student teaching in the tribal schools
- David added the camps would be good opportunities to work with development to request help from companies such as Microsoft and IBM. He and Corby will work on these opportunities
- Extension has received funding for 4 new positions to work with Native Americans
- Extension is working to fill the Crops position in the Regional Center. Any help with recruiting would be appreciated.

Special Events, County Fairs, VP Karen Himle Visit, Ox Cart Days, myU Portal, Web site, Media Relations Planning, Marketing Research & Planning - Krista Lemos

- County Fairs – Polk is July 11-15, Pennington, July 12-15 and Roseau July 18-20. Passed around sign up sheet for Fairs. There are still slots available for volunteers. Good opportunity to promote UMC.
- Passed out tentative schedule for VP of U Relations Karen Himle's visit on July 30-31. Tues, July 31 at 8:30 will meet with Executive Committee in Kiehle 116
- Chancellor Casey added that Department Heads should talk about their programs at the meeting.
- Ox Cart days ice cream social will be Aug 17 from 3-5 on campus. Elizabeth will send out a sign up sheet. UMC will also be working at the gate for admission on Aug 18 from 8:30 to 2:30
- Fireworks display may be on campus Sunday evening with the bleachers being available for viewing. Tom Feiro is working on getting the permissions.
- Chancellor Casey noted that the Rural Health Summit will also be on campus Aug 17.
- Last year was the debut of the myU Portal for students. It is being re-designed again. Changes are being made over the summer. Handout of Faculty view & Student view of the portals. The handouts will be sent to FCC to see if other info should be added. Portal can be updated with individual information. Necessary to get people engaged in using the portal.
- Web site update – Amber Bailey is working on re-design of home page. She worked with Pam on putting up a retention site and is working with Athletics to refresh the sports page. Any web questions or info, let Amber know
- Media Relations planning – looking forward to new year. Any events/activities should be given to Elizabeth as soon as possible before the event – even if not all data is known. Lead time is important to get out the information.

- Marketing Research & Planning – the first marketing plan was not what was wanted so another is being worked on with the marketing firm and will be out as soon as possible.

2006 Retention Committee & Subcommittee, MN Campus Compact

Retention Summit – Peter

Handout

- Confirmation from the group that was part of the committee and will continue with it. There were 5 committees – see handout. Confirm with people on your committee that they will continue and then confirm with Peter. Will work with David for orientation week with plans and strategies. If you want to be on a committee let Peter know.
- Included on handout is schedule for new and returning students
- Retention Summit was on mentoring

Member Updates

Tom Baldwin – Student and Academic Affairs

- Kim Gillette will be in on Monday as Director of International programs
- Offered a 1/4 of million dollars on classroom equipment. Now chairs need to spend it appropriately
- There are a number of openings left on campus. Sue had 3, Ron and David each have one.

Ron Del Vecchio – Agriculture

- Brent Sorenson is leaving. A search committee is being put together for his position. Meeting with Erman to get last of Brent's classes taken over
- Harouna got a \$25,000 grant for his Mustard project for spring

Bill Peterson – Arts, Humanities and Social Sciences

- Hill Hall renovation is on track for the ESL classroom
- Education licensure is a large project for UMC. Pre-visit with Board person is scheduled for Sept. Licensure and program team will also be on campus in Sept.
- Appreciate all the support for the project
- UEA contract was 2 1/4 yrs into negotiations. Thru Chuck's leadership and good working relationship a fair contract was approved.

Peter Phaiah – Student Affairs & Enrollment

- Working on validating returning students for dorm rooms. They have until July 21 to register or room will be re-assigned
- Recruiting goal for high school freshmen is getting closer. Returning and transfer students are not
- Three positions are open – diversity, ATOD and Admissions counselor. Looking at possibility of pairing up with other positions
- Talked with Ron on possibility of hosting a class in Centennial Hall for fall

Krista Lemos – Communications

Handout – Emergency posters to hang up

- UMC will have a display at the State Fair in the U of M building – it will be a panel for Harouna's Mustard project
- Meeting with David & Tom on pre-nursing program

David DeMuth – Math, Science & Technology

- Apparatus investments are great and will make a difference for laboratories
- Dowell Hall changes look good
- Working on getting Engineering at UMC
- Game Design Camp had 31 students – great success
- Camps need to have a systematic approach – they are a good recruiting tool
- Jingpeng Tang has an application for a new international student in Business Mgmt. important for UMC to insure students are happy while they are here
- The China group will give a slide show during opening week.

- Chancellor Casey added that it was good connection to have NWSA alumni meet the Game Design students

Jeff Sperling – Technology Support Services

- Selvig Network work is in progress and should be done by the end of the month
- Don Medal is working on wireless appliance management – plan to have wireless on the mall by the end of summer and wireless at the Press Box
- Telephone RFP's are due today
- Testing a couple products for notebook security. All notebooks will need to be encrypted along with all faculty/staff
- List-serve process is being worked on with Tech Committee to determine who can send out email to entire campus

Deb Zak – MN Extension

- Extension is working on Operation Military Kids – session in Crookston is July 10 at the high school
- County fairs are very important for UMC to be at
- Four positions are open

Mark Koepke – Facilities & Operations

- Robertson demolition is a little behind – should be down before school starts
- Dowell lab renovation are coming along – one may be finished close to the start of school
- Gym floor replacement is on schedule – started last week
- Hill water proofing is basically done
- Visible progress on the restroom/concessions building
- Track resurfacing and striping has been done
- Elevators in Dowell and Sahlstrom Conference Center are being worked on
- Re-roofing projects for Owen Annex will be worked on
- In process of awarding security lighting and resurfacing of lot H

Corby – Development

- Meeting of the homecoming committee will be July 10
- Jerry did a great job on the centennial wall – take a look at it
- NWSA reunion was a success. Thanks to David and his students at the camps. Tours done around campus were fantastic. Also thanks to Dining Services and Facilities
- Mark Olsonawski golf tournament in Hallock was June
- July 16 is reception for \$50,000 in 50 days and then Teambackers fund drive
- Torch & Shield has had some good nominations
- No final numbers for donations to UMC but the approximate number is \$700,000

Chancellor Casey

- Thanks to Corby's office for NWSA Alumni reunion good work. There are strong feelings from that group and that is what UMC is trying to develop in new students. They always go back to the faculty that was here
- July 17 Toni Merdan from Collin Peterson's office will be on campus
- July 19 Exec meeting will be held with Dr. Baldwin as Chancellor will be gone
- Pictures of White Earth Math & Science Academy visit to UMC were in Fosston paper. Remember to get info to Krista so stories get publicized.

Respectfully submitted by Barbara Ricord