

**UMC Executive Committee
Minutes
August 16, 2007**

Present: Stephanie Helgeson, Tom Baldwin, Corby Kemmer, Chancellor Charles H. Casey, Mark Koepke, Peter Phaiah, Deb Zak, Bill Peterson, Jeff Sperling, Eric Johnston-Ortiz, Krista Lemos, David DeMuth, Sue Brorson

In these minutes: Old Business, New Business, New Employee Names, Technology Survey, Review of Faculty/Staff In-Service Schedule & Notification, Image Library, Member Updates

Chancellor Casey

Today is the site visit for AHEC and luncheon at RiverView at noon. The new director will be announced today along with a tour of the office. Barbara Brandt Director of the MN Area Health Education Center and Angela Bowlus. Tomorrow they will attend the Health summit on campus.

Old Business – None

New Business - None

New Employee Names – Chancellor Casey

Introductions will be made at the Opening Luncheon at noon Monday, August 20. Get any appointment letters into HR asap so names are included. Barbara advised that over 30 new employees are included since last September along with about 5 employees that have moved to new positions. Adjunct faculty may be introduced in a group.

Technology Survey – Jeff Sperling

Handout – Educause Student Survey of Technology, Spring 2007

- Bob Kvavik has been instrumental in the survey
- Survey is broken down by campus
- 3rd or 4th year of participation
- Comparison use of technology of students against other institutions in MN
- Participation last year had only 66 – 29 Seniors and 25 Freshman – no breakdown of others
- Jeff explained the handout and said some classes use personal course websites that expose students to even more technology
- U of M, Crookston invited to participate again, but survey will not change
- Bill did suggest that survey is good to use in the HLC report as it's from an independent company

Review of Faculty & Staff In-Service Schedule & Notification – Peter Phaiah

Handout – Opening Week Schedule

- Went over highlights of the schedule
- Arlene Carney visit is important for 7:12 statement. Helpful for Department Heads and others
- Any major changes to schedule – let Amber Bailey know so it can be changed on the website

Update on Registration – Peter Phaiah

- About 1015 registered this fall – about 25 more freshmen to register – could be close to last year
- Approximately 47 beds available

- 67 international students – 6.1% of total population – doesn't include ESL or non-degree seeking students
- Importance of transfer students – more students in community colleges than seniors in high school at present
- Jason Tangquist is tracking retention of athletes
- Sue asked if there is going to be tracking of transfer students
- Peter said it is important to do good orientation for transfer students
- Bill added that they are looking at tracking according to programs

Image Library – Krista Lemos

- Presentation during Opening week is same as presented to Exec Team 2 weeks ago
- Shows graphic standards and Image Library and what needs to be in publications
- Information will be on U Relations web page with easy access to all info
- Guidelines on writing are also included
- This information will help the U of M, Crookston look be more effective
- Next step will be adding photos
- UMC will be known as U of M, Crookston
- Worked with Media Services on new backgrounds for screen savers and wall paper New students will have it on their computers
- Thanks to Media Services for their help

Member Updates

Dr. Tom Baldwin – Academic & Student Affairs

- Exec group should give thought to areas that need help. Any full-time faculty member with less than 12 credit load will be given other assignments. Let Tom know if you need help
- Trying to implement new contract and working on guidelines for research release time
- Bill and David are both stepping down as Department Chairs. Looking at process for identifying new people. Both Bill & David have done outstanding jobs and their good work is appreciated

Stephanie Helgeson – Athletics

- 140 new student athletes
- Oxcart Days this weekend
- Aug 31 at 4:30 is reception for outdoor Athletic Complex at Widseth field in cooperation with high school and teambackers
- Aug 24 Soccer at home
- Aug 30 Volleyball at home and football at Mayville
- Tues was the U of M, Crookston's Women's Golf outing with 18 teams at Minakwa
- Women's giving social went well after golfing. Sue Brorson, Mary Beth Sargeant and volleyball student Theresa Crance spoke on the benefits of scholarships
- Northern Sun will include U of M, Crookston in NSIC Commercial. They will be on campus Sept 14 & 15
- September 21 & 22 – Athletic alumni events
- Oct 6 – U of M Crookston Homecoming
- Natasha Kuhle is working with NFL youth and coaches for 6 weeks beginning Sept 9. there will also be a Youth Super Bowl Oct 21

Peter Phaijah – Student Affairs and Enrollment

- The Behavior Alert System (BAS) group is looking at behavioral issues on campus
- It will be an emergency action plan for the classroom
- Identified behaviors to individuals or property and what is acceptable behavior
- Working on creating a formal structure
- Will be training for faculty/staff and students

Sue Brorson - Business

- Online committee in past looked at quality of teaching and learning in online classes. Now will be looking at quality services for online students
- If interested in serving on committee let Sue know
- Advisors need to be in place for online students
- New SBDC director Jorge Prince will be on campus this week

- o Yesterday Sue & Chancellor Casey attended the MN DEED meeting looking at the needs of the region. Meaningful about programs that U of M, Crookston can look at
- o This afternoon attending the NW Economic Development meeting to look at community partnerships
- o Hoping to offer a new area of emphasis with David's dept – Management Info Systems

Krista Lemos – Communications

- o Ice Cream Social 3 p.m. Friday. Anticipating a large group
- o Talent show scheduled for 5 p.m. – not sure if it will go on
- o U of M, Crookston will work at the OxCart Days gate from 9-2 on Sat.
- o Will be at the State Fair Aug 24-27 along with the student intern, David, Harouna and SIFE. Deb Halstad will be performing. Maroon & Gold day is Sunday. U of M, Crookston backpacks will be handed out and some will be given to students on the U of M, Crookston campus
- o US News & World Report comes out on Friday. Moved from 2nd to 4th and still in the top area for the 10th consecutive year. A news release will go out on Friday
- o Normally 200-300 news releases are sent out but will change to 2 a week. If you have information for Communications get to Krista 6-8 weeks in advance if possible

Eric Johnston-Ortiz – Finance & University Services

- o Working with Mark & Facilities group on the transition of Mark's leaving
- o Crookston cluster group working on Dining Services RFP. Info needs to be sent in by 8/27.
- o Two presentations were made by Sedexo and one by Aramark. U of M, Crookston group will evaluate and give points to which is best choice for Crookston. TC will also evaluate. Presentations will be done on TC campus Oct 11 & 12
- o Into the mid section of Financial Enterprise System – the organizational design phase
- o Looking at staffing to see if enough staff and skill sets to be effective. At present looks like should be ok
- o Working the next 3-4 weeks with Gary Willhite to finalize numbers for the new Residence Hall rates and what will be a viable room rate. Presentation will be at the Opening Week events on Monday

Jeff Sperling – Technology Support Services

- o Notebook rollout going well
- o BASS web server will be taken off line before classes start
- o Down to two vendors for the new phone system. Vendors will be invited to campus soon
- o Interviews for Peg's position begin tomorrow
- o Met with athletes on acceptable use of computers
- o Getting close to encryption standards

David DeMuth – Math, Science & Technology

- o Jacoba DeBoer-Wiersma is the new assistant in the MST office
- o Meeting with Barbara Brandt on Health Services
- o Ming Di on campus today
- o Water Institute

Bill Peterson – Arts, Humanities and Social Sciences

- o Hill 4 – ESL room is on schedule and complete
- o Carol Markson a faculty member from Morris campus serving as a consultant was here this past Wednesday
- o Richard Simms from the state Board of Teaching in St. Paul is coming Sept 13 for a pre visit. November is set for the site visit.
- o Classes are filling up fast – may be challenging to get into for fall

Mark Koepke – Facilities & Operations

- o Robertson is being taken down – rubble should be gone Monday. Foundations and tunnel still need to be worked on
- o Concession Building should be available Sunday. Health inspection will be next week
- o Third floor Dowell labs still need to be worked on
- o Roof projects are being worked on
- o Gym floor is being painted
- o Starting on ventilation in MechAg lab
- o Done with faculty moves in Dowell Annex

- Elevator up-grade projects will continue into the school year in Sahlstrom and Dowell Hall. Will be down for 3-4 weeks
- Skyberg door project is almost done. Some temporary doors needed to be put in
- Will be here until Aug 29 and then going to NDSU. Will try to get everything wrapped up

Deb Zak – MN Extension

- Hosting U-Lead Advisory Academy on Oct 4. Exec group are welcome to sit in
- Was in Onamia at the MN Tribal Conservation Conference, sponsored by the Natural Resources Conservation Services. Funds available for service projects that U of M, Crookston students could work on
- Farm Services Agency has funding for loans up to \$5000 for entrepreneurs. Some 4-H's have received loans in the past for their small businesses.
- Possibility for internships on the White Earth Reservation at various school
- Peter and Deb will be going to the Circle of Life School on Aug 29 to look at interest for students and faculty in coming year

Corby Kemmer – Development

- Anyone interested in riding the float for OxCart days should be at the site at 6:30 p.m
- Homecoming is Oct 5 & 6
- Torch & Shield is Oct 23. Awardees are Jon Evert, Robert J. Jones, Cindy Bigger, Ardell Knudsvig and Senator Keith Langseth. Sen. Langseth will be presented on Oct 5.
- Final Aggie publication will be in September
- Spoke at Bagley, MN Rotary chapter in Bagley after being invited by a donor prospect last spring. Spoke on a variety of topics regarding the U of M, Crookston, new facilities, enrollment, athletics, and moreover my role at chief development officer and alumni director.
- Meeting with Michelle Christopherson on possible on-line donors
- Met with Seth Eston, Manager of Crookston Wal-Mart. There was frustration that U of M, Crookston did not receive any funding from Wal-Mart up front when others did. Told that the recipients are generally similar all over but normally give larger donations to higher ed. Hopeful for the future

Chancellor Casey

- Luncheon at Minakwa on Aug 29
- Aug 30 Local Restaurants and food vendors in Brown Dining Room
- AHEC luncheon today
- Health Policy summit tomorrow
- Plans of David & Bill – will give comments at Monday's meeting.
- Thanks to Mark. Had a good record for this year. Tremendous amount of improvements have been done to the classrooms and buildings. One and a half years work has been done in about 1 year. Improvements mean better experience for students. Outcome is positive. Wish Mark well, sorry to see him go
- Position won't be posted until discussions have been held and feedback from Mark given. It may create some uncertainty for a while but it should result in a better way to address things
- Thanks to David and Bill for their contributions. Their priorities are understood and they will be recognized publicly at a later date.

Respectfully submitted by Barbara Ricord