



UMC Executive Committee
Minutes
November 1, 2007

Present: Corby Kemmer, Jeff Sperling, Bill Peterson, Deb Zak, Peter Phaiah, Krista Lemos, Tom Baldwin, Stephanie Helgeson, Dan Svedarsky, Sue Brorson

In these minutes: Old Business, New Business, Marketing & Image Committee Report, U of M Retention Summit Update, United Way Campaign Update, Member Updates

Old Business

Peter Phaiah

- Ice Rink has been approved and ordered. Base will be set up before ground freezes. Border and liner and water will be done between Christmas and New Years to be ready when spring semester starts. There will be a release to the community when its ready

Bill Peterson

- Word back from Zigenhagen on the Psychology degree. Title has been changed to Organizational Psychology. The proposal is ready to go to the Provost office and hopefully ready for the December BOR meeting. Should be in place in January to add for next falls classes

Tom Baldwin

- Webinar on The Chair's Role in Fostering Department Collegiality – Dec 6, 12:00 – 1:30
- Barbara Brandt and Billie Wahlstrom will be on campus on Monday. Pre-professional program will likely be resolved with the visit. Invitations have been sent for various meetings and lunch

Corby Kemmer

- Working with Tom Sondreal on the outdoor Holiday music. Tom is working with a vendor and looking into wiring speakers into Student info desk. Should have setup in about a week
- Going tomorrow with Dr. Baldwin to inauguration of Mayville State's new President

Bill Peterson

- MN Board of Teaching will be here Sunday, Nov 11- Wednesday, Nov 14. Five members from the Board and 3 others from around the state.
- Variety of meetings with campus individuals for institutional approval to offer teacher education, program approval and will open doors for future education programs
- Very important for UMC. Optimistic view will be for them to do annual follow-ups. Exit interview will be on Wednesday.

Krista Lemos

- Faculty/staff Handbook sent out to committee. Thanks to Amber Bailey and Barbara Ricord. Student is looking at all links to make sure they are working. Will be put in e-updates and send out to campus
- Can be added to anytime. Will be good for Board of Teaching review

New Business

Stephanie Helgeson

- SEC has offered their help with the faculty/staff Holiday party
- Faculty/staff open enrollment for 2008- if you have no changes you don't need to fill out anything except for your flexible spending account

Tom Baldwin

- Monday night performance by the Army Band was outstanding with 1600 people attending. Thanks to Stephanie for her work. Stephanie added thanks to the facilities crew.

Corby Kemmer

- Thanks to all the staff that worked with Torch and Shield last week and to all those that attended. Approximately 170 people were in attendance to honor the recipients.

Deb Zak

- March 31 UMC is hosting a Home Grown Conference along with Collin Peterson's office to look at the economic impact of home grown foods

Marketing and Image Committee Report – Krista Lemos

- Pins with new logo are on order and will be given to faculty/staff, alumni and donors. Will also be available in Communications department if you need more.
- Marketing & Image Committee looking at redesign of department web pages

Handout – draft of Webpage

- Goal of webpage is connection with future students
- Departments and programs will have different links on their pages. Would like to do a similar page for Athletics
- 10 degree programs will be the first and then the others will follow
- Working with pay per click words with Google. By end of month will have list of words clicked on and how they work
- Developing new program mailings – post card size. Drives students to website. More strategic and cost effective. Should have sample next week
- Working on signs for Hwy 75 & 9 to direct people to UMC. Signs will have arrows to point direction. When mileage signs are replaced from GF we could include UMC info telling number of miles. Also looking at billboard coming out of GF
- Online recruitment is in full force
- UMC has 2 ads per day on KROX. Let Krista know about events or programs that could be added. Some ads also run on Cat Country radio because UMC is member of GF Chamber
- There was some discussion on advertising and signs
- Krista and Corby are working with Tom Sondreal on a virtual tour and facts of the campus for donors and alumni

U of M Retention Summit Update – Peter Phaiah

Handout – Summit Oct 30, 2007

- Mary Feller, Rand Rassmussen and Peter attended the U of M Retention Summit
- Each U of MN institution gave presentation
- No school is doing anything UMC should be doing. There is no one thing that is the key, just a combination of doing all the right things
- Discussed the presentation and explained the handout
- It's everyone's job to be part of retention
- UMC should be able to get credit for students finishing school even if they go elsewhere
- UMC is credited for making the right efforts
- Discussed other presenters

Handout – Proportion of retained students in U of M campuses

- Data to compare UMC with other campuses
- Flat rate tuition may help UMC graduate students in less years
- Rochester looking at Voluntary System of Accountability – new measure and benchmarks for institutions. It measures; student success & progress, student engagement and learning outcomes
- Last presenter talked about getting faculty involved in retention and recruitment, looking at classes that are road blocks to student success and skills that UMC wants students to have and when/where those skills will be taught
- Summit was beneficial and helpful
- Discussion and questions by group

United Way Update – Peter Phaiah

- Campaign is going well
- Two weeks left to close of campus wide campaign

Tom Baldwin

- Sue & Tom are working on process for securing an online advisor in the Business Dept
- Received date for UMC Budget Review – February 19. Chancellor will have meetings with group to develop interim budget

Member Updates

Corby Kemmer – Development

- o UMC Alumni Association Board met last night- next meeting is scheduled for Jan 17, 2008
- o Teambacker Update: As of Oct 31, 2007 - Total Members 208, 13 Faculty, 47 staff, 25% of faculty/staff
 - \$52,406 – Cash Gifts
 - \$12,655 – Specific scholarships & endowments
 - \$2,750 – Outstanding
 - \$2,930 – Specific sports
 - \$16,795 – Budget relieving trade or in-kind
 - Total \$87,536
- o NWEIA Board Mtg next Tuesday
- o Nov 13 – Hallock alumni social from 6:30-8 p.m.
- o Dec 5 -7 Development staff will be going to Mpls for professional development and attending the holiday gala on the 6th

Peter Phaiah – Student Affairs and Enrollment

- o Beginning of Nov has been a success for “Spirit Week”
- o Question on putting out communication on information for preventative measures on protecting oneself. No one thought it was a bad idea

Sue Brorson - Business

- o Webinar – was discussed earlier and reminder to invite anyone else that might be interested
- o Working on getting 3 positions advertised. If approved will be online on the 7th
- o Looking at layout for boardroom and getting info from TC
- o Mfg Mgmt program is offered onsite at colleges in metro area and trying to work with metro online students to inform them that some classes could be taken onsite
- o Reviewing a couple of state grants as possibilities
- o Finishing up with PIAC minutes and looking at how meetings went and are members being used appropriately

Krista Lemos – Communications

- o Maroon and gold posters have been sent to campus for orders. Send amounts back by Friday. Next year pictures will be taken in spring so posters can be available in fall

Bill Peterson – Arts, Humanities and Social Sciences

Covered earlier

Jeff Sperling – Technology Support Services

- o Notebook program has 2 subcommittees looking at best model for students
- o Goal of Technology committee is to give graduating seniors a notebook at a nominal charge
- o The 2 year roll over will give new freshmen and juniors new notebooks each year. Ownership of computers may help students take better care of their computers
- o There are some drawbacks to giving seniors computers but committees are still working on issues
- o Discussion on what computers should contain and should faculty be involved in decision
- o Goal will be to survey faculty & students
- o Decision on the kind of computer is the first issue before deciding what groups need
- o There is a lot of information being gathered for their decisions
- o Outlook is not supported well by TC. Looking at moving to UMCal. Could do training over Christmas break and show alternative clients
- o Discussion on alternatives and should everyone get to choose what they move to

Dan Svedarsky – Natural Resources

- o Suggestion for UMC to have own poster on *Even Mother Nature Loves Maroon & Gold*
- o Dept has 15 more students compared to last year at this time
- o Lining up student callers for recruiting
- o Criminal Justice program with Bemidji State is in process and getting ready for signatures
- o Working with David DeMuth on adjunct searches

Stephanie Helgeson – Athletics

- o Kylie Bladow, Early Childhood major, Senior soccer player is 2nd team All Conference
- o Host high school volley ball tonight and Sat
- o Women's basketball exhibition on Monday
- o Working on NCAA financial reporting due in Jan
- o Early signing for basketball – Nov 14
- o Nov 20 will be faculty/staff recognition during half-time at Basketball game vs Valley City State. Chili and subs will be served at 4:30
- o Nov 12 – NSIC Board of Directors meeting
- o Student Athletic enrollment numbers are on Bob Nelson's website

Tom Baldwin – Academic & Student Affairs

- o Admits are up 35% of last years admits
- o Ron has 2 good candidates – waiting for committee feedback
- o David DeMuth is working on job description for Biology and Chemistry
- o There are 9 tenure and tenure track positions being searched now – 25% of faculty positions on campus are being searched for
- o Should be moving back into old office this afternoon

Respectfully submitted by Barbara Ricord