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**UMC Executive Committee  
Minutes  
December 6, 2007**

Present: Chancellor Casey, Sue Brorson, Bill Peterson, Stephanie Helgeson, Les Johnson, Deb Zak, Jeff Sperling, Ron Del Vecchio, Krista Lemos, Dan Svedarsky, Eric Johnston-Ortiz

Guest: Lisa Samuelson

In these minutes: Public & Private Information Statement, Face Book My Space, Old Business, New Business, Text Messaging for Emergency Response, Inadvertent e-mail sent that contains private data, Discussion of Food Service RFP, Member Updates

**Public & Private Information Statement – Les Johnson**

Handout – Private/Public Information Statement

- Public info is available to be released
- Most info in personal file is public, some is private and can't be released
- Things like salary level, letter of appointment, letters of commendation are all public
- Letters of disciplinary action not contested are public
- Appeals or grievances in progress are not public until the process is finished and put into file – then public
- If a question on public or private information – contact Les (HR) first or Office of General Counsel
- Owner of personal file has right to have copies
- Jeff added that all employees will have to take data security training in the near future
- UMC computer info is encrypted so if problems U is not responsible for any loss
- Supervisor info is not public
- Requests for info should be given in reasonable time frame and info should be verified before turned over

Chancellor said its' a good reminder of steps to be taken and to raise awareness

Deb Zak added it's a good process for providing references.

Thanks to Les for bringing info.

**Facebook, My Space – Lisa Samuelson**

Handout – The Secrets Behind facebook & myspace.com

- Facebook - Social network – used to have conversations
- Fairly safe – need to be a friend to get into someone's page
- Need your own page to get into it
- Used more than email
- Need to login – can set privacy standards
- Real time conversation
- MySpace – also a network, not used as often
- Isn't as well protected – can see anyone
- Faculty and staff are on
- Treat as private info
- A social environment
- Facebook can be used as tool to create relationship outside of classroom
- Discussion and questions were held by group
- Thanks to Lisa for attending and giving information

## **Old Business**

- Sue asked about calendar on email – will there still be different options?
- Jeff said it was still under discussion and may be changed over next summer with a new email platform. Hard to enforce the use of only one platform for entire campus

## **Text Messaging for Emergency Response – Jeff Sperling**

Handout – U of M TXT-U Emergency Notification

- The U signed an agreement for the emergency text response with Inspiron
- It was launched Nov 16
- The program will be centrally funded
- Almost guarantee all messages will go through
- 30,000 messages per minute
- Sign-up will be encouraged to receive the emergency messages – no other messages will be used on this program
- Possible spring launch for UMC
- More questions and discussion will be addressed
- Will come back to Exec group with recommendations

## **Inadvertent e-mail sent that contains private data – Jeff Sperling, Krista Lemos**

- Private educational data was sent to faculty/staff distribution list by the Registrar's office
- Jeff sent info to OIT Security at U of M – advisory group with General Council's office for their recommendation
- They gave recommendation to notify students
- Faculty/staff distribution list has since been updated
- Faculty/staff know about privacy data so wasn't as serious as could have been
- Jeff added the process for handling problems is working
- Chancellor Casey added that incident happened quickly was handled very well by Krista and Jeff. Systems are in place to address these kind of issues
- Data security training for everyone at a later date will be a good benefit

## **Discussion of Food Service RFP – Eric Johnston-Ortiz**

Chancellor Casey said the preferred vendor will be selected from the two vendors that submitted proposals. The VP's tabled the decision after meeting yesterday so will not meet again until Dec 20. UMC should have a little longer for their decision. Forums for discussion on the RFP were held last week for UMC campus.

- 2 forums held last week with many staff attending but few students
- Support so far is for the current dining service
- Concerns are for catering, athletic concession, fundraisers etc.
- Discussion and questions by group on utilities and equipment, catering and who owns the concessions
- Eric & Brent Melsa are going to Moorhead and Morris to see how things are working
- Brent has a draft proposal on what dining services could provide in improvements over the next couple of years
- If existing Dining Service proposal is accepted there would have to be evaluations put in place
- Questions were raised on past Dining Service expectations and decided that in the process of transitions with new staff and no measures in place it was hard to tell if changes were made. Questions also on what prompted this RFP. The TC would like all campuses to be part of the same but no mandate. Morris and Duluth will keep what they have.
- Not an easy decision so good to have a little more time
- Student satisfaction survey had some negative comments – especially about nights and weekend meals. Weekday lunches are the best
- Chancellor Casey said will need more definitive measure of improvement. Employees will remain U of M employees
- Questions and answers from the forums will be made available in the future

## Chancellor Casey

- Forum on smoke-free/Tobacco-free campus held last Wednesday
- Only about 30 people attended and 1/3 were CSA members
- Presenters did a good job of presenting and responding
- 300 responses to the survey sent out. Summary was passed out after forum
- Questions will be written up and sent out.
- Another forum will most likely be held after semester break

## Temporary Help

- Gail Hasbrouck has been hired as temporary help in the Chancellor's office and is available for other offices if needed
- A second person will also be available for temporary help

## Member Updates

### *Sue Brorson – Business*

- Temporary person is an excellent idea and could have been used last week in Business Dept with both Sue and Arlene gone
- Entrepreneurship position is open
- Marketing position information is done and will be going out soon
- Holiday get together soon. Look for information

### *Ron Del Vecchio – Agriculture*

- 2 Ag positions have been filled and will start in the fall
- Equine Science interviewed and waiting for Tom to see where to go from here
- Energy Bio Fuels position – talk to Tom to move forward
- Ag Activities Day is tomorrow – expect 1200-1300 students to be on campus
- Faculty not being responsive to students helping as UMC ambassadors. Dept heads please send message to faculty to treat same as athletes – an excused absence that will be made up
- Thanks to Amy who has worked tirelessly on Ag Activities Day and does a great job

### *Jeff Sperling – Technology Support Services*

- Facilities Director search is going well. Phone interviews will be starting soon
- Assembled people last week to see where enrollment will be for spring and looks to be 150 – 160 new students coming in
- More notebooks will have to be purchased – not leased. UMC will be close to owning 100 machines

### *Krista Lemos – Communications*

- Handed out UMC pins for faculty/staff
- Handed out Maroon & Gold posters
- Amber Bailey had a baby girl and will be back mid Feb. Tyler Desroiser will be helping in the office.
- Krista will be at conference through Tues. If you need assistance send an email

### *Dan Svedarsky – Natural Resources*

- Kudos to Ron and Amy for Ag Activities Day
- Ambassadors that lead the tours on campus really do an incredible service for UMC. They do not get paid and sometimes toward the end of semester they cancel out so those that stay deserve thanks.
- Interviewing Hort candidate today and tomorrow
- Six students from Itasca and one from Central Lakes CC were on campus on 30 November along with their counselor, Rick Mikesh. At least 2 of the group will likely be coming in the fall of 2008.
- More students seem to be visiting campus lately

### *Deb Zak – Extension*

- Linda Kingery is working with Public Engagement Council which will be held on April 22 on campus
- Andy Furco is coming to campus April 17 and would be a good opportunity to showcase the campus. Will try to get committee together to look at what's happening. Need a UMC

person involved and was thinking of Lisa Loegering – contact Deb or Linda if you have someone else

- Deb & Soo-Yin visited Pinepoint School and Circle of Life School on White Earth Reservation for part of Cultural Emersion field experience. They were very excited to have UMC students as part of the field experience
- Reviewing applications of Crops position in Regional Center
- Sat met with the sesquicentennial – 1863 Treaty. Jon Zak and Elizabeth Tollefson are part of the committee
- Corn College is Dec 19 on campus

*Bill Peterson – Arts, Humanities and Social Science*

- A group of faculty will be going to a poster session in the TC for the Bush Grant – Marilyn Grave, Brian Dingmann, Kevin Thompson, Soo-Yin Lim-Thompson and Ken Myers
- Board of Teaching visit was very successful. Appreciate how the campus came together – Jeff lined up technology, facilities brought in furniture, Brent took care of food. Richard Sims said only campus that Chancellor welcomed them on a Sunday
- Cultural Emersion was very successful

*Eric Johnston-Ortiz – Finance & University Services*

- Documentation for proposed Residence Hall looks good
- Confirmation that Orlyn Miller and Linc Kallsen can meet next Wed for Capital planning
- Working with physical plant – listing what to work on for summer. Preventive maintenance will be a priority
- Question was asked if there will be an opportunity for UMC to have a green Residence Hall and yes it will be looked at

Respectfully submitted by Barbara Ricord