



UMC Executive Committee  
Minutes  
February 1, 2007



Present: Eric Johnston-Ortiz, Bill Peterson, Sue Brorson, Deb Zak, Chancellor Casey, Stephanie Helgeson, Krista Lemos, Tom Baldwin, David DeMuth, Pam Holsinger-Fuchs, Ron Del Vecchio  
Guest: Jeff Sperling

In these minutes: 1) Centralizing Email, 2) Old Business, 3) Announcements, 4) Space Utilization, 5) Spring Student Surveys, 6) Founders Free Tuition Program, 7) Compact and Budget Development, 8) New Business, 9) Member Updates

### **1) Centralizing Email – Jeff Sperling**

Handout – Central Email & Calendaring System

- UMC has its own email service
- Project to consider switching to Twin Cities has been ongoing for sometime
- Twin Cities – Steve Cawley is encouraging UMC to change. Chancellor Casey agreed UMC should start the process to change
- Data conversion will not be done. All email will transfer to umn.edu at some point
- Some user support will be at UMC and some will be in the TC
- If all goes well UMC could be looking at summer implementation
- Jeff will work with Communications dept for good communications to the campus. E-updates will help get the information out.
- Discussion and questions.
- Thanks to Jeff

### **2) Old Business**

- Tom asked to get updated copies of the Executive Committees contact information – Barbara will get out to all.
- Chancellor Casey suggested that all who should be getting cell phone augmentation check to be sure they are

### **3) Announcements – Chancellor Casey**

Retreat Dates

- Dates are week of June 11 – could look at week of July 9 also. Would like to get it nailed down quickly and get a group together to start working on an agenda. Locations being looked at are Ruttgers/Birchmont at Lake Bemidji and Horseshoe Bay Resort in Walker

Supervision Workshop

- Conversations with Francine Morgan on the training and looking at break week – March 14 & 15. It will start the afternoon of the 14 and go all day on the 15. Major theme of the training will be *Better Performance Evaluations*
- A second training date will be held in the summer

Comprehensive Reviews

- Les sent out the list for those needing a 3 year review
- Chancellor Casey will work with those that haven't done it in the past

Undergraduate Research Guidelines

Handout

- Dept Heads have worked on undergraduate research opportunities
- Asked for \$50,000 last year and started working on this years request last Friday
- Good opportunity for faculty and staff. Doesn't need to be faculty but the students need supervisors

Mission & Core Values

- Hopefully took info back to departments – if you have feedback bring back to the group

All College Advisory Committee

- Received names and will start making calls soon

Wisconsin Reciprocity

Handout

- Received information today on the agreement
- Was extended by the state without conversation with the University
- If University didn't take Wisconsin students it would open spots for other students from Minnesota or other states

#### **4) Space Utilization**

- Facilities committee is scheduled to meet tomorrow
- No decisions will be made on moving or renovations unless approved by Cabinet
- Facilities committee is a broader opportunity for input on the campus

#### **5) Spring Student Surveys – Pam**

- Craig Swan is coordinating surveys system wide. Surveys from the Twin Cities include – Graduating Seniors Survey, First Year Survey, First Year Follow Up Survey,
- Boynton Health Center will be doing a health survey (with incentives)
- UMC is doing the NSSE survey (with incentives) and Educause Technology Survey
- Encourage students to take surveys as they are helpful for data purposes for retention

#### **6) Founders Free Tuition Program – Pam**

Handout

- Free up to the full cost of tuition and fees to most students that are PELL Grant eligible
- Now have been readjusted so won't get as high an amount
- About 1/4 of students will be eligible
- University Relations will send out a release in February about this fund

#### **7) Compact and Budget Development**

- Thank you to all who sent in their information for the Compact
- Much of the accomplishment information is done. Will work on updates and send a draft out to everyone
- Now working on "What are top 3 challenges for your unit for the next 3 years.
- Group was asked to write down theirs and hand in to Barbara
- Retention and graduation rates are up from Fall 2005-2006. Will also get peer institution rates
- Met with Jason, Stephanie and Cathy and asked them to look at Athletics retention
- Compact needs to be in February 21

Budget

- More information is coming about the budget
- Eric has met with almost all units. He is handing out budget information that Tricia did in September. She has been helping with process
- Feb 16 is deadline for Budget and then will take approximately 5 days to get put together to hand in
- Revenues are being built with different percentages depending on what will be asked for
- Information needs to be back from departments as soon as possible. If you have questions see Eric

#### **8) New Business**

None

#### **9) Member Updates**

*Tom Baldwin – Academic and Student Affairs*

- Working on P & T Process and getting ready to send to TC next week
- Looking for research opportunities

- o Working on Compact

*Deb Zak – MN Extension*

- o Crops College Team met yesterday and looking at doing a Corn College Dec 2007
- o Handout – new publication comes out 3 times a year - The Source. Also showcases Extensions new wordmark
- o Glenice Johnson will be presenting “Organizing Your Important Papers”, A Worksite Financial Education Workshop on March 14, 2007 at UMC
- o Planning has begun on the 2007 White Earth summer session. Dates are June 4 – 29th. UMC faculty will also be participating. Would like the students to come to UMC and she will work with Pam & David on planning.

*Sue Brorson – Business*

- o Working on Business Activities Day – March 28. It’s being reactivated after 15 years
- o Business Dept meeting today
- o Marketing and Entrepreneurship searches have been reactivated
- o Starting next week to work on new articulation agreements
- o Looking at interest in summer camps for Business

*Bill Peterson – Arts, Humanities and Social Sciences*

- o 5 faculty from AHSS will be attending the Collaboration spring conference “Transforming Student Learning for a Global Society”
- o Marilyn Grave has been accepted to do a presentation representing UMC at the Institutional Showcase part of the annual Higher Learning Commission meeting in April in Chicago
- o OSCI fair was last week where Kevin Thompson received honorable mention for his poster – Theme was “Good Enough is Not Good Enough”
- o New round of OSCI grants. Will distribute info on email. Any questions, check with Bill

*Eric Johnson-Ortiz – Finance and University Services*

- o Busy with the Budget
- o First Facilities Committee Meeting is tomorrow afternoon
- o Twin Cities now has the Wellness/Rec Center information
- o Will be in Miami, OK Mar 4-7 for NCA accreditation site visit

*Pam Holsinger-Fuchs – Student Affairs and Enrollment*

- o Job fair – Feb 7 with 36 companies coming. Don Cavalier is holding workshops to help students prepare for interviewing.
- o Committee finished Admissions 3 year plan
- o An idea for UROP would be to have a student that would research Community and Jr Colleges that have programs similar to UMC to target for articulation agreements
- o Admissions is being painted and spruced up
- o Knowledge bowl is Today with 12 schools attending
- o Feb 17 was added as a campus preview day
- o Advisor/Advisee day is Feb 14 at 3p.m.
- o Service learning grant was awarded to UMC for \$1000 from Pamida
- o Pay it Forward tour is during spring break. The service project begins in Crookston this year. There are scholarships available. Any ideas for students, let Pam know

*David DeMuth – Math, Science and Technology*

- o Pleased with grant pursuing activity on campus
- o Hosting 3rd annual Tech Expo group April 3 with 150 high school superintendents with an IT focus
- o Game design camp this summer the week of June 18

*Ron Del Vecchio – Agriculture*

- Positions will be re-advertised
- Working on 2 more articulation agreements to be presented for signature
- Good to see cooperation with Ext and others for the Crops College with Paul Aakre
- Feb 17 is the adult horse education program
- Four new red angus calves
- Looking at doing a horse camps this summer. Would like at same time as other camps so there is lots of activity
- Horse expo in April in the TC is a good recruitment tool

*Krista Lemos - Communications*

- Final E-Communications manager interview tomorrow and hope to make an offer soon
- Received quotes for baseline research
- Working with Pam & staff on perception and work for plan
- Looking for perspective students parent names
- Enrollment numbers for degree seeking students will be out soon. Overall numbers are up

*Stephanie Helgeson – Athletics*

- Feb 7 is football signing date
- Thanks to all that have come out on weekends to help out
- Northern Sun expansion site visits have been set
- April 21 & 22 are NSIC meetings
- Feb 8 will speak at UND's College of Business Hultberg Lecturship series
- High school basket ball is March 1
- Tues April 24th is Athletic Awards
- Sat April 21 is Pacesetter camp
- SEC meeting yesterday – Rand gave update on CAPA. He will work with the sesquicentennial celebration
- Starting exit interviews with athletes when they leave UMC
- Athletics has 4 open positions
- Work with Rob for outdoor facilities

*Corby Kemmer - Development*

- Met last Friday with James Workin from Ottertail on the \$25,000 award
- Working with Bruce Sorte to develop an economic impact for UMC on the city and region
- March 8, Barbara Muesing is hosting a women's history program
- Ag Arama went well
- Was in Florida with David DeMuth to look at new and fresh fund-raising ideas from Coach Schnellenberger and Tom DeMuth. Good ideas given – one is to champion UMC's decision to stay Div II

*Chancellor Casey*

- Kudos to Dan for yesterday with Robeson Community College and the articulation agreement
- Wondering about UMC hosing legislators or host something in the Twin Cities
- Students Legislative Day is March 28
- Beautiful U Day group met last week. Think about ideas in your areas
- Leaving for BOR meeting and other meetings on Wed a.m. next week
- Working with Owen for a time for Campus Assembly
- Going to Phoenix for the NW Alumni social with Corby and Barbara Muesing. Some ideas for presentation were received from Mark Baumgartner on promoting the investment in UMC

Respectfully submitted by Barbara Ricord