



**UMC Executive Committee
Minutes
March 29, 2007**



Present: Dan Svedarsky, Bill Peterson, Krista Lemos, David DeMuth, Corby Kemmer, Stephanie Helgeson, Eric Johnston-Ortiz, Pam Holsinger-Fuchs, Tom Baldwin, Chancellor Charles Casey, Deb Zak, Mark Koepke, Ron Del Vecchio, Sue Brorson

Guests: Michelle Christopherson, Tom Feiro

In these minutes: Web Peer Marketing Update, Continuity Planning, Old Business, Recruitment Pieces – Admissions Web Direction, Marketing Strategies Update – Presidents State of U Questions, Teambacker Fund Raising Efforts, All College Advisory Council Meeting, New Business, Member Updates

Web Peer Marketing Update – Michelle Christopherson

Handout

- Purchased elearners web peer advertising and launched March 1
- Spring term has 61 students online with 20 new for summer
- Confident will have 50 new online students for fall
- Communication will be kept open with departments
- Discussion and questions with Exec Team
- Chancellor Casey met with Michelle and Dr. Baldwin about maintaining quality for U of MN degree. There is lots of potential for UMC
- Thanks to Michelle for attending

Continuity Planning – Tom Feiro

Handout – Operational Continuity Plan and Emergency Management

- Meeting with Emergency Management team from Twin Cities on March 19 to begin discussion on a Continuity Plan – How would we continue to do business in the short term if there was a major disaster
- Difference between Emergency Plan and Continuity plan is – Emergency is for the initial emergency and the Continuity is for what happens afterwards
- Tom explained the handouts and what materials are needed to complete the template
- Each department needs to do their plan and then entire group will work together to follow U of MN Emergency Mgmt Planning
- Draft will be in by end of semester
- Tom F will work with Department Heads
- Thanks to Tom for attending

Old Business

None

Recruitment – Tom for Pam

- Materials have gone out
- 17 students will be on campus for Friday's Campus Camp-In, 17 students will be on campus for Campus Preview Day and 12 for ACT workshop

Marketing Strategies, President's State of U Address Questions – Krista Lemos

Handout – Web pages and postcards

- Working with Twin Cities U Relations to achieve a consistent look for marketing
- Will do survey next semester on design
- Discussion and questions on strategy

President's State of U Address Questions

Handout – questions

- Address is Thursday, April 5 at 4:00 p.m.
- Elizabeth will be in contact at address and will look for one of the Department Heads to ask questions

Teambacker Fund Raising Efforts – Corby Kemmer

Handout

- Teambacker total gifts are at \$95,148
- Fun Night is Friday April 27

Handout – Almost Alumni

- All Graduating students will receive a copy April 4

All College Advisory Council Meeting

- Meeting is April 18, starting at 11:00 a.m. Bede D & E
- All Exec Team is invited – luncheon is at noon
- Certificates will be given to those leaving the council to celebrate their service
- Six new members – Pete Kappes, Kristina Keller, Doug Sandstrom, Sherry Senske, Dr. Kari Torkelson, Betty Youngren

New Business

Course Fee Approvals – Eric Johnston-Ortiz

Handout

- Early Childhood Center fee's increase were proposed – Bill made the motion to approve increase of fees, Dan seconded the motion and the motion was unanimously carried
- Fees for Supplemental materials were discussed
- Eric explained Course Fees for 2007-2008. Next year the process for asking for fees will change.
- Discussion and questions on fees
- Dan made a motion to adopt the proposed course fee schedule for 2007-2008, Bill seconded the motion and the motion was unanimously carried

Member Updates

Corby Kemmer – Development

- The combined Torch/Aggie went out this week
- Friday, April 27 is Teambacker Fun Night
- Alumni socials went well, looking ahead to one in Roseau
- Chowdry Scholarships went to 10 students
- NWSA Reunion is the weekend of June 29 & 30
- Chancellor Casey and Corby attended Support U Day with several students on March 28
- Gifts and donations total \$510,000 for the year
- Goal was set to meet with 125 prospects and met with 160
- March 26 was the annual UMCAA Development meeting
- Golf tournament in Alexandria is being discussed for UMCAA

Stephanie Helgeson – Athletics

- Search committees for coaches have been busy. Baseball coach position has been offered
- Assistant Athletic Trainer has not been filled this year
- Returned from MCHA meetings in Wisconsin. Proposal to not allow any DII schools to play in the DIII league, effective 08-09. This proposal was tabled and most likely will have a conference call April 9
- Pace Setter Camp is April 21
- NSIC Meeting set for April 22 & 23
- Athletic Awards is April 24
- Equestrian team is going to National's in May

Krista Lemos – Communications

- Reminder that Commencement is May 5th. Chief Justice Russell Anderson is the speaker. Any questions let Krista know.
- Large format printer is coming on Friday. Will be able to print 3 feet by any length.
- New Xerox color copy machine was purchased
- Printing costs will increase 3-4% based on salary increases

Deb Zak – MN Extension

- Saturday at noon – couples honored for Valley Farmer & Homemaker Awards Banquet sponsored by Red River Valley Development Assoc
- Saturday night is the Leadership Banquet
- Bob Quinlan and Deb met with Admissions on a summer camp for military kids called Operation Military Kids. It will help to re-engage families in communities
- April 11 is Public Engagement Day at Coffeman Union TC campus – Deb will present workshop on White Earth Reservation Academy of Math & Science Program that will include faculty/staff from UMC

Dan Svedarsky – Natural Resources

- Thanks for the money and for Mark's help with the 2nd level of Owen Hall
- Nate Emery, former Man of the Year Award winner is back working on Master's degree with Dan through UND. He will study Prairie Chickens
- Met with Riverwatch people and David
- Urban Forestry Workshop tomorrow
- Campus Preview Day will have 6 aviation students

Mark Koepke – Facilities & Operations

- Robertson Demolition and Tunnel Relocation project is set to begin next week depending on the weather.
- Concession Building is tentatively set to begin on April 24

Eric Johnston-Ortiz – Finance & University Services

- Telephone RFP is being submitted to Purchasing
- Organizational Design Team of Enterprise Financial Systems group will be on campus April 25 to meet with Crookston Org Design Team
- Working group for UM Food Service RFP will be on campus April 26
- Starting pre-design phase for new Residential Hall – April 19
- Office is glad to have Tricia back

David DeMuth- Math, Science & Technology

- River Watch program could be a conduit for recruiting from our traditional geography. The program extends widely through-out the region, we have regular meetings on campus, and the database system that is being used for collecting data has been improved to be a more meaningful education tool, potentially drawing regular attention to the biological sciences and other programs at UMC.
- Game Design Camp – could have 24 participants

Ron Del Vecchio - Agriculture

- Tours for Tots will be April 16-20 with Melissa Herbst
- Lambing is in full swing
- Corona is the name of the new foal born last week
- Articulation agreements were signed with Laramie and Blackhawk
- Harouna went to the Mid-Western Section American Society of Animal Science meeting in Iowa to present an abstract on research
- The Ag Science Outreach Program has been very busy conducting labs in reproductive biology, physics and other lab sessions which bring numerous high school students on our campus.
- Danika Kent took 1st place in California for Western Riding
- Cory Ramsten will participate in semi-finals in Huntseat this weekend

Bill Peterson – Arts, Humanities & Social Sciences

- Collective Bargaining Update – Union reps are talking to membership and recommending not to approve proposed contract

- Dir of International Programs is being re-advertised. Interviewing should begin about April 9
- About 6 coaches are having comprehensive reviews
- Tech Committee is looking at new initiatives and organization issues with a meeting tomorrow
- There is an articulation agreement with East Grand Forks for ECE program completed & being signed at EGF
- New program committee – survey of UMC students was done involving potential new majors of interest

Sue Brorson – Business

- Yesterday was first Business Activities Day since 1994
- Eric did the welcome to 11 schools and 160 students
- Visited with teachers on info on campus
- Candidate on campus today for Entrepreneurship vacancy
- Will have candidates soon for Assoc VC for Student Affairs and Enrollment
- Sara Kaiser is working with Departments on Business Learning Communities for fall. Hoping for 20-40 students

Tom Baldwin – Academic & Student Affairs

- Reminder that Tom has offered a stipend of \$1500 for any grant over \$25,000 open to all areas on campus.

Chancellor Casey

- Support U Day went well. Great to connect with the students. UMC was well represented
- Campus Assembly is March 30 at 4 p.m. in Dowell Hall 225
- Sending out Legislative Updates as they are received. Chuck discussed some of the updates such as banding. Bills need to be in by Monday
- Meeting was held with Bemidji State about the Small Business Development Center. Veden Foundation Funds will be used for UMC's portion. A counselor will be housed at the Valley Technology Park
- AHEC is searching for an Executive Director with Chuck chairing the committee of 7 people
- Pre-design for the Residential Hall is a long process. Bob Kvavik along with Linc Kallsen, and Orlyn Miller and Kathleen O'Brien are being invited to campus for meeting.
- Retreat Agenda will be started tomorrow with the committee. Retreat is June 12, 13, 14. Please mark your calendars.
- Continue to evaluate if meetings are meeting needs. Thanks to everyone for their positive items.

Minutes respectfully submitted by Barbara Ricord