



**UMC Executive Committee
Minutes
May 17, 2007**



Present: Pam Holsinger-Fuchs, Bill Peterson, Chancellor Casey, Mark Koepke, Stephanie Helgeson, Tom Baldwin, Ron Del Vecchio, Eric Johnston-Ortiz

Guests: Les Johnson, Tom Feiro

In these minutes: Reappointment Letters, Operational Continuity, Old Business, Common Application, Tuition Banding, OSCI Liaison Meeting Update, New Business, Member Updates

Reappointment Letters – Les Johnson

- Les went over the classifications for reappointment letters that don't have to be done at this time. They are:
 - AFSME & Teamsters – in negotiations and adjustments will be handled centrally
 - Civil Service – adjustments will be handled centrally
 - Performance appraisals still need to be done
- Exception for Civil Service that a one time adjustment is being done – letter needs to be written with recommendation
- Faculty group is still in negotiations. Letter confirming appointment needs to be done with a sentence saying that salary is determined by agreement. At time of agreement another letter will be sent with calculations for back pay etc.
- Draft P & A letter was sent out yesterday. No final word on money available from legislature so letters could wait until next week
- Department heads will work with Tom on P & A faculty that will be awarded additional compensation
- If legislature goes into special session may have to confirm appointment now and send another letter later
- Goal is to have letters out by end of May
- Chancellor Casey added that all letters should be in by next Friday – May 25
- Some questions were asked and discussion was held
- Any questions work with your supervisor or Les
- Thanks to Les for attending and giving information

Operational Continuity – Tom Feiro

- Chancellor Casey explained that Tom will help with any questions for completing the Operational Continuity plan. If finished please send to Kristi Gisch or forward to Barbara Ricord. If sending it to Kristi, let Chancellor's office know so it can be tracked
- Kristi will come in Aug to do an in-service with faculty
- Also willing to come end of June for training on Pandemic Flu with Administrators
- Tom worked with Mark & Dan to be available next two weeks to help with individual plans
- Draft should be in to Kristi by end of month
- Chancellor Casey added work has been progressing on this but needs to be done in two weeks. Project doesn't take long, and work with Tom if help is needed
- Thanks to Tom for coming and offering his assistance

Old Business – None

Common Application – Pam Holsinger-Fuchs

- President Bruininks has asked for a common application to make applying to the University easier
- When applying to the Twin Cities campus students will receive a letter from President Bruininks and asked if they would be interested in other campuses
- It would be a good way to highlight other campuses
- UMC will get a list each week of students that show an interest
- Applications will be coded differently so they can be tracked
- Some discussion and questions were addressed

Tuition Banding – Pam Holsinger-Fuchs

Handout – Committee Minutes

Handout – Details of 13-Credit Tuition Bands for Duluth, Morris & Crookston campuses

- On conference call this morning with Craig Swan and Peter Zeterberg on banding
- President Bruininks wants all campuses to do banding at the same time
- Banding will start at 13 credits with no upper limit
- UMC requires petition for above 19 credits
- There could be implications for repackaging Financial Aid
- Biggest implication is for returning students that have already registered and won't know until they come back. With conversion to different email students would not get the message until fall if message not sent done before conversion May 29
- Twin Cities will make up difference for first year if UMC loses money because of banding
- Pam explained how the program works. It helps UMC to be more in-line with other institutions
- Wisconsin reciprocity is being worked on so they pay the same as MN students instead of less
- Some discussion and questions were addressed

OSCI Liaison Meeting Update – Bill Peterson

Handout – Meeting Summary

- Attended meeting last Tuesday
- Quality fair will be held again in the spring. Creates visibility for UMC
- Eric's student intern project could be a good showcase for UMC
- Strategy Management was the theme – how to implement and manage to be successful
- Explained some of the items demonstrated at the meeting and questions and areas to consider for UMC on the handout
- If the decision is to go to AQIP for HLC it will be necessary to make a decision and start some of the data analysis ahead of time
- Chancellor Casey said full-time data research position could possibly start with a grant and then work into a Compact Request
- The item will be brought back to Exec Meeting or Department Heads for more discussion

Regents Updates – Chancellor Casey

- Revised mission statement was approved
- Name change was approved from B. S. Golf Facilities & Turf Systems to B.S. Golf & Turf Management
- Minor in Technical Communications is changed to minor in Communications
- Handouts on 7/11 and 7/12 for Twin Cities Campus Promotion & Tenure will be sent to all Department Heads
- 6 year Capital Plan request is in for \$250 million. HEAPR request is for \$80 million. UMC has their HEAPR request in

- Two people from UMC recommended to be promoted and tenured were Pam Elf and Martin Lundell. One faculty member was denied.

New Business – Chancellor

- Next Executive Meeting will be June 5th at 9:30 a.m.
- Working on Retreat Agenda. Will meet to get more input for sessions. Presentations should be brief with time for feed-back

Member Updates

Tom Baldwin – Academic & Student Affairs

- Peter Phaiah will arrive on May 31 and be working on the 1st. He will attend the Exec Retreat
- Sue is in Norway with students. An offer has been made for the Entrepreneurship position
- Ron has an equine offer out and interviewing for Ag Bus next week
- Hort has a phone interview on Mon

Pam Holsinger-Fuchs – Student Affairs & Enrollment

- Numbers are up for applications and admits
- Thanks to everyone for their help with new student registration
- Sara Kaiser will have separate registration days for transfer students in future
- Working on better information to accept transfer credits
- Retention summit is June 25 & 26. If you have names of people to attend, let Pam know
- Laurie Wilson was given the post-secondary counselor award
- Kevin Thompson and Sara Kaiser are working on the 1st Year Seminar
- Working with Amber Bailey on the retention website
- Mark Taylor is coming for the CIHS workshop
- Will attend the Vice Chancellor's meeting on May 24
- Working to help Peter transition into new position
- Chancellor Casey asked about calls being made to students eligible to return that haven't yet registered. Calling should be started soon
- Pam will work with Bob Nelson on keeping CIHS data separate

Stephanie Helgeson – Athletics

- Chris Vito has been named Head Baseball coach
- Open positions for Asst AD/SWA, Head VB and Head Tennis
- Conference call this morning for 08-09 NSIC Scheduling
- Reviewing Institutional Self Study due March 2008

Mark Koepke – Facilities & Operations

- Projects next week include: waterproofing of Hill, windows in Hill, tunnel concrete by Robertson will be finished and utilities will be moved.
- Robertson is set to be demolished July 1
- Asbestos abatement on Dowell 3rd floor is finished
- Working with architect on Dowell 325

Eric Johnston-Ortiz – Finance & University Services

- In middle of process for Enterprise System
- Met yesterday about Chart of Accounts training
- Putting together info regarding Residence Hall. Working with Gary Willhite on historical info needed
- End of fiscal year is June 30
- May get requests from Business Office about closing out Purchase Orders for end of year

David DeMuth – Math, Science & Technology

- Tuition banding may see increase in 1 – 2 credit classes

- o Game Design Camp has 25 students registered
- o Thanks to Mark & his staff, telescope is now working and has a door for security
- o An experiment to offer Microsoft Specialist Certification has proven worthwhile and Twyla Treanor deserves credit for shepherding the project.
- o A UND graduate student, Tricia Johnson may be working with us on the Robotic Telescope project, expediting our ability in seeing the night sky

Ron Del Vecchio – Agriculture

- o ASM program working on new emphasis with title not decided on yet – could be something on alternative fuels, energy technology etc.
- o Working on 4 articulation agreements in Animal Science, Ag Bus, Ag Systems Mgmt & Agronomy with Bismarck State College, ND
- o Made a verbal offer for the Equine teaching specialist
- o Ag Bus candidate will be on campus next Wed in the MN Room
- o Advertising for instructor in Equine
- o Will be weaning lambs next week
- o Danika Kent competed in Nationals and took 10th in the nation

Bill Peterson – Arts, Humanities & Social Sciences

- o Fall staffing is complete
- o Hill 4 is being changed into 2 offices and the south end will be a large ESL classroom that will be ready for fall
- o Collective Bargaining completed a negotiating session last week. Next session will be last week of May.

Chancellor Casey

- o Legislature is requesting each school to offer a personal financial management course for new freshmen
- o Work with faculty to keep price of textbooks down by not changing to new editions each year
- o Vans have been reserved for transportation to retreat. Please contact Barbara R. for information
- o Here Monday a.m. and Thursday a.m. and then gone until June 2
- o Tom, Chuck & Eric will all be gone the last week of May. Will look at department heads to be Delegation of Authority
- o Agenda items for future
 - o RiverWatch – David DeMuth
 - o Assessment and AQUIP – Bill Peterson
- o There are still questions needing to be answered on the putting green before it can be finalized

Respectfully submitted by Barbara Ricord