

**UMC Executive Committee
Minutes
July 19, 2007**

Present: Tom Baldwin, Stephanie Helgeson, Mark Koepke, Bill Peterson, Eric Johnston-Ortiz, Sue Brorson, Peter Phaiyah, Jeff Sperling, Krista Lemos

In these minutes: Old Business, New Business, HEAPR Updates, Marketing & Image Committee, Update on Golf Garden, Member Updates

Old Business

- Krista Asked about identifying committees from Exec Retreat Updates and what needs to be followed up with need to be given at Exec meetings
- Peter Retention Committee will continue from last year Information will be brought to Chancellor's Cabinet on Monday By end of next week should have information pulled together
- Sue Specific goals need to be set for upcoming year
- Tom Asked about Robertson demolition. Mark said about Aug 1

New Business

Handout – Center for Teaching, Learning & Technology

Dr. Baldwin

- Restructuring of Tech Center and addressing Teaching & Learning
- Name change to Center for Teaching, Learning & Technology
- Will be setting up advisory committee to focus on teaching & learning
- Steve Hannah will be coordinator
- Change will be announced at orientation week the end of Aug
- Received funds from the Compact for an Honors Program and Brian Dingmann will be the coordinator
- Another structure change will be ESL and International Recruitment. Both will be moved from CAL to the International Dept and Kim Gillette

HEAPR Updates – Eric Johnston-Ortiz

Handout – 2008 HEAPR Request

- There have been \$80 million in requests by the entire system and no final recommendation for UMC funding
- UMC requests are about \$1 million
- 2010 is the next time funds will be allocated

Handout – Update on HEAPR projects

Mark Koepke

- Centennial Hall has a few minor issues left
- Pre-design for new Residence Hall completed in May – next stage is Eric's meeting with Peter, Amber & Kim to look at variables for Hall
- 208 Bed project is first consideration. Will go to Chancellor's Cabinet before going to Board of Regents

- Steam Utility Infrastructure is done except for grass seeding which will be done in-house
- Sidewalk replacements, roof replacements, accessibility improvements will all be done soon
- Elevator in Dowell will be done before school starts and Sahlstrom will be soon after. Other projects will be done before school or soon after
- Gym floor is progressing and should be completed mid-August
- Smaller maintenance projects are also being worked on
- Sue asked about lab renovation in Dowell and was told the funding was separate for remodeling and what is being done is was on budget from last summer
- Jeff asked about HEAPR funds being used for infrastructure because it is long-term, but there is no change to requirements yet
- Stephanie asked about Wellness Center on campus. Residence Hall is first priority for UMC

Market & Image Committee – Krista Lemos

- Invited Ken Johnson to help along with Natasha Kuhle, Peter, Amber Bailey, Amber Evans-Dailey, Corby Kemmer and possibly Michelle
- Committee meets every other Friday at 11 to review publications, advertising etc. so as not to duplicate on campus
- Search piece and travel piece from last year is being re-done
- Athletic piece is being reviewed
- Reports will be brought to Exec Meeting as they move along

Golf Garden – Dr. Tom Baldwin

- Approval was given from TC for and 18hole putting course as defined
- Funded by donations, nothing will start until all funding is identified
- Will be a nice addition to campus when it comes together
- Will provide research for students and a good area for community.
- Located outside of Centennial Hall by the bike path
- No information will be put out until all commitments are identified from industry
- Any requests for information should be directed to Rob Golembiewski
- Bill added that it is important to support new ideas from new faculty
- No University funds will be used, but UMC will donate land and maintenance over the long-term
- It can be a good retention tool and have good possibility for research components

Member Updates

Sue Brorson – Business

- Working on admissions for CAL for online transfers
- Online students are coming with a wider variety of courses and policies may need to be looked at for academic consistency
- Online Program Committee from last year has been focusing on quality teaching and this year needs to look at services to online students. Possibilities for study abroad opportunities support by Academic Assistance. More ways to help them connect to UMC.
- Business Learning Community has 23 invited students enrolled. It's a way to help students be successful. Includes activities for them to give them a feeling of belong
- One search is pending for accounting. Two candidates are being interviewed
- Entrepreneurship position is still open. Applications not coming in. May have to go to higher ed head hunter. May combine with another department
- Mentioned pre-litigation notices for music are out for campuses but UMC not included. Jeff said yes, UMC was included also.

Jeff Sperling – Technology

- Number of network projects going on and running on schedule
- Encryption software is being tested and evaluated as all computers will need to have this software

- o Met with coordinate campuses on application side of Enterprize. The Res Life application and others may have to partner with other campuses
- o Broadcasting of classes can be done now using media site and pod casting, but the need to develop and expand is necessary to move forward. It's beneficial to students

Mark Koepke – Facilities

- o Waiting for Hill window project to be finished. Possibly today or tomorrow
- o Custodians waxing floors so please stay out if blocked off

J Eric Johnston-Ortiz – Finance & University Services

- o Enterprize Financial System, chart of accounts needs to be completed by July 31, 2007. Organizational design meeting is Aug 2 on campus
- o Training for new system will be around April 1, 2008. Many people on campus will need to attend training for new system.
- o Food & Beverage RFP Evaluation meeting on Mon in TC
- o Emergency preparedness Committee meeting Tuesday morning. Tom will be getting info for desktop card
- o Alvin Killough sent info on determining things to look for in students that could be a threat to themselves or others. Rand also has experience in this field to look at help for high risk students

Stephanie Helgeson - Athletics

- o August 7 Fall sports team students will be back on campus
- o Golf starts the first day of school
- o Completed all hiring. Josh Lunak is the last as the Women's tennis coach
- o Abby Hearn resigned and Nate Mahlen was hired as head women's golf coach with Kim Roysland as part-time assistant golf coach
- o Working on Athletics web site with Amber
- o Northern Sun Conference scheduled for next Thurs through Sat in St. Cloud. Schedule will be a big issue
- o Working on proposal with UND for graduate assistants for Athletics
- o Natasha is doing a great job trying to plan projects around sports every week.
- o Will be holding a reception to showcase the improvements to Ed Widseth field and the Gym
- o Athletics has 100 new students and 10 new staff for fall

Bill Peterson – Arts, Humanities & Social Sciences

- o PSEO registration was yesterday and went well
- o More phone registrations than usual this summer
- o On track for course sections for fall
- o Staffing is complete
- o Hill 4 furniture is ordered
- o Next year is 2nd year of the bid process for computers. There are two study groups, one for Apples and one for Tablets. Bill is testing one of the Tablets. RFP needs to go in the end of fall semester. Jeff added that the data will be used to integrate technology into instruction and education.

Peter Phaiah – Student Affairs & Enrollment

- o Admissions' is interviewing to replace Paul and now have 2 other resignations. Made an offer to 2 folks and should know today
- o Diversity coordinator position will be posted soon. Peter looking at many issues with diversity such as study abroad, and technology services for them
- o Housing for students is getting tight. Following up with non-registered students that have reserved rooms
- o Looking at Residence issues for future such as requiring freshmen students to live on campus
- o Trying to work with Dining Services to work on food for current students. Now is perfect time for DS to fine tune services. Would work better and be more flexible for campus if DS stays on campus and is not contracted out.

Krista Lemos – Communications

- o On vacation Aug 3-10, Elizabeth or Amber will be responsible for office

- Karen Himele from U Relations is visiting Aug 31. Please try to attend if you were invited to meetings.
- Worked with interns to roll out refresh of logo. Mid August is target for everything on website to go out with Block M. End of next school year is when old logo will stop being used. Any new publications should be using new logo.
- Thanks to Facilities for getting door on East side of Kiehle to work
- Handout – poster of Welcome Students
- Oxcart Days Ice Cream Social on campus will have a table for information and give aways from Admissions
- Question on keys for Residence Halls. Discussion needs to be held on who needs keys to everything on campus. Question will be raised at Chancellor's Cabinet
- Roseau County Fair is today and tomorrow. Thanks to those that worked at fairs or attended
- Re-doing mission and core values poster with Judy Baatz. Will be out before school starts
- Would like list of equipment upgrades on campus for opening week from Dr. Baldwin.
- Amber along with Technology Support has been working on final draft of Athletics website goldeneaglesports.com which should be up Aug 1
- myU Portal for faculty/staff should be online the end of July
- GF Herald out last night to interview student, Jake Sanders for *Back to School* feature

Dr. Tom Baldwin – Academic & Student Affairs

- In process of getting 06-07 faculty raises processed for Aug. Will get next round done as soon as possible.

Respectfully submitted by Barbara Ricord