

**UMC Executive Committee
Minutes
September 20, 2007**

Present: Bill Peterson, Sue Brorson, Eric Johnston-Ortiz, Ron Del Vecchio, Krista Lemos, Tom Baldwin, Peter Phaiah, David DeMuth

In these minutes: Old Business, New Business, International Student Update, United Way, Student Friendly Campus, Faculty/Staff Handbook Update and Info Needed, Marketing & Image Committee Update, Public Engagement Day committee Membership, All University Honors, Student Update, Impact of 1200-1500 Full-Time Degree Seeking Students, Survey Analysis and Closing the Loop, Homecoming 2007-Calendar of Events, Member Updates

Old Business: None

New Business

- Ron asked for clarification of plan for hiring Director of Facilities
Search committee meets on Friday to review job description and will go back to Chancellor with any changes
- Krista asked if any new strike news
Dining Services is short a staff member
UPS is delivering to Valley Tech Park
IT is short a staff member
U of MN, Crookston reporting official picketing numbers from U of MN, Crookston only

United Way – Peter Phaiah

- Peter is U of MN, Crookston chair and looking for someone to co-chair. Could be faculty or administrative.
- Committee is formed and needs someone to help
- Stellar year last year
- Dept Heads will inquire with their faculty
- Bill volunteered if no one else comes forward

Student Friendly Campus – Dr. Baldwin

- Incident with student, faculty & staff
- Issue for entire campus. U of MN, Crookston is a service organization and here for the students. Without students we would not be here
- Remind everyone that we are known for being student friendly and should continue to keep that as focus. Treat with respect
- Discussion on recognizing faculty/staff for service. Comment made - Need to do something and not continue to ignore negative faculty/staff

Faculty/Staff Handbook – Krista Lemos

Handout – Faculty/Staff Handbook pages

- Give feedback by tomorrow if possible. If departments have hard copy or electronic copy of information please share so Amber can put on web
- Next step will be to put in place so new people can access and we can find out what's missing. Main areas are Academic, External and Student Affairs

- Bill added that tomorrow there should be a new Twin Cities link to Promotion & Tenure and P & T HR Policy
- David added that instead of policy for downloading music it should be something educational.

Marketing & Image Committee Update – Krista Lemos

- Committee consists of Corby, Ken Johnson, Natasha Kuhle, Amber Bailey, Peter, Kim Gillette, Amber Evans-Dailey, Michelle Christopherson
- Worked on Matrix and delivery methods
- Meeting tomorrow to look at marketing dollars so marketing can be done strategically instead of everyone doing their own
- Anchor marketing is suggesting more internet advertising and pay-per-click where visitors pay if they come to U of MN, Crookston site
- Department web pages will be re-designed to look more like admissions
- Billboards on Highway 2 and I 94 will be re-designed. Looking at possibly having more billboards also
- Photo shoot on campus yesterday with a photographer from Fargo involving all departments and many students. Thanks to everyone that was involved. Departments will have access to new photos

Handout – View Book

- Amber & Danielle did a great job
- Look for next year to do an even better job

Golden Eagle Guide was given out to all new students and sold in Bookstore

Public Engagement Day Committee Membership – Krista

- Krista sent out email earlier asking for representative to sit on planning committee, but didn't get anyone to volunteer
- 2nd year for this Committee

All University Honors Committee – Krista Lemos

Handout – Awards

Handout – Naming of Buildings, Parts of Buildings, or Grounds

- Discussed the different honors that can be given out and their requirements
- U of MN, Crookston doesn't give out enough awards/honors
- Alumni Service award has different criteria than awards U of MN, Crookston gives already
- Krista can help with any questions on recognition of outstanding alumni

Student Update – Peter Phaijah

Handout – UMC Enrollment Stats as of Sept 19, 2007

Handout – Student Affairs & Enrollment Mgmt Report, Sept 20, 2007

- Enrollment is 1141 for total degree seeking students
- Discussion of ESL students – only 12 remaining from last year that have not become degree seeking. Another large group will be coming in January.
- Of the 1141 not all may be taking a full load
- If goal is 1200-1500 students – what do we want the group to look like
- Discussed make up of students and how it will affect U of MN, Crookston
- Asked Dept heads to look at how adding 60 students to their dept would affect them
- Adding on site students would have implications in many areas
- Any mechanism for capping enrollment at 1200 at this point – no

Handout – Advising Needs – Noel-Levitz

- Same type of demographic information is needed for on-line students
- Krista has asked Bob Nelson to look at some of the questions for online students. He started tracking for '06 and '07
- Lots of good info in the survey information and Peter can pick and choose info that is needed. Let Peter know what is needed
- Benefits of surveys tell U of MN, Crookston where we are and where others are in comparison
- Discussion on surveys
- Can compare some of U of MN, Crookston information nationally

- Discussed topics of each student year and what things should be integrated into what year
- Dr. Baldwin added that freshman orientation should be handled each year. Changes came with banding and extra credits for freshmen orientation won't add expense for students
- Kevin and Sara are researching impact of freshmen orientation on students
- Peter forwarded links on Academic Advising webinar in-service. Great way to look at becoming "Excellent faculty & staff"

Handout – What students are saying about UMC experience

Handout – Homecoming Schedule

- Going back to large bonfire Friday of Homecoming week
- See schedule for all events

Member Updates

Stephanie Helgeson - Athletics

- o All coaches and staff attended CPR & AED training yesterday and today and are certified
- o Golden Eagle Alumni weekend is this weekend
- o Golf 3:00 p.m. tomorrow
- o Sat men's and women's golf
- o House Capital Investment Committee meeting today – Steph & Dr. Baldwin attended. Legislature visited facilities in the Crookston Civic Arena shared by U of MN, Crookston and Crookston High School
- o Into the 3rd week of NFL football on campus
- o Home for football and soccer this weekend

Sue Brorson – Business

- o Working on schedule for semester and online courses

Peter Phaiah – Student Affairs and Enrollment

- o Voices – a parent group within the Crookston school district will be hosting a Pow Wow to celebrate the Native American Culture Saturday in Central Park – or the arena in case of inclement weather

Eric Johnston-Ortiz – Finance and University Services

- o October 11 & 12, Vendor presentation in TC for food RFP
- o Enterprise Financial System completing the organization design phase by end of Nov. Training will begin April 1. Reporting systems will be trained later
- o Search committee for Facilities director is meeting on Friday to discuss job description. Time frame hasn't been developed yet
- o Last part of the proposal for new Residence Hall and how it will be used is in process. The one page proposal that TC wants is getting close to being done

David DeMuth – Math, Science & Technology

- o Dowell lab is just about done. It looks good and the support is appreciated. Would like to know time frame for renovation of next lab. Input from departments needs to be given to facilities
- o Nancy Capistran left and working to replace the position. Tom Feiro and David met with Lab safety person and working on job description that could include a research support office component as well as lab safety and lab setup/ordering to the position
- o International Water Institute Director Chuck Fritz, w/ Joe Courneya and Wayne Goeken and David visited in Aug with Jane Kretzmann, Senior Program Officer of the Bush Foundation to discuss potential support of the River Watch program in the region. This week received invitation for full proposal – which has a November 1, 2007 timeline.
- o UMC's contribution is the development of the database system that allows students and their teachers to store and interpret water quality data which these same students and teachers recorded in any of their multiple visits to the numerous locations in the Red River Valley. Project promises to be a vehicle for applied research and mentor opportunities with regional high school teachers in the areas of

Biology and data interpretation which should be considered as an applied approach to recruitment to the Crookston campus.

Bill Peterson – Arts, Humanities and Social Sciences

- o Classes are full for Fall Semester and off to a good start
- o Department is upbeat this semester
- o 6 sections of new student seminars
- o Last week Richard Simms, teacher education supervisor, from the Minnesota Board of Teaching in St. Paul for a pre-site visit for the Early Childhood Education Program. The visit was very positive. Soo-Yin has done an incredible job putting this all together
- o Quality fair scheduled for January in the TC. U of Kentucky President will be the main speaker
- o The next meeting of the OSCI Liaison group will be October 10. That meeting will focus on the Baldrige award in education. This is an award based on continuous quality improvement. It is one method that is used as part of AQIP (which is the HLC accreditation process based on continuous quality improvement).

Tom Baldwin – Academic & Student Affairs

(Corby Kemmer – Development)

- o Outstanding Alumni & Athletic Hall of Fame Banquet, Friday, October 5, 6:00 pm Social – Bede Ballroom, 6:30 Dinner, Program following dinner
- o Outstanding Alumni recipients: Doug Aretz '76 & Richard Magnusson '81 Athletic Hall of Fame inductees: Don Sargeant, Janice "Gubbels" Milliard '84, Steele Senske '90
- o Torch & Shield, Tuesday, October 23, 2007, 5:00 pm Reception, 6:00 pm Program, Dinner following program
- o Recipients – Cindy Bigger, Jon Evert, Dr. Robert Jones, Ardell Knudsvig and Senator, Keith Langseth (the Senator will receive his award on October 5)

Krista Lemos – Communications

- o Official numbers will be released October 1
- o SIFE member looking at starting a web-streaming radio station
- o Krista out Oct 9-19
- o Amber will be on leave end of November

Respectfully submitted by Barbara Ricord