

**UMC Executive Committee
Minutes
January 17, 2008**

Present: Eric Johnston-Ortiz, Peter Phaiiah, Stephanie Helgeson, Bill Peterson, Deb Zak, Krista Lemos, Chancellor Casey, Jeff Sperling

Guest: Tom Feiro

In these minutes: Old Business – Tone Alerts, Retreat Dates, Calendar, Public Engagement – Andy Furco Visit, Notebook Business Model Proposal, Official & Unofficial Distribution Lists at UMC, Food Service RFP

Old Business

Tone Alerts – Tom Feiro

Handout – UMC Tone Alert Radio Location Questions and Locations

Building locations with primary persons and alternates

- Talked with Gary about security and safety when looking at locations for the 20 tone radios that will be located on campus
- The list includes the 20 locations for the radios and suggestions for other locations if more radios will be purchased
- Emergency Management would like the locations identified so when equip is here the radios can be set up
- Went over the questions on the handout. One office in each building would receive the message and pass it on
- Extension isn't covered at present but would be included in the Owen building
- Radios will be tested once a month
- There was discussion and questions on addition of radios and volume
- Any other suggestions contact Tom. Suggestions on the building locations contact Eric
- Thanks to Tom Feiro for information and coming to meeting

Calendar

Handout - Calendars

- Calendar has been discussed with cabinet and Tom has been working with Dept Heads. The calendar needs to be given back to Bob Nelson and Calendar Committee soon
- Days of classes has been dropping down – went down 3-4%. Lowest number of class days for coordinate campuses
- Went to committee to increase days and they follow criteria for number of days. Criteria was adjusted so days are up to 148 class days
- Tom brought to Dept heads and no concerns were raised at this time
- Some discussion was held on calendar
- Tom entered a motion to approve calendar up to 2012 -2013, Peter seconded the motion and it was approved by all

Public Engagement Day – Andy Furco visit – Deb Zak

Handout - Andy Furco

- Andy is the Assoc Vice President for Public Engagement – he will be visiting UMC on April 17 to find out what is happening in Public Engagement on the coordinate campuses
- Linda Kingery is serving on the planning committee for Public Engagement Day, representing the RSDPs and the Crookston campus. She formed a committee to look at how and what could showcase UMC

- Items that will be looked at are Service Learning with Lisa Loegering, CSA events such as doing something with elections, recycling, Athletics and their NFL program
- The showcase will be held in Bede with a public presentation made by Andy Furco
- Linda has a \$2000 grant to host Andy on our campus – will be good education for people on this campus to find out about cooperation with the community
- Public Engagement will be put on agenda for Dept Heads meeting – lots of examples to show academics and connection to community
- April 17 will have booths, power points and presentations
- Good to invite community and show off what is being done on campus – have listing of all examples even if not all are displayed
- Could also include publications/books that faculty/staff have authored
- Would also like some faculty to sit on committee

Notebook Business Model Proposal – Jeff Sperling

Handout – Proposed Notebook Business Model Change

- Proposal is to allow graduates to keep their notebook computer, demonstrate sustainability & stewardship, provide additional retention, graduation & alumni giving incentive, and greater flexibility in inventory management and maintain service & support levels
- Looking for action on the proposal
- The sub-committee has been meeting regularly – Bill, Jeff, Bruce Brorson, Steve Hannah and Eric
- The goal is to provide additional value
- Leases could be different each semester – developing different leasing models with vendors
- Committee needs to look at all aspects and still have questions for Finance at UMC, TC, leasing companies
- Resources would come from Student Technology Fund
- Models given out would be 2yr old lease models
- Getting a computer upon graduation could be incentive for students
- Discussion and questions on computers
- Looking for agreement from group that committee is moving in the right direction and it is
- Chancellor Casey said it could be good marketing for UMC

Official and Unofficial Distribution Lists – Jeff Sperling

Handout – Official and Unofficial Distribution Lists

- Tech Committee was asked to look at this issue a couple of years ago and improved the SPAM and now is looking at improving internal emails sent to all Faculty/staff and Students
- Official list could be one that needs to meet criteria and no one can opt out of
- Unofficial list can be opted out of
- Questions that need to be addressed are on handout
- Chancellor Casey suggested Jeff meet with some from group – Steph, Peter, Krista & Jim to look at what is considered official and bring it back to Exec Committee
- Necessary to identify who can send to official list and possibly need a moderator to identify if something should be sent to list

Food Service RFP

Handout – Questions we have about the Food Vendor Proposal

Change in Food and Beverage Service Operations & Management

- Chancellor Casey – looking at the RFP for several months and gotten more clarity on options
- Tom, Peter, Eric and Chancellor Casey have participated in calls with Leslie Bowman, Linc Kallsen, and consulting groups that worked with Morris
- Eric visited other institutions and made calls to others that are using Food Vendor. Steph visited with Upper Iowa at the NCAA Conference last week
- Central Administration needs to know tomorrow to continue the proposal with Food Vendor or stay independent
- The main question will be addressed in an official statement tomorrow
- Can still opt out of the Food Vendor if negotiations don't meet UMC's requests
- Many questions to still address to Food Vendor such as commission, utilities costs, catering costs, employees expectations, student run coffee shop
- Time line hasn't been established as of yet

- Announcement will be made tomorrow after meeting with Dining Services Staff
- Chancellor Casey developed some Q & A and rationale for everyone to address
- Students have indicated in satisfaction survey that they want a change and the 500 meal plans from students greatly outweigh the 25-30 faculty/staff that eat regularly in dining services and are satisfied with food service
- The Food Vendor will provide info on student satisfaction and that is what is most important
- The Food Vendor will put \$100,000 into equipment
- UMC's investment will be there whether going with the Food Vendor or staying with self run operation
- Steph was told by Upper Iowa to continue to monitor the Food Vendor and to remember they work for UMC, not the other way around
- Questions on food options, summer staffing, etc. which will be addressed with Food Vendor
- Meal plan will increase 3.4 – 4.3% next year
- Will meet with Food Service Staff tomorrow at 2:00 p.m.
- Surveys indicate students want quality, variety and freshness – which is what everyone wants
- The Food Vendor has said they would like to collaborate with the HRI program
- Will be on the Feb BOR agenda
- Dan moved in favor of continuing negotiations with the Food Vendor, Tom Seconded it and the motion was approved by all
- Confidential until after announcement tomorrow. Handout can be distributed tomorrow
- Thanks to Krista for putting handout together
- Barbara will send the Q & A to Exec members

UMC Exec Retreat

- Date will be June 3, 4 and 5
- Either Fair Hill Resort – Detroit Lakes or Horseshoe Bay

Updates

Chancellor Casey

- Working on budget – have a meeting with Eric & Tricia today
- Will have general frame of revenue expectation – student tuition will be based on same number as we had this year
- Course fees need to be worked on
- Received a full page of requests for new money from campus units
- Can ask for new money for safety, compliance/legal and to support investments for requests given last year
- Meeting with Robert Jones on Jan 30 to build a better background for him with UMC's budget
- Will be doing a presentation on Feb 5 at the Presidents Executive Committee on UMC's Strategic Positioning updates
- March 13 & 14 will have visitors from Zhejiang
- April visit anticipated from representatives from Zhejiang Forestry University
- Attended Hallock Alumni Social last night – there were 2 from the class of 1941
- Black Student Association Event tonight at 6 p.m. Important to attend the student led events

Bill Peterson– Reminder – Quality Fair – Jan 31. Register ahead of time and will receive free lunch

Dan Svedarsky– Speaker today for Land Use Planning Class – Dr. Ned Euliss, Northern Prairie Wildlife Research Center U.S. Geological Survey – from Jamestown, ND – speaking on The Use of the Prairie Pothole Region as a Model to Quantify Ecosystem Services Provided by Agency Conservation Programs

Peter Phaiah – handed out Student Roster Summary Statistics – About 1068 students, not official until 2nd week in Feb. Chancellor Casey said UMC had 980 last spring so this is almost a 9% increase

Respectfully submitted by Barbara Ricord