



UMC Executive Committee
Minutes
November 6, 2008

Present: Tom Baldwin, Andrew Svec, Amber Evans-Dailey, Peter Phaiah, Jeff Sperling, Bill Peterson, Corby Kemmer, Tricia Sanders, Chancellor Casey, Stephanie Helgeson, Michelle Christopherson, Jack Geller, Ron Del Vecchio

Guest(s): Melissa Dingmann, Laurie Wilson

In these minutes: Financial Aid, Tobacco Free Update, Online Course Catalog, Exec Retreat Update, 2009-2010 Budget Update, Member Updates

Financial Aid – Melissa Dingmann

- Welcome – from Chancellor Casey
- Melissa said thanks to Jeff for the work on the database from UMC that will be instituted on Morris campus
- Today hosting MN counselor workshop
- Presentation is combination of slides from presentation of Chris Wright and Melissa's presentation on money management for GNED 1000
- Melissa went through the slides and explained items - showed the benefits of graduating in 4 yrs instead 5 years
- Crookston median income is \$56,127 compared to TC of \$72,618
- Average loan debt is \$22,000 - Denials of loans are up about 40%
- Some questions & comments about financial aid
- Chancellor Casey asked Corby to talk about endowments - Corby said no anticipation of specialty scholarships dropping off - \$11 million last yr – only handful applied for Chowdry scholarship – lot of money out there for scholarships but not all are being applied for
- UMC does a good job for students but needs to figure out how to help middle income students
- Scholarships are Awarded in early spring – not during school year
- Some discussion on school loans and drying up of loans
- Lack of loans will have effect on students being able to come or staying – may have problem coming back to school if they can't get loans – more students taking CIHS classes at no cost
- Chancellor said anecdotal examples are good for information for legislature from Melissa – helpful to U of M's case
- UMC has highest percentage of 1st generation students of U of M campuses
- Middle income students have hardest time
- Important to make sure advisors understand 4yr vs 5yr students
- Encourage dept heads to have Melissa come to meetings to bring info on 4 yr graduation
- Thanks to Melissa

Tobacco Free Update – Laurie

- Peter introduced Laurie - Laurie & Vicki gave presentation at cabinet on UMC becoming Tobacco Free
- Laurie reminded everyone that Jan 1 UMC is becoming tobacco free
- **Handout** – info sheet of things happening in Nov
- Cessation training will be available by Vicki & Stacey, who are certified by the American Lung Assoc
- Deadline is coming up quickly – there will be lunch & learn sessions on what it means and resources available

- Sandra Peterson with the Quit Plan Thief River Falls has been here and is available to do workshops for a minimum of 8 people – for faculty and staff, Stacey, Vicki and Laurie are available for students
- About 40 people came to Sandra Peterson's presentation – about half were international students
- Working with Andrew on UMC insight – Tobacco Free involves larger community- those also coming onto campus - Looking at Depts. for help and ideas to be campus friendly
- Great American Smokeout is November 13 – always the 3rd Thurs of Nov
- Window clings will be on external doors after Thanksgiving
- Laurie worked with GNED 1000 on test taking and reading strategies – used tobacco free materials for assignments - Handed out 140 assignments and 139 students put forth good effort
- **Handout** - Considered more opportunities for other areas on campus
- The info being given out is Scientific information – no hassling of smokers – non threatening – variety of ways to go about
- Welcome participation – suggestions from any one
- Set up times for dept/groups to come into meetings – Stacey, Laurie, Vicki – passed around sign-up sheet - Barbara will get back to Laurie – Chancellor advised all to take advantage
- Laurie said quitting tobacco is harder than anything else
- Enforcement will be honor system plus – dept/group heads – give info but no fining cancelling registration, firing etc. Chancellor Casey looked at policies from other campuses – very few with fines etc. used power of persuasion and reminders to follow policy
- There will be assistance for those that want – help with health plan – personal stories – very powerful - Will use students that have quit in cessation sessions
- Thanks to Laurie – put together a really good team

Online Course Catalog - Andrew Svec

- 2 wks ago Karen Himle from TC University Relations was here advised U of M is looking at going online with course catalogs for all – 2009
- UMC is on schedule for catalog spring of 09 – how does UMC feel? Visited with Admissions and Registrars Office and could discuss at dept meetings
- Two formats on Website, first one is easy to use and the second is a pdf version that can be printed
- Main people affected are faculty advisors when working with students
- Would save about \$4000 – U Relations in TC pays for most of cost, UMC pays for enhancements
- Everyone at UMC has access to computer – so could look online
- Some Questions and discussion on what it would look like, courses, terms classes offered and how offered - online or on campus etc.- also on grad planner - Pdf version could be changed to make it easier to use
- Course schedule is only online – no complaints on that
- Chancellor Casey said it is best to move ahead with this - President is focused on increases on productivity and cost savings - Faculty could print it off if they need it
- Looking for endorsement from group – will give feedback at next meeting – need to move quickly. Will bring to depts. and put on agenda on next meeting

Exec Retreat Update

Retention – Michelle Christopherson

Handout

- Kim Gillette, Amber and Stephanie have been meeting on enrollment - Began discussing retention - #1 issue, Overall enrollment 1200 by 2010 – now about 1000
- Per Kim about 15% of the 1000 students are International and 5% of the 15% are ESL students
- Demographics declining
- Amber went over survey - Grades are #1 -More we can help students in 1st semester the better - impacts in many ways - Emotional problems are significant – other reasons are Advisor - Cost – not meeting people and not feeling cared about

- 6 week freshman survey expressed dissatisfaction – student services – getting run around
- Some others didn't feel they were being prepared for future –more variety of courses – student employment – no concern for individual – more flexibility to design a program that wks for them
- Amber asked students why their friends left – transition from urban to rural – weather – coaching staff – trouble making friends – not having major students wanted
- Change from 2001 – 2008 – Friendliness of students and clubs/organization – has stayed about 90% - Cost improved with a 60% satisfaction - Weekend activities has stayed same – but still lower than would like - Down in faculty & staff care - Leisure activities - Diversity
- We can start with these points to focus on retention
- Chancellor – we have a lot of info – we do good job analyzing - need to work with it and make decisions
- Andrew added UMC marketing is friendly small campus – distressing to hear that students don't feel UMC is doing a good job
- Discussion on issues – not being cared about – responsibility of everyone on campus
- Online students – extra things they do for students “kill them with kindness”
- Not sure all faculty/staff hear about perception of students – 2 hr block of time could be used for this
- Discussion of campus culture – naïve to think it doesn't leak down to students - Impacts our students - Info needs to be shared by all
- Chancellor said, Pulse survey - general scores are less than other campuses - May need to do deeper questioning – Chuck will go through survey at next Exec meeting
- Peter will provide list of retention committee and bring back to next meeting – talk about membership and issues etc.
- Retention is everyone's responsibility
- Chancellor added that sometime this month retention info for Fall 2007 should be out
- Discussion/comments on activities to improve retention – acceptance of students with higher ACT scores etc.

2 Hour Block of Time – Chancellor Casey

- Begins in Jan – on Thursdays – **Handout - Thursday Dates**
- Handout includes 1st of Jan through end of May
- 2nd & 4th – Dept meetings - 3rd Thursdays will belong to Chancellor
- Convocation could be done on Thurs – March 5 – moved from Wednesday – along with Campus Assembly
- Looking at possibility for 15th of Jan – Martin Luther King presentation – Chancellor gone but still could be held better to have before holiday than after
- 9 month faculty don't get vacation, only holidays, so during Christmas and New Years when school is not in session could also hold meetings
- Talked a little about diversity training with Thomas Williams – Dr. B working on workshops with Steve Hannah - Any things we want to schedule during these times should get on calendar - If we don't others will
- Comment – fill time with things faculty would think is good – meaningful - Opportunity for in-service
- Discussion/comments on activities - advising techniques – AQUIP – Diversity training – customer service for staff
- CSA is looking at some of the Thursdays and could be used for student programs – could also be used for entertainment
- Chancellor said to look at your unit and what you want to accomplish – legislators and other outside guests could be invited on campus
- Chancellor asked Peter to work on programming with Thomas and Don C.
- Get ideas to Michelle – for Thursday's – bring back in 2 wks

GNEED 1000 - Jack

Handout

- Met yesterday – thought about incorporating elements of CA 1010 into GNEED 1000 but decided no if keeping it at 1 credit
- Focusing on things to help students achieve academic success right away
- Including 3 components 1. significant writing 2. critical thinking skills 3. employ teamwork - 3 of primary goals of campus when graduating from UMC
- Discussion on how often to do it – once a week doesn't work well – could be twice a week and not last the entire semester – to keep at 1 credit - Possibly Mon & Wed – 1 hr
- Committee – feeling like introducing concepts and students will have to incorporate all 3 things
- Will help students build social component with teamwork – build friendships
- Some common reading across all sections – not a book, maybe an article - could deal with ethics,
- On good track – bring to group in few weeks
- Some discussion and comments
- Dr. B gave committee a compliment on moving along nicely – remind all that courses don't need to be 16 wks long - could also use a lab component
- Will have to move through curriculum committee – approved for schedule by next semester – before Christmas
- Jack said they are not addressing who is teaching this – not their issue – most schools try to find best teachers to do it – teachers across the board that will need to teach
- Discussion possibility of it being a campus requirement - Where will credit come from - Elective - will be talked about in Dept head meeting

Diversity - Michelle

Handout – summary

- Things occurring in Nov & Dec

Michelle is redoing tree diagram from Retreat – if you have revised doc or follow up pieces – send to her

2008-2010 Budget Update - Chancellor

- President Bruininks has been talking about legislative requests and reduction in budget – need to talk about more on this campus
- Covered some items with Dept heads last week – and FCC last Fri
- #1 – Chancellor believes UMC budget is not in crisis – working hard to find balances – 07-08 – revenue meeting expenses
- 2nd – balances hard to access – on new system - Tricia has been working on ways to get balances – level of confidence – 85-90% accuracy - Individual balances will still be hard to get
- Changes in balances – relate to facilities – spent more money – part is timing and part backlog of money
- In 2008-2009 – still going to pick up some expenses that were done, work is done money isn't entered into balance – such as Res life – more students - increase in funds – need to make 1st payment on res hall
- Tuition revenue has increased-also Tech fees & planned for that – students will get computer when graduating
- Chancellor balance has decreased – salary savings put into acct for faculty hired – used balances for 1 time investments and cost pool money
- Tuition rev – 65 more students – between summer & fall 450,000 increased rev – estimating \$250,000 more for spring
- What do we do with excess? – use to pay expenses – use for cost pool \$3million a yr
- HEAPR funding – had a backlog of \$ - back to 05 & 06 – but spent now on projects – labs – renovation of DH 207 – coming to end of those \$ - have \$300,000 designated to sprinkling of D H
- Concerned – we won't have lot of \$ for routine maintenance for next summer
- Will submit special legislative request for HEAPR \$ - about \$400,000 for UMC to fix UTOC, compensation, scholarship – research infrastructure

- RIO – across the U – 450 positions – leave no later than beg of June will save \$30+ million in salaries & fringe - 7 pos at UMC - \$500,000 – 2 on grants won't impact UMC
- 2 RIO positions filled - one grant - \$8000 Filled ESL – critical program. Remaining positions need permission from VP Robert Jones – UMC asked for agronomy position for now
- Estimating funds - \$21 million – before figuring tuition revenue for next year - Budget for same number of credits – 4 1/2 % tuition increase – 3% compensation increase – UMC covered all last yr
- Want to continue developing ideas for Compact by Dec 1 – some investment \$ but not huge amt of money and very competitive – don't have instructions for Compact yet - Compact meeting scheduled Feb 11
- President – savings from RIO – increased productivity and efficiency – phasing in investments – tuition increases – 4 1/2 % - may raise if cuts from legislator BOR want low as possible
- Remember – we're all doing good work and it's important - Have to keep focused on students
- Your leadership and attitude will get us through financial hardship we face - Need to make sure we communicate – our biggest investment is in our faculty/staff
- Will continue to make new investments – - Strategic plan will help to make investments
- Grown our revenue by increasing enrollment – need to find other ways to grow stream
- Some reserves that may be used as transition strategy – can only be used one time – not recurring money - Dev a plan – we have time to do it – talent, commitment and intellectual capacity
- We can't be successful as campus if some units do well and some not
- Thanks to all for their support – doing good work – continue and work as a team - that's why we have more students and can make more improvements -Appreciate work done since been here
- Continue to have discussions – continue to talk to people about challenges
- Chancellor is not panicked – we can solve this – will be surprises and challenges along the way
- Continued communication – work hard with finance on budgets
- Some - questions/discussion on budgets

Member Updates

Chancellor

- UMC has 100% of REPA reports in
- United way – short of goal at this point
- Some chamber tickets available – week from Fri - \$25 if interested talk to Barbara
- Wondered about moving Exec meetings earlier – 8:30 start – group was OK with earlier start
- Budgets – trying to work on some accts – next Monday ESL acct – starting to get some info appreciate everyone's understanding and patience

Tom Baldwin – Academic & Student Affairs

- Read all UROP proposals -15 campus proposals – will get letters of award out next week

Andrew Svec - Communications

- Simmons Flint – Communication Mktg Agency from GF will be working with UMC on Communication audit & market research. Helping develop a communications plan to increase enrollment. Alum. Joe Field (08) is part of the team
- Karen Himle, VP for University Relations was here on 24th confirmed "Driven to Discover" is official trademark for U of M system – "Small Campus Big Degree" – can still be used by UMC
- Reminder for any permanent campus signage – talk to Andrew or John Zak for review

Amber Evans-Dailey - Admissions

- Busy with high school visits - Planning for spring visits shortly
- By 1st of Dec - Admissions reps should be back in office
- Apps look good – running ahead of last year

Peter Phaiah – Student Affairs

- During elections – 29 students took advantage of free transportation
- United way officially ended on 3rd – \$6045 – only 64 participated this yr (25% participation rate) - Meeting next Mon at noon – to get ideas for motivation - continue on – or discontinue – can

continue taking donations to end of year - Has more forms if necessary - Encourage all to participate – not done till end of yr

- o Working on putting together a Cheerleading team of men & women for UMC
- o D J Eagle doing presentation for GBLT today

Michelle Christopherson – Center for Adult Learning

- o CAL continues to make corporate visits for workforce improvement opportunities and online degree offerings: This month (10/2008 and 11/2008) MTS, ADC, Centra Care, 3M
- o Ahead of schedule for apps - 36 apps with 14 admitted
- o Digital Campus launched in Sept and seeing results
- o Dec 2 – is the 2nd annual Women's social
- o Feb 14 is the Sweetheart Gala – fundraiser coordinated by Barbara Muesing, Mary Cavalier, Sherry Just and Michelle

Jeff Sperling – Technology Support Services

- o Timecard application that Tom Mulvaney worked on for Melissa's dept – 3 from Morris came up for info and looked at what it can do for Morris - Hosting application at UMC
- o Drafted a letter of understanding with Morris and UMC on responsibilities
- o Efficiencies for campuses – anecdotal evidence can be shared with others – may look at identifying areas on campus to write applications to help with efficiencies – sharing with other campuses
- o Michelle expressed kudos to Tom Mulvaney as part of OSCI grant working on application development with CAL

Bill Peterson – Math, Science & Technology

- o This afternoon CIHS teachers will be on campus – 3:30 – 6:30
- o Michelle will be doing a Poster for the Quality Fair in support of online quality improvement – category is Tools for Working Smarter - very competitive

Corby Kemmer - Development

- o Mary Kay Delvo from U of MN Alumni Association on campus and is at VFW Rotary lunch today
- o There will be a UMC Baseball Fundraiser this Thurs, Nov, 13 at the Crookston Eagles beginning at 6 pm. Proceeds will assist in funding spring trip to FL.
- o Torch & Shield had close to 200 attend
- o DigiKey in Thief River Falls – invited Corby and Chancellor back
- o Torch was mailed out today

Tricia Sanders - Finance

- o Working with Chancellor on balances
- o Closed period 1

Ron Del Vecchio - Agriculture

- o Ag Activities is last Fri in Dec
- o Henry Wilson started last week

Steph Helgeson - Athletics

- o Working on NCAA Financial Report and Institutional Self Study
- o Hockey and Volley Ball are home this weekend
- o Mon 7 pm is Men's exhibition basketball

Jack Geller – Arts, Humanities and Social Sciences

- o Oct 27/28 AHSS hosted all of the Regional Development Commission executive directors at UMC for their annual retreat. Had chance to meet with Economic Development Administration staff from both Chicago and Minneapolis.
- o Mark Huglen will attend and make a presentation at the annual meeting of the National Communication Association in San Diego.
- o Al Killough received word that his proposal to enhance a diversity dialogue among students via a movie symposium was funded by the Twin Cities campus. The proposal was collaboratively written with Sean Shin and a number of other faculty.
- o Jack will be attending the annual meeting of the University Economic Development Association.

Respectfully submitted by Barbara Ricord

