

**UMC Executive Committee  
Minutes  
June 19, 2008**

No Meeting was held June 5 because of the UMC Executive Retreat

Present: Andrew Svec, Jeff Sperling, Chancellor Casey, Tricia Sanders, Peter Phaiiah, Tim Norton, Eric Johnston-Ortiz, Jack Geller

Guests: Ron Holden

In these minutes: Old Business, New Business, Computing Services Procedures for Non-Returned Computers, Design & Printing prices, Distribution of Publications Policy, Enrollment Update, Housing, enterprise Financial System Update, Retreat Updates, Coordination of Trips to TC, Member Updates

**Chancellor Casey**

- Welcomed Andrew Svec the new Director of Communications, Public Relations and Marketing
- Welcomed Tricia Sanders as the new Director of Finance. Congratulations to Tricia also as she graduated from Presidents Emerging Leadership yesterday

**Tim Norton**

- Introduced Ron Holden – former Building code inspector for U of M
- Now working on football stadium and traveling around the state working on the Building Code Deficiency data base
- Ron told the group a little of his background experience with University
- Explained the data base was started in the 80's and his role is to finish it up. Data Base is collection of documents or snap shots of buildings for planning purposes

Handout – Building Code Deficiency Survey

- Will be back in fall to finish up
- Assessment will be fully updated for UMC in fall
- Chancellor thanked Ron for coming to meeting

**Computing Services Procedures for Non-Returned Computer - Jeff Sperling**

Handout – Computer Contract

Laptop Request

- First part of procedures - Handful of students don't return computers for one reason or another
- Warning letters are sent out and name is turned over to Police detective for retrieval
- Some end up going to court
- Proposing to move the operation to Finance Dept and after a certain point would do a transfer of ownership to student and bill them for the computer. Charge would be fair market value
- If student returned the computer later some late fees would apply
- Would help out the Computer Center and take away from police. Would be a financial matter instead of Computer Center.
- Some discussion and questions were asked
- The matter will be brought to Cabinet for discussion and a vote
- 2nd part of procedures - some faculty/staff don't know the proper procedures for returning a computer – or that they need to
- Jeff would like each dept to inform their staff – adjunct faculty, coaches etc. of return policy of computers
- Would like departments to let computer center know if person is coming back the next semester or not

- Questions and discussion on students receiving computers when graduation and keeping computers over summer if registered for fall

### **Recommendation for design & printing prices – Andrew Svec**

Handout – Copier, Paper & Services Prices

- Linda had been working with Krista on prices
- Similar to last year and significantly less than off campus
- Increases are 3- 3.5% across the board
- Prices were approved by cabinet
- Some discussion and questions on copying in departments or having printing do the copying
- Consistency of design and logo when kept on campus
- Andrew will come to Dept Heads Meeting to go over options

### **Distribution of Publications Policy – Peter Phaiah**

Handouts – UMC on-campus advertising and promotion policy procedures

Distributing Publications & Installing Banners at the University of Minnesota, Crookston Policy & Procedures

- Peter on U of M Committee for policies – asked to look at publications policies
- Want policies on UMC website
- Would like to form a group to discuss issues of who approves and where items can be hung and then come back to Exec Committee with recommendations
- If interested let Peter know and he will organize a meeting next week
- Some discussion was held
- Chancellor Casey said consistency and going through official procedure is needed
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### **Enrollment Update – Peter Phaiah**

Handout – Enrollment Updates and Housing

- 884 degree-seeking students at this time – 12% over last year
- 177 are new students
- 20 potential international students
- Tomorrow is a new student registration day along with July 11
- Any student can register online at this time
- Discussion and questions were addressed

### **Housing Update – Peter Phaiah**

- Housing is completely full – 479 is capacity – Maximum capacity is 513
- 293 returning students and 104 international with some students on a wait list for residence hall rooms
- Looking at having plan in place next week for housing
- Looking at off-campus housing options – one is in the old junior high school bldg
- CKN Apartments would allow 46 students to live in same building with UMC leasing the entire building – good option as all would be students - everything would be new
- Upper class students would be the ones asked to live off campus
- Transportation could be an issue but there have been discussions with Tri-Valley to have their bus pick up and deliver students
- Lease agreement would have to go through General Counsel and take 3-4 weeks
- Discussion and questions addressed

### **Enterprise Financial System Update – Eric Johnston-Ortiz**

- Everything prepared for July 1 roll-over
- Business Office staff have been busy with training and getting information entered
- Concern is that system is more complicated than first thought
- UM Reports has started conversion
- Tech Mark site will no longer do online ordering – will need to work through Peggy on our campus
- Some reporting items will not be converted until August 15
- UM Reports will require filling out access request and having Tricia approve
- Eric will forward to all faculty/staff a reminder of the roll-over and changes

- Business Office will send out info on reports
- Tricia said first month will be very busy – be patient and use Purchasing card whenever possible
- Will send out weekly emails with information

### **Retreat Updates – Chancellor Casey**

Handout – Objective & Goals for 2008-09

- Look over updates – look at areas that you accepted a leadership role and timeline
- Will send out electronically and group can make changes or additions and send back

Handout – Wrap-Up Power Point slides

- Will send to each leadership group and they can fill in for action plan

### **Coordination of trips to Twin Cities – Chancellor Casey**

- If going to TC check around to see if others are going to try and keep costs down
- Tricia said an overnight trip to the TC costs \$500
- Ask about UM Connect, ITV or calling in for meetings
- Encourage coordination's whenever possible

### **Member Updates**

*Tricia Sanders – Finance*

- EFS is major focus
- Budget allocation changed a little – no major changes

*Stephanie Helgeson - Athletics*

- 82 attended Women's Basketball camp
- 50 attended football camp
- Volleyball and Soccer camps are coming up
- Attended NACTA Convention last week
- Past week Bill, Natasha and Steph met with 33 corporate sponsors – meetings were good
- Strategic Planning meetings next week for NSIC
- July 9 & 10 – Compliance and Financial Aid training
- Kiwanis FCA golf tournament on Sat – cost is \$50

*Stephanie for Corby Kemmer – Development*

- NWSA reunion Fri & Sat June 27 & 28 – all administrators are encouraged to attend
- June 26 – Hallock Golf tournament
- Ada tournament is July 10
- Sat July 19 – UMC golf tournament
- Faculty and Staff Fund Drive will be started this fall – Aug 20 material will be sent out
- Nominate someone for Torch & Shield by going to the Alumni page on UMC's website
- Attending donors meetings next week
- Thanks for donations to Stan Sahlstrom scholarships

*Peter Phaiah – Student Affairs*

No other updates

*Eric Johnston-Ortiz - Finance & Operations*

- Working with Terry Cook for Emergency Management training timeline
- Working with Peter & Tim on Sedexo contract – contract goes into effect July 1

*Tim Norton – Facilities & Planning*

- Number of ongoing projects – on budget and on time
- Comstock was the low bidder for the Business Dept Board Room
- Extension project has been completed
- Hill Hall Room 12 will start soon
- Children's Center and Dowell Hall roof replacement – tentative start date of July 7
- Sedexo wanted access prior to July 1 – they met with staff and will start food service on Aug 5

*Jeff Sperling – Technology Support Services*

- Last Thursday Board of Regents approved Hewlett-Packard (HP) for the laptop provider for fall
- General Counsel is working on contracts
- End of lease project – well into the process

- o Working on network upgrades for telephone system and classrooms (Dowell: labs, 207, and boardroom), major overhaul of Owen Hall, and new network gear for connection to Twin Cities

*Jack Geller – Arts, Humanities and Social Sciences*

- o Two faculty have taken the Retirement Incentive Option – Barney Selzler at the end of fall semester and Claudia Barton will not be coming back in the fall – currently recruiting for Claudia’s position
- o Monday & Tuesday will be in Duluth for the Rural Health Association Conference. Will be taking over as next President of the Rural Health Association

*Andrew Svec – Communications*

- o Handout – U of MN Facts & Figures
- o Will get new banners for around mall and new vinyl window treatments around campus with new block M
- o Amber is updating Academic Web pages
- o UMC will have a booth at the Polk County Fair – Justin Reed will get volunteers from campus – he was at RR Valley Fair last week
- o Will have booth at MN State Fair the first weekend
- o This Sunday will have Dr. Stan Sahlstrom Tribute Ad in the Grand Forks Herald

*Chancellor Casey*

- o Convened Honors Committee earlier in the year – Mark Huglen, chair, Krista Lemos, Katie Jeremiason, Ed Odland and Dan Svedarsky – to name the Student Center –named for Don Sargeant. Don has been notified by President and accepted so public knowledge now
- o The ceremony will be held during homecoming weekend in September, signage will also occur in September
- o Chuck will not be here on July 3 so Exec Meeting will be cancelled. Also gone that week and most of the following week. One day BOR meeting will be July 9.
- o Will meet with Dr. Ehlinger from Boynton Health on July 10 to follow up on educational materials on smoke/tobacco cessation. Working on Smoke/tobacco free efforts for start of fall semester.
- o Let Barbara Ricord know if you will be on vacation during the summer

Respectfully submitted by Barbara Ricord