



UMC Executive Committee
Minutes
October 23, 2008

Present: Les Johnson, Corby Kemmer, Michelle Christopherson, Dan Svedarsky, Andrew Svec, Jeff Sperling, Peter Phaiyah, Deb Zak, Stephanie Helgeson, Tricia Sanders, Tom Baldwin, Chancellor Charles Casey, Bill Peterson, Tim Norton

Guest(s): David DeMuth Jr., Thomas Williams

In these minutes: Presentation on Summer Scheduling Activities & Undergraduate Research, Diversity Presentation, Laptop Security, Old Business, New Business, REPA, United Way, Andy Furco Spring Visit, Member Updates

Old Business – None

New Business - None

Presentation on Summer Scheduling Activities and Undergraduate Research – David DeMuth Jr.

Introduced by Dr. Baldwin

Dr. Baldwin asked David to start organizing summer activities to bring students on campus in summer to make it a 12 month campus

- David has been working with others to coordinate summer activities
- Give flavor for possible campus
- David showed video from Game Camp 2008 to give idea of how camp is set up - 26 students attended - strategy games very popular – 8 day 7 nights – responsible for students 24 hrs @ day so important to have activities – not all involve gaming
- Video is available on utube
- Works with Dr. Young from the Twin Cities
- Game camp was set up same time as the NWSA reunion – good to run campus simultaneously with other camps or groups on campus
- Looks at how camps are related to recruiting
- Cost is important and needs to look at other camps for pricing – food and instructor salaries make up majority of cost – cost for 2008 was \$595
- Goals for 2009 are to increase utilization of campus – will help retention and recruitment – some students come back each summer
- Summer camps held in 2008 were - Youth football camp, Basketball, Game design, Rotary – RYLA since 92 and Soccer
- Centennial Hall has been a good area for campers
- Ideas for additional camps could be – ESL, Aviation – Integrate international students that could come earlier in fall
- Need to know how to make this profitable either with cost or recruitment
- Instructors don't necessarily need to be from campus
- RYLA and sports camps have been here for awhile and are good touch for campus - don't necessarily recruit students from RYLA
- Ideas for 2009 could be – Rocket Camp with White Earth Native American students working through Extension and Deb Zak, Elderhostel – Dale Knotek has good history could possibly be on astronomy, horticulture, sustainability

- Sustainability could segue into Environmental Science Program
- Next Wed meeting with Kim G and Rae talk about camp in Aug – International, ESL camp
- Mike & Dan tried to launch aviation camp last yr – David will meet with them and talk about helping ensure success of camp
- Chinese want to partner with UND – may be a way for us to partner with them as we are a partner to UND
- Equine/riding/showing – UTOC would be good for camp but may need instructors
- Last 6 wks of summer in Crookston could work with Park & Rec for grades 6—8 for afternoon camps
- Gave recommendations needed –
 - Coordination
 - Administrative support
 - Development - - work with Corby to get donations so cost doesn't have to be expensive
 - Communication
 - Instructors – need to be picked first – need to be passionate to be there many hours
 - Recognize camp director
 - Medical plan – nurse on call
 - Qualify dept role – need help from department – cost sharing and profit sharing
 - Dev shared risk strategy
- Goal is to have brochure and info in Dec so camps can be filled - Working on identifying camps – Target is Dec 1, 2008
- Elderhostel – Target, ESL camp – next week, Aviation, Sports camps, CAL has been working on grants for international camps –David will contact
- Events coordinator needed – to work on all parts
- Would like to recognize Deb Zak and opportunity for Native American students to come to campus from White Earth - Rocket camps – Students spent 2 weeks in Twin Cities working on rockets – shot them off on UMC campus
- Deb shared – Source magazine – Summer program featured in the magazine - UMC was good setting for students – more of a controlled setting for students
- 2009 focus – Renewable energy/wind energy and ???
- Students could come here for a couple of days and could expand to other reservations
- UMC could gear up for more Native American students - Excited about possibilities – for UMC
- Bush Foundation is also putting priority on Native Americans - May be some funding opportunities in future – Chuck will get info to Deb
- The American Indian Science and Engineering Society (AISES) will host a national science fair in St Paul, Mar 2009. Deb is coordinating regional science fair in White Earth, Jan 2009. She will contact UMC faculty and students about serving as judges at the regional science fair in White Earth
- Thinking about resources – have student athletes in early Aug – dining services geared up so could be option for international students
- Dr Baldwin said ESL for Korean students – could be intensive start in the summer – and transition into regular classes in fall – win-win for them – will talk to Dr. Kim
- Camps need to be decided upon by Dec 1
- Chancellor Casey asked David to come back end of Nov or early Dec to let us know what is being decided
- Overlapping is the best way for food costs per Peter
- Michelle suggested David connect with Ronda in CAL – for Elderhostel – camp/workshop process has been put out by U of MN

Diversity Presentation – Thomas Williams

Peter introduced Thomas Williams to share his plan of strategies

Handout – Diversity Program Development Plan

- Handout is summary of the larger plan
- Help of Peter and Don on plan
- Goals & objectives of U of M and UMC
 - Increase enrollment
 - Increase recruitment
 - Enhance curriculum
 - Provide resources
- Mission statement will include Veterans in future – talked with veterans student counselor – vets are minorities and will need services similar to other minorities
- Student services plan but really for entire campus faculty/staff
- Differences and opinions are very important – with campaigning going on – international students don't understand – important to include them in meetings and lectures
- Include community – be sure they are invited – they are a part of us
- Current strategies - New students follow up is very important – some students have never been in MN or Crookston
- Leadership opportunities for students – with student government and club activities
- AAC – some students are embarrassed to let anyone know they are having problems with basics and sometimes go to others rather than AAC
- short term goals are 5 yrs and Long term goals are 10 yrs
- Community – Planning for enrollment of diverse/international students –goal is to include community so they will be ready for diverse student body
- Thomas is speaking in community to discuss goals and how we can involve and prepare community – include community businesses to help with retention of students and staff
- Programs on campus – community and schools need to be invited
- Deb suggested the case by bookstore – could feature stores that sell new products for diverse population
- Chancellor suggested Thomas getting on Chamber agenda like he is doing with the Lions club in Nov - some of those opportunities
- Thomas met with Elizabeth for info on community members to meet with - working on surrounding schools also – Amber Evans-Dailey is also helping
- Bill talked about workshop that was planned in the pass to assist faculty/staff to relate to different cultures and possible workshop in future
- Thomas visited about other cultures and how attendance in school is sometimes affected
- Hispanic students not always American citizens – considered international students – and this can be a difficult hurdle
- Chancellor Casey – Jan 1st starting to have the 2 hr blocks set aside – workshops could be worked in to be effective – opportunities for staff meetings to invite Thomas
- Dr. Baldwin talked about identifying points that make students unique – Thomas could send out unique characteristics of each groups – we always look at the students from our own perspective
- Stephanie said that on Nov 17 student athletes will have NCAA diversity training – on the 18th will be staff training and is open to other staff on campus – send Steph info if interested in attending
- Dan talked about the conversations relative to campaigns – negativity is far greater this year with racial, gender, class etc. overtones – can capitalize as a learning moment to help students to help think about winners and losers – world is still going to go on
- Thomas said associating with a person automatically makes you that type of person - students more into politics this year –open eyes that there can be differences - open your ears - use your own judgment
- Chancellor Casey said Students don't get a very good example from candidates – society problem – good idea to have programs to have people talk about ideas
- Peter added that College democrats and republicans are getting together for discussions

- Chancellor added that Thomas came to cabinet earlier – first time we've had a comprehensive plan put out so making progress – able to hear voices that we don't hear. Would like to have Thomas come back at later time.
- Thank you to Thomas for coming to meeting and sharing Diversity plan

Laptop Security –Jeff Sperling

Chancellor Casey – there may be other issues as well

- Issues are many and diverse
- Security elevates every year – enhance security standards for higher ed - Loss/theft of laptop at UND prompted some to think of security
- UMC is doing some things already and required to enhance security from Twin Cities - Locking network space with firewalling etc.
- This is a machine level issue – portable devices – need to be enhanced – backup on networks - encrypting portable devices and leaning to all devices
- Decision to use technology chip to enhance security – use VISTA disk encryption which is OIT & General Counsel requirements
- More time consuming to do it for everyone – so will just use for faculty/staff and will be another Layer of security – may not be able to get data if stolen
- Every campus needs a plan and deploy it – UMC has begun –
- Another policy – personal use – **handout** - Personal use of U technology - Every new machine going out the door gets a copy to remind everyone
- Document is passing responsibility and ownership – to person using computer - From computing services/OIT/General Counsel
- Some IT Security efforts include campaign to promote University Acceptable Use policy, & new for this year- configuring faculty/staff HP notebook and tablet PC's with full disk data encryption to better protect U data (an OIT data security standard), & another option discussed is asset tracking and recovery technologies. Absolute Software has product - Computrace that can track & locate stolen/lost machine once it touches the internet. New feature to Computrace is ability to remotely delete sensitive data on the hard drive. Computrace is not inexpensive but for some users it may be a good investment and another layer of protection.
- Chancellor added it's a lot of info – but reassuring to campus
- Corby – at meeting – hackers trying to get into donors and alumni – focus is to protect us
- Thanks to Jeff for information

REPA – Chancellor Casey

- forms coming in pretty good – if you don't know who has submitted - it can be checked online

United Way campaign – Peter Phaiah

- Campus has until Nov 3 – sent our reminders to campus– can win one of 3 parking spots for rest of school year
- Patti made thermometer to show goal of \$10,000
- Chancellor said looking for participation – 100% goal – need your help – will send out something from office encouraging contribution

Andy Furco Spring Visit – Public Engagement – Chancellor Casey

- Would like to come in May but no students here – campus would like him to come in April
- Linda Kingery is working with Andy's office will keep you informed

Member Updates

Andrew Svec - Communications

- Election forum held on Oct 21– brought in nearly 100 people – great turnout

- Fri- Oct 24 – Karen Himle VP for U Relations & Jessica Mooney, Assoc Prog Dir for U Relations will be visiting campus and UMC U Relations staff and Image and Mktg Committee
- Completed 3 postcards for communications, Criminal Justice and Sport & Rec Mgmt
- Amber continuing to work on web site
- Working to finalize plan to work with Simmons Flint of Grand Forks to assist with some higher ed market research – Image & Mktg Committee
- Confirmed – Erica white – fall 2008 – 37 states and 23 countries attending UMC (country of citizenship)
- List of service organizations from the Chamber – see attached

Corby Kemmer - Development

- Oct 29 – T & S Program – Stephanie, Dan, Joy Johnson and Sen. Rod Skoe are T & S recipients this year – please rsvp to Sue Dwyer if you will be attending - Last night 150 confirmed
- Chris Mayer from U of MN Foundation will be bringing greetings
- Had encouraging prospect meetings
- TeamBackers up to 200 members
- Torch magazine will go to press next week - Annual report will go out in March
- Campus fund raising policy – contact Corby before any fund raising done
- Online seminar today – Engaging International Alumni

Dan Svedarsky – Natural Resources

- Participated in campus preview days last week
- PIAC meetings next week
- Trivia - Oldest building still standing on campus – Owen

Peter Phaiah – Student Affairs

- Veterans day events beefed up this year – working with Vicki Svedarsky - Nov 11 – flag ceremony 8 a.m. - Vet day program – 9 a.m. Kiehle Auditorium
- Military recruiters will be on campus – 11:00 – 1:00 on Nov 11
- Crookston VFW & American Legion – will be providing free lunch to veterans
- Nov 3 – 14 – UMC supporting veterans week – there will be buttons for faculty/staff/students – banner in front of campus – focus is to generate pride - Student lead
- Oct 31 – faculty/staff/student appreciation for enrollment – Breakfast 7:30 – 8:30 a.m. – with brief program
- Oct 31 - Hosting Halloween costume contest – 11:30 – 1 – free lunch if you wear costumes - Encourage your faculty/staff – spirit on campus – contest at 12:15 – for best costume for student/faculty/staff and group - \$50 gift certificate from bookstore – Picture taken for web pg
- Help develop traditions
- Res life will have annual fund raising event later in day at Mr. Movies bldg – raise funds for Care & Share center – open to community

Tricia Sanders - Finance

- Attended RRC meetings in Twin Cities last week
- Train the trainer training last week with Donna, Peggy, Renee and Tricia on reports
- Twin Cities is working on 21 different templates hoping to have working by end of yr
- Frustration level is high – communicate with staff in your dept – U of M reports is only updated

Stephanie Helgeson - Athletics

- Legal compliance report was sent to Twin Cities last week – due Oct 27
- Dig for the Cure volleyball game last week - \$1500 raised
- Amber Meyer – NSIC player of week
- Today – flu shots from 3-6 – with Polk County Public Health
- Fri hockey exhibition game, Hunt seat is home Sat & Sun, Football home on Sat, Superbowl for NFL youth is Sun
- Student Athletic Advisory Committee was named Club of the Month
- Thurs Oct 30 and Nov 1 volleyball tournaments on campus

Tim Norton – Facilities and Operations

- Centennial Hall II – met to finalize footprint for gathering space - Getting ready to pour the foundation for the knuckle
- Turned over Business board room on Mon
- Kiser bldg – still conducting business during remodeling

Bill Peterson – Math Science and Technology

- Brian Dingmann has been active with new dorm classroom - High tech, new tech, new methodology, new trial for campus
- Meeting with Dean Barbara Brandt and & Dean Connie Delaney today for possibility of nursing and baccalaureate program at UMC
- Quality fair – poster proposal – cal working on poster - 1st week in Feb – fun event, theme is tools for working smarter
- Tom & Bill are in communication with new MST Dept head coming end of Dec
- Committee developing a proposal for an environmental science degree which will be an interdisciplinary degree involving science, agriculture and natural resources.

Jeff Sperling – Technology Support Services

- To improve efficiencies – Tom built application for Melissa's dept to track workstudy and students can enter info themselves - Melissa discussed with Morris and the would like to partner - UMC will host application for Morris
- Good opportunity for UMC to help other campuses - Morris will be on campus next week to visit with Melissa and TSS
- Tablet pc's arrived this week – Anders is working on them
- Educause (Center for Applied Research) released their latest Study of Undergraduate Students & Information Technology 2008. Study to better understand undergraduate students' use and skill of information technology. It's fifth study where the U of M has participated in the previous four but not this time. There were 27,317 respondents including freshmen, senior, and community college students from 98 colleges and universities throughout the USA.
- Anders met with folks from the U of M Active Directory team, the server virtualization group, & network storage folks where I participated via phone. We continue to explore ways to improve efficiencies locally and partnering with Central OIT when situations warrant. Our virtualization goals are to cluster existing servers and services on virtualized machines to reduce our physical server footprint which to some degree will improve energy utilization and some hardware investments. UMC will have a need for network storage on the backend that will carry a visible price tag with TC

Les Johnson – Human Resources

- U made big change to sick leave policy for faculty & P & A – next week training in Twin Cities
- Green vacation sheets will need more info recorded - Policy is on the web

Handout – UReturn Workshop for Supervisors and Administrators

- Training on Nov 11 - 8:30 a.m.– UMC disability services – working with employees that maybe injured – role of disability services - 1:30 – training for supervisors – S 308 all meetings - Mary Harris is conducting training

Michelle Christopherson – Center for Adult Learning

- College in the High School workshop Nov 6 – 3:30 to 6 p.m.
- Mapping Your Retirement workshop – Nov 6 & 20. Collaboration with NCTC Thief River Falls and UMC (Nov 3, 6, 17 & 20) \$6 for bag lunch held in Hill 108
- Women's 2nd annual Holiday Social – Dec 2 – 4-6 p.m. Bede Ballroom

Deb Zak – MN Extension

- Just attended Fall Ext Conference - John Gordon was keynote speaker - Lots focusing on technology
- Met with Eric Burgess for SIFE meeting on Mon – interested in students on Red Lake Reservation – working on putting together proposal

- Deb met with Wilf Cyr, Interim President of the Red Lake Nation College, about articulation agreements with UMC in areas of agriculture and natural resources. Deb suggested that it would be helpful to meet with Dan Svedarsky and Ron Del Vecchio about their interest in meeting with representatives from the Red Lake Nation College to discuss these interests

Tom Baldwin – Academic & Student Affairs

- Received a letter back from group that visited from India – forwarded to dept head – very positive would like to move forward – 4 programs 2+2 agreements
- Wouldn't take more than 20 students - Would like something in place next fall – would also like a faculty exchange of 6 months to 1 yr
- Good discussion on buildings – group will be put together to look at how to carry forward
- Timelines were given – proposal needs to be done
- Was on conference call with e-education group – making progress with meetings

Chancellor Charles Casey

- Next meeting will be Nov 6 - agenda items – Melissa Dingmann from Financial Aid – Dr Baldwin will check
- Will bring back some retreat items – will work with some groups on updates
- Tom & Chuck attended BOR in Duluth – some things were included in e-updates – President talked about financial situation, Legislative requests – approve 3 major areas for investments – faculty/staff salaries, scholarships for students from middle income families, research infrastructure
- Will be going to Fargo Mon with Kim G- NDSU on international program. –NDSU, Valley City, Concordia, Moorhead and others will be in attendance
- Next Thurs will be in TRF for Regional Economic Alliance group
- Good to have that as topic for group –
- Bill added that Dean Delaney and Dean Barbara Brandt are on campus today, meeting with faculty and then going to RiverView – AHEC group – partnership with AHEC and U Health Center – exciting to try to address shortage of health care workers in Northern MN
- Did have possible visit with Billie Wahlstrom but was cancelled
- Last day to cancel a class means semester is moving quickly

Respectfully submitted by Barbara Ricord

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| AARP Allen Chesley 124 Golf Terrace 281-2304 | Crookston Education Association Dave Davidson 123 Golf Terrace 281-7685 w/281-2144 | Dawn to Dusk Lions Club Harouna Maiga 312 Golf Ter 281-3949 |
| Agassiz Study Club DeDe Butenhoff 524 Woodland Ave. 281-2897 | Crookston Figure Skating Club Kristy Morris PO Box 145 281-0207 | Ducks Unlimited Scott Anderson 631 37 th St NW, Bemidji, MN 56601 218-333-0477 |
| American Cancer Society Janet Scott 17052 442 nd St. SW, Fertile, MN 56540 218-945-6296 | Crookston Garden Club Dorothy Beiswenger 21502 US Hwy 2 SW 281-2432 | Eagles Aerie #873 Gary Lufkin 105 S Broadway 281-3881 |
| American Legion Auxiliary Norma Barrus 607 1 st Ave NE 281-3045 | Crookston Jaycees Linda Kay Olson 717 N Ash 281-5045 | Eagles Auxiliary Wanda Wilkens 338 S Ash 281-2796 |
| American Legion Post #20 John Barrus 607 1 st Ave NE 281-3045 | Crookston Kiwanis Club, Pioneer 100's Dan Morlan 203 N. Main St. 281-3954 | Friends of the Library Sr. Eileen Beutel 110 N Ash St. 281-4522 |
| Beta Sigma Phi - Chapter #9441 Carol Royal 735 Groveland Ave 281-6876 | Crookston Machine Knitters Betty Conway Brouillard 116 N Minnesota St. 281-1782 | G.F.W.C. Woman's Club Terri Dusek 1506 Radisson Road 281-5767 |
| Boys Scouts of America Troop #41 John Erickson 322 Lincoln Ave 281-5296 | Crookston Masonic Lodge #141 Leo Luettjohann 132 Twin Drive 281-1561 | Girl Scouts Dakota Horizons Marcia Haglund 706 N Main St. 281-7461 or 289-1489 |
| Chapter AX PEO Linda Hanson 730 Sunset Ave. 281-6321 | Crookston Ministerial Association Rev. James Schaar 209 N Main 281-4017 | Golden Link Senior Club Patty Dillabough 324 N Main St. 281-3072 |
| Crookston Area Habitat for Humanity Mary Cavalier 614 N Ash 281-6641 | Crookston "Noonday" Lions Fred Parnow 22398 US Hwy 75 SW 281-3938 | Ken Study Club Shirley Nielson 1509 Alexander Ave. 281-4069 |
| Crookston Civic Music League Lynnette Olson 810 Locken Blvd 281-2097 | Crookston Toastmasters #600 Tom Skjei 526 5 th Ave NE 281-7503 | Knights of Columbus Larry Ranum 515 Spruce Lane 281-6953 or 289-1949 |
| Crookston Community Theatre George Noel 1200 Memorial Drive 281-4533 | Crookston Youth Soccer Association Glenn Olsen 814 Thorndale www.crookstonsoccer.com 281-2062 | Mathein Study Club Liz Thompson 427 Summit Ave. 281-4080 |
| Crookston Driftbusters Snowmobile Club Bob Roppel 211 N Main 281-7045 | Cub Scouts Pack #44 Mike Theis 1401 Sunflower St. 281-6576 | Matrons Club Bonnie Brost 38834 Poissant Dr. SE, Erskine, MN 56535 218-574-2323 |

North Star 4-H Club
Dwain & Kirsten Fagerlund 281-1283
522 W 7th St.

Order of Eastern Star Chapter #137
Judy Luettjohann 281-1561
132 Twin Drive

Polk County DFL
Randi Braford
12 James Circle SE, EGF, MN 56721

Polk County Historical Society 281-1038
Clayton Briggs 281-7312
229 James Ave. NE

Polk County Republican Party
Mike Sletto 281-6335
215 Johnson Place

Prairie Skyline Foundation, Inc.
Kay Hegge 289-1246
27048 310th St SW

RiverView Health Auxiliary
Kylene Lehmann 281-9235
323 S Minnesota

Rotary Club
Dwain Fagerlund 281-1283
522 W 7th St.

Sons of Norway Morgensol Lodge #458
Betty Brecto 281-6990
1518 Stephens Drive

TOPS – Tuesday noon
Carolyn Kvasager 281-4969 or 698-4634
22941 162nd Ave SE, RLF, MN 56750

Valley Crossing Arts Council
Jim Kent 281-6861
603 Central Ave

Valley Ridge Chapter, IAAP
Jamie Cassavant 281-2047
17757 220th St SW, RLF, MN 56750

VFW Post 1902
David Abentroth 218-857-3537
104 3rd St. N, Climax, MN 56523

VFW Auxiliary
Carol Schulz 281-6349
21557 140th St SW, Euclid, MN 56722

Villa St Vincent Auxiliary
Bev Brekken 281-3424
516 Walsh

West Polk Co Area Chapter Agri-Women
Donna Ulseth 926-5651
29165 365th St SW

West Polk County Deerhunters
Association(DHA)
Jerry Reitmeier 281-1027
20750 US Highway 2 SW

Wild Turkey National Federation
Bill Kresel 281-5805
116 5th Ave S

CROOKSTON DIRECTORY OF CLUBS AND ORGANIZATIONS

CROOKSTON AREA
CHAMBER OF COMMERCE
107 W. 2nd St.
P.O. Box 115
Crookston MN 56716
218-281-4320

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