



**UMC Executive Committee
Minutes
February 12, 2008**

Present: Krista Lemos, Stephanie Helgeson, Chancellor Casey, Eric Johnston-Ortiz, Sue Brorson, Deb Zak, Jeff Sperling, Tom Baldwin, David DeMuth, Ron Del Vecchio

Guests: Sara Kaiser

In these minutes: New Student Orientation Date Change, Old Business, TXT-U, Equipment Usage Policy, HEAPR Update, UMC Building Projects, Public Engagement Day, Financing the Future, Climate Initiative, Presidents Emerging Leadership Program, Supervisor Training, Comprehensive Reviews, Member Updates

New Student Orientation Date Change – Sara Kaiser

Handout – Tentative Orientation Schedule 2008

- Looking at starting on Friday this year – offices will be open, more faculty/staff participation
- Checked out beginning dates for other schools and they vary
- Give students an extra day and allow for some free time
- Cost should be ok for extra day
- Both Residential Life and Athletics are supportive
- Convocation would be on Friday and more people could participate
- Would like to try it for one year
- Chancellor Casey said it was worth a try to do something different
- Also asked about date to invite scholarship recipients to come to campus early and be able to register
- Looking at April 14 – but would be before all existing students would be done registering
- Discussion and questions about early registering
- Sara will check with Bob Nelson to see if existing students could register earlier so April 14 could be used
- Thanks to Sara for coming to meeting

Old Business

None

TxT-U – Jeff Sperling

- Soft launch was held last Friday and went well
- About 150 cell numbers have been signed up so far
- I-pod drawing will be held for those signing up
- 12 people on campus went through training
- A test message will be sent to the campus later
- The Help Desk will be the support area for TxT-U
- Thanks to Krista and her group for helping out
- The Twin Cities doesn't have their standard message yet but will in future and should include that message is coming from UMC

Official/Unofficial Email List

- Recommendation for the UMC Official email list is to limit information sent to important items – this is the UMC Faculty/Staff list
- Can not opt out of Official Email list
- Unofficial email list can be opted out of
- Won't be launched until summer, but information will go out by end of school year

Equipment Usage Policy – Eric Johnston-Ortiz

Handout – Equipment Usage Policy

- Chancellor Casey explained that complaints were being made about UMC property being used for private work
- Policy was drawn up for the campus to create more guidance
- Has not been reviewed fully by faculty/staff
- Questions were addressed to clarity of policy
- Policy will be revised and brought back to Exec Committee at next Thursday's meeting
- Tom will bring it to FCC on Friday and Steph will bring it to the next SEC meeting

HEAPR Update – Eric Johnston-Ortiz

Handout – Working draft – Timeline

- Original amount sent to Twin Cities was \$1,053,000 and UMC was given an additional \$109,000
- If any remodeling is done to Dowell – sprinkling will need to be done – cost would be approximately \$90 - \$100,000
- Ventilation upgrade of Paul Aakre's lab is being worked on and should be finished soon
- Working on Dowell Hall lab renovations. By April should be able to go out on bids
- Some electrical and alarms are being worked on
- May have to contract with outside vendors for work on Hill & Selvig
- Hill 3rd floor lab renovations may have to be pushed back to summer of 09. Everything else should be done by end of summer
- Chancellor Casey remarked that Facilities staff would like to do preventive maintenance that has been put off
- Tim Norton will start March 3 as Facilities Manager
- Chancellor Casey said UMC will be meeting with architect for the Biology Lab. Will go ahead with design work so UMC will be positioned to be ready if funds are available

Public Engagement Day – Deb Zak

- Last year was the first time the University held Public Engagement Day
- Coordinate campuses will hold Public Engagement Day on April 17
- UMC will host Andy Furco, Assoc Vice President for Public Engagement who will be visiting the campus and talking about his vision for public engagement
- Strong service learning component on UMC campus will be highlighted at exhibits on the 17th
- Representatives from NWRSP, NWROC, MN Extension, AURI and AHEC will be invited to attend
- There is room for approximately 30 displays in Bede with posters from groups that engage the community in their projects
- Everyone will be invited to attend the displays and Andy Furco's presentation
- April 22 is the University Public Engagement Day in Coffman Union. Workshops and presentations are invited
- Linda Kingery is the official rep for our campus
- This is an exciting opportunity for UMC to highlight everything going on
- Linda will send out information

Financing the Future – Tom Baldwin

Handout – Financing the Future: The Role of Tuition

- The handout is from the Board of Regents Meeting on Feb 8, 2008
- Presentation was on baseline needs and areas of commitment
- The University needs \$80 million to continue as it is
- U of MN is in the middle of the Big 10 in tuition and growth
- UMC has the single highest percentage of students for Founders Free Scholarship
- Percentage of tuition increases depend on the income of students
- President Bruininks recurring message is that it takes a considerable amount of Foundation money to pay out scholarships
- Chancellor Casey remarked that at the Exec Retreat will look at additional money through grants and where the opportunities are for UMC
- A new campaign will be announced in 09 and will be a 7-8 year campaign to raise scholarship funds

Climate Initiative – Chancellor Casey

- Movement to get Universities to sign on to make commitment to reduce energy
- President Bruininks signed up the U of MN system
- Eric will need to start developing a plan and measures for UMC through facilities
- Will need to have discussion about energy conservation and revisit this in the future
- Will affect some units more than others
- Morris is positioned well already
- Good awareness for entire campus – students are looking for green campuses

Presidents Emerging Leadership Program – Chancellor Casey

- Tricia is in the program this year and we've had several in the past – Jeff, Stephanie, Michelle Christopherson, Elizabeth Tollefson
- Need names for nominations in by Friday
- Contacts are significant
- Stephanie added that it is a good opportunity for the TC campus to learn about UMC also. Projects are all University related
- If you know someone that you want to nominate, talk to them and let them know the time commitment also

Supervisor Training – Chancellor Casey

- Francine Morgan was here before to do supervisor training and is coming back to help with writing good interview questions and being able to get information from applicants that you really want and need
- The training would be held the week of spring break – March 17 & 18
- There would be two sessions, one in the afternoon of the first day and one the morning of the second day. It would include academic leaders and unit leaders

Comprehensive Reviews – Chancellor Casey

Handout – UMC Professional Academic/Administrative Comprehensive Review Schedule

- The list includes those that need to be done this year
- A committee has been working on the Department Heads for 6 weeks already
- Good to have consistency and guidance for the reviews and make it as easy as possible for everyone
- Will try to have something by next week

Member Updates

Stephanie Helgeson – Athletics

- Basketball camp Individual Camp June 10-12, July 9 & 10 Team Camp
- Volleyball July 14-20
- Still working on Football, Basketball and Soccer campus
- Gym closed July 21 – Aug 10 for floor refinishing
- Going to Lobby Days on Feb 14
- Tues Feb 19 – Student Athletic Special Olympic fund raiser 6-8 p.m.
- High School Basketball tournaments – Feb 28, March 6 & 11
- Academic Awards – Thurs April 10
- Athletic Awards Wednesday, April 23rd 6:00 p.m. Kiehle

Krista Lemos – Communications

- Linda on leave – Tyler is working 20 hrs a week in her place
- Amber back next Tuesday

Sue Brorson – Business

- Visited with Corby - \$50,000 was awarded to Business Board Room and there may be additional dollars
- Working on campaign for more money for Board Room
- Working on overall 5 yr plans for online classes
- 2 positions are open – Marketing and Entrepreneurship – one candidate – Scott Thomas will be on campus tomorrow. Presentation is at 1:30 in Kiehle 116

Eric Johnston-Ortiz – Finance and University Services

- o Joyce Fasano the Dining Services food consultant was on campus giving her perspective on the upcoming negotiations. There will be conference calls over the next week with the preferred vendor.
- o Will try to have agreement in March
- o Tim Norton will be coming up and starting on March 3
- o Business staff started EFS training for new modules – its an ongoing process
- o Commend Jerry and Tom for efforts and taking on extra responsibility – did a great job

Deb Zak – MN Extension

- o Finished the 3rd candidate for the regional cropping system position
- o Community vitality & community resource position has been posted
- o Looking at ways to have makeover of office space
- o University of MN, Rochester is working on inauguration and Deb is lending support with Bob Nelson
- o March 13 & 14 Extension will be at the Capital working on sessions with Legislators and lobbyists

Jeff Sperling – Technology Support Services

- o Changing password validation for security and will affect everyone on February 20th
- o Thea is doing preview sessions on VISTA and Office 07
- o UM CAL will begin archiving in March – 18 months back

David DeMuth – Math, Science & Technology

- o Biology and Chemistry tenure track positions candidate coming in next couple of weeks
- o Pam Elf is working with Barbara Brandt on adding individual Pre-professional emphases areas to the Health Sciences degree: Medical, Dental, OT, PT, Chiropractic, and Optometry.
- o Crookston Astronomical student group was formed and met recently
- o Update on Busch foundation proposal for RiverWatch – outcome is unknown at present

Ron Del Vecchio

- o Searches are open for Soil Science and Animal Science positions
- o Institutional Animal care and Use Committee inspections will be held on campus next month
- o In the midst of calving and about half way through. Lambing will begin in the next couple of weeks
- o Hosted the Western IHA Show last weekend
- o Renewable Bio emphasis was approved by BOR, for the Agriculture Department - Ag Systems Management Program

Tom Baldwin – Academic & Student Affairs

- o Will bring to Curriculum Committee the Phasing out of 2 yr degrees except for Ag Business and IT
- o Should see new degree program proposal for criminal justice
- o Deadline is Friday for student research proposals – only have one so far and money for about 14

Chancellor Casey

- o Don Cavalier and students will be going to Lobby U days on Feb 20. Chancellor will be attending also
- o 19th is the budget presentation meeting for UMC with several attending from UMC. Budget Request was sent in today
- o March 13 & 14 President Li from Zhejiang University will be on campus – will meet in the Twin Cities on the 11 & 12
- o Leaving Thursday morning for the NW School alumni social. Coming back Sunday
- o Working to get info about President Li – will try to touch base with all that have been there. Another group is going this summer
- o Next meeting is Thursday, February 21. Jeff Sinks will talk about the new phone systems and implication for department budgets. Benefits outway the additional costs
- o Reminder of UMC Exec Retreat – June 3, 4, 5 – Fairhills Resort in Detroit Lakes

Respectfully submitted by Barbara Ricord