



**UMC Executive Committee  
Minutes  
February 21, 2008**

Present: Eric Johnston-Ortiz, Jeff Sperling, Deb Zak, Corby Kemmer, Chancellor Casey, Bill Peterson, David DeMuth, Sue Brorson, Stephanie Helgeson, Dan Svedarsky, Peter Phaiah, Krista Lemos

Guest(s): Jeff Sinks

In these minutes: New Telephone System, Old Business, New Business, Campus Weapons Policy, Estimated Cost of Attendance & Student Fees, System-wide Student Affairs Updates, Behavioral Alert System, Service & Process Improvement Funds, Leadership Crookston 2008, Update on Budget Meeting, Member Updates

**Update on Budget Meeting – Chancellor Casey**

Handout – UMC Budget Request FY 2008-09

- Share information with all units
- Doesn't tell the whole story of the budget - Not every item shows up on the budget request
- Everyone was asked to provide input
- Ability to fund depends on funds from central administration
- Tried to report on items central administration funded last year
- Worked on showing central administration items that were important to UMC and were funded by UMC
- Three items looked at for funding - safety, compliance/legal and to support investments for requests given last year
- Identified help for Financial Aid Office – compliance issue
- Safety & security – only have security officer 40 hours a week
- Same issues are being funded on the Twin Cities campus as UMC is asking for
- Budget proposal will be put on website so everyone can access it – not the final budget
- Last year UMC received about 70% of money requested for salaries
- Decisions could be around mid-March if central administration wants it to be on the BOR docket for April
- Very few requests that come in can't wait until the budget is resolved
- Will work with Krista to get on website – Chancellor's page
- Budget meeting was good with good response to questions
- Any questions that come up contact Chancellor, Dr. Baldwin, Eric or Tricia. Any of these four would also be willing to come to meetings with units to discuss further

**Telephone System – Jeff Sinks**

- Telephone system is still scheduled to be changed this summer
- Involved with legal counsel because one company is installing it and another is backing UMC up
- The new system has all the features UMC now has plus more - True caller ID and 911
- Integrated voice mail, telecommuting advantages, central fax server
- Long distance will be coming out of TC and metro calls will not be long distance calls
- Funding model - \$751,000 up front costs – which include 5 yr maintenance cost, recurring costs and life cycle replacement costs
- At present over-charge for long distance – don't want to do that in the future
- Don't want to be in the situation of not having funds for replacement in the future
- Not everything will need to be replaced at the same time in the future – things such as servers may have to be replaced sooner
- Discussed at Cabinet how to deal with costs and the impact on users
- New model will charge dept for each phone they have

- Looking at recurring cost model for 5 & 7 yr and moved to 10 & 14 yr – which could give a cost of \$20 per phone per month
- Chancellor Casey said there could be some central UMC allocation for monthly charge
- The new system will upgrade safety issue on campus
- Will work with units to see impact of phone costs and to look at other resources that can be used to offset costs
- There is no option to not upgrade. Shouldn't have to make investments in the first 5 yrs
- Everyone will receive new phones – none of the old phones will be used. All phones will be high quality. New phones are covered by the overall cost of the system change
- There may be an option for using a laptop for a phone in some situations
- Chancellor Casey thanked Jeff for attending and giving update

### **Campus Weapons Policy – Peter**

Handout – Review of U of MN Weapon/Firearm Policy & Concealed Gun Policy

- Handout is a compilation of BOR policy, Residential Life Handbook & MN Statute
- Duluth prohibits guns on campus
- There are 2 safes in the residence halls for storing guns
- Concealed weapons are not allowed on UMC campus
- April 21-24 there will be a peaceful demonstration on campus and approximately 120 other schools. Demonstrators will wear empty gun holsters
- After Northern Illinois faculty & students have lots of questions, Be aware that students will talk about weapons
- Behavior Alert Committee is looking at what should be done in different situations. Pulling issues together and at next meeting should have draft by middle of next week
- This will be a living document that continues to evolve
- Need to be unified in policy & procedures and common sense issues
- The persons identified in each building to deal with emergency situations need to be notified that they are in charge of that and also need to be trained
- Can never be totally prepared for emergencies but having a plan in place and communicating helps

### **Estimated Cost of Attendance & Student Fees – Peter**

Handout

- Handout compares estimated costs & student fees for U of M campuses and UMC
- Information is what student fee committee just recommended
- Tech fees are same as last year
- Trying to get information on competition

### **System-wide Student Affairs Updates – Peter**

Handout

- Information is from meeting in TC
- 10 things you need to know about the U of MN
- Academic Support Resources – mission, values, vision
- Grad Planner is expanding – pulls together the ISTEP program
- Helping to make it easy to check on students information
- Engagement Planner is tied into PeopleSoft – builds a portfolio for students – record of engagement and helpful when looking for a job – should be available in the summer
- All the info for a student is available and can pull from all campuses – in near future should be available to get this info
- Some info is self-recorded – encouraging as freshmen to start using – need to encourage to keep updated
- Could work on this as part of class – GnEd etc.
- Scholarship Search engine – UMC can use the tool also
- Increase profile of all scholarships available

### **Public Engagement Day - Peter**

Handout – Draft Itinerary

- Public Engagement Day is April 17 at UMC and April 22 on the TC campus

- Andy Furco – VP of Public Engagement at the U of M will be on campus
- Opportunity to show how UMC engages the community – using poster sessions, presentations and bulletin boards and display cases in various areas
- The community is being invited and will also have units on campus that work with the community – RSVP, CSA, Red River Corridor, Rotary etc.
- Educate the community and the campus how the Crookston campus works with the community
- Formal call for posters and interactive displays for Bede Ballroom will be sent out

### **Student Learning & Development Outcomes - Peter**

#### Handout

- Expectations for campuses & how it's being measured
- Is each campus aware of what expectations are and what is being done

### **Old Business**

#### **Equipment Use Policy – Eric**

- Change in the language policy – not finalized
- Will bring to Cabinet

#### **Enterprise Financial System – Eric**

- Working to get training to come to Crookston so staff doesn't have to travel to TC
- Eric will get list of possible people that need to have training
- Chart of accounts is a live session and others can be done online

### **SPIF – Service & Process Improvement Funds – Bill**

- SPIF grants are to support initiatives that help drive success of Transforming the U, creating exceptional students, exceptional faculty and staff, exceptional organization, and exceptional innovation. The goal is to invest in projects that will result in a positive impact for service levels, productivity, and cost/revenue streams
- Proposals need to be submitted through Bill

### **Leadership Crookston 2008 – Chancellor Casey**

- Chamber is looking for about 25 people for the new Leadership series of 5 sessions
- Good way to get to know people in community - \$250 per person
- Amber & Peter will be attending

### **Member Updates**

#### *Corby Kemmer – Development & Alumni Relations*

- Arizona NWSA social went well – about 100 people attended
- June 27-28 is NWSA reunion
- Attending the CASE – (Counsel For Advancement and Support of Education) national conference for Chief Development Officers – February 27-29, 2008 in Naples, FL
- UMC is at \$510,000 in total gifts this year
- Torch will be out in next couple of weeks

#### *Bill Peterson – Arts, Humanities and Social Sciences*

- Criminal Justice program is on track – will go to Faculty Assembly in 2 weeks
- NatR will use courses from CJ for law enforcement program
- April 1 Jack Geller will phase in as AHSS Dept Head and Bill will begin to phase out

#### *Peter Phaiah – Student Affairs and Enrollment*

- Diversity person left after two weeks
- Recommending a search to start next week with an Aug 1 hire
- Will implement an emergency hire for Diversity until new hire

#### *Dan Svedarsky – Natural Resources*

- Attended the MN Chapter of the Wildlife Society last week where 2 UMC students and a former UMC student took home awards
- 7th time in the last 11 years that UMC NatR students have won

#### *Stephanie Helgeson – Athletics*

- NSIC Conference Call this morning – hiring a Strategic Positioning consultant – moving to 14 NSIC teams next year

- Hiring assistant commissioner for compliance
- Purchased a portable AED system for trainers to have on the field
- Athletic Retreat is May 29
- High school tournaments start Feb 28
- March 28-29 – CYBA tournaments
- Wed, April 23 – Athletic Awards in Kiehle
- Last home game in Basketball this weekend

*Eric Johnston-Ortiz – Finance and University Services*

- Last Monday had a conference call with food consultant – working out the contract proposal with the preferred vendor
- Working with Linc Kallsen and Orlyn Miller on info to be presented to Robert Jones on the new Residence Hall
- Chancellor Casey will have info by middle of next week

*David DeMuth – Math, Science and Technology*

- Biology has 25 or more students wanting to attend
- Last night watched the lunar eclipse with the high definition camera
- Pictures will be on the web of the eclipse and the “shoot out” in space

*Jeff Sperling – Technology Support Services*

- TXT-U has 300 telephones registered to date – very quick growth - Testing is taking place
- Notebook RFP vendor visits started this week – writing RFP to reflect new Business model
- Working on funding models
- VISTA and Office overviews have been presented on campus

*Deb Zak – MN Extension*

- Passed out Winter issue of SOURCE – MN Extension booklet
- Home Grown Economy Conference & Local Foods Showcase will be held on campus, Mar 30-31
- Finished interviews for Regional Crops position
- Search in progress for Regional Ext Education position

*Sue Brorson - Business*

- Candidate for Entrepreneurship was on campus last week, next week will have another
- Putting together estimates for board room
- Study abroad to Norway has 9 students going
- Looking for more adjunct faculty for dept
- Online quality assurance committee looking at quality standards for Business Online faculty
- Will work with other departments later

*Krista Lemos – Communications*

- Two weeks from today will be the Presidents’ State of the U address – 3 p.m. DH 220. Would like good representation like last year
- Would like to have Department Head to ask a question
- If you have a question to direct to President Bruininks – bring it to next meeting

*Chancellor Casey*

- March 5 – Convocation in Kiehle. Need good showing – faculty should be there to recognize academic achievement
- March 5 - Smoke free/tobacco free forum at 3 p.m. in Kiehle Auditorium
- March 13 President Li and Mingdi from Zhejiang Polytechnic University will be on campus
- March 14, President Bruininks will be at UMC
- Robert Jones requested if anyone is working on Federal earmarks to let him know. If anyone is please let Chancellor Casey know
- Next Wednesday, Meredith McQuaid and the Director of the China Center, Dr. Yongwei Zhang will be visiting campus – good opportunity to connect with them

Respectfully submitted by Barbara Ricord

