



**UMC Executive Committee  
Minutes  
March 20, 2008**

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

In these minutes: Old Business, New Business, Enterprise Financial System Update, Compensation Plan – P/A, Sustainability Goals and Outcomes Committee, Retreat Discussion – Topics, Member Updates

**Old Business**

None

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

- Enterprise Financial System will be used primarily by Business Office staff only
- Process keeps evolving- new information all the time
- Prior requirements stated that employees needed 20 hours of training to use for ordering supplies from the University Stores. This will change to an on-line tutorial only.
- UMC Business Office is reviewing what new options for Business Processes are available. For example: travel could be entered by departments and sent to Business Office for approvals and payment entry. Procurement Card processing can also be done at the department level.
- Requisitions and Purchase Orders – Improved system will allow the tracking of vendor spending and may be able to ask for discounts.
- Old system would require 2- 4 days for requisition transactions. New system can be entered in the AM and by PM the vendor will have a purchase order
- On-line training will be offered by April 1st
- 2nd round of testing all went well – all seems to be working
- Still some concerns regarding U of M Reports – Still don't know until reports are run
- New System will allow quicker requisitions and quicker payments. Most accounts are now paid within 30 days
- Concern about some departments not having staff to do training and entry level work
- Receipts are currently given to Joan and Donna, form is signed by staff and supervisor and processed

**Compensation Plan – P/A**

- Compensation sheets were handed out for compensation plan
- The dollar amount is small and will be difficult to do. All awards have to be on a merit basis, which will have to be identified and recognized as a merit adjustment.
- Plan: Distribute base of 3% and then hold .25% in a pool and this would allow adjustments made based on merit
- All supervisors would get pool of 3% for a group base and would determine raises using a merit system. Nothing is based on the cost of living.
- The Compensation plan was presented to CAPA representatives. Directors would send in proposals, requests could be made and a committee would approve the most worthy proposals.
- Plan must be submitted by mid April
- Faculty have contracts

## **Sustainability Goals and Outcomes Committee**

- Three names, Dan Svedarsky, David DeMuth and Tim Norton have been mentioned.
- David and Dan have already discussed this, and David said he would do for the time being.
- Dan and Tim will be back-up for the system committee and help with campus initiatives.

## **Retreat Discussion – Topics**

- No place has been confirmed. A resort by Detroit Lakes was being checked out by Barbara Muesing to see if it would fit our needs
- Chuck Casey has asked that each person think of three major issues on campus and e-mail the ideas to him.
- When topics have been chosen Dr. Casey will decide who to bring in for topic discussions
- By the next meeting, we should know the location and the topics

## **Member Updates**

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

- Student applications are above last year
- Housing is getting full – On April 15 there will be a lottery for apartments in Centennial
- Remind coaches to get their students organized to get them into housing
- Contracts have been sent to students and they will have until April 15 to make a commitment with a \$50 deposit
- Questions have been posed about renting off campus; we need to educate students about issues with landlords
- Deb Zak indicated that they already have a publication in print, “Rent Wise”

### *Stephanie Helgeson – Athletics*

- NE 10 Conference called to discuss hockey post season
- NSIC is doing strategic planning
- Amber Meyer and Delono Robinson are picked to go to NCAA Leadership Conference in May.

### *Ron Del Vecchio – Agriculture*

- Animal care inspections are next week – twice a year
- Two searches are going on: Soil Science and Animal Science – hope to have positions filled before summer
- Lots of new babies – arranging barn tours for April 7-11
- Educational horse show will be held after classes are out-a good experience and training for students
- UMC lambs-a few will go to Brown Dining Services; most will go to sale barn in Winger. Folks can be put on a list for purchases and will be sold at market value

### *David DeMuth – Math, Science & Technology*

- A large group was on campus yesterday to attend “River Watch” in Kiehle Hall
- Chemistry applicant is scheduled to interview on Tuesday
- Trying to finalize with Biology candidate

### *Eric Johnston-Ortiz – Finance and University Services*

- Waiting for food contract information from Twin Cities negotiations that were held Monday & Tuesday
- Residence Hall – Michael Burns, architect, wants to know progress. Meeting is scheduled for mid April and he would like to see moved forward.
- Budget info: Tuition increase will be 7.5%, but could be more based on budget cuts
- Compensation: 3.25% with other areas subject to debate

### *Tim Norton-Facilities Manager*

- A number of projects going on: Bio Lab renovation, Library elevator upgrades; Electric upgrades in Selvig & Hill; Building codes
- Meetings in cities next week with support groups to cover many areas
- Recycling program review
- Review staffing to cover additional areas

### *Jeff Sperling – Technology Support Services*

- o Two IPODS were won for sign up TXT-U
- o Work on notebook on RFP
- o Number of network projects going on

*Krista Lemos – Communications*

- o She would like to hear comments about the President's visit. Events were well attended. Thanks to all who helped.
- o Discussion: Do we invite President Bruininks and Robert Jones more often? They work with all 5 campuses, also Research and Extension in out-lying areas

*Deb Zak – MN Extension*

- o Rochester campus is getting ready for inauguration and is calling for advice from our experiences.
- o Could we offer tours on campus for groups?
- o Russ Severson will start in Regional Extension center in Crookston beginning April 1.
- o Presently have two searches going on: Family Resource Management and Community Economics

*Sue Brorson – Business*

- o Position hires: Search is on for Entrepreneurship and Marketing
- o Negotiating with department faculty to also do research
- o Working on "Business Activities Day" – 10 schools will be attending

*Tom Baldwin – Academic & Student Affairs*

- o Faculty & Staff In-Service was held on Monday and Tuesday with Francine Morgan
- o Contract issues were reviewed by representative from Department of Labor
- o Working on merit issues for faculty & P/A
- o Working on position hires, diversity
- o Recruit for positions, not just solicit

Respectfully submitted by Gail Hasbrouck