

**UMC Executive Committee
Minutes
March 6, 2008**

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

In these minutes: Old Business, New Business – Introduce Tim Norton, President Bruininks Visit March 14, Registration for Students, Performance Reviews, Budget Situation, Compensation Plan, Vacation & Sick Leave Reports, Commencement Speaker, Equipment Usage, Community Service Award, Member Updates

New Business – Introduce Tim Norton - Eric

- Tim came from Anoka County in MN
- Worked at U of MN before in different departments
- Bring UMC a connection to Twin Cities
- Was a student here in the 70's
- Native of Crookston
- Commend Jerry & Tom for their work and help
- Thanks to Jeff Sperling for chairing the search for new Facilities Manager

Old Business – None

President Bruininks Visit on March 14 – Krista

- President Bruininks and Robert Jones will be here next Friday
- Will need someone to pick up President at motel on Friday – Dr. Baldwin will do it
- Breakfast – with students and CSA – went over schedule – 7 students confirmed
- Faculty – FCC and Harouna will be the host
- Staff is at 10:15 with Rand and SEC hosting
- 11:15 President and Chancellor will go to UTOC. Good photo opportunity
- Lunch at 12:15 in Bede A & B
- 1:30 – 2:30 – Community Forum – hosted by Lori Wagner and the Chamber
- Encourage faculty and staff to attend forums
- 10:00 VP Robert Jones will go to NWROC to meet with Larry and faculty
- Will meet with as many folks as possible on campus
- Messages to get across are budget requests and need for new Residence Hall

Registration for Students – Peter & Tom

- Freshmen register after returning along with online students
- Will try to have as many students register before faculty leave and then again before school starts in the fall

Performance Reviews – Chancellor

- Encourage people to get process started
- Discussed 3 yr reviews in cabinet
- Advocating consistency and one committee to do the 3 yr reviews
- Broader issue is should so many have to be done each year
- Les is researching over next few weeks how other schools do them. Most do not do reviews at director level
- Need to be clear about alternative if change is made
- Some 3 yr reviews will not be done for those that are not directors
- Dept heads will continue to be at 3 yr intervals
- Decision about directors will be made later

- Bill commented that University policy changed dramatically and that may help so not so many have to be done
- There will be a discussion with Stephanie on the coaches to be consistent
- Will discuss in Cabinet and bring recommendations to Exec Committee

Compensation Plan – Chancellor

- Plan has to be submitted by April 14, 2008
- UEA goes by provision of the contract
- P & A positions are 3.25% for salary plan – must be merit based not across the board
- If positions have market increase – may have to work centrally at UMC
- Some departments may have more flexibility. Will need to have more discussions
- As reviews are done think about salary increases
- P & A are only ones that can be worked with – others are negotiated
- Will work to get out guidelines for P & A

Vacation & Sick Leave Reports – Chancellor

- Reminder that reports need to be submitted
- Easier to do at the end of the month – makes it easier for Jacquie
- 12 month faculty need to file reports and get reports from direct reports

Budget Situation – Chancellor

- Nothing really new to report yet – nothing has been sent yet on the \$934 million shortfall
- Central would make ONM decisions by mid-March if going to have budget to BOR in April, but can be pushed back
- Asked for \$100 million in HEAPR funds - \$40 million is probable
- Worry about being asked to contribute more for salaries
- Hard to make decisions on requests until numbers are in

Equipment Usage Policy – Eric

Handout – Usage Policy

- Policy has been revised – taken to Labor Management Committee and approved yesterday and Les sent out
- All changes are in
- Eric made a motion to approve revised policy and Tom seconded it. It was approved
- Bill doesn't think it needs to be brought to FCC

Commencement Speaker – Chancellor

- Been asked to give names for 2009
- Has viable name for 2008
- If you have a name give to Chuck or Barbara R. Looking for successful alums and diversity

Outstanding Community Service Award

- Nominations need to be in by next Friday – March 14
- Take time to put good nomination together
- Could look at for next year if not enough time for this year

Member Updates

Deb Zak – Extension

- Saturday morning will be meeting on Sesquicentennial
- UMC is getting lots of credit
- Looking for writers to write on essay on experience in Red River Valley and the 1863 treaty
- Nice community partnership
- Next week on March 13 is Extension Day at the capital
- Public Engagement Day is April 17 and looking for examples of community engagement. Send proposals to Peter

Ron Del Vecchio – Agriculture

- There will be a reception for Chuck Habstritt Friday Mar 7, 3-4 in the Prairie Room – he is the recipient of the John Tate Advisory Award
- Institutional Animal care and Use Committee inspections will be the week after spring break

- o Searches are going on in Animal Science and Soils
- o Hosted FFA competing judging
- o This weekend IHSA western regional and hunt seat scrimmage with other NCAA teams at SDSU

Jeff Sperling – Technology Support Services

- o Continue notebook RFP process – vendors have been on campus
- o Last one will be on campus tomorrow
- o RFP should go out April 1
- o Met with CSA last week – new notebook Business model and got approval of allowing grads to keep computers
- o Continue to work on network projects – number of buildings on campus slated for improvement
- o Questions and comments were discussed

Bill Peterson – Arts, Humanities and Social Sciences

- o Comment on convocation – choir has grown and sounded very good. Band has grown also
- o Banding is a direct impact with tuition – choir could be a free course
- o George is interested to work with Pep Band for athletics
- o Jack Geller starts phasing in April 1 – already meeting with faculty

Tim Norton – Facilities

- o No updates at this time

Eric Johnston-Ortiz – Finance & University Services

- o Trying to schedule Chart of Accounts training for UMC – should know next week. Have about 15-17 names that will need it
- o Food RFP – preferred vendor received proposal. Vendor will be in TC for negotiations
- o Facilities working with architect issues in Dowell Hall – Bio Lab, Business Conference Room and door openings on 2nd floor
- o Architect should get info by next week – his assistant, an interior designer will give pictures of what it can look like
- o Eric will ask for copies when President Bruininks is here
- o Some comments and questions on training

Stephanie Helgeson – Athletics

- o Recruiting time for Lions and Kiwanis – Monday noon is Noonday Lions and 6:45 a.m. is Crookston Kiwanis. If interested let Steph know – good time to give updates. Corby is recruiting for Rotary
- o Retreat topic is more events on weekends when students come on campus for recruiting.
- o Student Athletic Advisory Committee hosted Special Olympics – raised about \$400
- o Paul Krebs was voted NSIC pitcher of the week
- o Jamie Zelensky voted NSIC newcomer and All Conference honorary mention
- o Recruiting is going well
- o Hosting high school tournaments tonight
- o 1 position open – head women's golf/Asst women's basketball coach

Krista Lemos – Communications

- o Reminder of Sesquicentennial year for MN. Banners are thanks to John Zak and Elizabeth Tollefson
- o Part of Saturday's meeting will be hosting Virgil Benoit on campus
- o Should all have received the marketing piece and lapel pin – if you need more, contact Krista
- o Developing logos for recruitment – Small campus/Big Degree
- o Request for info on marketing – 5 yr plan – online, international, development donors, athletics and along sub-plans. An RFI was done for info on costs – 5 responses of firms and 3 were invited on campus. meeting with Simmons Flint in Grand Forks to talk about industry and expectations and what can be afforded
- o Looking at investments every 3 yrs – will need leadership commitment before an RFP can be put together – this year going forward with marketing plan that was decided on last year. Any questions, contact Krista
- o Money used since Dec was invested in Pay Per Click and working on web site
- o Women's History Month – 1st activity tonight at 4 p.m. in International Lounge – also Korean Day
- o Chancellor says Pay Per Click is good to present at meetings

Peter Phaijah – Student Affairs and Enrollment

- o Pay Per Click is very effective
- o Welcome to Heather Greicer – housed in Academic Support Center & Athletics – part-time student support for Athletics – and helping Fran. Heather started yesterday - Focusing on students and trained on things also

Handout – Policies Under Review

- o Several policies are under review
- o Any new policies made should go on the website and be updated
- o Our job is to maintain our website
- o Policies on TC campus and approved by BOR can affect UMC

Handout – Response, Referral & Consultation (Students)

- o Emergencies policy for students
- o Activities and behaviors in classroom and where info should go and when
- o Template is being worked on
- o Should have info in each area and office
- o If you see changes needed let Peter know
- o Need to have policy & procedures in place
- o Emergency contacts and training – need to get out to faculty/staff

Handout – Behavior in the classroom

- o Level I, II and III
- o Should have this same info for each dept with internal training – each dept needs to have their own training
- o Working with Dept Heads
- o Mechanism to deal with any responses sent in
- o Need to make sure that correct person knows their roles
- o Need input from Exec group and have Lance & Kristy look it over
- o Peter explained how the table works
- o Takes common sense and training
- o Important to make sense and have plans in place if there are problems
- o Coordinate with Eric and put presentation on agenda

David DeMuth – Math, Science & Technology

- o Biology candidate was on campus yesterday, Chemistry candidate was here the week before
- o MST Assistant – Jacoba's baby is due next week
- o Jingpeng Tang is finishing his 2nd Ph.D.

Tom Baldwin – Academic & Student Affairs

- o Getting letters together to identify 6 undergraduate projects
- o Strongly encourage to get more thinking before next fall – good opportunity
- o Lots of candidates for positions – Entrepreneurship, Marketing etc.

Chancellor Casey

- o President's State of the U Address is 3:00 p.m. today in Dowell Hall 220
- o Yesterday Dr. Susanne Williams from Minnesota State University, Moorhead was at the Smoke free/Tobacco free forum. She did a nice job of laying out the process
- o Professional Development – Supervisor Training- March 17, Department Heads & Administrators 1-4p.m. – March 18, Directors from 8:00-12:00
- o Posting completed for Communications Director

Respectfully submitted by Barbara Ricord