



**UMC Executive Committee  
Minutes  
April 3, 2008**

Present: Tom Baldwin, Corby Kemmer, Chancellor Casey, Peter Phaijah, Stephanie Helgeson, Jack Geller, Bill Peterson, Jeff Sperling, Tim Norton, Eric Johnston-Ortiz, Krista Lemos, Deb Zak, Dan Svedarsky

In these minutes: Old Business, New Business, P & A Compensation Plan, Empty Holster Protest – April 21-25, Professional Development Opportunity, Retreat Agenda, Faculty/Staff Spring Fund Drive, Member Updates

Chancellor Casey welcomed Dr. Jack Geller to the group and to campus. He will be transitioning to the Arts, Humanities and Social Science Dept head.

Old Business – None

New Business – None

**P & A Compensation Plan – Chancellor Casey**

- 3.25% goes to P & A - 3% goes to merit to employees - .25 goes for special compensation if you have an employee that merits it – about \$6000 in the fund
- Met with representatives of CAPA and they endorsed idea
- Chancellor will have small committee – himself, Dr. Baldwin and rep from CAPA to make decisions
- Will be the same for faculty P & A but will work with Dept heads
- This is an effort to create a little flexibility for merit – not across the board
- Plan and consultation process needs to be sent to Central Administration by end of month
- If you want electronic copy or have question on numbers contact Tricia

**Empty Holster Protest – April 21-25 – Chancellor Casey**

- Week of April 21-25 – students will carry empty holsters in a silent protest – to show support for being able to carry guns
- Chancellor is meeting with parents of student involved in protest – will be given info on what is permissible on campus
- Eric & Gary Willhite and Chief Motherway met and talked about the protest and what should be done on campus
- The campus will be notified the protest will take place so faculty and staff are aware there will be students carrying the empty holsters
- It will be a peaceful protest – but there is still concern for problems after school hours and in parking lots
- Facilities staff will also watch for any signs of problems and contact police
- There was a discussion and questions on areas for demonstration and possible problems – Peter and Eric will coordinate a demonstration area
- Police will be notified of any problems and will be the group to handle them
- Security on campus needs to be informed whenever a group will be on campus with firearms

**Professional Development Opportunity – Chancellor Casey**

Handouts

- Handouts from Chamber on two programs being presented on campus

- Achieving Customer Service Excellence – May 21 – p.m.
- Managing and Motivating Others – May 21 – a.m.
- Could be for staff in departments
- Chancellor will cover costs and hope to get several to attend and get discount for 4 or more from same organization
- Registrations need to be in by May 9 for early price break

### **Retreat Agenda – Chancellor Casey**

#### Handout – Draft Agenda

- Have been meeting with Cabinet for ideas for agenda
- Overall theme – Creating an Exceptional Education and Experience for Students
- Review established goals established over the years
- Some may be continued or make adjustments
- Will get info to the group on goals before the retreat – Bob Nelson will also get info to Chancellor before retreat – he will be available for retreat
- A mild celebration of success will be held at retreat – for the good work done
- Tuesday afternoon will be spent talking about organizational development, Internal communications, PULSE survey and Tools for Improvement
- Wednesday will be spent on Improving the Student Experience – goals set for student retention increases begin with the fall 2008 class
- What will it take for increases? Actions that UMC will commit to for specific actions and benchmarks of success
- Thursday will be Financing the future of the campus
- Tied to opportunity for growth – going to 1200 students means something different if they are on campus or online
- Important to improve quality and satisfaction also
- How to bring resources to campus other than tuition and state money
- Looking at programs and how successful they've been can be traced back to 2 yrs ago when dept heads were asked for 2 programs that could be worked on
- Already ahead of retention goals set 2 yrs ago
- Discussion and questions about agenda
- Will continue to work on agenda. Thank you for the input

### **Faculty/Staff Spring Fund Drive – Corby**

- No fund drives since Maroon & Gold drive 2 years ago
- Would like input on spring fund drive for faculty/staff
- Some discussion on timing of fund drive – this time of year is not good
- Would take time to get fund drive organized
- UMC should have an annual fund drive that is same time period every year
- Can coordinate with TeamBackers
- Will wait till late in the summer
- Discussion on coordinated effort for fundraisers on campus – Corby explained most go through his office

#### Member Updates

##### *Tom Baldwin – Academic & Student Affairs*

- Ron is setting up interviews for open chair position for MST – 3-4 candidates
- Positions open in Biology, Chemistry and Soil Sciences
- Searches have interviewed for some of the positions
- In middle of salary determinations for P & A – info needs to be in to Tom by April 14

##### *Corby Kemmer – Development*

- Bill Tyrell Walk-A-Thon is April 24 – last year raised \$11,000- goal for 2008 is \$15,000
- TeamBackers Fun Night is April 25 – goal for this year is over \$20,000
- Last week announced the Stan & Pat Alseth gift of \$260,000 – thanks to those who worked on celebration – received good press
- April 17 – Mary Kay Delvo from U of MN Alumni office will be on campus and attend Exec meeting at 10:00
- Yesterday Grad Fest – Development distributed Almost Alumni booklets
- Torch came out well and is being distributed

- o June 26 – Mark Olsonawski golf tournament
- o June 27 & 28 – NWSA reunion

*Krista Lemos – Communications*

- o Professor Maiga was featured in the Minnesota Newsletter on his return trip to Mali, where he grew up
- o Winter 2008 Torch featured Firechief Clack who received an Associate Degree From UMC
- o Elizabeth Tollefson coordinates the features
- o More copies are available through Krista
- o Working on Academic postcards – 10 have gone out so far
- o Thanks to all faculty and others that have helped

*Peter Phaijah – Student Affairs & Enrollment*

- o Received numbers for Admissions – Applications are up 49-50%
- o Reg is March 30 for current students – April 17 for new students
- o This week is Campus CampIn
- o Important to have dorm rooms for students – looking also into old Junior High that is being turned into apartments

*Handout – FERPA Information*

- o Information proposed by U Dept of Ed to modify FERPA laws on disclosing information
- o Should have decision by beginning of next month on what can be released

*Dan Svedarsky – Natural Resources*

- o Continue to have many prospective students
- o Chuck Habstritt, and Dan will be attending workshop on teaching & advising tomorrow and then going to John Tate award presentation for Chuck Habstritt

*Sue Brorson for Deb Zak – Extension*

*Handout – Extension Educator Interview Schedule – Monday April 7, 2008*

*Sue Brorson - Business*

- o Business Activities Day – last week with 121 students attending
- o Positions open for Entrepreneurship and Marketing
- o Visiting with SBDC director for our region He is doing workshops in Crookston for starting up a business
- o First session - will be basic primer for going into business. Additional workshops will be to help develop or teach – over the next few months
- o Internship will be available for Entrepreneurship student working with SBDC. Good opportunity for someone to do consulting with SBDC director
- o SIFE won regional competition for 9th consecutive year – now will compete in National Conference
- o Business Board room has classes scheduled already – will visit with Tom B, Chancellor and Tim for next steps

*Eric Johnston-Ortiz – Finance & University Services*

- o EFS has had a good portion of modules rolled out
- o Eric & staff will continue to attend training over the next 3 months
- o Those ordering from U Stores will be able to take training with online module
- o Food RFP will be in media soon
- o Meeting with Lance Ross to talk about Building Emergency Plan and training on April 16 for all involved
- o Financial plan for laptop RFP is in the TC
- o Working on info on telephone bills and how it equates to new bill system – worked with Jeff Sperling and will get missing info

*Tim Norton – Facilities & University Services*

- o Third Floor Biology Lab pre-bid went through update yesterday
- o Received a low bid for asbestos abatement
- o Contacted Lowell Rasmussen in Morris about energy efficiency measures. Will meet next week with contractor that is working with Morris

*Jeff Sperling – Technology Support Services*

- o Notebook RFP may go through this week
- o RFP evaluation team has been assembled – financing decision is being worked on
- o Preparing for end of semester and notebook return
- o Notebook rentals for summer will not allow as many out for summer – if not registered for fall won't be able to rent for summer

- LENOVO will come on campus to inventory – Thea will get info out to campus
- Data security training will be online for everyone
- Password change requirements – some students and faculty have had problems changing

*Bill Peterson – Arts, Humanities and Social Sciences*

- Classes going well
- Kevin Thompson is presenting in Georgia at the Southern States Communication Association conference
- Mark Huglen is presenting in the Twin Cities
- Jack was at first Dept meeting yesterday
- Bill will move offices after Commencement
- Will continue to sit in on meetings
- Leaving for China along with Tom Baldwin after Exec Retreat
- In process of submitting grant for U Center for EDA and tying closely with Bus Dept. Will know by June 15 if it goes through

*Stephanie Helgeson – Athletics*

- Working on Strategic Positioning in Northern Sun – will be complete by July mtg
- NCHA meetings will be on April 17 – this will be last year
- Transitioning to independent schedule for post season
- Institutional self study due June 09
- Head Women’s Golf – Assistant Women’s Basketball position is open
- Sat April 12 – Volleyball Spring Volleyball tournament
- April 19 – Pacesetters Basketball
- Home Basketball today at 2 p.m.

*Chancellor Casey*

- Leaving for TC today – will attend the award ceremony for Chuck Habstritt receiving the John Tate award
- Going to Rochester for Inauguration tomorrow
- Dr. Baldwin will be the Delegation of Authority
- VP O’Brien will be on campus May 30th for Emergency Policies and Procedures
- Eric has been working on this identifying primary, first and second alternates for each building for emergency notification
- Also working on tone alert radios and should have much done by the time VP O’Brien is here
- Heard thanks from student about safety issues addressed on campus – thanks to Tom Feiro
- Master Planning will kick off this summer – Some Twin Cities people have been identified that will help also. Last one completed in 2003
- Recommended to BOR to accept outside vendor for dining services – will be in docket materials tomorrow. Press release will go out tomorrow. Any media inquiries send to Krista Lemos

Respectfully Submitted by Barbara Ricord