

**UMC Executive Committee
Minutes
May 1, 2008**

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

In these minutes: Old Business, New Business, Marketing & Image Report, E-Update Survey, CPPM Visit, Tone Alert Radio Update, Enterprise Financial System, Telephone Financing Plan, Early Retirement Option, Member Updates

Chancellor Casey said Commencement is Saturday so getting close to the end of the semester. A new item this year at Commencement will be photos of each student as they receive their diploma. Photos are taken by an off-campus vendor and there will be no charge to UMC.

Old Business – None

New Business – None

Marketing & Image Report – Krista

Handout – UMC Potential Students Overall Results – Spring 2008

- Received results yesterday on overall student survey
- Surveyed 300 students – Compares 2007 & 2008
- Sample pool has more seniors in 2008
- 2008 also has more students from different states
- Krista went through the slides and explained them
- Sample was drawn from prospective students that have requested information from UMC
- This gives effective information
- Questions were asked and answered
- Krista will send a copy of report electronically to Exec Committee
- Important that everyone recognize the investment and good to share with others

Pay-Per-Click – Krista

Handout – Pay-Per-Click Summary March 2008

- Pay-per-click is advertising through the website
- Krista explained some of the slides
- 172 countries and territories - Maps of the top countries and states
- Number of visitors and pages visited has increased
- Krista will email a copy of the summary to Exec Committee
- Helps to find return on investment – gives benchmarks for UMC
- Chancellor Casey thanked Krista for the good information

E-Update Survey – Krista

- Survey was sent out this week – asking how you're using the e-updates
- Encourage all to fill out and forward to other groups you deal with as well
- Appreciate the help of those taking the survey

CPPM Visit May 16 – Tim

- At Facilities meeting asked about combining Orlyn Miller and Gary Summerville meeting with Exec Meeting on May 16
- Orlyn and Gary will meet to talk about updating Campus Master Plan and Capital Improvements

- We identify projects, submit on annual basis and they help prioritize
- Contact Tim if you want to meet with Orlyn and Gary
- Vice President O'Brien will be on campus May 30 and will talk to her about the Campus Master Plan also

Tone Alert Radios Update – Tim

Handout of Locations

- 20 locations right now with 5 additional radios available
- 1 additional radio will go for a senior RA and others by recommendations and approval by Chancellor
- In event of emergency they would be activated by the Crookston Fire Department
- Training will be done by Tom Feiro
- Designated persons on campus will call Fire Dept with emergencies and Fire Dept will send out alerts – radios are only one way – from the Fire Dept.
- Extension could be a place for one of the additional radios
- Lance will come back for training for those that will be building emergency people
- Official start of monthly testing will be June 4 – all info out by August
- VP Obrien wants to talk about Emergency Management – would be good to have an inventory of actions done and what will be done over the summer for her and then share with campus community
- Alternate person can take the training if main person not on campus at time of training
- Eric will send out an updated list of Building Emergency Contacts

Enterprise Financial Services – Eric

Handout – Senate Consultative Committee

- Chancellor Casey stated that some are wondering how the changeover will go
- Its an ongoing issue and getting lots of attention
- EFS was approved to go live for July 1 – running the 3rd pass of mock conversion
- 3rd week in June is actual conversion
- Will be rolled out May 1 with 100 staff considered to be experts to use the mock system – has been running months of testing
- All departments will have new account numbers – Tricia will be contacting departments and sending out numbers as they are approved
- Training is in full gear – Business Office Staff will be training over the next 6 weeks – 3 to 4 at a time to save on costs - office may have small staff
- New system will be very standard – not everything rolled out at once
- Chancellor Casey said it's been a challenge for Business Office Staff as budget has to be done so it can all be entered before the switch over – training and budgets going on at the same time
- There were some questions and discussion on procedures on campus
- Important to meet with departments to answer questions and go over procedures
- Business office processes are not changing, but some changes to what staff member does the procedure may

New Telephone financial Plan – Chancellor Casey

- Detailed spreadsheet from Jeff - estimates for next year will be made from these
- Anticipate long distance charges will be reduced next year – may vary by department
- UMC will cover centrally - excess funds for each dept
- Will track long distance for next year to see the cost and make further adjustments for usage
- Recognize a few departments will have smaller charge than they do now and will make adjustments
- Put focus on phones and benefits they will provide

Early Retirement Option – Chancellor Casey

- No firm proposal developed yet
- General outline will go to Board of Regents possibly next week
- Conversations with UEA and unions are being done centrally
- There will be criteria to take advantage of option and a period of time to make decision, but nothing has been established as of yet

- If departments have people interested an answer should be coming next week or at June Board of Regents

Budget – Chancellor Casey

- Nothing new to add
- Major concern is if Legislature doesn't act the governor will implement the cut in funding

Member Updates

Corby Kemmer – Development

- Bill's walk and TeamBackers Fun night raised just under \$30,000
- Fri Sept 26 - Athletic Hall of Fame & Outstanding Alumni Banquet for Homecoming weekend
- October 29 – Torch & Shield
- Olsonawski golf tournament – June 26

Peter Phaiah – Student Affairs and Enrollment

Handout – Enrollment Management

- Current Student Registration is at 681 – degree seeking students – 22% increase
- Applications are up 64%, transfers has met the goal for the year, accepted students are up 44%
- Won't confirm until 1 week prior to students registering
- May 8 & 9 expect 50 students each day
- Housing is concern right now – at an increase of 20%.
- Goal is to have first year students stay on campus – will need additional beds/rooms for additional students – need to find alternative housing
- Negoting on alternative off-campus housing and transportation
- There was some discussion and questions and comments on housing
- Won't be one solution for all needs – different solutions are being considered
- Stephanie noted that Tri-Valley has a fleet of 4 buses that pick up and deliver to 4 various apt complexes
- 945 students have holds on their accounts for various reasons so could also add to registrations once holds are released – 268 degree seeking students have holds

Deb Zak – MN Extension

- Arthur Nash –Extension Educator, community economics for the Regional Office in Crookston - is on campus today and tomorrow
- 95 students are signed up for the White Earth Summer School and will be on campus June 16 & 17 for a visit

Eric Johnston-Ortiz – Finance and University Services

- Sedexo will be coming in after the end of the semester – bringing in designer to look at some changes for dining services and to talk to staff

Tim Norton – Facilities and Operations

- Pre-construction with contractor was scheduled today but will have to be rescheduled
- Traveling to TC tomorrow trying to make case for additional funds
- Monday the security committee will be voting on priority items

Jack Geller – Arts, Humanities and Social Sciences

- Tomorrow will be last department meeting of the year and will be recognizing Bill Peterson for his work with the department as interim Dept Head
- Bill has been very helpful to Jack
- Amber and Krista should be commended for their good work with recruiting

Krista Lemos – Communications

- Remind everyone to get website info to Amber by end of May for work over the summer
- RFP out on Marketing and Communication to expand messaging – should be reviewing proposals week of May 5
- Director of Communications Search has 3 candidates all with excellent qualifications – May 6, 12 & 16. Please participate in interviews and presentations if possible
- Commencement is Saturday. Committee worked diligently. An inclement weather plan is in place – Chancellor will make announcement at 12:30 if the plan is necessary
- If inclement weather students and guests will stay in building for recessional and not go outside

Jeff Sperling – Technology Support Services

- 9 proposals have come in for the Notebook RFP

- o Data security training will be online soon – mandatory for all staff using EFS – will start May 5. those needing training will get notification for training which is monitored by Privacy and Security office
- o Nine & 10 month staff will get training in the fall
- o Notebook return going well – more students keeping their computers - if taking summer classes there is no cost to them
- o Help Desk surveys will be shared at later date
- o Continuing with network upgrades
- o Fall 08 graduates will be the first to get to keep their computers

Sue Brorson – Business Department

- o Monday had second Mktg candidate
- o Board Room is coming along – Corby helps with letter for funds from graduates
- o Working with Jeff Sperling and Jeff Sinks – determining needs for the room
- o Peer review being done for online courses – requesting all adjunct faculty to participate – getting input on content and delivery expertise
- o Lots of internships this summer – a UMC student that worked with UMC Athletic Communications last summer will work at Harvard Athletic Communications this summer
- o May 12 will be leaving with 7 students for study Abroad to Norway

Dan Svedarsky – Natural Resources

- o Interviewing Katy Smith today and tomorrow Henry Wilson for the Soils position
- o Will be working to spend funding for Nature Nook

Stephanie Helgeson – Athletics

- o 2 UMC athletic golfers have been selected to participate in the super regionals based on their play during the 1007-2008 season – May 5-7
- o NSIC diversity training May 14 – 8:30-12:00 for UMC Athletic staff hosted by NCAA
- o May 7 – Natasha Kuhle and Stephanie will attend a reception at Eastcliff to recognize women's achievements
- o Stephanie, Natasha Kule, Cleon Melsa and Chancellor Casey attended NSIC meetings last week
- o Jason Tangquist & Cleon Mesla will be attending the Regional Rules Seminar – May 20-25 in Boston

Chancellor Casey

- o Commencement Preparations are going well
- o Reception prior to commencement – please attend – good time to talk to graduates and families and encourage graduates to become alumni
- o Some parents of international students will be on campus
- o 7 online students graduating
- o Encourage all to get performance evaluations completed
- o P & A additional pay raise funds meeting is scheduled for next Tuesday – reminder to get any requests in before that time

Respectfully submitted by Barbara Ricord