

**UMC Executive Committee
Minutes
May 15, 2008**

Present: Peter Phaiah, Amber Evans-Dailey, Chancellor Charles Casey, Dan Svedarsky, Jeff Sperling, Stephanie Helgeson, Tim Norton, Jack Geller, Deb Zak, Eric Johnston-Ortiz, David DeMuth, Ron Del Vecchio, Krista Lemos, Tom Baldwin

Guests: Les Johnson, Orlyn Miller, Gary Summerville

In these minutes: Early Retirement Incentive Option, Old Business, New Business, CPPM, Computing Services Procedure for Non-Returned Computers (moved to next meeting), University Budget Update, Performance Reviews, Retreat, Member Updates

Chancellor Casey welcomed Amber Evans-Dailey to Executive Committee – will be a member with her new responsibilities. Peter will be taking responsibility for Dining Services and after Eric Johnston-Ortiz leaves

Retirement Incentive Option (RIO) – Les Johnson

- RIO offer was passed at May BOR Meeting
- If you have employee interested – need to negotiate with supervisor for a date mutually acceptable
- Dates for retirement are from this week to end of appointment for 08-09
- Unique for faculty – would have to reach agreement by end of this semester if wanted this academic year – end of semester is this Friday
- AFSCME and Teamsters have not yet agreed to RIO but optimistic an agreement will be reached
- Date will be firm for faculty/staff to let University know for RIO – August 1, 2008
- University will continue U's contribution for Insurance for 3 years
- Level of coverage is whatever you have at time of retirement
- RIO is offered to eligible employees – 75% time or greater and 9 month or greater appointments, Age 55 with a minimum of five (5) years of service Age 50 with a minimum of fifteen (15) years of service Any age with thirty (30) years of service
- Applies to UEA faculty as well
- Email went out to all eligible faculty & staff
- Encourage those with questions to contact Employee Benefits on TC campus – 800 number is in the email
- Chancellor Casey also encouraged all to work with Les

CPPM – Orlyn Miller & Gary Summerville

Handout – Capital Planning Process & Campus Master Plan Update

Orlyn & Gary were invited to talk about services they provide to UMC, TC and other coordinate campuses

- Last Friday the Capital Plan for 2008 and Fiscal 2009 Budget were presented to the BOR for review
- New Housing request was not on document but BOR are informed and hopefully by June can move forward
- Orlyn explained the handout – said items are how it relates as a project
- Compact identifies UMC needs – Chancellor Casey said some retreat time may be used to study
- Critical on local level to determine key projects and develop justification – do preliminary info and get into the 6yr Capital Plan
- Residence Hall is not Capital request because it is self supporting
- 2010 request goes in fall of 09
- Gary passed out a manual that was developed that goes through phases – can get more manuals if necessary
- Orlyn stressed that the Campus Master Plan does not need to be redone if it is still valid – but updated where needed

- Many items can be done by UMC and then Orlyn suggested a consultant to pull it all together
- Timeline keeps people focused and set reasonable time frame
- Master Plan from 01 is on website
- Useful to have interim reports to Regents – to keep them informed
- Gary talked about Best Value over Lowest Price – Lowest Price is not always best value
- May need Best Value on specialized items – great deal of attention given to risk assessment
- RFP largely similar to Best Value
- Training opportunities are available from CPPM office
- Residence Hall update - Eric & Chancellor Casey met with Orlyn and others on the project – gone through the steps and provided all information asked for
- Sustainability of numbers is important
- Original request was for 3 floors and 208 beds – now down to 2 floors and 128 beds – may be done in 2 phases
- Questions and discussion on residence hall and possibility of Brink's livability being extended
- Discussion on contracting with McKinstry for energy conservation – they do an energy audit and guarantee improvements for energy savings.
- Provides another way of funding for U – without up front money
- Could be a discussion with Fitz
- Tim said McKinstry will be on campus May 27-29 to give UMC review
- Suggestion was to buy the energy audit info and bid the work out – Eric has list of 20 companies that do performance consulting
- Thanks to Orlyn and Gary for coming to meeting

Performance Reviews – Chancellor Casey

- Reminder to get reviews in
- Copy needs to go to Jacquie Normandin
- Expectation is that every employee is reviewed annually

Budget Update – Chancellor Casey

Handout – Annual Operating Budget – Fiscal Year 2008-09

- Budget was presented to Regents
- Couple different scenarios
- New appropriations – \$76.8million
- Chancellor went over 08-09 principles, expenditures, commitment to affordable education and scenarios addressed
- Also looked at budget reductions of \$10M and \$27M
- Impact for UMC – will have to cover all salary and fringe increases – last year covered about 30%
- Tuition increases over last 2 years will now be used for salary & fringe – same across the U
- New position requests will have to be funded by UMC
- Over the next week will make decisions for final budget – working with Tricia – should have legislature info by then also

Retreat – Chancellor Casey

- Agenda is being finalized
- Information will be sent out about a week before retreat
- Bob Nelson is working to get some info together for retreat
- Chancellor Casey will meet with Scott and Matt from Office of Service & Continuous Improvement next Monday – they will also be attending retreat
- Rand Rasmussen will come to retreat on Wednesday when talking about retention

Member Updates

Tom Baldwin – Academic & Student Affairs

- Working on a couple positions in Academic Affairs
- Grades should be in
- Tomorrow is last day for 9 month faculty

Krista Lemos – Communications

- Criminal Justice program was approved at Regents for Arts, Humanities and Social Science Dept

- A couple new pieces of printed materials – Crookston Visitors Guide and New Degree postcards – Krista passed around
- Harouna Maiga's question was picked up in the new research magazine
- Thanks to Deb Zak for work on the Sesquicentennial Committee and the Old Crossing Treaty

Ron Del Vecchio – Agriculture

- Transitioning to summer mode
- Soil Science search – just wrapped up committee – will make decision soon
- Terrill Bradford was hired for the Animal Science position and also was named as Outstanding Graduate Student Thesis from NACTA
- Dr. Harouna Maiga was named outstanding teacher from NACTA

Peter Phaiah – Student Affairs

- Up about 137 students or 18% for Fall
- Impact on housing – 482 beds are full – only about 32 alternatives on campus
- Next Monday meeting with Gary Willhite and Amber Evans-Dailey to talk about alternative housing in town
- Could be looking at 60-80 beds needed in town
- New faculty advising handbook is online

David DeMuth – Math, Science and Technology

- Working with Deb and White Earth students June 19-20th
- Game Camp could use approximately 8 more students
- Working with John Boucha - Brian Dingman on developing skills on flash – funded by CAL

Eric Johnston-Ortiz – Finance and University Services

- Last week a representative from Sedexo was on campus to visit with Dining Services and the staff
- Will be on campus next week – proposed design should be a fairly easy conversion for the first year
- Working on finishing projects for transitions

Stephanie Helgeson – Athletics

- May 29 is Athletic Retreat at the Mount – Dr. Greg Dale will be the speaker
- Working on Institutional self study due June of 09
- NACTA training June 9-12
- June 24 meeting about NSIC Strategic Positioning
- Basketball, Football and Volleyball camps information is on the web
- Golf tournament on June 26

Bill Peterson – Arts, Humanities and Social Science

- Transition is going smoothly
- Moved office back to Dowell Annex
- Filled in for Dan in the Dowell 207 group

Tim Norton – Facilities and Operations

- Working on several projects
- Well into work on Dowell Hall Labs
- Business Lab is out for bids
- Working with Deb and others on the Extension project
- Meeting Scott Sosalla Architect under contract for the Dowell Hall projects. He will look at designing a new room layout for the International Study Program area in Hill Hall
- Posted for 2 maintenance positions
- Working with Eric with the McKinstry group – one piece of the sustainability project

Jeff Sperling – Technology Support Services

- Notebook RFP is out – there were 9 proposals and a vendor is now selected
- Met with Chancellor Casey and approved – trying to get on BOR docket for June
- End of lease time – labor intense for Thea in Computer Center
- Vendor is coming back to help with returns
- Network upgrades being worked on for phones

Dan Svedarsky – Natural Resources

- Thanks to David & Bill for their job as Department Heads
- Working jointly with Deb and David on the watershed project

Deb Zak – MN Extension

- White Earth Summer School now has 61 students – 2 Ext foresters were on campus last week for the first time and will be teaching at the summer school
- All students will have laptops
- Next week going to schools to meet with students, parents and guardians of those going to summer school
- Art Nash – Extension educator is on campus full-time
- Interviewing for family resource educator position – first week in June

Amber Evans-Dailey – Admissions Enrollment Management

- Changed method for in-putting confirms – over 200 now
- New student registrations today and tomorrow
- New student registrations on June 9 & 20 are quite large
- Transfer students apply at a later date
- Admissions will have a half day retreat on May 30

Jack Geller – Arts, Humanities and Social Science

- Yesterday Faculty Assembly approved Applied Studies degree for online delivery in Spring 09
- Twin Cities digital campus online – displays UMC prominently
- Criminal Justice program approved by BOR
- Moving offices this coming week or next

Chancellor Casey

- Watching number of registrations – thanks to everyone
- Online students are counted in total – Michelle Christopherson assures there will be more registrations this summer and fall
- Online students are not part of tuition banding so tuition can be better predicted with them
- Will talk about online students at retreat – can increase online without taxing space on campus
- Tom will be gone next week for family time – son graduating and daughter getting married

Respectfully submitted by Barbara Ricord