

UMC Executive Committee  
Minutes  
July 17, 2008

Present: Tom Baldwin, Corby Helgeson, Stephanie Helgeson, Peter Phaiah, Tim Norton, Bill Peterson, Ron Del Vecchio, Sue Brorson, Les Johnson, Amber Evans-Dailey, Andrew Svec, Jack Geller, Dan Svedarsky, Michelle Christopherson  
Guest(s): Brian Dingmann

In these minutes: Old Business, New Business, Retreat Updates, Alternate Meeting Times, Member Updates

### Old Business

Dr. Baldwin

- Reminder that next week UMC switches to new phone system. Training sessions are on July 22 & 23
- When new laptops come in there will be new software. Training sessions will be held – encourage all to sign up for sessions

Tim Norton

- Progress on Centennial II – met with CPPM folks last week
- Sub-preliminary RFP is being sent today to Gary Summerville
- Goal is to be up and running by fall '09 with a 128 bed facility – multi use room(knuckle) in the center
- RFP work is on parallel track as other info going on
- Assured UMC is on the right track – original request was for a 200 bed facility
- Ground will be broken this fall
- Peter added that this fall there are 17 males and 4 females on the waiting list for rooms

Peter Phaiah

Handout – meal plans

- Sodexo began on July 1 of this year
- Peter explained the plans for fall 08/09 and difference from last year
- Actual increase will be 5% in food
- There are plans for Residential, Block plan for commuter and employees and plans for those that are walk-ins
- Block plans can be done payroll deduction if \$100 or more
- Not semester restricted – can be used for entire year
- Students won't pay tax so will save money
- Special deals will also be in place
- Renovating should be finished by Aug 15
- Catering info will be sent out later

Andrew Svec

- Decals on building entrances were changed thanks to the Beautiful U Committee
- New banners will be put up on the mall
- Old logo items can be given away but when ordering new items use the new logo

### Retreat Updates

1) Create a Checklist

Les Johnson, Stephanie Helgeson, Bill Peterson

Handout – New Hire Checklist

- Checklist is for Tenure/Tenure Track Faculty, Non Tenure Track and P & A, Civil Service and Bargaining Unit
- Les went through the checklists and said prep-work was first
- Suggestion to give new faculty/staff a UMC t-shirt to make them feel welcome
- Create an environment to make people feel welcome
- Look over handout and give suggestions to any of the committee members

## 2) Establish a structured campus & community orientation/integration program

Handout – New Faculty/Staff tour and Community after hours

Michelle Christopherson, Andrew Svec, Jack Geller

- Met with Lori Wagner about new community members info – Chamber members offer gifts to new community
- During Orientation/Opening Week there will be a community bus tour and after hours reception for new faculty/staff – 5 community members will be giving the tour
- After hours social will be held at Minakwa 4:30 – 6:00 p.m. for UMC folks and Crookston to “meet and greet”
- Lori not available for 1st welcome – invite campus faculty/staff
- Asking for business members to donate complimentary items
- Will stress advantages to being faculty/staff member at UMC along with pertinent info about community
- Many new employees this year in many areas

## 3) Socialization & interdisciplinary integration techniques

Brian Dingmann

- Committee working on community/campus packet for new employees
- Ron talked about mentoring aspects – he worked on expectations, duties. Mentor could go with new employees to first meetings – someone for support
- There was discussion on what makes a good mentor and an approved list would come from Academic/Student Affairs
- A welcoming committee was a suggestion
- Committees will continue to look at items

Overall Enrollment

Online

Michelle Christopherson

- 21st is new student registration
- 56 online students applied for Fall
- Could have 30 more before Aug
- Summer term credit hour generation is up 12% over last year
- Michelle will share info of online classes with Dept Heads
- College in the High School (CIHS) under 1000 students taking just under 2000 credit hours

International

23 new students

## Member Updates

*Corby Kemmer – Development*

- NWSA Reunion was a success – thanks to everyone involved
- Kudos to Don Cavalier for RYLA camp – 131 students
- June 26 – Mark Olsonowski tournament, July 10 – Ada, Saturday Minakwa
- 2008 fiscal year met with 260 prospective donors
- Faculty/staff fund drive will begin late in August and go to Sept 26
- Working with Sue Brorson for donor support of Business Dept Conference Room
- July 21 will be guest at Dept Head Meeting
- Any fund raising events on campus need to go through Development first
- Very positive comments about the latest Torch publication

*Stephanie Helgeson - Athletics*

- NSIC meetings Wed through Sat
- Upgrading locker rooms in the Sports Center
- Gym floor will be resealed next week

- o Applying for NCAA Champs Life Skills
- o Aug 4 – NSIC media day in Mankato
- o Football students report Aug 7, VB – Aug 9 & Soccer Aug 10
- o BJ resigned and now interviewing for his position
- o Tues Aug 12 – 1 p.m. UMC Women's Golf – let Steph know if interested

*Peter Phaiah – Student Affairs*

- o Monday was Thomas Williams first day as Director of Diversity
- o Cafeteria hopefully open Aug 18 for meals all week
- o Finalizing recycling program by start of school – maroon & gold & green

*Andrew Svec – Communications*

- o Amber Bailey working on academic web pages – updating and new look
- o July 23 –PR Webinar – Kiehle 116 – 1:30 – 3 p.m. attend if you'd like
- o Oxcart days UMC ice cream social 3-5 on Aug 15 – minor actress from the 30's will be a guest
- o Sat Aug 16 – UMC staffs admissions gate at the park – 9:00 a.m. to 2:00 p.m. – 2 hr shifts
- o Attending State Fair – Aug 23 & 24 will be staffing the University booth

*Dan Svedarsky – Natural Resources*

- o Nature Nook is having work done to it
- o Grants for \$4000 to Horticulture Club from U of MN, Institute on Environment for Nature Plant Demonstration Garden, Beautiful U Day for \$2000 to Student Chapter of The Wildlife Society for Bog Garden and Nature Nook.
- o June Shaver donation of \$5000 to Shaver Butterfly Garden Endowment Fund
- o Clean Energy Resource Team Grants program for \$8000 to UMC Natural Resources Club to support sustainability initiatives for UMC campus.
- o All grants were awarded either spring semester or this summer and are being implemented
- o Crops Day –
- o 32 new admits confirmed compared to last year

*Jack Geller – Arts, Humanities & Social Sciences*

- o Nice to see Mark Huglen on the website for distinguished service award at the Kenneth Burke Society Conference
- o Sept 4 – Wade Fauth from the Blandin Foundation will be on campus to talk on Rural MN Funding – if you'd like Mr. Fauth to come to your dept/area let Jack know
- o July 30 – presentation by MN Cable Assoc on High Speed Internet

*Tim Norton – Facilities*

*Projects*

- o Met with school district and athletic field retaining wall will be starting shortly
- o July 25 is final meeting prior to issuing RFP for Centennial II – feel free to attend – Kiehle 116
- o Sue's classroom on Dowell 2nd floor – Lab on 3rd floor
- o Received HEAPR funding for sprinkling Dowell Hall and Annex
- o Re-shingling children's center – defective shingles
- o Hill 12 is being renovated into 5 permanent offices
- o McInstry will work on low pressure steam next Monday

*Bill Peterson – Math, Science & Technology*

- o Major renovation is on schedule in the labs in 3rd floor Dowell – lots of students go through those labs
- o Dept office has swapped with Business Dept office – January Bill will go back to office in Dowell Annex

*Ron Del Vecchio – Agriculture*

- o Harouna Maiga received NACTA teaching award at the National Convention a couple of weeks ago
- o New hires – 2 Ag Bus, 1 in Animal Science and one soil scientist
- o Summer Interns are planning to ride horses in the Oxcart Days parade
- o NW MN Rural Dev Partnership grants have been written and submitted for review and decision during their Aug Meeting.
- o Working on Alumni Donations with Corby
- o Next week will be in Texas

*Sue Brorson – Business*

- o Business Office moved to Dowell Hall 120
- o Bill & Sue working on faculty moves – going before Cabinet on Monday

- o Board room is moving along thanks to Tim
- o Working with Corby on donations for Board Room
- o Celebration will be forthcoming for faculty receiving Ph.D's
- o Working on new hires – One new faculty member will come Spring Semester
- o Interviewing for Marketing and Economics

*Amber Evans – Dailey – Admissions*

- o 295 new students confirmed
- o Working on new hires – Justin Reed and Jane Sykes Wilson left

Tom Baldwin – Academic & Student Affairs

- o Increase in Professional Dev Funds – another \$5000 for next year
- o Dept & Div Meetings – identified time on Thursdays from 12 noon – 2:00 p.m. starting Spring Semester – no classes scheduled for that time so time can be used for Dept meetings
- o Starting in Jan. Chancellor will use 3rd Thurs for in-service and other specific meetings
- o Looking at alternate meeting day & time for Exec Committee – please update calendars
- o 2nd & 4th Dept Meetings, saved for in-service and special activities

Peter – Lunch – fall semester will be - all you can eat for \$4.50 for Faculty/Staff & Students every Friday - Spring semester will change to Thursdays

Respectfully submitted by Barbara Ricord