

UMC Executive Committee
Minutes
Aug 7, 2008

Present: Chancellor Casey, Tom Baldwin, Corby Kemmer, Michelle Christopherson, Bill Peterson, Jack Geller, Andrew Svec, Steph Helgeson, Jeff Sperling, Dan Svedarsky, Amber Evans-Dailey, Tim Norton, Jack Geller, Peter Phaiah, Tricia Sanders
Guest(s): Jeff Sinks, Brian Dingmann

In these minutes: Phone System Update, Old Business, New Business, Email Distribution List, Policy of Personal Use of U Computers, Enrollment Update, EFS Update, New Faculty/Staff Orientation, President Bruininks Executive Committee Retreat Summary, Retreat Updates, New day/time for Exec Meetings, Member Updates – sent to Barbara Ricord

Phone system update – Jeff Sinks

- Switch over date – Aug 13. – will be available Aug 14
- Update possible because of a number of people on campus –including Jeff Sperling's dept
- Having system up and responding properly is reason for postponements
- Old system still working during postponements
- Switches up in locations where LAN is satisfactory
- Call mgr programming complete and tested - New trunks – for caller id – in place and tested
- Faxes may not be up right away on 14th – but old will still work
- Some phones will still stay analog – 3rd floor hill and Owen will switch over later, Experiment station – no date set yet
- UMC – everyone up on digital in coming months - Analog has limited features – but still better than what is available today
- Old voice mail – not integrated into new system – old voice mail will not be built up - Plan for all old voice mail – after 2 weeks will be deleted - Some old phones will be left to for voice mail functions – to listening to voice mail only - Encourage users to listen to voicemail before switchover
- After cutover – focus on debugging and office changes – will be some modifications of functions for depts
- Online voice mail will be updated after cutover – separate inbox for voicemail
- Password & other Info will be released after 14th
- Training for those that weren't available will be able to watch video online – being worked on at present
- Soft phone phones (using laptop as telephone) – 10 licenses for laptops on campus – will bring online after switchover
- Phone banks – require LAN jacks – will need to find space with suitable number of lan jacks – Selvig 308 will not be functional after switchover – better audio with handsets – or headsets – could be done in classroom also – will work on places for phone bank – good to identify areas to do it and stick with it – Kiehle 116 might be a location. Jeff & Jeff will look at areas - also ways to do it with analog after the other analog phones are migrated off
- Appreciate the patience everyone has shown – will appreciate more after switchover
- Thanks to Don Medal and others – switches all been updated – very time consuming
- Jeff Sperling added that some rooms have been updated already – some over break – working with Larry Smith to get infrastructure system
- Some office locations don't have the phones – so will have to be moved – or have other user names on them – will be corrected in future – some things in Dowell Annex won't work because infrastructure is not there

- Ac adapters will be removed most likely – ethernet connections – some need power and some don't if you don't need it they will be removed
- Some questions were asked and discussed

Thanks to Jeff for work and coming today

Old Business

Email distribution lists – Jeff Sperling

Handout – will go out to campus soon

- FAcStaff list will stay the same - Discontinue student list
- Create an official and unofficial list - Unofficial can unsubscribe from - Everyone on official – can't subscribe
- Official is for essential campus-wide communications – access limited to small group of campus officials - examples: emergency or closing info, essential registration, academic & business info
- Identify group for that soon
- Official will be updated every morning – unofficial will not be updated – if you unsubscribe you'll need to subscribe if you want back on the list
- Goal is to get students to read essential email
- Questions was asked about creating separate staff and faculty lists – Jeff advised you can make list from Faculty Assembly list
- Jeff added that FacStaff list are only Crookston employees – employees considered Twin Cities staff have different identifiers for them - NWROC – don't want to be on UMC list

Personal use of Ucomputers – Jeff Sperling

Handout

- TC is stressing proper employee use of technology – computers should not be used by other members of family or friends
- 9 security instances last year - Extensive level of work needs to be done on these – lot of cost to U when private Data has been breached and shared by others
- Reminders will be sent out to faculty/staff – e-updates and on website - will include paper reminder to laptop users on University policy
- If breach in data – will let dept head know
- U is very serious about this
- Some of the problems occur by clicking on links in email or in instant messaging – don't click on them
- Remind people – some email look like U of M – U of M will never ask for password
- New notebooks – will have data encryption – not on student machines- but is requirement for faculty/staff by U
- Seamless, transparent to us – but if computer is locked and stolen and UMC can prove encryption – UMC is not liable
- Policy on use is on bottom of handout
- Encourage – using Netfiles to store files – everyone has access to Netfiles
- Any questions – Jeff or staff could address at meetings
- Faculty/staff have Zythos to automatically save files
- Accessing email is not the main problem – letting others use computer and getting infected is

New Business

Enrollment update – Amber

Handout

- Ahead of last year – 335 new confirmed – includes online - 40 students ahead of last year - 75 fall online applications
- Returning students – 760 reg for fall – last yr 712
- Improved academic profile for students – 20.65 last yr – 21.63 this yr – very good improvement as of Aug 1
- Historically on average 61 or so will register in Aug – typically lower academic profile student
- July 22 – 253 students that had not registered yet – returning students – contacted as many as possible by advisors, CAL, and others – 26 have registered – some have applied for graduation – or transfer etc. Will continue to contact students contacted by
- Lots have holds on files -BO works with those to make pymts – so they can register

- Chuck added - Lots of students contributing to revenue but are outside parameters of registered students A little short of 1200 goal - making good progress – pleased with SAT scores
- Amber said some students typically register late
- Brian added UMC went from accepting everyone to accepting those with good academic profiles
- Chancellor Casey added - he appreciate personal calls everyone had made – its a coordinated effort and pays off in long run

EFS Update – Tricia

- Chancellor Casey - Tricia and staff spending a lot of time working through this – and even TC is having issues
- Tricia had an Hr special session this morning – but session on reporting was moved back to Aug 21
- On the issue of travel – if there is an error it goes back to employee –if you get an email on it – disregard – been taking 5-7 days for re-imburement – normally overnight – working on getting it fixed
- Purchasing cards – car reports can't be printed – working on that
- Reminders – PO's need to be gotten before you purchase things – takes only few hours if vendors are set up
- Will send out updated chart of accts – things are changing
- ARF – for receiving goods – need to do an ARF – bill can't be paid if item isn't received in system
- Account numbers – yes put all of them on invoices – 24 digits
- Use purchasing cards whenever you can – an increase of limit can be made for one time purchase
- 2499 at a time \$2500 is considered a capital asset - Use PO if \$2500 or over
- Don't split transactions – against policy
- Chancellor Casey – System is dealing with 200-300 problem areas every day
- Tricia – be patient with us - takes much longer for right now – vendors have been good to send in info
- TC has SWAT office in TC for questions
- Questions – call BO – will take some time to work through

New faculty/staff orientation – Tom Baldwin

Handout - New faculty/staff Mentor Program

- 3 committees working on orientation
- Establishing a list in Academic & Student Affairs office – identify mentor outside of group – visit with the person and share expectation of duties
- Letter from chancellor will be going out to welcome new people – glad you're here – participate in events – coupon at bookstore – athletic passes – maroon & gold Fridays etc. Could be at opening lunch
- Getting list from Jacquie of all new faculty/staff
- Opening social – Aug 21 – 3-4:30 community tour – 5 members of community will give tour and then go to Minakwa for social – golf scramble that same day.
- Calendar version of schedule – is that an ok version?
- FCC – 2 hr block in morning – 10-12 a.m. Dept head meeting in the morning – rest of time until 3:15 is open for FCC Barbara will send reminder to dept heads – to give her times/locations for dept meetings
- Steve working on schedule for faculty workshops at orientation - Advising handout can be given to faculty online
- Student Convocation – regalia for platform party – maroon & gold – jeans & tshirts for others
- Encourage all faculty/staff to come to opening lunch & breakfast
- Peter will talk about Sedexo & Steph on Athletics at breakfast
- Chancellor had call that Representative Junkie and others from Ag Committee will be on campus on Aug 18 - Good opportunity for UMC to give info – dept heads will be asked for info – recruitment info etc. Exciting things happening A couple of dept heads may be asked to come to meeting
- Aug 21 – Dr Barbara Brandt and Dean Connie DeLaney will be on campus to visit about the online bachelor of Nursing program – invited some faculty to join them. Will go to RiverView later
- Next Tues – Boynton health will be on campus to help with planning for campus to go smoke/tobacco free Jan 1.

President Bruininks Exec Committee Retreat Summary – Chuck

- Appreciated admin team – everyone should contribute
- Decade long challenge ahead for Universities
- U has ability to solve it's own problems – strong values and align with aspirations
- U has to think long term – align U with strengths of state of MN
- UMC has some strength – need to be communicative and be adaptive
- Take new investments and leverage against current resources

BOR identified 4 new issues

- Academic health center
- Financing future of U
- Branding u of MN – critical for our part of state
- How we measure success – etc

In terms of agenda

4 themes

- Revenue and cost saving – how can we solve our own problems
- GIS implementation – keeping track of things
- Expansion of online education
- Purchasing and procurement
 - 10% savings – U could save \$30M a yr
 - Efficiencies could help to re-direct money to academic areas
 - Publication – lots of money spent for this
 - Block M and logo to our advantage

Work Across boundaries - Look at working across different units across campus – admissions, athletics, marketing

Leadership development

- Effectiveness of search process
- Not promoting from within – recognizing talent that is here
- Development of position description

Working with Bob Nelson – categories of employees – some positions evolved but not re-classified

As we hire people – look at position to see if in right category

Power point Presentation

Chuck went over slides

- 70% of budget is people
- Result of CLC engagement survey Poll
- From entitlement to high performance
- “safe organization” or revitalized organization
- Branding of employment experience

System wide full-time employees

- 255 full-time/part-time faculty & staff
- 55 faculty – full-time
- P & A – some are technical – some faculty – some staff
- 2/3 faculty - Recommend employment to others

*** attach powerpoint to minutes

- Talked to others to come to campus – professional development - Putting some resources for this – for faculty/staff
- Talking about this more in next few months
- When pulse survey is completed will have someone come up.

How do students communicate?

Test how you are communicating with students

As senior faculty member – are you current in communicating with students?

Amber added - Culture of current & recent grads is changing – they don't stay at jobs

Retreat Updates

- Scheduling regular meetings in areas
- Reminder to send in regular meetings scheduled – expectation of staff to go to these meetings

Define opportunities

Staff – Steph – Kim Gillette & Peter met –

Handout – list

- Should it be opportunities or expectations
- Steph went over list
- Ideas that they had - Lots of choices
- Communicate your expectations – not one easy answer
- Things you should know but maybe don't – culture thing too – others may not know - Some things need to be in writing
- Respectful disagreement – is difficult – MN nice

Faculty – Dan

Sent his response by email

Handout

- List of ways to get involved -In community - Service clubs – fund raising
- Accountability – in early days – Provost Salhlstrom had expectation to show up – not that many of us
- Now we want people to “want to instead of have to”
- Leadership – Leadership Crookston – good program – lead by example
- Convocation – would be nice to have more faculty - invite others

Open hour

- built into schedule 2nd semester – chairs given directive for schedules
- Thurs 12-2 open for meetings – Dept meetings on 2nd & 4th Thurs
- Chancellor – 3rd Thurs (speakers – open forum etc)
- 1st inservice or other dept mtgs
- Students could have their meetings also – but their time is not being scheduled
- Faculty assembly sometimes at time that some faculty can't be there
- Greater potential for doing this than not doing it – regularly scheduled meetings
- Chancellor Casey added – There is time to look at this – seeing its not in effect until Spring – opportunities for international/diversity etc – faculty & students – more engagement of faculty & students

Gen Ed course solution

Brian & Jack

- Met twice – looked at current Gen Ed 1000 – and how to re-design course - Tie into broader retention schedule
- Focus on academic success in freshman yr
- Listed 6 items - went through this – 50 min once a wk – not enough
- Focus topics as freshman – narrow and target – provide depth
- CA 1010 – curriculum committee should focus on this – students have a lot of these skills already – need to understand policies on computers etc. Can incorporate within context of GenEd 1000
- Should be for every freshmen – for academic success – should be required
- Understand the challenges of this - Talked about how to squeeze it in – terminate 3 credit technology requirement - Infuse technology in all classes
- If go to more than 300 students – how to deal with that many students – reconsider class size –

B P – commented - not all students know all technology on computers – Look at results to see what students know on computers – talked to instructors on CA 1010 – variety of choices in technology – something for students

- Questions and comments on this - Should be committee – to look at this - 4 yr sequence – can build on this – changes for each year
- Not suggesting other things not imp – just do we need to cram in freshman seminar – if students can't find success in first yr – they may not be back
- Brian – suggests 3 credit drop – but infuse in other classes – enough things in CA1010 that students need - Will need to give up something

- If drop 3 credits – could have a 1 credit technology class
- Jack – will have twice as much time – 2hrs a week – opportunity to take vital parts of CA 1010 and put it in – every freshman will have to take
- These are just ideas – for committee to look at

Chancellor Casey -If we leave it as it is – are we accomplishing our strategic objective - Will be difference of views – need discussion

Brian – gave some survey statistics – retention strategy – Should be taught by the best teachers

Day/time for Exec Meetings

Looked at times – only conflicts Oct, May & maybe April

Exec Meeting will stay the same – except for dates when BOR falls on same day – then move to Wed – 8:00 am on the 2 conflicting times

VP email from Dr. Carney

Dr. Keller and Dr. Kagan received full professor status and tenure

Congrats to them

Member Updates

Received electronically from

Jeff Sperling – Technology Support Services

- Notebook RFP contracts signed with HP as of Tuesday this week. PO was submitted at same time. HP working aggressively to expedite order through manufacturing and distribution. Contract negotiations are about 10-14 days behind normal. Hopeful HP can deliver to expedite the process. Pplan is distribute machines to students first, then faculty and staff. Staff and some faculty may not get new HP machines until later during the first week of classes - they can continue to use IBM machine. Additionally some faculty will be receiving Tablet PC's this fall- plan is to expand Tablet program from 7 units to about 25
- Folks from the Rochester campus are visiting Crookston this Thurs & Fri to discuss notebook program as they plan to launch their own program fall 09. Thursday they met with Jeff, Bill, and David to discuss the program (from the vision to today), technology fee, the RFP process, instructional technology/educational impact of program, and other; Friday they will meet with Computing services staff to discuss operations.
- About half of old IBM notebook fleet has been returned to IBM Global Financial. Remaining machines will be returned during August as returning student return their machines and receive new HP's. Faculty/staff machines will be returned once upgraded to a new HP.
- Owen Hall network upgrade is going well - major upgrade removed all existing infrastructure and will be completely replacing all cabling, jacks, and network gear. Plan is to flood building with wireless but all existing wired infrastructure will be upgraded

Amber Evans-Dailey - Admissions

- Admissions Counselors hired and we have started training
- hopefully be meeting with each DH shortly after school starts as part of our annual update
- Travel season begins Sept 15
- As part of new enrollment management responsibilities will be tracking returning students that have not registered

Tim Norton – Facilities & Operations

- Kiser; asbestos abatement week of August 11. F&O moving to Leadership Room in Student Center
- Dowell Hall; both projects are on schedule and on budget
- Hill #12; carpet will be installed this week
- Bleacher retaining wall; project completion expected August 22
- Gym; new stackable brick wall is protecting and covering deteriorating surface
- Custodial & Maintenance summer work being completed on schedule
- McKinstry low pressure hot water proposals to Executive Cabinet Monday, August 11
- UMC access to Compass, Call Center, and BSAC central services are being discussed with UMTC

Corby Kemmer - Development

- o Don & Mary Beth Sargeant will be Grand Marshalls in the Homecoming Parade, Sat, Sept, 27
- o Parade will begin @ 10:30 am with the Sargeant Student Center dedication immediately following
- o Last week had productive meeting regarding development, fundraising, needs, support, etc. with Dr. Baldwin and Dept. Heads
- o 2008, Athletic Hall of Fame Inductees...1989-90 Women's Basketball Team, (Luther Huggins - maybe?), Bobby Clausen and Randy Coquette
- o 2008, Outstanding Alumni Inductees...Sherry Senske, Kirk Schultz, and Jeff Petersen
- o Outstanding Alumni & Athletic Hall of Fame Banquet will be Friday, September, 26
- o Torch & Shield Award Banquet - Wednesday, October, 29th
- o UMC Alumni Association will have float in the Ox Cart Day's Parade, Sat. Aug., 16
- o Teambacker Fund Dr. began two weeks ago
- o Planning of the fall Faculty/Staff Fund Drive will begin next week

Michelle Christopherson – Center for Adult Learning

- o Online Admits and Applications: -75 fall online applications/ 6WD or canceled/ 46 Admits/ 23 DDF In progress
- o Online credits: Fall '08 1,968 credits (prelim); Fall '07 1,827 (actual) projected 2,009
- o CIHS registrations with OTR; NACEP Conference October 26th
- o ELearners web peer advertising 2008-2009 online campaign kicks off Sept. 1
- o Vital Aging Network Forum slated for September 23; 1-3pm in Bede Ballroom
- o IDEA Competition www.ideacompetition.org - *Ingenuity Drives Entrepreneur Acceleration*, is project of Ingenuity Frontier - collaboration of partners, convened by the NW MN Foundation - joined to encourage entrepreneurs. U of M, Crookston and 7 other partners - centerpiece will be annual competition with as many as 5 entrepreneurs recognized for new business concepts - original, innovative and economically viable. Contest winners will receive cash awards of \$10,000, plus consulting, coaching and technical assistance. This is valued at an additional \$10,000. Contestants also benefit from networking with other successful entrepreneurs who will act as judges and have opportunity to present their ideas to equity investors. UMC has committed \$5,000.00 for award sponsorship
- o Digital Campus Soft Launch (Sept) website in progress - *Definition:* The University of Minnesota Digital Campus will be the gateway to all the University's digital and distributed educational offerings, from online credit courses to personal and professional development opportunities, available anytime, anywhere. These offerings include online credit and noncredit courses as well as community-based face-to-face learning opportunities throughout the State of Minnesota. <http://www.digitalcampus.umn.edu/index.html>
Scope: This is a ***University of Minnesota*** system-wide resource that the Crookston Campus will be part of, particularly our online courses and degrees among other services.

Respectfully submitted by Barbara Ricord