



UMC Executive Committee  
Minutes  
September 18, 2008

Present: Tricia Sanders, Corby Kemmer, Andrew Svec, Michelle Christopherson, Jeff Sperling, Amber Evans-Dailey, Tim Norton, Tom Baldwin, Bill Peterson, Peter Phaiyah, Sue Brorson, Dan Svedarsky  
Guest(s): Brian Dingmann

In these minutes: Honors Program, Old Business, New Business, Member Updates

**Honors Program – Brian Dingmann**

Handout-overview & mission statement

- Brian & Wendell Johnson re-started the committee to develop structure and goals of honors program – don't have enough faculty to implement a total honors program
- instituted a couple honors classes without an honors program -Comp 1 & 2 with honors distinction
- Teachers can recommend students to take honors comp 2
- Some students come in with equivalent to comp 1 – through pseo and other college credit courses
- Committee was formed with faculty from each dept to formalize the program
- Not a major but compliments degree program
- Handout gives criteria and requirements for students in program
- 1<sup>st</sup> cohort this fall – 13 in program- mostly vet school or med school students – good for resume - Expectation to do international experience – texas state has a minor in honors – umc could look to theirs for example
- Last yr instituted remaining courses on list
- 3010 (can be repeated) and 3030 is for flexibility and compliments other courses. Students work with faculty member for additional work for honors credits – needs to be approved by faculty member
- Looking at minor in honors studies
- In 3030 meet with faculty member & students – pick a reading and discuss over semester
- Workload issues need to be discussed
- For students it's a good option
- Ultimate goal is Honors 4010 for planning and 4030 for doing the project and will culminate in defense of project lot of suggestions for how it's done - won't get passing credit without defense
- U of m has clear definition to graduate with honors and UMC wants to be consistent with twin cities
- Some discussions and questions
- Allocating \$500 per yr to these students can be used for study abroad or service project – don't get money right away – meant to supplement program
- No gpa for maintenance of program. If drop out – doesn't get allocation
- 3.5 gpa are invited into program
- Discussions on international students and transfer students – there is flexibility
- Email Brian with questions

**Old Business**

Handout

Thank you letter from Chamber for help with Ox Cart Days– Juanita Lopez

## New Business

Tom Baldwin

- Centennial hall was approved at Board of Regents last week
- Ground breaking maybe in next couple of weeks – may have a ceremony
- UMC received approval for new online degree – Michelle is gearing up for publicizing
- Significant issue for campus
- Monday covered Board meeting for NSIC
- Visited with President of Northern Iowa – enrollment is over 3000 – major share is online – 22 different locations – 600 students is main residence students
- Budget request is quite a ways away
- Nov start on campus compact – pull proposals together to justify funding

Amber Evans-Dailey

- Campus retention committee met yesterday- shifting gears from sub groups coming up with specific initiatives and goals
- Looking for more faculty involvement
- Looking for support from exec group

Michelle

- Digital campus was soft launched last Wed – was supposed to be Mon but there was a glitch – had 7 phone calls and 2 emails that most likely are attributed to launch
- Michelle sent info to Exec group – share with others

Jeff Sperling

- Faculty computers are being distributed
- Have 30 + Tablet participants – gave quick overview at yesterdays meeting -lowered expectations for now – learn at leisure
- Can be used for GPS broadband – in field use
- HP was on campus and met with some staff
- Will have an ITV session – for training after getting used to machine

Peter Phaiah

- Post Office – as of Sept 1 Student Affairs took it over because of location functionality etc.
- Looking at - Continue picking up mail downtown or not – they will deliver but not until afternoon so mail would not be out until next morning – Now we get it in the morning – would actually get it the next day
- Can we survive if later mail
- Save money – costs \$900 for us to pick up mail – save person's time
- Would it affect your mail
- Discussion on official transcript receipts and turn around time for apps and athletes – delay is an issue
- Question on getting mail from Post Office earlier on campus if requested from Post Office
- Issue is – deadlines – could use faster services – but that raises concerns for getting money from students before hand
- Will need further discussion on this
- Second item on post office is better service
- Better hours – Revisit when mail is delivered on campus – can office pick up their mail during office hours
- Can also purchase stamps in Post Office and info desk – info desk has longer hours
- Any major input – let Peter know
- If afternoon mail is not picked up – wouldn't get mail till next day
- Discussion –about not wanting less service and possible students delivering so John would not be out of the post office
- Afternoon is time for a lot of mail that needs to be sent out

Amber Evans-Dailey

- With new phone system looking at disposition of switchboard – from 8 – 4:30 its located in Admissions and then goes to automatic system - would like to switch to info desk from 4:30–8 and then after 8 Res Life till midnight

- Don't foresee any problems – messages could be taken and sent to voicemail
- Discussion on messages – no idea on messages how often it rings and what kinds of calls come in
- Switchboard operators will be appropriately trained
- Discussion on concerns and comments - training needs to be done and may need an extra screen in the info desk

## **Member Updates**

### *Peter Phaiah – Student Affairs*

- Next week is homecoming week - Schedule will be out for activities
- Fri after the banquet will be the pep rally and bonfire – lots of fun activities
- Coke promotion going on – aluminum bottles – give them out during activities
- Carrie Underwood concert Sat Sept 27 - drawing on Fri at noon for the tickets
- Part of coke contract – activities & programs can have free product - submit requests to Peter if you need pop for activities

### *Andrew Svec - Communications*

- Regal Eagle buttons will be distributed during Homecoming week - thanks to Lisa and Peter for financial assistance from the Spirit Fund money
- Work will continue on development and production of academic program postcards for recruitment. About half of programs have been done so far
- Reminder to send Andrew and Elizabeth info when faculty/staff present or publish so campus can be informed
- Working with Chamber – Oct 21, Candidates Forum Kiehle Auditorium in the evening -more info later

### *Corby Kemmer - Development*

- Homecoming – Fri Sept 26 – Outstanding alumni banquet & program - RSVP to Rose for banquet
- Sat morning parade and then Student Center dedication
- Faculty/staff fund drive went out – encourage all to participate – Oct 3 is deadline
- Had productive meetings with donor prospects
- Sunday leave for Mpls – Development meetings Sun & Mon
- Gifts and pledges so far total \$162,000 – Cash \$457,000

### *Tricia Sanders – Finance*

- At training last Tues for EFS journals
- EFS system should have financial reports by mid Oct - will go to training and then Finance office will train campus

### *Bill Peterson – Math, Science & Technology*

- Quality Fair will be held in Jan – Michelle will be submitting a poster – working on keynote speaker
- Themes are Management of projects and data driven decision making - more details will follow

### *Dan Svedarsky – Natural Resources*

- Dept hosted 23 students from NW Tech in Bemidji – immersed the students in prairie info
- Richard Nelson sends greetings
- Hoping to have candidate for golf/turf for spring semester

### *Tim Norton – Facilities and Operations*

- Bus boardroom – thanks to Sue allowing workers to be back in room during the day – progressing quickly deadline next week
- Retaining wall – putting up fence
- Meeting next week on Residence Hall in Centennial hall 108 – lead certificate – foundations and footing plans
- Hoping to break ground next week – lay in new utilities first

### *Sue Brorson – Business*

- Working on finishing Spring semester scheduling
- Best practices and online teaching – first meeting tomorrow
- Gearing up for review of Bus classes and program reviews
- Working with SBDC in Bemidji – coordinating efforts on meetings on campus along with EDA 14<sup>th</sup> of Oct
- Working on bulletin boards for Homecoming so they look welcoming for visitors and alumni. Boardroom should be ready for Homecoming also

### *Jeff Sperling – Technology Support Services*

- U led by OIT group on Google initiative. Next fall Google will be available for all faculty/staff/students – can be portal into system

- o Working on Technical side and Legal side to contract with Google for control by U
- o All new freshmen will get an account – make it more a social network - Others can opt in
- o AZ State first one to use it – about 6 big 10 schools into it - Looking at best practices
- o Fall semester will be the first semester of gifting computers to graduates - Struggling with how students get the right machine – students turn in computer and it is cleaned up – assured they graduated and then mailed out to them

*Michelle Christopherson – Center for Adult Learning*

- o Soft launch for Digital Campus was Wednesday - Oct 1 – external launch
- o Record enrollment – Fall '08 - 2611 credits – Fall '07 1827
- o Of the 1205 students – 205 are distant only taking more than 1400 of the 2611 credits
- o VAN – Vital Aging Network – Tuesday Sept 23 – sponsored by MN Rural Health Assoc & CAL IDEA (Ingenuity Drives Entrepreneur Acceleration) Competition kicked off Mon Sept 15. is a project of Ingenuity Frontier, a collaboration of partners joined by a common purpose — to grow the economy of Northwest Minnesota by outfitting the next generation of homegrown innovators for success in the global marketplace. [www.ideacompetition.org](http://www.ideacompetition.org)– up to \$10,000 award
- o College in the High School (CIHS) coordinator Jodi Steiner and Instructor Nancy Shay will be presenting at the National Alliance of Concurrent Enrollment Partnerships (NACEP) National convention Oct 26-28 in Kansas City, MO. Michelle Christopherson, Nancy Shay and Jodi Steiner will represent UMC.
- o As accredited NACEP members, Michelle & Jodi have been invited to be members of the NACEP accreditation review team.

*Amber Evans-Dailey – Admissions & Enrollment Management*

- o Last week represented UMC at Big Iron visited with alumni
- o Staff on road until first weeks in Dec
- o On campus visits are picking up – 10 students visited on Sept 6
- o Campus visit – during Homecoming also
- o Oct 18 – campus visit –large number signed up
- o Looking at ways to increase transfer students
- o Callers are calling for recruiting but need more help from depts. – if you have caller available or funds to hire students let Amber know

*Stephanie Helgeson – Athletics*

- o Working on drug testing policy for athletics - Good to put in place - modeled after U of MN with help from Joe Maturi
- o Selected by NCAA for advanced diversity training Nov 17 & 18 - captains of teams and CSA will be invited to the advanced training - Nov 18 – open to campus for training
- o NSIC –Board of Dir met on Mon – Tom Baldwin at the meeting- going forward on Strategic Plan – no vote was taken on scholarship will be revisited in Jan
- o Crookston received a \$2million tax credit for the 1200 seat arena - \$14.5 million dollar arena fund by city – 3 ice sheets will help UMC - Ground breaking – Sept 25 – 11:30 a.m.
- o Working on Equity and athletics disclosure act – EAD
- o Institutional self study due June of 2009
- o Continuing to work on wellness center proposal
- o Monday Sept 22 – from 4-7 p.m. – Kids Blitz Day – Golden Eagles athletes will be at Ampride to kick off Homecoming week – will give out free tickets to UMC Golden Eagle Homecoming Football Game on Sept 27 – autographs, free hotdogs and soda and free-will car wash – already given tickets to surrounding towns

*Tom Baldwin – Academics & Student Affairs*

Reminders

- o Grant writers workshop Oct 10 – looking to all Exec group to look at grants – open to everyone on campus
- o Sign up for workshop ahead of time – for lunch
- o UROP grant deadline coming up – Oct 1 – has to be faculty sponsored activity – Tom makes recommendation to Twin Cities
- o Crookston undergrad research – Oct 13 deadline – open to anyone

Respectfully submitted by Barbara Ricord