



**UMC Executive Committee  
Minutes  
September 4, 2008**

**Present:** Tim Norton, Andrew Svec, Michelle Christopherson, Deb Zak, Les Johnson, Amber Evans-Dailey, Corby Kemmer, Chancellor Casey, Dan Svedarsky, Tom Baldwin, Tricia Sanders, Stephanie Helgeson, Jeff Sperling, Sue Brorson, Bill Peterson, Jack Geller, Peter Phaiah

Guest(s):

**In these minutes:** Old Business, New Business, US News & World Report Data, UMC Website, Digital Campus, Office of Measurement Services Focus Group, "Official" List Messages Discussion, Oct 21 Visit, 2009-2010 Compact Process, Member Updates

Old Business – None

New Business - None

**US News & World Report Data – Andrew Svec**

Handout – Relative comparison from U.S. News Best Colleges Ranking for 2009 edition

- Compared peer institutions for ranking
- Data is supplied by Bob Nelson
- Peer assessment score changes from year to year – institutions fill out survey about peers
- Retention is big goal – UMC has better ACT scores – but takes a couple years for scores to get into ranking
- Good to see where peer institutions are - Should be back in top 4 in next couple of years - Helpful to know where UMC ranks

**UMC Website – Andrew Svec**

Handout – University of Minnesota Food Facts Webpage – Sample page

- Coordinate campuses are at top of page – good for all campuses
- Linkages were redesigned on page – launch for new look is Oct
- Working with Amber Bailey on UMC website - on re-design – she is very creative and a good graphic designer
- A different campus comes up when U of M page is refreshed
- UMC site - reorganized links – sometimes repeats – for better searching
- Bar across the top with future/current students faculty/staff alumni etc will stay the same
- Items on bottom will try to be more user friendly
- If you have ideas – let Andrew know
- Golden Eagle logo – will be more prominent
- Amber working on redesign of academic pages – Admissions dept – should be easier for students to find info
- Driven to Discover theme – showcase some of our faculty – will continue to develop profiles of faculty – Elizabeth is working on this – forward ideas to Andrew or Elizabeth
- Questions or concerns – let Andrew or Amber know
- Academic pages will be done first
- Discussion on Small Campus Big Degree – graphic can be larger
- Driven to Discover will be used at certain times and Small Campus Big Degree at others – where it makes sense to use each
- Chancellor Casey added that Driven to Discover – will be focused more on Twin Cities campus
- New U of M Homepage information is at: [http://www.webdepot.umn.edu/home\\_08.php](http://www.webdepot.umn.edu/home_08.php)
- New Academic Pages (under development): AG <http://www.umcrookston.edu/newacademics/agri/>
- AHSS <http://www.umcrookston.edu/newacademics/ahss>

- BUS - <http://www.umcrookston.edu/newacademics/bus>
- MST <http://www.umcrookston.edu/newacademics/mst>
- NATR <http://www.umcrookston.edu/newacademics/NatR>

### **Digital Campus – Michelle Christopherson**

- Soft launch is set for Sept 15
- Initiative from Pres Bruininks to house all audiences under an umbrella - providing alternative resources across the world
- 3 chairs of Initiative are through Provost Wahlstrom's office
- E-advising – goes to Provost Wahlstrom's office at present – trying to identify support phone – to track inquiries
- Chuck submitted proposal for UMC – they want a better idea for all campuses so money can be set aside
- Crookston is not only campus delivering undergraduate online degrees – College of Continuing Ed is also delivering - UMC should be listed first because part of the U
- Applied Studies degree coming out in Jan – UMC should be approved at BOR in Sept
- Online courses – important to list all UMC classes – so students can find out when and where classes will be held
- Encourage you to look at link
- Digital campus means – any student at a U campus can take a class at any campus – can be part of tuition banding
- Discussion on where payment for tuition goes when students take classes at different campuses
- Questions on money for faculty salary – where it goes or comes to campus – split on tuition for home college
- E90 classes are available to our online only degree seeking students
- If opened to MNSCU classes – students can take classes at any campus – once they are offering classes
- Discussion and questions about classes transferred from other campuses - More need for professional advising – degree requirements for U of M will still be the same
- Online students don't register as early as regular students – sometimes a problem for full classes and faculty loads
- Provost Walhstrom said there are 30,000 students that could come back to finish degrees
- Discussion on master's degree - other depts. on coordinate campuses to offer masters degree- We can't process in next year – but could work with others
- A lot of faculty teaching online – all but 4 faculty teaching online are UMC faculty
- Chancellor said Dr Baldwin was asked to be part of group on TC campus to look at coordination of distance education at the University

### **Office of Measurement Services Focus Group – Deb Zak**

#### Handout

- Contacted by Office of Measurement Services - they conduct surveys' for different offices - Get pulse on what is going on – focus group for U Relations
- Was asked to find 20 individuals to be part of group – criteria on handout – meeting will last for one and a half hrs – scheduled at Crookston Library
- Would like suggestions for names – not necessarily U of M people - Representatives from business community- U of M alum's - Educators – principal – superintendent
- Another focus group is meeting in Thief River Falls and Bemidji
- Give names to Deb asap - Will send info electronically to group

### **"Official" List Messages Discussion – Jeff Sperling**

#### Distribution lists

- People asking to be able to send to official list
- Res life – security issues etc – parking permits etc.
- Need criteria for official information – don't want people bombarded
- Can we have an approval authority – to set up criteria
- Would be interesting to see how many are still on unofficial list – can opt out
- Question on sending emails to certain people instead of entire group – eg: parking permits - U email would probably not do that

- Questions on outlook – eventually moving to UMCcal

### **Oct 21 Visit – Bob Kvavik, Orlyn Miller - Chancellor Casey**

- VP Bob Kvavik – Capital requests – looking at 2010 or 2012 Do we have ideas of what we would like to talk to him
- Capital Request is sometimes a 6 yr process
- Wellness Center– Steph - Building on Robertson site – Campus entry/student services – Registrars, Admissions etc - Building will be one stop shop – focus on student
- Bob suggested - enhancing the student experience as a way to talk about requests
- Need work on this information before he gets here (6wks)
- Dr Baldwin can think of group 5-6 people – need academic representation on committee - continue to develop Wellness Center concept as well as others
- UMC does have some space issues – need some discussions about this – may not be able to wait 6 yrs – challenged for faculty research space

### **Master Plan – Orlyn Miller**

- Ron is chairing committee
- VP O'Brien said Rochester and St Paul are close to being finished – then her office would be willing to do update of UMC Master Plan – goal is June 1 for UMC – need committee to get together – lots in plan is still relevant – looking at updating and getting it moving
- Committee met during summer – this is good opportunity to work with Orlyn Miller
- Work through Facilities Committee for Master Plan
- Lincoln Kallsen may be coming too – financial issues could work with him

### **2009-2010 Compact Process – Chancellor Casey**

- No info on the process yet - Start getting faculty/staff to think about priorities and Compact process – start this fall
- After first of year may have to have Compact far along – meetings could be in early Feb
- Decisions on money may not be made early - Legislators set money aside for new investments
- Look at academic programs for investments to serve students – will need a very targeted list
- Process important – we have opportunity to get started early and not feel rushed
- If we have ideas – once we get process we can fit them in – rather than waiting for process
- Questions on investments – recurring and one-time
- Need good rationale and plan – with priorities - Info needs to be in mid Nov or first of Dec
- Dept heads could work as group
- Questions about HEAPR funding – work with Tim (deferred maintenance) facility maintenance requests – deadline in the spring – making presentation in March – specific issues or problems – Safety issues generally move quicker

### **Member Updates**

#### *Jack Geller – Arts Humanities and Social Sciences*

- Dr Kim is arriving today – ESL Coordinator –has good research agenda – high level of professionalism
- Noon today Wade Fauth from the Blandin Foundation will be on campus
- Released today –UMC is a Federally designated US Dept of Commerce EDA for state of MN
- Engaging in community and region that hosts us – economic development – Extension is also a partner – this provides good visibility for UMC – only University in state of MN – helps to leverage for things such as grants and awards – first meeting held already

#### *Stephanie Helgeson - Athletics*

- Volleyball tournament – Friday
- Teambackers coaches lunch noon Friday
- Sat Sept 9 Widseth awards
- Sat - Tailgate activities before football game – 4 Wheel Drive will play at noon - Crookston community day also on Sat – lots of activities
- Sun – soccer – and NFL football starts about 60 registered so far

#### *Tricia Sanders – Finance*

- Enterprise Financial System is going better in office

- o Appreciate patience – going to meeting in 2 wks in Twin Cities – EFS trainer will come to train Donna, Tricia & Renee on reporting

*Corby Kemmer - Development*

- o Homecoming – Sept 26 & 27 parade at 10:30 – Sat and Sargeant dedication of Student Center
- o Torch & Shield – Oct 29 - 2 nominations so far – if you have one please get it in soon
- o Faculty/staff Fund drive will go out tomorrow or Monday
- o Development has had a total of \$440,000 for the year
- o Don Oss – made second gift annuity - \$40,000 last wk

*Jeff Sperling – Technology Support Services*

- o Notebook rollout went well - Faculty/staff will be getting theirs soon – they will be contacted
- o Tablet project going well – thanks to 25 faculty – more are welcome
- o Lenovo notebooks – problem UMC helped document – took lots of negotiations – still have 500 lease machines and lease is up, but problem is resolved – they will repair and we should not incur costs - Lenovo has not been easy to work with
- o HP was supposed to be here yesterday but will be rearranged
- o Next week People Soft training – Let Jeff know if you have someone that needs the training

*Bill Peterson – Math, Science & Technology*

- o Classes off to great start
- o Biology Labs complete – good example of innovative thinking - Great improvement

*Michelle Christopherson – Center for Adult Learning*

- o Digital launch set for Sept 15
- o Potential online degree - Jan 1 - Thanks to Bill & Jack
- o Preliminary numbers – online admits – 95 – 14 new Applied Health - 25 Bachelor of Science
- o Prelim numbers – 2587 credits - 230 on campus taking online classes
- o College in the High School – honoring good faith deadline – 911 students - 5574 credits from 40 NW MN school districts
- o PSEO – 40 students over 60 classes online
- o Thanks to everyone that has helped - busy but fun summer

*Peter Phaiah – Student Affairs*

- o Sept 3 Student Center will be taking over Post Office services – trying to improve services will be sending out survey to improve quality of service & hrs
- o Recycling program – introduced and sent email to student - additional coke funds will provide new bins – maroon & gold tops – for paper/bottles/cans - Replacing all bins now
- o Need to know where else we need them – res halls, outdoors - Yesterday started picking up - Mondays will be pickup

*Tim Norton – Facilities & Operations*

- o Projects - Retaining wall – hope to have sidewalk in tomorrow
- o Business Board room – met with Sue and decided to schedule classes in another room for now – crew working during day
- o Completed Facilities Dept re-organization - crews will be on from 6am – 11 p.m, Mon- Fri

*Andrew Svec – Communications*

- o Working with Lori Wagner on a Meet the candidates dates for Oct – Tues evenings
- o Visited with Steve Erickson – Erickson embroidery – has license to use U of MN logos correctly – Does great job – if looking for apparel - consider what he can offer - Won't compete with bookstore – good balance of what he can do - Contact Natasha – for sweatshirts – per Steph
- o At Chamber he made good connection with community and campus

*Dan Svedarsky – Natural Resources*

- o Good growing pains for department
- o One faculty member left and one is on leave
- o Relocation of putting green – by green house
- o thanks to students and Peter and his son over the weekend working on the Nature Nook

*Les Johnson – Human Resources*

- o Completing orientation with new faculty/staff and benefits
- o Oct 9 – someone from Employee Benefits will be on campus – contact Jacquie to set up a meeting

*Deb Zak – Extension*

Handout

- o Extension workshop for advisory committee members - several locations on handout - how to make meetings more effective - open to others \$25

- o After Red Lake Nation tour – funding from Dr. Barcelo for opportunities to work together
- o Met with interim Red Lake College – interested in working with this campus - good opportunity to develop connections
- o Dan will be hosting 23 Forestry students from the Red Lake Indian Reservation to study prairie ecology on Sept 17

*Amber Evans-Dailey – Admissions & Enrollment*

- o Still looking at numbers - at 1200 student mark – about 399 new students
- o Already working on fall 09
- o Working with Sara Kaiser on students that dropped in mid Aug to now – looking for commonalities to prevent students dropping in future

*Sue Brorson - Business*

- o Moved classes out of boardroom – wall panels have to be moved and want students safe – will not hold classes in Bd Room until further notice – maybe first of Oct
- o Group from NWSA are coming in on Mon to look at their investment
- o Meeting with Admissions on recruiting for Bus Dept

*Tom Baldwin – Academic & Student Affairs*

- o Sent email – on grant writers workshop - 10th of Oct – encourage all to attend – good opportunities for grants
- o UROP – good ideas for students – system submission date is Oct 1 – UMC's is 2 wks later should get notice email tomorrow on process for UMC UROP

*Chancellor Casey*

- o Will have to decline inauguration at St Cloud State
- o Provost Sullivan making announcement – awards to faculty's in Arts and Humanities in \$250 - \$3,000 grants – one time – used to support research or supplies or equip or travel to meetings – system wide opportunity for our faculty - doesn't have criteria yet
- o Had some discussion on impacting UEA contract – doesn't feel it does – Sent email to Pres of UEA shouldn't be violation
- o Residence Hall is on BOR agenda – confident it will be approved – thanks to Tim, Tricia, Peter, Brian , Gary & Megan Hulst – Gary Summerville also worked with UMC – in good shape on it – bids are favorable
- o Meeting last week – Academic & Corp Research Center – doing survey's of area CEO's – one meeting in Moorhead in Sept – will get info to Sue
- o Will be at BOR meeting next week – 10, 11, 12 – then vacation – back on 23<sup>rd</sup> of Sept
- o If you have agenda items – let us know - good opportunities to address issues and discuss
- o Pleased dept heads using time for meetings – not a violation of contract
- o Reception for Marv Mattson tomorrow 3:00 – 4:00 Prairie Room
- o FCC meeting changed from 1-3 so they can attend reception also

Respectfully submitted by Barbara Ricord