



**UMC Executive Committee
Minutes
November 20, 2008**

Present: Les Johnson, Michelle Christopherson, Andrew Svec, Sue Brorson, Peter Phaiah, Jack Geller, Chancellor Casey, Bill Peterson, Ron Del Vecchio, Jeff Sperling, Dan Svedarsky, Tom Baldwin, Amber Evans-Dailey, Deb Zak, Tim Norton

Guest(s): Bob Nelson, Eric Burgess

In these minutes: New Student Survey, Online Course Catalog Update, Retreat Updates (2 hr block, Retention Committee), Budget Discussion, Exec Retreat Dates & Location, Member Updates

Welcome Eric Burgess he will sit in on meetings as a representative from FCC

New Student Survey – Bob Nelson

Chancellor Casey – Welcomed Bob to meeting

Handout – Survey results

- Website address on handout
- Prior to this year survey was done when new entering freshmen students came to register – starting last fall given at new student orientation at fall and tied to issuing of computer
- Bob went over handout and explained some of the changes and differences to survey
- Change in geographic origin of students now increase in students over 500 miles
- Purpose for most entering UMC – baccalaureate degree
- Location factor in choosing UMC has changed – now asks close or far away from home. No one selects that item anymore
- Even if students say they need help – they often don't follow through when help is offered
- Some discussion on survey and retention – using existing students to reach out to their network. CAL will have 19 previous CIHS students go back to their high schools to share info on UMC during now and semester break – stipend is gas card
- Survey question – UMC is 1st choice of students – would be good to maintain those students that say UMC is first choice or 2ⁿ or 3rd
- A second survey is done 6th week of term for new entering freshmen – still opportunity to intervene and give help – if necessary
- Overall very positive perception of UMC – different racial students have dropped off - UMC programs and services consistently have high ratings
- Chancellor said good to have Rand Rasmussen come to Exec Meeting to give issues Academic Assistance Center has in trying to follow up with students needing help
- Good news – almost all know advisor but feel not enough contact after 6 weeks
- Over 80% like or love it here

Handout - Retention - Graduation

- Handout shows preliminary info and only for UMC
- Graduation – slight decrease in 4yr rate but increase in 5 & 6 yr rate - Retention rates increasing
- Graduation rates and goals for 2012 which is this yrs entering class – grad rates need to increase more than a third
- 4yr grad rates aren't best – others are better – 1st yr retention is very important
- Some students aren't on good track to finish in 4 years
- Discussion of goal to finish in 4 years – students need to do their part
- Questions – on older than average students and working full-time – would have effect on grad rates – does UMC keep track of that info – no but TC does keep track of info
- Discussion on declaring a major when entering - Quality of advising has big impact on retention and selecting goals
- We provide good service but rest of world don't know that

- Chancellor Casey said annual Chamber planning meeting is here at UMC and Ken Johnson will be presenting on customer service – he could provide training to UMC in one of the 2 hr block of time segments
- Chancellor thanked Bob for coming and giving information
- Chancellor will get some other reports and a small group to take info, brainstorm and come back with recommendations to group. Info will be used to set priorities
- Chancellor suggested Rand Rasmussen come to Exec meeting – would benefit from hearing about issues in AAC – Rand follows up with students saying they need help on surveys
- Next meeting – look at NISSE Survey with Peter

Online Course Catalog Update – Andrew

- Follow up to Online Course Catalog discussed at earlier meeting
- U of M wants to go to online only starting in 2009 – will also prepare a pdf version with print on demand option
- Sent out email yesterday on info and visited with a several departments
- Faculty advisors want print version – UMC could print about 130 copies for advisors and depts. and library - Good compromise - \$600 is significantly less and will be more modest than in past
- Not a lot of response to emails – taking response as positive - Transfer students don't have problem going online and easy to find - Postcard will be available with address to hand out to students
- Looking for this group to make recommendation to move forward
- Andrew made a motion - discontinue current version of catalog and base use on online version – TC will produce layout that will be printed and used on campus - Bill seconded motion - Motion carried
- Some discussion on those that need printed copy – don't always have access to computer copy
- Discussion on College catalog being contract with students – Won't be a problem as APASS identifies year of entering and requirements. Would make it necessary to keep old catalogs online
- Even if other campuses don't do this the TC is firmly committed. Grad school moving to online only
- Savings to U – \$80,000 – \$90,000 a year

Retreat Updates - Michelle

2 hr block

Handout – draft of Thursday dates

- Follow-up from retreat and last Exec meeting
- Feb 1 & Mar 1 – CTLT workshops
- Confirmation on some speakers – per Tom – March – AQUIP
- Chancellor said Campus Assembly could be one of the Thurs times April 16, March 19 – spring break
- Sustainability Committee that met on Tuesday could be opened to campus for events
- Keep some time open for larger discussion on budget – per Chancellor - Would like opportunity to talk about it more – possibly Feb 5th - Compact meeting in TC set for Feb 11
- Discussion & question on waiting until after Compact meeting
- Awards program – move to April 30 was scheduled for April 23 in evening – could it be moved to 2 hr block of time – more people attending good way to support students
- CSA looking at Tuesdays - Thomas looking for times for Diversity - Faculty/staff Diversity training – Juan Moreno available on April 30
- April 22 – Earth day – something on sustainability could be done to kick off earth month
- Question – possible readings connected to environment - reading could augment academics - Global speaker – common book reading
- Suggestions – were from Corby on donors as speakers, Customer service, Martin Luther King program on Jan 15, AQUIP – GBLT could involve Diversity & International
- Convocation Mar 4 - could move to 5th but already have speaker scheduled – could move to Feb
- Feb 19 Chancellor & Tom off campus
- Discussion on informal time with Chancellor, similar to fireside chat or Town Hall Meeting, in Prairie Room, could be during spring break, no students but faculty/staff - For students could be done on Tuesday
- April 2 – STOUT is coming

- Chancellor asked for 2 or 3 people to get some ideas – come back next meeting – Michelle & Peter, get together this week or early next – put together ideas and come back next meeting – any info you have on dates/suggestions – get to Michelle or Peter
- Tom added that advisory group for CTLT technology group has reps from faculty/students/staff, Peter, Dept Heads - they have been talking about AQUIP etc. – good to include them
- Tim asked about Jan 8 – architect will have concept drawings – for wellness center – propose they talk to campus – no students here that day
- Some discussion on speakers e.g. Glenn Taylor

Retention – Michelle

Handout - Copy of committee/subcommittee and retention subcommittee updates

- Michelle asked if anyone else should be included - Peter said a large amount of staff eager to talk about plan for retention
- Amber gave some info on her subcommittee – they are changing their charge – looking at students not feeling cared about and where to go with that
- Advising plays an important role –brings up need for more advisors – not necessarily faculty members – but professional advisors
- Chancellor asked if discussions held at dept level to ask about those wanting to be on committees – and advising
- Discussion held on advisors - Need competent people
- Bill suggested looking at committee structures and are they the correct structure – are they still the best people - Get people on advising committee that really want to be there
- Chancellor said his observation is there has been progress on weekend events, lectures at night – such as tonight- Paul Douglas
- Discussion on committees – leadership and authority – need a combination of both
- Questions – tradition & culture – is it multi-culture of people or campus – decided it was campus – and what students should be able to take away with them
- Some discussion on Native American students - Jenifer Garbo in Ext Regional Offc – American Indian – could give help to students - White Earth chair – could be a Thurs speaker
- Academic majors should be dept issue – they should identify people for committee and provide leadership, all depts. should be represented, take the charge and come back in couple of weeks
- Weekend programming – some of the staff could be on this – take off some that are over burdened
- Advising charge to depts. to come up with list of people
- Jack's committee meets every week for an hour
- New student seminar – charge changed to student experience in general – per Amber
- CSA is trying to get students involved in their committees and would be good to have on Retention subcommittees - Online students and grads would be interested – per Michelle
- Send names to dept heads for advising subcommittee
- Chancellor suggested identifying people for committee first and then dept heads could be thinking of charge and what they need to do
- Outcome is to improve retention and improve grad rates
- Thanks to Michelle

Budget Discussion – Chuck

Handout – General Operations and Maintenance

- Shared handout at Campus Assembly, Dept Head meetings and went through budget
- Worked with Tricia on this
- Trying to give idea where we're at right now and major sources of revenue and expenses - Overview of budget - Concentrated on operations and maintenance – look at yr end balance for fiscal yr 2008 - \$3.7 million dollars – year end budget
- Keeps hearing Res life has money but debt needs to be paid – cannot move that money into another budget - Technology fund also has plan for their money
- Academic Affairs - covers a lot of departments - Chancellor budget money – salary savings come from open faculty positions
- Looked at FY 09 revenue – based on same as credit hrs in 07
- Salary Freeze are over \$13 million – does not cover salary & fringe in Res life
- Every person that has email address UMC pays tech fee for them
- Assessed fee for Central offices - \$900,000 item - Total cost pool 15% of O & M budget

- RIO – 6 people on UMC payroll - 3 already left – filled 2 positions - \$75,000 already put back into budget - 3% salary increase – \$400,000 - RIO position – Jerry Nagel is grant funded – no impact on our budget when he retires – not included in \$350,000
- Meet with SEC next Wed to go over budget - FCC met last Fri– will try to set up another meeting to look at budget and respond to their questions
- Each dept head/Dir should look at budget – see where savings might be - If in best interest to fill positions – safety becomes highest priority
- RIO cannot be filled without Sr VP Robert Jones approval and a number of others – email sent yesterday – instructions for hiring positions – signal that there will be a retrenchment
- Tricia will sit down with units –Important to keep communicating on this
- Format for Compact not in yet but need ideas and will have short turnaround time
- Chancellor said examples of measures of success would be good to include in Compact – looking at opportunities to create efficiencies – strategies for consolidation - will be crucial over next several months - Will be ongoing agenda item

Exec Retreat Dates & Location - Chuck

- Try to do as early in June as possible
- Discussion on new student registration dates in May - Week of May 19-21 - even if not on contract some faculty come in
- June 2-5 look good – Sue gone that week – Sue and Les gone May 27 -29
- Send dates to Barbara
- Locations are Fair Hills in Detroit Lakes or Horseshoe Bay in Walker

Member Updates

Deb Zak – MN Extension

- Minnesota will host the 21st Annual National American Indian Science and Engineering Fair (NAISEF), "A Universe of Opportunities" March 26-28, 2009, RiverCentre, Saint Paul.
- Working with White Earth Reservation to host a regional science fair for American Indian youth in northern Minnesota Fri, Jan. 16, Community Center, White Earth. Will be contacting UMC faculty & students to assist with judging on Jan. 16. Students doing well at regional science fair will advance to the NAISEF in March.
- On Tues, Nov 25, Deb Zak, Amber Evans-Dailey, Eric Burgess & several SIFE members will travel to Red Lake to meet with Wilf Cyr, Interim President, Red Lake Nation College & with Boys & Girls Club to explore ways to connect UMC and Extension to programs on the Red Lake Nation. Trip is follow up to the Aug bus trip to Red Lake.

Michelle Christopherson – Center for Adult Learning

- CIHS – workshop was Nov 6–25 high school faculty, 6 UMC - Success great, good engagement–2 new UMC faculty members
- Jody working on visit for high school students by former CIHS students now UMC students - recruiting at their former high schools
- Spring online apps up - 39 so far – 2 months to go -Of 39 - 16 are admitted -Last year – 26 admits and 32 apps -Conversion rate good
- Jennifer and Rhonda created a facebook page for online students - <http://www.facebook.com/pages/Crookston-MN/University-of-Minnesota-Crookston-ONLINE/34567839073>
- Collaborating with Crookston Park & Rec and other U of M units for a Science, Math, Ag, Research & Technology (SMART) club to compliment summer programming with Crookston Community & elementary students.
- Deadline extended for IDEA competition to Nov 30 – up to \$50,000 cash awards for NW MN Entrepreneurs – www.ideacompetition.org

Andrew Svec - Communications

- Image & marketing Committee met Nov 14 with Simmons Flint – in data gathering session for current practices at UMC for the communications audit that Simmons Flint will complete
- Image & marketing Committee will lease a lighted billboard by Little Falls and Motely – has traffic from Mpls to lakes – estimated 7000 cars per day. Will feature “Small Campus Big Degree”
- U relations system wide will host Communications retreat in Jan or Feb 2009 to discuss “system branding” and related issues as they apply to all campuses. TPT Almanac (PBS) now lists all campuses when they acknowledge U of M

- o Working with Crookston Welcome Committee (City Hall) to refine welcome packets to new city residents - RSVP volunteers will deliver packets each month based on water dept/realtors address info.

Peter Phaiah – Student Affairs

- o Last Fri met with student conduct folks system wide, will be on campus first week in Dec to talk about policies in general
- o Yesterday, Steph, Tricia and Don C visited the Wellness Center at Mankato. Next Wed will visit UND and the Wed after will be at UMD
- o Working with new cheerleaders – squad of 7 women and 2 men – looking for 2 captains to work with them and a staff/faculty advisor

Jack Geller – Arts, Humanities and Social Sciences

- o Tomorrow heading to Collaborative Conference
- o Was in Chicago for Regional Economic office – lot of opportunity – identify faculty that want to be involved
- o New student seminar – moving forward – looking at scaling back number of contact hours – hoping to finish at next meeting
- o Dan & Jack on committee with AURI & others - Roger Moe, Bob Bergland etc. - Rural Prosperity Summit – Blandin Foundation is engaged also and having conversations with others – interesting opportunity – should have concrete info in month

Dan Svedarsky – Natural Resources

- o NatR has an introductory course in each program areas; Golf and Turf, Horticulture, Aviation, and Natural Resources -provides access to freshman to remind of important deadlines such as meeting advisors & registering for classes. Freshmen simply need some hand-holding.
- o Meet with UND Aviation program collaborators about once a month. They spoke of a “podcast” describing aviation things - downloadable from their web page. NatR looking into techniques for recruiting.
- o Horticulture team took first place in competition in Missouri – proud of them

Ron Del Vecchio - Agriculture

- o Ag Activities Day, Dec 5 brings 1100 – 1300 students on campus - Visit with faculty/staff – to let them know good opportunity for UMC
- o David Demuth – instrumental in helping with interim period for students during Ag Activities Day to give them something constructive to do - thanks for cooperation and help
- o Busy with registrations this time of year – and advising - hats off to faculty
- o AgArama – last weekend in Jan
- o Gearing up for NACTA competitions - support the car washes \$25 – this year compete in Ohio
- o Women’s equestrian teams are doing stellar – ranked #2 – some riders ranked #1
- o Chuck Habstritt on road with the Crops team

Amber Evans-Dailey - Admissions

- o Recruitment moving along - Running slightly ahead of last year
- o Counselors coming off road
- o Mon & Wed Sherry and Amber visited Northland Community College to recruit
- o Preview dates Dec 6, Feb 7, Mar 7, April 18 and July 25
- o Dec 4 will host pizza party for PSEO students and students will hear recruitment talk
- o Chuck said he and Tom were at Fergus Falls Community College – nice alignment of majors that we also have

Bill Peterson – Math, Science and Technology

- o Working on 2 + 2 articulation agreement with NIE in Mysore India in Computer Software Tech.
- o Curriculum for all Health Sciences pre-professional degrees is being reviewed by Academic Health Sciences on the Twin Cities Campus
- o Brian Dingmann in Norway looking at study abroad opportunity – U of M members also are with
- o Quality fair on TC campus Feb 5, theme is Data Driven Decision Making. Each campus asked to provide a prize (collection of things representing campus) get to Bill by next week if you have one

Les Johnson – Human Resources

- o Disability training service last week had good turnout - Another follow-up group this week
- o Nov is open enrollment - U of M Employee Benefits home page has a tutorial and answers questions

Sue Brorson – Business

- o Attended RED (Regional Economic Development) group meeting – dealing with secession planning – for rural family owned businesses – could build into curriculum
- o Looking at adding program instead of area of emphasis – bringing to curriculum committee
- o Best practices in online teaching continue to meet
- o Business Activities Day – in March – work has begun on planning
- o Looking for date for dedication of board room this semester

Tim Norton – Facilities and Operations

- o New Residence Hall has all footings and foundations in place – walls started being constructed south of East Grand Forks - Pouring for footings of gathering space and block foundation will be done next Monday – depending on weather
- o Meeting possibility on Jan 8 – Facility Committee looking at Master Plan – updating from 2001 – need to present plan to assembly for wellness center/student center
- o Dowell Hall projects, board room- last 5% hardest to accomplish but fine details being finished
- o Kiser building construction project being worked on
- o Tomorrow – invited to be member of sustainability committee – by Kathleen O'Brien in TC

Jeff Sperling – Technology Support Services

- o End is in sight for work in Owen
- o Tablet program – will start issuing tablets this week - Faculty members will keep old laptops
- o Surveys – on libraries, technology, nets
- o Thea has new services at Help Desk– battery stations which are an enhancements
- o Memory upgrade – hp offered good opportunity – extend life of machine for 2 yr life with us
- o Google apps project – possible email and collaborative for U – discussions have gone well
- o Pilot project is OIT project only – going to coordinate campuses soon - Incoming freshmen would have next year – still working of faculty/staff side
- o Non official use may be a requirement - Data control is issue concerned with
- o N wireless technology for Res life – hasn't met codes yet for technology in year – institutions moving this way –in commons areas or dorms – Don Medal is investigating for new dorm – advantage is band width is tremendously increased, high speed wireless in common areas for students (look at what students are using – more wireless) easier for UMC to deploy – more costly in front end – could save money in dorm - Thousands of feet of wiring could be eliminated

Tom Baldwin – Academic & Student Affairs

- o New or hired new people when started the year were asked for mentors and mentees – will do follow up to see success. Will have group together soon to look at what can make it better

Chancellor Casey

- o Notice yesterday from Pam Elf on Morse & Tate awards – due Jan 27, 2009
- o Work with faculty & depts. to get some nominations – make commitment to put files together – some good ones last year and possibly add to some of those
- o Dean Patrick Lloyd from U of M School of Dental Health will be here Monday morning - Working with AHEC
- o Enrollment numbers for spring look good - Doing great job getting students registered
- o Fergus Falls has a group working with group out of Fargo to utilize old state hospital – large # of Chinese students into campus –asking for major investment which is difficult for UMC – could be potential for UMC to provide a semester for students – they are moving ahead aggressively - 1000 rooms at center – communication going on with them
- o Encouraged with Fergus Falls Community & Tech College – they will come here to look at programs – recruit out of the same schools
- o Ron has articulation agreement with equine program
- o Happy Thanksgiving – Break welcome for all

Respectfully submitted by Barbara Ricord