



**UMC Executive Committee
Minutes
December 18, 2008**

Present: Chancellor Casey, Corby Kemmer, Andrew Svec, Michelle Christopherson, Tricia Sanders, Les Johnson, Jack Geller, Kim Gillette, Jeff Sperling, Tom Baldwin, Tim Norton, Deb Zak, Stephanie Helgeson, Eric Burgess, Amber Evans-Dailey, Bill Peterson,

Guest(s):

In these minutes: Old Business, New Business, Budget, Retreat Schedule, 2 Hr Block of Time, Member Updates, Naming new Residence Hall

Shorter meeting today because of ITV budget meeting

Budget Update – Chancellor Casey

- Discussion & comments at Board Of Regents – outlook is not good
- State Economist, Dr Stinson gave presentation at BOR – dour outlook
- It's likely the Feb or early Mar forecast will be worse than the Dec forecast - \$426 million shortfall for this yr - State has reserve they have to spend - \$270 million – can legislative leadership come to agreement on how they might close the \$270 million gap? – If no agreement governor unallots amount
- Number could change – the bigger issue is the \$5.2 million shortfall – 2009 – 2011
- Will be gap for UMC between revenue and expenses plus whatever shortfalls there are
- UMC's Budget meeting is Feb 11 – need info in Feb 4 – no instructions yet – will be looking at tight timeline
- Will be difficult process for UMC – almost no chance budget will get better –Still lots of questions – all have to work together on this
- State & tuition money will be what affects UMC
- Looking at current budget – trying to budget same amount of tuition and credit hours as last year
- Questions and discussion on budget & credit hours– too early for us to say what will happen to UMC- will be high level of anxiety across the U – will do everything we can to keep people
- We have always budgeted by using last year's credit hours – with tuition banding increase in credit hours doesn't give us the same advantage in revenue as in past
- Need to continue to talk about this on campus – so people are aware of issues
- President Bruininks possibly will stress making changes to do something different to position for future when things turn around
- Corby had a statement from U of MN Foundation – markets have impact on endowments – decline of 18.7% - UMC has had a \$12% downturn in endowments – will effect scholarships

Retreat Schedule

- One group interested in June 2, 3, & 4 – most everyone wants Tues Wed Thurs– next group interested in June 16, 17, 18. Show of hands -First week in June was most favorable
- Did some checking and spent about \$6,000 last year – not including all mileage
- Could do it on campus this year – or at the Mount - a way to model for everyone else - Could do 2 days instead of 3 without needing to travel
- The Mount is very reasonable – puts money into community -logistics taken care of for us – they will do food and break items
- Barbara will check with Mount and communicate to group

2 Hr Block of Time – Chancellor Casey

- Suggests a name change may be in order
- Start thinking about next year already so we can get speakers lined up
- Everything on schedule has been discussed so far
- Michelle also has 2009-2010 with holidays etc and will send out after holidays
- Chancellor told Stephanie - SEC could do some things also – could be trainings for staff
- Some of the times could be used to train on computer programs – working with new systems – Thanks to Michelle – put in a lot of time on this - have a good list of programs
- Students will use some time as well
- Part of success is getting people to attend - need to promote as opportunity to learn and grow
- Stephanie added Michael Burns on Jan 8

Andrew Svec – Naming of New Residence Hall

Handout – Regents Hall

- Working with small group – at initial meeting – talked about names and came up with Regents Hall
- Brink named for a Regent and is scheduled to be demolished after new residence hall is built – Lee has already been demolished and was also named for a Regent. Name would honor all Regents that were part of this campus
- Old plaques from Lee and Brink could be on display from old residence halls – would be opportunities to show what the Regents mean to UMC
- Putting proposal together and then it will go to Cabinet – wanted to bring it to Exec first to ask for support
- Discussion – it's a good idea – creates history - could bring some history and relevance about regents to campus
- Will move it through the process - Andrew on all U honors committee – will depend on agenda for honors committee
- Hoping to submit to Feb BOR meeting - Looks like good chance for it going through

Member Updates

Deb Zak – MN Extension

- Working on County Extension budgets for 2009
- Tues Polk County decided not to close McIntosh office – huge outcry from public – today meeting with 2 commissioners and one said it was the most contentious issue he's met with
- Going through budget cuts
- Went through cuts before with Chancellor Casey as head of Extension – many ideas came from across organization. Because of changes before – they are surviving now – in much better position

Corby Kemmer - Development

- 2 weeks ago in Minneapolis with Chancellor Casey meeting with prospects and donors – attended President's club holiday party
- Met with Digi Key last week and on Jan 6 Chancellor & Corby will meet with them again
- Went to AZ last weekend – had meetings with donors - spent part of weekend with top donor– talked about needs and could be substantial donations in the next year or so
- Will be back to AZ in Feb with Alumni
- Torch annual report addition goes out in Mar
- Working with Sue on private gifts for Business Board Room
- Ag Arama is 30 & 31 of Jan
- Donors are still looking at their opportunities

Andrew Svec - Communications

- New Academic web pages will launch in January Amber is working to edit and refine final touches
- Pay per click ads will continue working with Anchor Marketing – Equine Sci and NatR related majors are receiving large click-through rates

- o Working to add/refine some additional & new click ads for some programs that have not had large click-through rates
- o Simons Flint has begun its work on our communications audit and market analysis. They are also interviewing selected members of PIACs & All College Advisory, alumni and community leaders for their impressions of UMC

Jack Geller – Arts, Humanities and Social Sciences

- o Trying to wind down semester
- o Application in to the Peace Officers Training & Standards (POST) board to get CJ program certified
Will do marketing campaign at later date
- o Tomorrow will be at Governor's Broad Band Task Force meeting

Tricia Sanders – Finance

- o Busy working on budget

Stephanie Helgeson - Athletics

- o Thanks to faculty & Dept heads for rearranging finals for athletes stranded in St. Cloud last weekend
- o Last women's home game is Friday Dec 19
- o Men at UND on Dec 30th
- o Stephanie, Peter, Tricia and 2 architects from Michael Burns visited Wellness Centers in Mankato, Duluth, St. Scholastica, NDSU, UND, Bemidji. Now has good idea what UMC is interested in
- o Finishing up NCAA Financial report - Due Jan 15
- o Will attend NCAA convention in Jan

Eric Burgess - SIFE

- o UMC will have group representing online degree best practices committee at Quality Fair
- o Ken Johnson received training for customer service and did his first workshop this week with Chamber - went well
- o Ken will do another for Market Place for Entrepreneurs in Bismarck in Jan – students also got invited to be ambassadors and Ken will do presentation - Students will have booth

Tim Norton- Facilities & Operations

- o Progress continuing on residence hall
- o Tricia and others met with Michael Burns firm – on track for silver designation, possibly gold
- o Working with Ottetail and Mckinstry for energy audit – will have something available in Feb

Amber Evans-Dailey – Admissions

- o New student registration tomorrow - usually have walk-ins for spring
- o Continuing to assist current students to register – for spring
- o Early Jan or Feb – whole U of M travels to Community Colleges to recruit transfer students – UMC won't do as many this year because it's not best way to connect with transfer students
- o Andrew & Amber bought 5000 honor society names
- o Looking at possible new virtual national College Fair – all online. Costs about same as sending someone on road for 2 weeks
- o Retention subcommittee – looking at projects and tasks
- o Chancellor commented about current students that have holds and appreciate the help with getting them to register. All depts. working with students that have holds

Kim Gillette – International Programs

- o Busy with students trying to head home for break
- o One person short in office with Sean still in Korea
- o Working on admits for Jan – completed applications from Korea – 20 students
- o Anticipating 7 students arriving soon - Still working through issues on others
- o Busy working on orientation schedule and have 9-10 student volunteers that have offered to help

Les Johnson – Human Resources

- o Negotiated contract expires in June – will start working on it in Jan

Jeff Sperling – Technology Support Services

- Getting computers back from students not returning and planning for next semester
- Computer gifting is going well – a handful of students aren't interested in a computer for \$50 so has been asking them why and gotten a variety of answers
- On training front – initiated in past month – training room by Amber's office - asking depts. about one on one training for 1 hour - Thea is encouraging depts. Some want to come in once a month
- Students as well are coming – students don't know how to backup files – showing how to backup to DVDs thumb drives etc. and Help Desk is providing 4gig thumb drive

Michelle Christopherson – Center for Adult Learning

- Spring online applications currently 1 applicant, 15 admits, 18 differed and 21 matriculated students
- Invited to submit a proposal to be call center for digital campus - potential start date of 1/1/09
- Horticulture Apprenticeship grant for \$260K completed – partnership with MN Job skills & Communicating for Ag and UMC – audit in progress
- Idea competition 1st round complete with over 35 applicants - second round approaching for Feb 15 – entrepreneurs participating in 2nd round can submit an Idea Plan – criteria found at www.ideacompetition.org

Bill Peterson – Math, Science and Technology

- Advisees have been quick and eager to get in to register
- Dr Ali – New MS&T Head will be arriving week from Mon – Bill now on 2nd floor of Dowell –will have ¼ % time release from teaching to work on AQUIP
- Brian spent week in Norway – great opportunities for UMC
- Finalizing workshop for science faculty – to meet with academic health programs
- 2 projects approved for poster sessions for Quality Fair Feb 5 – Eric & Michelle (delivering support for online instructions) and Bruce Brorson (online course quality)

Tom Baldwin – Academic & Student Affairs

- Appreciate Bill helping with Interim Dept Head positions
- Tom has paid out 3 times for proposals – the last proposal for about \$200,000 with a good chance of getting funded - If you have ideas – over \$25,000 they need to be legitimate idea & supervisor signs off - Can be any area on campus – not just faculty
- Dr. Ali and Professor Kagan coming over break – also professor in NatR for Golf & Turf
- Notices have been sent out to campus of approvals for Undergrad Research & UROP - If you have ideas that want to work with students please submit – many are funded
- Merry Christmas & Happy New Year – thanks to everyone
- Will make same kinds of efforts to orient new faculty/staff coming for Spring semester – welcome letters will come from Chancellor's office

Chancellor Casey

- UMC should set aside a time for students that go through Undergrad Research & UROP Grants to make presentations for the campus – it would raise level of visibility & generate more applications
- Reminder Holiday Party today at 11:30 in Bede Ballroom - Food/fun -Good opportunity to visit – encourage all to attend
- Best wishes for Christmas and Holidays – renew yourself and be ready to come back in Jan. - Break will be good for campus - Be safe if traveling
- Will be gone 26 – 1st of Jan, Dr. Baldwin will be Delegation of Authority. Will not be a lot of people around Mon, Tues & Wed between Christmas and New Years
- Thanks to all for support – fall semester went by quickly - big challenges after first of year, we will get through this – remember we are here for the students – they make a difference in region

Respectfully submitted by Barbara Ricord