



**UMC Executive Committee
Minutes
March 5, 2009**

Present: Corby Kemmer, Jeff Sperling, Tim Norton, Amber Evans-Dailey, Tom Baldwin, Andrew Svec, Deb Zak, Les Johnson, Michelle Christopherson, Kim Gillette, Stephanie, Ron Del Vecchio, Dan Svedarsky, Jack Geller, Adel Ali, Peter Phaiyah, Eric Burgess
Guest(s): Martin Lundell, Bill Peterson, Cecelia Wattamayer, Carrie Ahern (AQUIP – Dakota State)

In these minutes: Sub-Committee Reports – Sustainability, Thursday's Commons, Diversity, Projection Enrollments, AQUIP-Dakota State, Admissions Update, Old Business/New Business, President Bruininks State of U Address, 2008 Drug Free Campus Act Report, Public Engagement Day, UM Mail Update, Member Updates

Sub- Committee Reports

Sustainability – Martin Lundell

Handout

- Tim said the McKinstry report was received and they've started to review – submitted it to the Sustainability Committee & to the working group yesterday, McKinstry will be here Wed – copy was sent to TC
- Martin – President signed the Climate Commitment – UMC has until May 15 to submit gas emission data and complete climate neutrality plan by Jan of next year
- Initiatives are huge as far as commitment is involved.
- Sustainability Committee has 5 working groups - need more faculty involvement – invite faculty from Bus & AHSS departments to join committee
- McKinstry report has very exciting possibilities – especially if go to low pressure steam
- Curriculum working group – looking for service learning projects and degree programs
- Green revolution will be as big as technology revolution – students in all majors need exposure
- Recycling working group – has been expanding - Outreach working on website and FaceBook
- Greenhouse gas inventory needs to be done in 4-6 wks – and then will have 2 weeks to write report Chris Waltz – volunteered to lead effort to collect info – but will need funds
- Lots of data needs to be collected– need a good baseline to know how we improve each year – goal of net zero. Spreadsheet calculates according to certain info entered
- Some data is collected already – but just needs to be put together
- Chris knows most people on campus - Committee will help with data
- Questions on student doing the work – fair? Risk to studies. Martin said there will be checks and balances and working with the committee – not the best solution but a solution and we need to get it moving and UMC doesn't have a dedicated person
- Lots of moral support from TC
- Chancellor said VP O'Brien coming on April 24 for U wide Sustainability – will be on each campus to discuss the goals
- Jeff added that U of M OIT was highlighted in Baseline Magazine – feature on energy efficiency in technology (building an energy-efficient IT infrastructure – Feb 22). Article identified that 1/3 to 1/2 of overall IT costs are result of energy consumption. U of M is sold on concept of system monitoring. By automating network mgmt and policies through Microsoft Active Directory & Entuity's Eye of the Storm monitoring software – OIT is able to switch off 25,000 devices – developed energy profiles for depts. to monitor energy pull via a green dashboard – estimates net annual savings of more than \$1.4M.
- Tim said the McKinstry report has 14 different initiatives recommended from biomass conversion to low pressure steam - With eye toward savings on \$1M utility bill on campus – save substantial \$ by moving forward
- Chancellor said with the stimulus package – UMC submitted some things to Central Admin that might help with costs - Tim – submitted \$7M in "shovel ready" projects
- Chancellor has paper copy of stimulus bill in office if interested in looking at it

*** next week try to get meeting with Martin – find resources for sustainability

Andrew added that today on WDAZ – student prospective on sustainability – Chris Waltz & Eric Elgin will be interviewed today at 5pm on the Terry Dulum show. They will discuss their involvement in and leadership in Energy & Environmental Design (LEED) certified.

Thanks to Martin for bringing info to Exec Meeting

Thursday Commons Criteria – Amber

Handout

- 1st, 3rd & 5 Thursday's – need to be ok'd with Chancellor's office
- Campus Assembly & Convocation will be set for those dates -If event like AQUIP set for faculty/staff - Need to set aside student time also
- 2nd & 4th set aside for dept meetings – CSA full board – could also be used for athletic practice
- Recommendations were – need more advanced notice – advertise each event – encourage students to attend – faculty tie into classes – gain campus buy in & support
- Necessary to educate campus on purpose – have committee to help plan – so they know who to propose it to and when – selection should be from across the campus
- Michelle added that to enhance the event – have in food friendly environment – Youngquist is not food friendly. Availability of rooms is not always in area wanted most
- Chancellor said could get names from SEC, Faculty Assembly, CSA – be part of group to help plan
- Convocation – low number of faculty involved recognizing academic achievement– challenges to make it work
- Sustainability forum – had good turnout – good area for participation -Need to find topics appealing to faculty, staff, students
- Chancellor added encouragement for stimulating topics - Recommendations will be brought to cabinet

AQUIP

Cecelia Wittmayer, VP for Academic Affairs Dakota State University

Carrie Ahern, Director of Institutional Effectiveness and Assessment

Bill Peterson

Presentation at 12:15 in Youngquist – more complete description of AQUIP

Handout- Cycles of AQUIP

- Cecelia went over the AQUIP process Dakota State U is an AQUIP institution and are half way through cycle
- HLC– self study document is traditional and happens every 10 yrs – requires the university to look backwards – Difference with AQUIP – academic quality process is that it looks at what University doesn't like and looking forward to where they want to be in years ahead
- Institution looks at process and sees if they want to use AQUIP and then apply to AQUIP. The assumption is that U is accredited and a stable institution – AQUIP responds quickly
- AQUIP is a system of self assessment for U and how to use it to become a better institution
- After initial assessment the Chancellor and other administrators go to strategy forum in Lysle, Illinois. A week long process to think about who institution is – A team of facilitators rotate between the universities (about 10) attending. Good opportunity for University to look at processes and what needs to be fixed
- AQUIP is big on public declaration – actions posted on AQUIP website – anyone can look at them
- Cycle of updates is annual– some projects may not work – need one on helping students learn – they would encourage some short term goals to help to see success. All projects are reviewed by AQUIP – projects can be stopped if not working
- Dakota State is about 4 yrs into process – using MNSCU's e-folio software
- AQUIP looks forward – and plan for how to get there
- Still need to show that University is addressing the 5 peak questions from the HLC
- Need a good answer for why University wants to go to AQUIP
- AQUIP is not a permanent decision – can go back to HLC or AQUIP can send you back
- Take the 1 ½ to 2yrs to think about it – look at questions - It is not cheaper & easier but different - has to be right for UMC
- Fee based on enrollments – strategy forum amount based per person
- Dakota State invested in software and dashboard system (tracking to move forward was \$25,000)

- Dakota State doesn't have separate person for AQUIP
- Decision was made by committee working on institutional effectiveness that was responsible for their strategic plan – all areas of campus was involved – talked about evaluation and made recommendation to president to go to AQUIP
- Gives you permission to look at data and you chose what you're doing. Everything is on website
- Cecelia's recommendation is to have a couple people go through training for facilitators – helps take out fear
- Very data driven – results oriented – If not doing well – AQUIP asks what you will do about it
- Discussion and questions on AQUIP

Thanks for coming – a lot of info

Diversity – next meeting

Projection Enrollments – Michelle

Handout – Projections

- 1255 students for fall 2009 – Last Fall 1207
- It's a collective effort – still need everyone's help
- 205 – 255 for fall projection
- Athletes slated to bring in 136 new students – projecting 15% to be international this fall
- 168 students have filed for degree completion this spring – close to 30 more than last year
- Michelle noted the challenges & solutions that are on the handout
- UMC is not there yet but possible to get there

Admissions Update – Amber

Handout – Program Specific

- UMC will continue to work hard but will require more effort
- Applications are down right now but up on admits. Registration info will be sent out by Sara Kaiser this week
- Interesting recruitment environment – more competitive and need to figure out better ways to recruit
- Tried to determine goal enrollment for each dept but haven't heard back from some.
- Amber went over handout
- About 50% of new students applying actually enroll - don't have good matriculation rate on transfer students - Online is 50%
- Based on conversations with faculty, department and admissions listed ideas for recruiting program specific Need to determine who is accountable
- Michelle added there are recruitment strategies for online. Dept heads, Michelle & Amber – will meet on application deadline for online
- Currently online students are not counted as full time equivalent – traditional student numbers are down
- Need to look at program/dept specific admission – nice to have deeper look for admissions – look at strengths and weaknesses in retention
- 202 students that didn't register for spring semester - losing students for one reason or another, some have tuition holds. Need to pay better attention to each student – look at individual person
- Michelle – students that didn't graduate could potentially complete online – most have tuition/dept holds – maybe advisor can reach out to the students – to help complete online
- Admissions and CAL office work for students on campus and online to look at why students aren't registering
- Jeff added that this year students can keep computers over the summer but need to be registered for fall
- Dan said articulation agreements are important for transfer students & he is sending out 1 page info to students
- Articulation agreements need to be marketed better – build relationships and work with faculty in those areas
- Some discussion on applications of universities/community colleges – dislocated worker money etc. How to market to dislocated worker – non-traditional students are typically happy with UMC
- Chancellor asked how to work better with them – working with depts. and coordinate with Tom and Stephanie in athletics

- Discussion on working with workforce centers -Approval needs to be done every year – lot of work for the few students
- Chancellor said it could be a key initiative for us – increased tuition revenue

Old Business

New Business

President Bruininks State of U Address – 3:00 today, DH 220

2008 Drug Free Campus Act Report – Peter

- Lot of requirements to report alcohol and drug issues – UMC reports annually
- Reports combine all campuses – alcohol has gone up very slightly – have not had grant that we've had in past – but working with athletics on Choice grant
- Working with Polk County with the ATOD programs
- New law on social hosts – now going after hosts of party (owner/landlord etc) will change off campus housing, fraternity, sororities responsibilities
- Report will be sent to group with stats
- Reports of alcohol incidents includes 1000 yards around area and won't involve much on campus but will include residences in the downtown area

UM Mail update - Jeff

- UM Mail – name for Google Apps project – agreement signed in late Dec.
- Due to interest – Google initiative will include entire suite of collaboration tools – Google Apps, Gmail and ability for users to share documents with other in University Google space.
- Students remain first priority – but implementing knowing that faculty & staff will follow shortly (if they choose to opt-in) after students
- Students will not see advertising while active students – once they leave will revert to regular Google account
- Planned launch is Fall 2009 for new students, with long term goal to have all students using UMMail as official University e-mail. Project team is still assessing time lines and implementation plans for coordinate campuses - will keep everyone updated

Public Engagement Day – April 21 – Peter

- Visit by Andy Furco is helpful
- Looking at Thursday Commons Time of 12-2 – visit will look at things UMC does in the community and a poster session

President Bruininks on campus March 27

- President Bruininks and Sr. VP Jones – fly to Grand Forks Thurs evening and will be here in the morning
- Tentatively scheduled a noon luncheon for Exec group – student prepared luncheon in Epicurean room
- Deb, Linda and Larry will have an opportunity to meet at NWROC
- Dept heads, Faculty/staff and Student groups will be on the schedule

Budget forum

- Sent out information on informal meeting with any faculty staff/students on budget - Forum is tomorrow at noon
- Important to keep communication with campus – Tricia and Chuck met with Bus Dept last week
- Let Tricia or Chuck know if you want to meet with them

Member Updates

Adel Ali – Math, Science & Technology

- Had meeting with Dean Delaney to discuss opportunities
- Meeting with Assoc Dean of health could dovetail research
- Homeland security meeting has students hired in project

Dr. Baldwin – Academics & Student Affairs

- o Working with Dept Heads on in-service for May 18-22 or 25-29 - Make sure you're on campus - Will get confirmation of dates

Sue Brorson – Business

Eric Burgess - SIFE

Michelle Christopherson – Center for Adult Learning

- o Digital Campus Calling Center – going well; fielded over 68 inquiries since 11/2008
- o Online Admission deadline 5 days prior to term start; implementing May 29 for summer term 2009. All campus deadline slated to begin Fall 2009
- o College in High School (CIHS) NACEP archiving and credentialing in progress; high school visits taking place – CIHS recruitment efforts in planning with Admissions & CAL
- o Urban Forestry Workshop Mar 26 – Admin & planning collaboration with NatR Dept

Ron Del Vecchio – Agriculture

- o Equestrian team doing well - Hunt Seat group going to zone trials - doing the best UMC has ever done
- o NACTA is April 16 - 18
- o FFA contests this week
- o Planning annual Tours For Tots – April 6-10
- o Calving is done and lambing will begin soon - Should have fowl soon
- o Horse Clinic Training techniques this weekend – Ponies & Pancakes will be held this Sun – Pre-selling tickets

Amber Evans-Dailey – Admissions

- o Visits picking up - Spring travel season starting next week
- o Sat is a preview day with 25 total visiting
- o Students calling every week night - Spoke with 2336 perspective students – about 4000 don't have phone numbers
- o April 1 will start hitting 2010 prospects hard - Looking for callers
- o Still looking for intern

Jack Geller – Arts, Humanities & Social Sciences

Kim Gillette – International Programs

- o Mon – 2nd international dinner of the series - Still have tickets – 3 more dinners
- o Annual U wide Study Abroad Curriculum Integration Sustainability Retreat will be March 30 on UMD campus – register by March 13
- o Keynote speaker is Meredith McQuaid assoc vice president for international programs. Annual report on U's progress toward study abroad goals will also be presented.
- o "Global Spotlight" an initiative of the Office of International Programs – 2009-2010 focus will be on issues of Africa and water in world. Part of U's strategic positioning effort. OIP will offer symposia, conf, lectures, films & cultural events to educate & inform U & local community about those areas.
- o Guidelines and more info about their grants will be announced fall of 2009.

Stephanie Helgeson – Athletics

- o Working on Institutional study
- o Tournaments this week
- o Contract with Nike for Div II – will have wholesale prices
- o Tennis team plays on Sat 4 pm and next Tues
- o Equestrian team continuing to do well
- o Softball & baseball teams going on trips for spring
- o NSIC playoffs were held Wed night & #8 seed beat #1 seed on both the men's and women's side. Shows how strong the league is and the parity in the Northern Sun Conference.

Les Johnson – Human Resources

- o Working groups charge to look at employee benefit costs - Committee presented recommendations cost sharing and efficiencies - #1 recommendation was increasing co-pay on high cost items to about \$25 – could also increase co-pay for out of network services
- o Wellness survey has results online very high satisfaction
- o Medication therapy management program becoming available- Stacey is contact on campus

Corby Kemmer – Development

- o While in AZ – met with 9 donors – about 100 attended NWSA Annual Social
- o NWEIA – letter will go out soon - Consider contributing
- o Positive remarks on Bus boardroom

- o Dick Hebert '68 alumnus will be on campus Tues from 11-3 for a visit
- o Last week in contact with attorney for a \$22000 donation

Tim Norton – Facilities

- o Regents Hall should have knuckle enclosed in next few days
- o Facilities notified that new audible emergency system will be installed in next couple of months – 3rd tier of Safety & Security

Peter Phaiah – Student Affairs

- o Juan Moreno will be on campus April 30 - Campus survey will be done before he comes. Survey will be for faculty/staff and the cost will be \$10 per person. It will give Juan a better picture for UMC
- o Peter Explained survey - Benefits can help put together strategy
- o Encourage faculty/staff to take survey - will send out email next week

Tricia Sanders – Finance

Jeff Sperling – Technology Support Services

- o U of M content project – Amber & Anders are working on - will be good long term
- o Disturbing issue on campus – copyright issues at UMC – enforcement process is in place to discourage students – won't stop but will have some enforcement
- o Worked with Jack on EDA site – now looking where to host the site

Andrew Svec – Communications

- o Torch Alumni magazine & Annual report will go to print in the next week
- o Social Capital Research – Jody Hornvedt from Extension, Peter, Deb & Andrew working with Community & steering committee of about 15
- o Working with Admissions on academic postcards – nearing print readiness – they include Business Mgmt, Early Childhood, Aviation & Health Sciences
- o UMC is now on Twitter – social networking site – for news headlines – Elizabeth working on this
- o Amber Bailey & others recently had training for Content Mgmt System – will work to move the UMC website to this system over next year. Working with Anders and tech staff.

Dan Svedarsky – Natural Resources

- o RiverWatch forum on campus March 18th
- o Chris Waltz received the student conservation award. UMC has had a student win 8 out of last 12 yrs
- o Linda Kingery speaking at 4 today
- o Kristi Walker & Dan attended Annual meeting of the North Central Turf Grass Assoc in Fargo. Kerry Fredrich (Golf & Turf Student) received \$1000 scholarship
- o Working with Jeff Sperling on technical aspects of establishing a GIS & Landscape Design Lab in Owen Hall
- o John Logering is working on collaborative research project with Dr. Greg Hoch (Concordia) involving undergrad students. A student on the project submitted poster for competition on "Students in Science" and was accepted (1 of 25) for showing at National Capital.

Deb Zak – MN Extension

- o March 21 is the Red River Valley Development Association's Honor Banquet at UMC
- o March 28 – Emerging Leadership banquet – Adawn Melbey is one of the people being awarded – and she is a parent of a potential UMC student – so would be good to have info on UMC.
- o Marsha Odom and Deb visited the Circle of Life School in White Earth – Feb 23 to plan a cultural immersion experience for UMC students during Fall Semester 2009.
- o Will Sear from the Red Lake Nation College would like to come to UMC to work with Ag & NatR – interested in articulation agreement

Chancellor Casey

- o MN ace Network meeting in Duluth April 16 – good opportunity for you or staff – Chancellor's office has info if anyone needs it
- o BOR meeting next week – hopefully more info on budget - Looking at 5% & 8% scenario
- o Fed stimulus plan pushes deficit into next year – will continue watching budget closely for UMC

****Attach Bill Peterson's info on AQUIP to minutes

Respectfully submitted by Barbara Ricord