



**UMC Executive Committee
Minutes
October 1, 2009**

Present: Adel Ali, Les Johnson, Andrew Svec, Deb Zak, Jeff Sperling, Tim Norton, Peter Phaiah, Kim Gillette, Marsha Odom, Michelle Christopherson, Corby Kemmer, Sue Brorson, Ron Del Vecchio, Chancellor Casey, Chris Winjum, Tricia Sanders, Tom Baldwin

Guest(s): Bill Peterson

In these minutes: Academic Quality Improvement Program (AQIP), 2010-11 Budget, Google Applications Adoption, Professional Development Leave for P&A Staff, H1N1 Virus Update, Member Updates

Academic Quality Improvement Program – Bill Peterson

- Bill gave the committee a handout and explained the background of UMC's accreditation history. He then gave a concise overview of the differences in the PEAQ and AQIP accreditation processes, the AQIP application steps, and a proposed time schedule to pursue AQIP accreditation. Bill stressed the point that at this time the decision to pursue AQIP has not been made yet, and that is why he is trying to meet with many groups across campus to educate them about AQIP and get their feedback about whether or not to pursue it.

2010-11 Budget – Tricia Sanders

- Tricia gave the committee a handout with the preliminary budget framework for 2010-2011 and gave a brief overview about it.

Key Points Included:

- UMC is planning for a 2% compensation increase
- UMC is budgeting for 27 pay periods in 2010-11
- Tuition will increase significantly in 2011-12 because stimulus dollars will no longer be available

Google Applications – Jeff Sperling

- Jeff explained that the UMTC is going to start using google application (email, calendar) very soon. On the UMC campus, students will start transitioning to these applications in late October or early November. Jeff would like to transition faculty and staff to these applications of the summer of 2010, but he want the committee's feedback on this. The majority felt this was fine. Jeff will get together a pilot group to work test these applications.

Professional Development Leave for P&A staff – Les Johnson

- Les gave the committee a draft of the procedures for professional development leave for professional and administrative staff. Les asked the committee to review it and let him know of any feedback or suggestions.

H1N1 Influenza Update – Peter Phaiah

- Peter explained what is being done regarding H1N1 influenza on campus. He also mentioned that to date there were 58 students and 11 staff with flu like symptoms. These are not confirmed as H1N1 because testing isn't done unless hospitalization is required. Weekly meetings are being held to review the campus situation. Facilities has agreed to clean high traffic surface areas more frequently and many places on campus are making hand sanitizer dispensers available. Peter also reminded the committee of upcoming Flu Shot clinics on October 6th and October 14th in Bede.

Member Updates

Ron Del Vecchio – Agriculture & Natural Resources Department

- Karen Nelson was on campus recently talking with students, we are going to make this an annual event
- Reminder UTOC Open house tonight 4-7pm
- Equestrian team is on the road this weekend
- Will have an inspection coming up soon of the animal barns

Sue Brorson – Business Department

- Working with Andrew and Amber to get everything setup for our online degrees
- UMC Business students will be doing a presentation for the Bemidji Chamber of Commerce on social networking media
- Have some students going to Norway to study abroad

Corby Kemmer – Development

- Busy preparing for Homecoming activities and Athletic Hall of Fame Banquet
- November 4th will be the Torch and Shield Ceremony. Recipients for this year will be Orlyn Miller, James Sims, Erma Vizenor and the Crookston Daily Times
- Looking for 1 or 2 students to talk at the Torch and Shield event regarding how valuable student scholarships have been to them

Michelle Christopherson – Center for Adult Learning

- 100% growth of online students from fall of last year to fall of this year
- Bill Peterson is working on getting some data on retention for our online students
- Will be focusing on corporate partnerships and recruitment as a market for our online degrees
- Women's Holiday Social will be Tuesday, December 1st

Kim Gillette – International Programs

- Working on plans for the Norway trip – have 2 online students signed up for it
- Rae has been asked to be a reader for a Gillman Scholarship
- Have been assessing international student's data to make sure everything is accurate
- Will be having a passport drive soon, watch for announcement
- Planning for International Education week Nov. 16-20

Peter Phaiah – Student Affairs

- Developed an At-Risk student group to meet with and support these students
- Working on Digital Signage on campus – to start we will have 2 screens (1 in Evergreen Grill and 1 in Student Center)
- Reminder of all the Homecoming activities over the weekend and Monday's Blood Drive

Tim Norton – Facilities Management

- Orlyn Miller and a group will be on campus October 29-30 to work on the Master Plan
- Started up the Gas Boiler yesterday
- Continue to work outside of Evergreen
- If you need hand sanitizer for your area, call facilities

Jeff Sperling – Technology Support Services

- Saturday, Oct 24th we will lose some IT services due to maintenance
- Setting up Departmental Netfiles to share files with colleagues, if you want something like this setup, let Jeff know

Deb Zak – Extension

- Didn't finish the Social Capital Community Survey – will be providing some financial incentives to a student organization to help finish this
- Tomorrow will put on a conference on 'How History Affects American Indian Family Dynamics'
- Will be bringing some UMC students to visit Tribal Schools

Andrew Svec – University Relations

- KVLV TV spot starts Monday, October 5 – watch for it
- Campus maps have been updated and are now online
- We will be taking a new campus aerial photo in the next few weeks
- Reminder about today's convocation with speaker Kim Pederson from Otter Tail and about tomorrow's dedication activities

Les Johnson – Human Resources

- Barry Melcher, Benefits Specialist, will be on campus next week
- Open enrollment for benefits begins November 1st

Adel Ali – Math, Science & Technology Department

- Working with Andrew on a Program Oriented Recruiting message
- Working with vendors to get quotes for informatics lab
- Working with Dean Delaney regarding UMC nursing options

Dan Svedarsky – Sustainability/Natural Resources Program

- Riverwatch group is working on a teacher bootcamp program
- Busy meeting with Otter Tail individuals planning for the Energy Challenge
- Chris Waltz was hired as the Green Corp liaison
- Working on the October 15th Thursday Commons event

Stephanie Helgeson – Athletics

- Volleyball and Football teams at home this weekend
- Soccer and Hunt Seat on the road
- Doner provided 2 TV's for our lockerrooms
- The Equity and Athletics Report has been finished
- NSIC will be increasing scholarships over the next few years, also considering expanding the league

Tricia Sanders – Business Department

- Busy working with the auditors

Chancellor Casey

- Reminded group of Convocation later today and of the President's visit tomorrow for the Evergreen Dedication activities
- Oct 9 is our development day – FREE lunch in Brown that day
- Reminded group that he will be gone in China Oct 19 – Oct 30

Respectfully submitted by Chris Winjum

(Any of the handouts referenced in these minutes are available by requesting them from Chris Winjum)