



**UMC Executive Committee
Minutes
May 21, 2009**

Present: Sue Brorson, Corby Kemmer, Michelle Christopherson, Andrew Svec, Amber Evans-Dailey, Les Johnson, Tim Norton, Kim Gillette, Tom Baldwin, Stephanie Helgeson, Tricia Sanders, Eric Burgess, Jeff Sperling, Jack Geller, Ron Del Vecchio, Dan Svedarsky
Guest(s):

In these minutes: New business/old business, SURE System – Room Scheduling, Thursday Commons, Compact Appendices, Retreat Planning, Performance Reviews, Member updates

Old Business/New Business

Compact Appendices – Chancellor Casey

Handout

- Appendices need to be in next week
- Budget – letter from President came to email this morning –
- U of MN Budget being cut substantially - 13% or \$178M
- Stimulus funds – anticipate \$89M – which is less than originally thought
- To keep tuition at 3% - will use \$50M of stimulus -Scholarship will also use much of stimulus

Tricia - was at budget meetings this week

- Update - \$627M base isn't changing – our allocation amount should be known next week

Chancellor –

- Governor will indicate prior to July 1 – what areas would be un-allotted
- Hope to have info by end of next week so Tricia can start putting budget together
- Will present budget to BOR at June 11 & 12 meeting
- Tuition increase will be 7.5% for each of the next 2 years
- Once get information will have 2 weeks to enter everything
- Some questions and discussion about further cuts

SURE System – Chancellor Casey

- Seems to be confusion getting into the SURE system
- Jeff said it was more of an authentication problem because of has some changes over past year
- Problems should diminish this summer – will still need to login but will change
- Pop up blockers need to be disabled
- Most problems tend to be with those using laptops
- Sometimes problems with IE (Internet Explorer) – sometimes work better with FireFox
- Jeff uses - Google Chrome
- Security settings sometimes cause problems – but isn't problem with SURE system
- Tom & Anders working on some issues
- Will mitigate some issues by moving to different servers
- Suggestion for Jeff to send out FAQ or best practices for using SURE
- Chancellor Casey said Reserving different rooms is sometimes a communication problem – still need to work this out
- Possibly Facilities can send out something on reserving rooms also

Thursday Commons – Chancellor Casey

Handout – Fall 2009 & Spring 2010

- Group met Tues morning
- Chuck went over different dates such as - Research day – April 15 will be an annual event
- Looking for motivational speaker – Sept 3
- Encourage everyone to attend Thursday Commons events - campus wide experience for everyone
- Fall Dr. Rusty Barcelo here Sept 17 to talk about diversity - student suggested a panel of students
- Leaving Oct 15 open for now

- Thomas Williams has asked for a couple dates
- A couple of Regents will come to campus in the fall -looking at Nov 5 – they could come on the 4th and then stay for Torch & Shield
- Global experience Nov 19
- Jan 7 – semester break – Jan 21 Martin Luther King Jr. commemoration
- In spring – Feb 4 – opportunity for athletics – showcase some of the things athletes are doing, connect to faculty and communicate to rest of campus some of the other activities they are doing
- Feb 18, student activities showcase - Mar 4, Convocation - Apr 15 showcase research for students/faculty – opportunity to showcase research & publications –
- April 29 is Earth week celebration – emphasis on sustainability issues
- Discussion – sustainability had most enthusiasm in past semester – could use motivational speaker spot for sustainability
- Andrew added that campus core values were referenced for many of the events
- Question & discussion on ways to motivate students to attend
- Sometimes can be a timing issue – if they know in advance can be on calendar
- Discussion on curriculum – if diversity is a core value – how do we get students into curriculum

Compact – Chancellor Casey & Andrew Svec

- Handout
- Collected info last September from Departments and all info in the document
- Bob Nelson helped with some performance measures
- Andrew went over some - this is v 4
- Space & Facilities – reducing carbon footprint etc. went over a few of the things in that area – need to be very brief – laboratory – good for several degree programs and recruitment
- Major capital investments – wellness center
- Chancellor said there are some specific boundaries set out in the directions – has to be something we've already invested in and planning
- Appendix 2 – academic programs & student assessment planning - Talked about degrees
- Business degrees, Minors in Ag, Ag Bus is being restructured
- Sciences collaborating with UND – meets criteria - Restructuring ITM program - Computer tech software being renamed
- There were questions about collaboration with Dean DeLaney's office – health – online nursing
- Andrew will send out info to group – May need to add to new & or modified – new for UMC and modified for TC
- Concept is under development – Dr. Baldwin went over the program and Andrew will add to this
- Some discussion and questions
- Potential new or modified programs - Assessment of student learning - Hosting reps from AQUIP
- Appendix 3 – 2 tables – overview of expenditures and awards
- Question & discussion on awards & expenditures – bottom line – not generating a lot of awards
- Specific strategies – talked about barriers and opportunities
- Diversity planning assessment – goals and development plan from Thomas Williams and Peter
- Talked about things from past year – Steph added athletic diversity training should be included
- Outreach & public engagement - Service learning – EDA center, student clubs and organizations, statistics for service learning
- Appendix 6 – International scholarship & engagement - Operational performance measures – Bob sent charts and graphs – Dr. Baldwin said there were some errors so wants them corrected
- Question on admissions
- Look this over – if you see anything incorrect or want to add – send to Andrew – would like to be done end of day – and send off tomorrow
- Andrew will send compact & appendices to group today - Almost all of this was from last Dec

Retreat Planning – Chancellor Casey

Chuck went over the timeline

- Check in - Fin future – put together a lot of charts and graphs of info
- Complication on some salary info – AAUP data & IPEDS data – not necessarily match completely will work with Bob Nelson on this
- Using info that came out in institutional report – can go online and get that - All will be in notebook for everyone – plan to get to everyone by next Fri so you can review before retreat
- Meeting again this afternoon and probably next week with committee

- Current plans – Introductory info – update on accomplishments (Michelle) – then Strategic Positioning report electronically – section by section – Jody Horntvedt will lead through this – then provide general financial info – in the afternoon there will be – breakout sessions – revenue enhancement – opportunities for new investments
- Then group will come back and discuss
- Social event after meeting – and then dinner on Tues evening
- Amber added that their committee has a very aggressive outline - Peter is co-chair
- Putting together a huge amount of data - Retention data – derived from institutional data and best practices -Would be good to see ahead of time
- Retention is big part – little bit on recruitment – advising is part of this
- Will get to Barbara and then printing will copy
- Remind Dept heads – looking for 1 page description on recruitment & retention in advance to pull out themes and best practice from depts.
- Breakout rooms will be MN room A & B
- Dr. Baldwin said looking at 3 parts – 1st new programs and how to decide – 2nd promotion of programs & recruitment – what we've done and what could do – realistic approach that might impact students – and 3rd how do we make decisions about existing programs and change scenarios
- Need focus issues for right now
- Sharon Stewart will join retreat - Faculty Assembly didn't have quorum – so no election
- Sharon is member of FCC and chair of promotion & tenure committee so was invited to retreat
- Amber said – action plan is to leave retreat with retention plan – who is responsible etc. – where does it go from here – hoping it gets brought up at retreat – so continues to move forward
- Chuck said the plan is to bring up the issues in orientation week
- Will have to depend on people to review information ahead of time
- On budget will reduce amount of time as have had information already
- Some discussion on things we leave retreat with – identify important things and people that will work on them
- Develop plans – come up with working objectives
- We need to be clear about how we make decisions - we will have a lot of info – but have criteria and how we use it – to make difficult decisions
- Eric said key to accomplishing – stay focus and prioritize
- Facilitator, Jody will have objective – move in the correct direction – impartial to info – she knows campus and strategic plan
- Chuck gave reminder to get Performance reviews done and handed in
- Let Jacquie Normandin know you have them done
- Some questions and discussion on reviews and salary

Member Updates

Adel Ali – Math, Science & Technology

Dr. Tom Baldwin – Academic & Student Affairs

- Will be campus auction on June 3 – 5pm - From Brink and downtown apartments
- Met with David DeMuth yesterday – he received a 2 year – \$272,000 grant for RiverWatch

Sue Brorson – Business

- Extended offer for Econ position
- David Crawford resigned – will look to open position for emergency hire
- Should finish reviews soon
- Dowell Hall will be under construction again this summer

Eric Burgess - SIFE

- Christo & Eric working on EDA grant projects in Tower, MN – trying to grow and attract people – people coming to the lake investing in town
- Visited with contacts this week – had good mtg - Made good progress – wanted marketing plan – end up with business plan
- SIFE team still working – video conference set up for Fri with Morris, TC and Red Lake – looking at environmental project – with some students that are still around

Michelle Christopherson – Center for Adult Learning

- Dave Seyfried & Sharon Neet & Michelle toured U of MN, Rochester – Met with digital campus – still waiting on direction of center - Contract ends the end of June

- o Conducted PIAC meeting – good to connect with former students
- o Spoke with Dr Phil Smith on the Turkey initiative – could be opportunity for visit again
- o Retreat summary does include information sent out by Dan – also from Amber, Dan and Jeff
- o If you have additional info – send to Michelle and will update at retreat
- o Admission deadline by next Fri, May 29th – will not be admitted into summer term
- o New online students and credits delivered is up dramatically
- o Thanks to Sherry Just for getting transcripts done so quickly
- o As of Mon 1568 credits registered online
- o CIHS registration concludes tomorrow
- o June 8 CIHS workshop - stipend is being given for instructors
- o UMR visit yesterday with Chancellor Lemkuhle – wants to cooperate with online programming at UMC
- o UMR having session today & will feature UMC online programs

Ron Del Vecchio - Agriculture

- o Geared up for Equestrian camp late in June
- o Have 6 ½ student interns for summer
- o Weaning lambs next week
- o Continuing to work with NatR faculty & Dan – had social last Tues evening
- o Offer out on Agronomy position – moving in right direction
- o Year end reviews done
- o Working with facilities on summer projects for Ag & NatR dept

Amber Evans-Dailey - Admissions

- o Last Thurs & Fri – Registration for almost 70 student – went well - Imperative folks leave happy
- o Another registration day tomorrow – with 37 students - Thanks to everyone that helped with last 2 registration days - Tech support & Registrars office very big help
- o More help from Dept heads now seeing faculty are no longer here
- o Some question on how to get faculty here and who will be here
- o Have about 215 new students confirmed – admissions office goal is 470
- o Returning student list – had about 430 students not re-registered – 150 did go ahead to register – 30 still plan 13 transferring to system – some not coming back 35 online – Peter & staff will contact 30+ that have had no contact with them. Bill Peterson working on the data & commonalities for students that have not registered or contacted
- o Will have some information for retreat – only has 3 semesters of data

Jack Geller – Arts, Humanities & Social Sciences

- o Barney retired and now have made offer to Todd Woods to fill one year position - Will move here in Aug
- o Appointing 5 faculty from Bus and NatR to summer appointment at EDA Center for 5 projects around state - Next week – submit year 2 funding to EDA Center
- o Working on stimulus proposal and with DEED also
- o Trish moved to 75% time and will stay in dept

Kim Gillette – International Programs

- o This morning h1n1 update – CDC has taken travel to Mexico off the list so can travel there now – encouraging everyone to take precautions
- o Working on advising segment for retreat
- o Enron – has official invitation for 2 faculty from Ag dept to go – faculty & students very excited
- o Working on admissions – following up with applications
- o Working with Dr Kim & ESL students – those continuing on and those going into program
- o 3 students heading to summer programs – 2 to Australia and 1 to Korea
- o Dir of China Center – will come up the 1st week in June – someone has been hired to work with Beijing office

Stephanie Helgeson - Athletics

Les Johnson – Human Resources

- o Still working on number of searches and some have been successful

Corby Kemmer – Development

- o In TC yesterday had productive meetings
- o Talked about Foundation organization restructuring
- o Each campus will be assigned a point person
- o NWSA reunion June – 26-27

- o Letter of support and BOR proposal to name practice field – Jim Leclair field

Tim Norton – Facilities & Operations

- o May 27 – folks from TC to tour campus – CMMS group
- o Getting close to work order program
- o May 27 – annual plant activity, flower beds will be prepped and planted as group effort with as many staff as possible
- o Dr Baldwin, Chancellor Casey & Tim met on the 11th with VP O'Brien and others about energy site visit UMC had and report they've come up with and recommendations that parallel McKinstry report and other information
- o Cent II still progressing well
- o Soliciting bids for Brink hall demolition

Peter Phaiyah – Student Affairs

Tricia Sanders – Finance

- o Office will be closed Wed for training
- o Will send out end of year for pc dates
- o Deadline to enter budget is June 12
- o In TC this week – toured the new stadium

Jeff Sperling – Technology Support Services

- o Storage area installed last week
- o System wide outage felt by all – from TC – still trying to find out what caused it
- o Mid September launch with Google– anticipating no training for students but will train faculty/staff – training piece is being worked on – new email in fall

Andrew Svec - Communications

- o Grad photo gallery is online along with reception photos
- o Commencement co-chair – thanks to everyone it went well
- o Student intern working on project on inventory of social media (Facebook, YouTube, Twitter, College Click)– type of presence our peer groups and competitors have – will help to see what's out there
- o 1st through 5th is Polk County Fair – help staff booth if you can – let Andrew know
- o Academic program web page access reports will be distributed to Dept Heads and lead faculty in the next couple of weeks and will be sent every 4 months

Dan Svedarsky – Natural Resources & Sustainability

- o Recruitment – 12 – 15 new students registering tomorrow
- o Sustainability has lots going on
- o Golf & turf search and Agronomy is underway
- o Hosted Master Plan input session – good input
- o Would like time at retreat to present input

Deb Zak – MN Extension

Chancellor Casey

- o Recognition for staff graduation with Bachelors and Masters – 9 staff from UMC – reception will be Fri, 2pm. Prairie room – an amazing accomplishment
- o June 4 – next exec committee meeting will be cancelled because of retreat
- o Sent out announcement that Chris Winjum is the new assistant to Chancellor – a former student – bachelor degree from here & NDSU – he will be on campus next Tues & Wed and starting June 8
- o Barbara will finish June 5 – she will help with transition –
- o Keep lines of communications open – keep informed - some decisions need to be told to administrators eg: auction - send email etc. so they aren't blindsided
- o Have great Memorial weekend – drive safely
- o will be off campus next thurs back on fri

Respectfully submitted by Barbara Ricord