



**UMC Executive Committee
Minutes
August 20, 2009**

Present: Adel Ali, Sue Brorson, Peter Phaiah, Deb Zak, Stephanie Helgeson, Amber Evans-Dailey, Ron Del Vecchio, Michelle Christopherson, Tricia Sanders, Dan Svedarsky, Kim Gillette, Marsha Odom, Corby Kemmer, Les Johnson, Andrew Svec, Tom Baldwin, Jack Geller, Chancellor Casey, Chris Winjum

Guest(s): Jeff Sinks

In these minutes: New business/old business, ITV, University of Minnesota Digital Campus Call Center, Otter Tail Campus Energy Challenge, Enrollment & Residential Life Update, Campus Message, Member Updates

Old Business/New Business

- Chancellor Casey welcomed Dr. Marsha Odom to Executive Committee. Marsha was representing the UMC Faculty Assembly.

ITV (Interactive Television OR Video Conferencing) – Jeff Sinks

- Jeff gave the group a handout about the Northwest Educational Technology System (NETS) and explaining its background. Jeff then explained about our campus ITV system and some of its capabilities and benefits. Those include using it for credit courses in order to obtain a critical mass of students or to access faculty not in Crookston, for a cost/time effective way to conduct meetings and for recording footage and streaming it to the internet. Jeff encouraged the group to consider using ITV as it is easy to use, easy to setup, and no cost to UMC. Please contact Jeff (8405) or Mike Hanson (8406) to setup an ITV session.

University of Minnesota Digital Campus Call Center – Michelle Christopherson

- Michelle gave the group a promotional bookmark about the Digital Campus. Michelle then reminded and updated the group on the Digital Campus.

Reminders/Updates:

- UMC currently has 4 online degrees
- UMC received funding for the Digital Campus Call Center through a competitive proposal process that resulted in our selection largely because of our expertise in online education
- The funding is for 1 year
- Hired Heather Sperling to provide call center phone and email support
- 30 credit requirement to graduate is an issue being worked on
- There is a tuition differential between on campus class and digital campus classes because of certain fees associated with the digital campus

Otter Tail Campus Energy Challenge – Dan Svedarsky

Dan gave the group an article about sustainability. Dan gave a summary of topics discussed at a recent meeting between UMC personnel and representatives from Otter Tail Power Company.

Topics Included:

- Otter Tail was impressed with UMC's current sustainability/recycling programs
- Sept. 3rd meeting on campus with sustainability consultant
- Otter Tail's desire to use education and our campus culture to change student behavior
- Still need to establish Otter Tail's resource commitment as well as divide the work load
- Oct 2nd a public announcement about the Energy Challenge as well as the Evergreen Hall dedication. President Bruininks will attend.
- Conversation took place about finding ways to incorporate the Energy Challenge into classroom projects.

Enrollment & Residential Life Update – Amber Evans-Dailey, Peter Phaiah

Amber informed the group that enrollment is at 1,275 degree seeking students! 246 of which are online students. Peter updated the group on a variety of residential life items.

Updates:

- On campus housing is full. We have been working to help students find off campus housing
- Evergreen is ready for occupancy
- Evergreen sidewalks and parking lots still incomplete and should be done sometime next week.
- Evergreen gathering space still incomplete
- Looking into Evergreen food service student management experiences
- Future housing needs were brought up, discussion will be continued later

Campus Message – Andrew Svec

Andrew introduced the idea of creating an 'Elevator Message' which would be a consistent and concise message that UMC employees explain to external constituents when promoting UMC. Andrew gave the group a handout of 9 different bullet points that could be used to create this message. The committee discussed modifications to the bullet points as well as what are the top 3-5 to focus on. Sue Brorson mentioned using advance Marketing class as focus group for the 'Elevator Message'. Discussion on this topic will continue at a later date.

Member Updates

Adel Ali – Math, Science & Technology Department

- All faculty are back, had a productive department meeting with them all
- Informatics lab funding was approved, will start investigating equipment/software to purchase
This is a university wide facility, Dr. Ali is open to conversations about uses for the lab

Sue Brorson – Business Department

- Had a productive department meeting, 3 new faculty bring new energy into the department
- 200 online students in Business classes

Peter Phaiah – Student Affairs

- RA's have returned.....we are now calling them CA's (Community Advisors)
- Convocation is Friday, August 21st. Everything is set for this event.
- Provided handouts of the UMC Emergency Notification Methods and UMC Emergency Building Reps
- Provided handouts of the UMC Food Service prices for 2009-2010

Deb Zak – Extension Services

- Working on Social Capital Surveys. Will have some groups calling to perform these surveys.
- Been working with other states to provide advice/feedback on restructuring their Extension Programs

Stephanie Helgeson – Athletics

- 250 Student Athletes on campus this year, a few less than last year because of dropping Hockey
- Aug 25 student athlete meeting
- Aug 29th is the first Football Game vs Southwest MN State (@ Crookston)
- All freshman and transfer students will take the Champs Life Skills Class this year, looking to make this a for credit class in the future
- Scoreboards will be installed September 16th

Amber Evans-Dailey – Admissions & Enrollment Management

- Department has been working hard on last minute students applications and registration
- Received some stimulus funds
- Volunteers for Working Groups coming in, keep encouraging people to join

Ron Del Vecchio – Agriculture & Natural Resources Department

- First department meeting went well with the new Ag & NatR Department

- Intend to meet with NatR Individuals to get up to speed on issues
- Has been addressing water management issues at UTOC
- Thankful for all the work Paul Aakre has done with his bio-diesel research this summer in collaboration with Titan Machinery and Polk County with operating a tractor on pure vegetable oil, and to Andrew, Liz Tollefson, everyone in their department for helping to publicize that story

Michelle Christopherson – Center for Adult Learning

- 246 online degree seeking students
- New Online fall 2009: 90 matriculated; 15 BAH, 47 BSB, 16 BMM, 12 APLS
- Online fall total to date: 246 registered online only students; 33 BAH, 113 BSB, 77 BMM, 23 APLS
- Online Credits delivered: 3,123 overall, 2,160 online only students; 144 FTE
- Fall 2008 2,611 credits overall delivered online

Tricia Sanders – Business Department

- Grants should be run through Donna first, she needs some lead time
- Use purchase orders and purchase cards

Dan Svedarsky – Sustainability/Natural Resources Program

- Riverwatch curriculum committee met
- A group from the county, city, and campus meets monthly to brainstorm on sustainability and energy issues – Tom Selvig (Grandson to the namesake of Selvig Hall) is doing research in Florida on sustainability, may ask to be a speaker
- Waiting to hear back from MN Pollution Control Agency as to whether UMC will be chosen to host 2 Green Corps positions

Kim Gillette – International Programs

- International student orientation was on 8/18, tried new items to encourage meeting new people and it went very well
- 16 students have arrived so far, still expecting 9 more
- An article will be going into Bolashak Magazine in Kazakhstan regarding U of M and UMC specifically
- Validating data in the Education Abroad PeopleSoft project, close to going live with that
- Been asked to serve on a committee that is working on implementing a U wide global leadership minor

Corby Kemmer – Development

- OX Cart parade went well. Received positive feedback about UMC's presence
- All are invited to join in the dedication of the Jim LeClair Practice Field 8/28 at noon...hope to have a large contingency of faculty, staff, students and community
- A donor recently made a \$20,000 scholarship commitment for \$5,000 annually over the next four years 2009-2013 for scholarships in the area of Agriculture
- Homecoming, 2009 – Oct. 2 & 3...There are four Outstanding Alumni and three Athletic Hall of Fame inductees. We will be honoring these seven recipients on Friday, Oct. 2 in Bede Ballroom
- Teambacker Fund Dr. has begun, we encourage you to join Teambackers...please contact Bill Tyrrell for more information at: 218.281.8436 or btyrrell@umn.edu
- Finally, If there are prospects you know of and feel Corby should be cultivating **please communicate** with him. Open to traveling with members on "visits" with prospects, your teamwork and communication in the cultivation process is vital to even greater fundraising successes.

Les Johnson – Human Resources

- I-9 form needs to be filled out before employee starts, Supervisors should notify Jacquie about new employees and she can make sure the appropriate forms are collected
- There will be FMLA training at the September 17th Executive Committee Meeting

Andrew Svec – University Relations

- OX Cart days went well, thanks to everyone who contributed
- 100 course catalogs have been printed and distributed, now available online
- UMC representation at the state fair September 5th & 6th
- UMC had a nice article in Prairie Business Magazine

- UMC ranked a top public baccalaureate college by U.S. News – 12th consecutive year in top 4

Tom Baldwin – Academic Affairs

- Had an inservice with Dept Heads, Arlene Carney, Francine Morgan, Patty Dion to go over contracts
- Arlene will be back this fall to go over the tenure process and digital measures software

Jack Geller – Arts, Humanities & Social Sciences Department

- New Hire resigned before starting
- Hired Karen Miller on an emergency basis, still have 1 section to fill
- UMC is a secondary party on a Grant Proposal that was submitted

Chancellor Casey

- Reminded group of Thursday Commons beginning September 3rd (for students) and September 17th for students and faculty and staff. Look for the poster to advertise these events. Reminder, No campus meetings should be scheduled during the Thursday Commons time.

Respectfully submitted by Chris Winjum