



**UMC Executive Committee  
Minutes  
September 17, 2009**

**Present:** Chancellor Casey, Tom Baldwin, Sue Brorson, Andrew Svec, Stephanie Helgeson, Tricia Sanders, Amber Evans-Dailey, Tim Norton, Chris Winjum, Kim Gillette, Katy Smith, Jeff Sperling, Deb Zak, Michelle Christopherson, Les Johnson

**Guest(s):** Francine Morgan, April Narcisse, Rusty Barcelo, Ricky Hall, Stacey Grunewald

**In these minutes:** Family Medical Leave Act, Diversity Discussion, H1N1 Influenza Update, Evergreen Hall Dedication/Campus Energy Challenge Announcement, Member Updates

**Old Business/New Business**

- None.

**Family Medical Leave Act – Francine Morgan**

- Les Johnson introduced Francine Morgan. Francine gave some background about FMLA and explained to the group that she would be doing an FMLA training on campus later today and that everyone was encouraged to attend. Some discussion also took place on H1N1 and how flexibility would be needed in dealing with employees/students who needed to be gone for extended periods of time.

**Diversity Discussion – Peter Phaiah**

- Chancellor Casey introduced Vice President Rusty Barcelo and Ricky Hall. Rusty talked about her background in working with areas of diversity as well as her background at the U of MN. Then Rusty touched on topics of work being performed in her area.

Topics Included:

- Development – raising money for diversity initiatives
- Creation of diverse scholarships
- Gauging success in the areas of diversity
- Getting to coordinate campuses more often
- Available resources to coordinate campus – ITV trainings, moodle sites, etc.

**H1N1 Influenza Update – Stacey Grunewald**

- Stacey explained what is being done regarding H1N1 influenza on campus. She also mentioned that to date there were 21 student and 4 staff with flu like symptoms. These are not confirmed as H1N1 because testing isn't done unless hospitalization is required. Currently, if a student or faculty/staff have flu like symptoms we are asking them to self isolate themselves until 24 hours after their symptoms go away without the use of medication. Then the individual is being asked to send an email to instructors or supervisor and to herself letting them know that they will not be coming to class/work. As instructors or supervisors we will need to be flexible and do our best to accommodate individuals. Usually it will take 3 days to 1 week for an individual to get better. We should use technology as best we can to stay up to date with classes or work. Facilities has agreed to clean high traffic surface areas more frequently and many places on campus are making hand sanitizer dispensers available.

**Evergreen Hall Dedication/Campus Energy Challenge Announcement (Oct. 2<sup>nd</sup>) – Andrew Svec**

Andrew gave a draft of the Agenda for October 2<sup>nd</sup> and went over it with the group. This will be a very busy day with much going on during the day and the Athletic Hall of Fame banquet in the evening.

## Member Updates

### *Michelle Christopherson – Center for Adult Learning*

- 107 new online degree seeking students
- 2 new online degrees approved: BS in Business Marketing & Bachelors of Manufacturing, Quality Management
- Working with Delta airlines for online degree contract
- CIHS registration took place, we have around 1,000 students.

### *Deb Zak – Extension*

- Working on the Social Capital Community Survey
- Will participate in an ITV discussion on 'Home Grown Economy' next week
- Coordinating a conference Oct. 2<sup>nd</sup> 'How History Affects American Indian Family Dynamics'

### *Jeff Sperling – Technology Support Services*

- Around 5000 letters went out regarding security issue
- Will be distributing the Technology Advisory Group handout regarding university technology uses
- Preparing for audit

### *Kim Gillette – International Programs*

- Had 80 students attend the study abroad fair
- Next Tuesday at 4 pm will have the Norwegian program meeting

### *Tim Norton – Facilities Management*

- Still have 2 shifts going or workers at Evergreen, particularly the gathering space
- Received 3 bids for UTOC project, will present them to cabinet
- Interviewing for the Boiler position

### *Amber Evans-Dailey – Admissions & Enrollment Management*

- 1,309 unofficial enrollment
- Whole retention committee met, a moodle site has been setup to facilitate their work
- Saturday is preview day for prospective students
- Amber has been taking a class on Strategic Enrollment Management

### *Peter Phaiah – Student Affairs*

- Is the United Way chair again, will be forming a planning committee
- Will be forwarding policies to the Executive Committee for approval soon as part of his role with the Policy Planning Committee
- Today is constitution day, will ask Rusty Barcelo to infuse this topic into her talk

### *Tricia Sanders – Business Department*

- Preparing for upcoming audit, Sept 28 – Oct 2
- Watch for a survey coming out regarding the audit, please provide your feedback
- Remind your employees of Purchase Orders/Purchasing rules
- Canadian checks may have extra fees tied to them for the exchange rate

### *Stephanie Helgeson – Athletics*

- Athletics employees took CPR and AAD training yesterday
- The Equity and Athletics Report is due Oct. 15
- Scoreboards should be arriving today
- Oct 2<sup>nd</sup> is Athletic Hall of Fame
- Intramurals being offered, some of the activities faculty and staff can participate in

### *Andrew Svec – University Relations*

- Thanks to everyone for their help with the KVLV 'Invest in Your Valley' shoot – watch for it starting Oct. 5
- 21 Businesses have signed up for Maroon and Gold Fridays
- Putting Ads in the Fargo Forum, Grand Forks Herald, Bismarck Tribune
- Has been working on a campus map update
- A new phone directory just came out – on Magenta color paper

*Sue Brorson – Business Department*

- As Michelle mentioned, 2 new online degrees have been approved
- Will be holding a Major fair for undecided students

*Tom Baldwin – Academic Affairs*

- Reminder of Crookston UROPs, funding can come from UMC or UMTC but not both

*Chancellor Casey*

- Informed group of redesigned REPA process
- Informed group of the passing of NCAA president Miles Brand
- Next Thursday Regent Bohnsack will be on campus, spending the night in Evergreen guest room

Respectfully submitted by Chris Winjum