



**UMC Executive Committee
Minutes
September 3, 2009**

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

Guest(s):

In these minutes: New business/old business, IT Security, H1N1 Influenza Virus Information, Campus Audit, Elevator Message Update, Member Updates

Old Business/New Business

- None.

IT Security – Jeff Sperling

- Jeff explained that a routine IT check determined that a UMC server had been breached in 2005 by an outside party to store unauthorized movies. The university has no evidence that anything else was done, however, since this server did store personal data on some students/prospective students the university is being proactive in contacting these individuals to notify them of the incident. Jeff gave a copy of the letter that would be used to contact the affected individuals. Chancellor Casey asked Jeff to come and explain this to the Executive Committee as he wanted them to be aware of it in case they get questions about it.

H1N1 Influenza Virus Information – Peter Phaiah

- Peter informed the committee of preparation being done by the Emergency Management Coordination Committee to prepare for the flu season as well as the prospect of H1N1 influenza on campus.

Topics Included:

- Educate the campus (students/staff/faculty) of the importance of hand washing. Hand sanitizers are being made available across campus (Help Desk, Sport Center, Residence Halls, etc.)
- Encourage sick students/employees to stay home until they feel better.
- Increased communication/leniency between students and faculty regarding missed classes
- Notify our campus child care center of the risks and of the precautions we are taking

Campus Audit – Tricia Sanders

Tricia informed the committee of the campus audit which will take place the week of September 28th. Tricia handed out a letter from the U of M office of Internal Audit that explained the nature of the audit and the departments involved. Selvig 308 will be used that week by the internal auditing group. Please make yourself available that week as they will be calling in different departments as needed. Tricia will provide feedback from the audit once she receives it.

Elevator Message Update – Andrew Svec

Andrew informed the committee that he had received some feedback on his elevator points and he distributed the updated list. Some discussion took place on narrowing the list. Other discussion took place on having the complete list and just being selective in what points to explain to depending on your audience. Andrew asked the group to rank the 11 points from 1-11 (1 being the most important) so he could tabulate which were the most important points.

Member Updates

Stephanie Helgeson – Athletics

- Champ Life Skills classes are underway
- All athletic teams are on the road this weekend
- The Equity and Athletics Report is due Oct. 15
- All Athletic staff are training in CPR and AED
- Football scoreboard will be installed on Sept. 15

Corby Kemmer – Development

- Some staff from the U of M Foundation came to Crookston last week for some productive meetings
- Has secured a \$20,000 commitment from a donor
- Jim LeClair practice field dedication was held on Friday, Aug. 28.
- Preparing for homecoming week/Athletic hall of fame activities Sept 28-Oct 4.

Tricia Sanders – Business Department

- Preparing for upcoming audit

Sue Brorson – Business Department

- Classes are underway and going well
- Small Business Development group working on new initiatives
- Will be meeting to prepare for the IDEA competition

Ron Del Vecchio – Agriculture & Natural Resources Department

- Work continues on the UTOC pasture drainage
- Starting to plan Dec. 4 Ag & Nat Res activity day

Amber Evans-Dailey – Admissions & Enrollment Management

- Gearing up for travel season
- Coordinating meetings between admissions councilors and faculty to know what information to talk about with prospective students and plan a recruitment strategy
- Retention Committee Working Groups are beginning work. Still room for others to join this groups.

Kim Gillette – International Programs

- 23 new international students for fall 2009
- 100% compliance with new policy regarding TB testing for international students (Fall 09 and Spring 09 new international students)
- Sept 14th from 10-2 Northern Lights Lounge Study Abroad Fair

Tim Norton – Facilities Management

- Took part in a HEAPR teleconference with the U of MN Twin Cities Campus. UMC has a 1.1 million dollar request for funds
- Facilities currently has 2 Boiler Operator positions open
- Otter Tail continues to have meeting to lay the ground work for the energy challenge partnership
- Evergreen is progressing. Work continues on sidewalks, roadway, landscaping

Jack Geller – Arts, Humanities & Social Sciences Department

- Classes are going well, all things are running relatively smoothly

Michelle Christopherson – Center for Adult Learning

- 105 new online degree seeking students
- Submitted 2 new online degrees: BS in Business Marketing & BS of Manufacturing, Quality Management
- UMC is sponsoring IDEA competition again
- CIHS registration begins next Tuesday

Jeff Sperling – Technology Support Services

- Cashier program has been transitioned down to the Twin Cities Campus
- Still working on wiring Evergreen
- Press Box connectivity worked great for the first home football game

- UTOC new fiber project has been delayed, but still planned for this fall
- Been helping Morris interim IT director

Les Johnson – Human Resources

- FMLA training at the next Executive Committee meeting

Andrew Svec – University Relations

- UMC websites are now on a Twin Cities based server, let Amber know if you find any bad links
- Wed., Sept 16th at 2 pm please gather at the student center wearing Maroon and Gold for 'Invest in Your Valley' promotional commercial
- 100 course catalogs have been printed and distributed, now available online

Dan Svedarsky – Sustainability/Natural Resources Program

- Otter Tail meeting today, show up if you are interested in being involved with this project
- UMC will be a host site for a MN Green Corp 11 month position

Tom Baldwin – Academic Affairs

- Notice on UROPs

Chancellor Casey

- Reminded group of educator luncheon later today
- State Representative meeting yesterday went very well. It was a nice opportunity to show our use of HEAPR funds and to showcase the campus.

Respectfully submitted by Chris Winjum