



**UMC Executive Committee
Minutes
April 2, 2009**

Present: Jeff Sperling, Les Johnson, Andrew Svec, Corby Kemmer, Michelle Christopherson, Ron Del Vecchio, Amber Evans-Dailey, Jack Geller, Chancellor Casey, Tricia Sanders, Kim Gillette, Sue Brorson, Deb Zak, Dan Svedarsky, Adel Ali, Peter Phaiah

Guest(s): Julie Furst-Bowe Provost and VC Academic and Student Affairs - U of WI-Stout, Bill Peterson

In these minutes: Budget Update, AQUIP – University of Wisconsin-Stout, President’s Visit, Global Spotlight, Flood Response Efforts, Social Capital Training, Member Updates

Old Business/New Business

Remember AQUIP meeting in Bede at noon today

Dr. Baldwin – still in the hospital – out this week and not sure of next week

Budget Update – Chancellor Casey

Handout

- Will send this info out to faculty/staff today - purpose is to get info to staff
- Chancellor went over message – process used – principles, realities – cover fringe -5% budget reduction – using increases in tuition revenue to cover
- Budgeting will use a stable increase – with knowledge that some student athletes will transfer -If UMC doesn’t achieve tuition targets will affect budget for next year
- Not sure what state of MN will do- May not know for a while
- Some contingency for 8% reduction - This document based on 5% reduction
- Captured savings off every open position and identified those
- Main points trying to get across – not easy decisions – impact people, depts. – trying to have low impact on students
- Academics looking at scheduling classes/sections and when offered
- Met with NatR Tues – and have a meeting with Ag this afternoon
- Keep conversations going
- Anticipate a message from President Bruininks in preparing for 2012 – We all need to think about what we can do to reduce cost, increase efficiency and generate revenue – **topic for retreat**
- Electronic copy of minutes from the President’s meeting with the FCC committee -Hints where they are looking for stimulus dollars - He may talk about these things when he is here
- There are hints when President or Provost meets with FCC - try to pay attention to those – usually shows direction VP’s are going
- Continue to work with your faculty/staff
- Plan is to send the message out to campus about 3:00 or 3:30 today

AQUIP – University of Wisconsin-Stout

Julie Furst-Bowe Provost and Vice Chancellor of Academic and Student Affairs

Bill Peterson & Peter Phaiah

- One of the initial AQUIP institutions - Won the Baldrige Award for Quality
- Julie serves as a reviewer for HLC
- Met with group exploring AQUIP for UMC campus

Handout – UW-Stout’s Quality Program Summary

- AQUIP is about 10 years old and about 200 schools are a part right now
- Varies dramatically from HLC - accreditation is process where reporting every year
- Lot of benefits for their campus – kept focus on quality improvement - Same amount of work – but spread out instead of once every 10 years
- Pretty straight forward – apply to program – send a team to strategy forum in Chicago, Chancellor – board member and then whoever else you choose
- At training you learn about categories and what is required and think about how to integrate

- Declare action projects that you've identified on campus - Provide rationale for how it fits into AQUIP – every year report on how it's working
- Year 4 required to complete portfolio – basically charts, graphs – what you are doing in each category and how you are documenting – AQUIP wants you to use comparative data
- Final piece – in each category is how information being used to improve campus and what will done with it - Portfolio is checked will come back – give strengths and improvements
- Yr 5 - Site visit – nothing like the peak site visit – 2 people from other AQUIP schools – check to see if you've followed up on feedback – any issues you need to follow up with – sensing overall quality improvement – how to measure quality -doing a good job – showing using feedback – a report comes back to institution after site visit
- Year 7 – Turn in everything done over the last 7 years – they give you checklist - Panel reviews everything and come back with reaffirmation
- Last week UW-Stout got their reaffirmation report - Model AQUIP school - Finished one full cycle – don't think they want to go back – helps keep them focused
- Julie only reviews for PEAK schools - and final panels on AQUIP
- Some questions and comments were addressed
- Some things are easier to measure – look at things that can be measured
- Pros and cons to start during budget crisis? UW-Stout did and was positive for them
- Julie was assessment coordinator before becoming Provost- They have AQUIP team – looks at categories – have champions in those categories
- Julie talked about their team and responsibilities
- AQUIP – shows how your campus is working – data is collected and just need to make sure it's reported correctly
- How data is used to improve campus is a big question
- Reminder that she will do an AQUIP presentation at noon today – all invited

Thanks to Julie

President's Visit – April 16

- President and VP Robert Jones are confirmed for 4/16
- No exec meeting for that day – Pres will meet with dept heads and VP will continue to meet
- Faculty/staff and students will have forums, lunch for everyone planned like before – 11:15 send out notice today
- President will be at Campus Assembly and Chancellor Casey will stay for committee reports
- Time with local press after lunch
- VP may meet with student service groups - Financial Aid issue has been resolved
- Susan Hagstrom will not be coming so reception will not be held at UTOC
- If you have ideas about productivity or efficiency increases – stimulus dollars - this would be a good time to talk about that
- Update by VP Peterson every Fri afternoon – another good way to keep updated
- Some questions and discussion on budget were addressed
- Budget is a good discussion for dept heads to have with President & VP
- Will get agenda out as soon as finalized – need to work with Peter- trying to make it work so everyone has best opportunities - Everyone welcome to campus assembly
- VP O'Brien will be coming April 24
- Public Engagement Day April 21
- All College Advisory Committee meeting April 21 - Poster sessions in Bede and Advisory members will have chance to look at them
- Asking for report from Sustainability Committee and student groups – they like to hear from the students
- Let Barbara know if available for lunch on April 16

Global Spotlight - Kim

Handout

- In past funding was for trips, research, etc.
- 2 yr cycle – 1st yr highlighting themes - 2nd yr – funding for projects
- This yr – area of world – Africa and Global topic – water
- Some dollars available if you have an event and want to promote it
- Now just getting word out about the event and the money

- Let Kim know if you have project on either topic
- Harouna is the rep for Africa - If any faculty member wants to be rep for water – let Kim know

International dinner last night - Kim

- Was a smashing success - Students put on a good show
- Kim and daughters dressed from Ghana
- Talent was good - Great event for campus and community
- Thanks to Kim, Rae and students – Kim said they were able to use part of the kitchen to do the cooking so was more authentic - All had a good time

Flood Response Efforts - Deb

- Ext has flood recovery website - Worked with Andrew & Linda to have flood info printed from the website – Picking Up the Pieces
- Appreciated the fast turnaround time they did – brought copies to Moorhead will have in stores - Will bring more copies – anticipating Fargo/Moorhead to have lots that need help
- Available to anyone else experiencing effects from flood
- Amazing what the community has dealt with

Social Capital Training - Deb

- Training is at 11 today – offered by Ext – Community Vitality with Jody Hornvedt – A pilot project assessing the strengths of the community
- Approached Crookston for dealing with flood in 97 and how they pulled together - volunteers
- Training for people to conduct the surveys in the communities – Peter and Andrew working with the program
- 600 phone calls and paper copies – don't have access to cell phone people
- Crookston doesn't have to pay for the survey – results will be shared in publication – Value to UMC on relationships between community and UMC
- Andrew added the survey will be sent out to faculty/staff/students – please fill out survey – helps to determine town/gown relationship

Chancellor added there was a notice for the Center for Small Towns – Annual Symposium June 2 & 3 (same time as Exec Retreat)

Dan, Tim & Chuck, met with McKinstry – will have section on energy at symposium starting on Sun pm
Encourage all to attend session at noon today on AQUIP

Member Updates

Adel Ali – Math, Science & Technology

- Working to improve dept involvement in recruiting. Working with Amber - she'll be at next dept meeting
- Tues will be dept PIAC meeting
- Was Coordinator for NASSA Space Consortium at U of Southern Mississippi earlier – there is much funding for scholarships etc. - U of MN is a lead institution in the Consortium – Duluth is an affiliate – and others from MNSCU – Adel in process to see how UMC can become an affiliate – it will open door for students to apply for scholarships etc. - Will submit a proposal and will have competitive chance
- Met with Peter about Public Engagement Day –student working on research project on homeland security
- Working to introduce new programs in dept – most efficient way – minimum cost – target markets for jobs that are in demand now
- Degree in Clinical Lab Science – can be very expensive with labs etc. - Another way to do it is affiliation with hospital or U that offers advanced lab – UND has a program and idea would be 3 yrs here and then UND for 15 months for clinical lab training – very appealing to Adel
- Bob Nelson is looking at articulation agreement
- Good things about partnership – UMC has almost all courses, those UMC doesn't have can offer online. Degree will be from U of MN – certificate from UND – UND has commitment to not raise tuition for 2 yrs – reciprocity with MN
- Affiliated with Western College Alliance for Clinical Sciences
- Chancellor suggested talking to VP Jones – he's very interested in partnerships

- o The US government is planning to invest \$10 Billion every year for the next 5 years to help health care providers computerize patient records. Will create thousands of job opportunities in medical health informatics. Should also envision demands for almost every health care professional to be trained dealing with medical health information revolution. MST Dept is IT Mgmt Program. A vital component of restructuring is developing different programs in Medical Health Informatics.
- o Direction discussed with Dean Delaney and she was very supportive. If UMC would implement such programs, would be great addition to the entire U of M system. Identified at least two funding opportunities in the Stimulus Package that might help jump start these initiatives. Will be talking to Dean Delaney to explore possibility of having joint proposal or having letters of support. Programs that hoping to target in addition to the BS degree; 1. Minor for our current Health related programs 2. Minor for future Health related programs such the proposed Clinical Lab Science 3. On-line minor to be available system wide 4. On-line Certificate Program for health professionals.

Dr. Baldwin – Academics & Student Affairs

Sue Brorson – Business

- o Challenged dept faculty for Youtube – Tom Sondreal will come to next meeting to show its use
- o SIFE were regional champs 10th consecutive year - Challenge to raise money for trip to Philadelphia in May
- o Business Activities Day cancelled – trying to find another day this spring -Exploring opportunity in the fall instead of spring
- o Econ position search moving forward – 55 applicants
- o Asked dept advisors to work hard with hockey students to keep them at UMC

Eric Burgess - SIFE

Michelle Christopherson – Center for Adult Learning

- o Digital Campus Calling Center: Invited to submit DC Calling Center RFP 2009-2010; deadline April 20th, 2009
- o College in the High School: Fall registration begins 04/13-05/22; Current NHS visits planned to CIHS participating schools in 04/2009 and 05/2009
- o Online registration: Online degree seekers begin summer registration 04/06/2009
- o UMD seeking online assistance; ITV 05/2009 sharing student support service success with Digital Campus Admin and UMD Cont Ed for potential UMD online growth and online degrees
- o Workforce Initiative Act (WIA): submitted for BMM certificate online; working on creating collaboration with MN Workforce Center (locally) as potential recruitment for displaced workers

Ron Del Vecchio – Agriculture

- o Geared up for Tours For Tots – starts Mon
- o Have about 40 new lambs – 6-8 left - Lots to see
- o Ready for NACTA – April 16, 17 , 18 -NACTA car wash fundraiser for trip to Worchester, Ohio - Anticipating a good showing
- o Articulation agreement with MN West Community & Tech in Agronomy & Science
- o Equestrian team in Western went to Finley, Ohio took 6th place overall in national -One rider going to national -Western team Lindy Hasauer took 4th place overall in zone finals
- o Adawn Melbye working closely on recruitment
- o Meeting with Dan & NatR faculty & Ag dept to re-evaluate schedules, retention, recruitment and getting to know Ron

Amber Evans-Dailey – Admissions

- o Weekly numbers ok – Apps a little down - Confirmed are coming in
- o Spring travel to MN education fairs – Concentrating on northwest & west MN, Fargo & Grand Forks areas
- o Dept heads were sent calling logs -Continue to work on 2009 prospects – still need callers – let Amber know or Josh
- o Working with Andrew, Amber & Tom to update websites
- o Plan to meet with each program area and continue moving forward
- o Enrollment mgt – campus wide retention committee – encourage each subcommittee to keep moving forward with retention ideas - Lot of things identified – tracking fall to fall retention by sports, majors etc.
- o Fin Aid and scholarships are issues for students – something we all need to work on
- o Next preview day April 18 -

Jack Geller – Arts, Humanities & Social Sciences

- o Accreditation Post Board here this afternoon

- o Criminal Justice program - application sent in appears to be in order- on track to say accredited by end of month - Full Post Board on 28th – David Seyfried will go to meetings
- o Ki-tae Kim – ESL coordinator returned from Korea – visited a number of institutions with those we don't have relationships with – pleased with openness for opportunities – we are low cost provider for international ESL students – we have strategic advantage
- o Met with Michael Darger and Dick Senese in designing a system wide response to assist communities that have experienced a planned closure or significant job layoffs

Kim Gillette – International Programs

- o International Dinner – last one last night
- o 2 tax workshops will be held next week for international students
- o Asked to join U wide trip to Turkey – collaborating with 25 schools and ESL – looking at smaller schools similar to UMC

Stephanie Helgeson – Athletics

Les Johnson – Human Resources

- o U in meetings with Teamsters and AFSCME – UEA members have voted on Crookston & UMD to approve tentative agreement in May for consideration
- o In Nov of 08 Bush administration clarified family med leave act issues - Since then U of MN working to comply for new reporting requirements – faculty and P&A appointments on 12 month need to breakdown vacation and sick leave - Les handed out new leave forms to replace green forms for sick leave and vacation – half day amounts – not in hours. For P & A or faculty that accrue sick leave and vacation

Corby Kemmer – Development

- o Grad Fest Wed, April 8
- o Almost Alumni publication – passed out
- o April 23rd – Bill Tyrrell Walk-a-thon - consider making a pledge
- o Campus guest Dick Hebert on Tuesday April 7– after trying for 3 weeks
- o Many numerous positive remarks on faculty/staff students flood fighting efforts
- o NW Ag School board meeting on 20th
- o April 14-16 in TC on business

Tim Norton – Facilities

- o Tour of new Res Life Bldg - on schedule and budget – looked at Brink also
- o Chancellor said questions are being asked about maintaining Brink. It has water issues - Decision will be forthcoming – cost \$50-75,000 to update fire code issues - Budget issue was for demolition – but do we really want to invest in the building that had 5 yrs for initial extension and then spend money for demolition – not sure will generate revenue to keep it - Dr Baldwin asked in past to have them look at alternatives
- o In 2010- Chinese students coming in – 80 new students will impact Residence Halls

Peter Phaijah – Student Affairs

- o Public Engagement Day is April 21 – 12 to -2:00 – poster session – get areas & depts. to showcase what they do for campus – Peter has supplies – encourage all departments – let Lisa know if you'll be doing a poster– she's keeping info on tables etc.
- o Social Capital – community wide project – do they know services that are available and do they use them – phone, face to face and online survey – U asked to participate in online survey – general survey and a survey for students – UMC involved in many ways and can tap into info – online survey out in about 2 weeks – please fill out
- o Calling will be done in Kiehle 116 – April 2 – 16 – if you want to help call
- o Idl online survey on diversity will be out this week - Try to encourage as many as possible to take survey - Another email will be going out – to give username and password – debriefing will be held on April 30 with Juan Moreno and he will share info with us

Tricia Sanders – Finance

- o Budget submitted last Fri
- o Has met with everyone or will in next couple weeks on UM reports

Jeff Sperling – Technology Support Services

- o UTELL meeting described the utilization of Course Management Systems at the U, where Crookston is a very involved participant, particularly with Moodle. Based on enrollment and courses offered via Moodle/WebCT Crookston ranks very high.

- o Since the release of ARRA stimulus funding, U IT leadership is discussing how best for U to participate, either system-wide or with local opportunities. Discussing further at IT meetings this week.
- o Preparing and planning for next round of notebook gifting initiative – approximately 140 students

Andrew Svec – Communications

- o Simmons Flint will present 2nd of three sessions on the Communications and Mktg audit – Thurs, April 9. Will focus on data analysis and discuss some findings and opportunities
- o Student Youtube video contest will be announced today – come up with video – 2 categories – “What Small Campus Big Degree means to me” and “I love my major”
- o 2 faculty posted Youtube videos – Ken Johnson & John Loegering – will extend video challenge

Dan Svedarsky – Natural Resources

- o Eric Castle and PLANET team took 5th place in leadership at conf at U of California
- o Meetings with faculty/staff/students – process goes on
- o Asked to be in Sustainable Committee – attending sustainable meeting – improve profile on sustainability for campus
- o Earth week – will have dedication of Nature Nook
- o Working on articulation agreements with Vermillion and Brainerd
- o Water conservation meeting tomorrow – Holly Sandberg received the Student Conservationist Award from the MN Chapter of the Soil & Water Conservation Society at annual meeting. Russ Kleinschmidt, UMC 2005 graduate just elected president of this professional org - Advantage of small campus – leadership experience
- o Sat at bell museum – Natural History of Red River Valley – Rhett Johnson organizing

Deb Zak – MN Extension

- o The Red River Valley Emerging Leadership Program celebrated its 25th anniversary on March 28th. ADawn & Chris Melbye were the 2008-2009 Agassiz Ambassadors for the program. Each county is hosting meetings with alumni groups to explore establishing an endowment for the program.
- o The water resources conference will likely be at a tribal college in Wisconsin in late 2009. The planning committee includes Deborah Zak and colleagues from Wisconsin and Michigan. The target audience will be tribal colleges in the three states.
- o Deborah and Stacey Grunewald attended a planning meeting with Public Health directors to work on a State Health Improvement Program grant proposal to address obesity and tobacco use in schools and the work place.
- o White Earth students this summer will be going to Morris to study wind energy– 70 students registered for this year
- o April 17 – Home Grown Economy conference.

Chancellor Casey

- o lot of ideas here today
- o Will talk about Retreat Agenda at Cabinet on Monday - may start getting small groups together to start planning
- o Bob Nelson will be available for Retreat – working on analyzing info on surveys
- o Retreat tends to cover a lot of topics – maybe focus on 2-3 this year
- o Budget handout reminder – will go out later today – information given at forums so everyone has opportunity to hear –if your staff asking questions, please help them work through the issues.

Respectfully submitted by Barbara Ricord