



**UMC Executive Committee
Minutes
May 7, 2009**

Present: Les Johnson, Amber Evans-Dailey, Andrew Svec, Tom Baldwin, Tim Norton, Sue Brorson, Ron Del Vecchio, Stephanie Helgeson, Jeff Sperling, Peter Phaiah, Kim Gillette, Adel Ali, Dan Svedarsky, Michelle Christopherson
Guest(s):

In these minutes: New business/old business, Compact Appendix, Retreat Agenda, Evaluations due, Member updates

Old Business/New Business

Amber

- Correction to old minutes – was quoted as saying 90 % of admits come to UMC, but should be 50% of admits – 40% of apps come on average

Andrew

- Commencement on Sat, sound system upgraded this week - Larger stage this year
- 160 students taking part – about 20 more than last year – program should last about 1 ½ hr
- Reception at 11 in student center – everyone invited
- Tom mentioned that Megan may speak in place of Marshall depending on his laryngitis

Peter

- Last fall brought up issue of all policies to be unified on all campuses – push is to inventory all policies on website – checking to see if UMC policies can match up with administration policies – if not UMC can have campus specific policy
- Policy Advisory Committee – asked UMC to be pilot study for coordinate campuses – Peter sent policies to appropriate groups and will work on this during summer & fall – by next year hope to have policies linked to policy library – started as a request from President Bruininks
- Any new policies in future use new template – templates are on website
- Tom – because of union UMC name is not put on education policies – if UMC's policies agree – can put a disclaimer on it and list UMC name – or put in an exception or in a different area

Barbara

- Reminder - Mon - Staff Day – 11:30 – 1:30

Compact Appendices – Tom Baldwin

- Version 8 of Compact is last document – has been submitted to the TC
- Appendices have now been asked for & there are 7 appendices
- Space & Facilities, Academic Program & Student Assessment Planning, Research, Diversity Planning & Assessment, Outreach & Public Engagement, International Scholarship & Engagement, Operational Performance Measures
- Department Heads have been working on Outreach & Public Engagement – if anyone else has info on this - can send to Tom
- Bob Nelson is helping out and needs to look at summary over last 5 years
- Question if Andrew will do final version? – Needs to be into the Cities by 22nd
- Chancellor Casey sent out version 8 on April 30

Retreat Agenda – Tom Baldwin

- Invitation letter and agenda were sent out
- Others invited will also receive letter and agenda
- Retreat scheduled for 2nd & 3rd of June – Bede Ballroom
- First morning will be review of strategic plan – related material & progress
- Financial Future Committee will begin after lunch - Dr Casey will lead that portion
- Financial Future committee includes – Tricia, Michelle, Corby Jeff, Tim, Andrew & Jack

- Recruitment Retention & Advisement will be the 2nd morning with Peter & Amber co-chairing – committee includes Steph, Sara K., Andrew, Brian D, Dan, Kim and Bill P. – they will meet today at 1:00
- Academic programs is led by Dr. Baldwin with Sue, Adel, Ron, Andrew, Marsha O., Amber and new chair-elect of Faculty Assembly - Will meet with larger committee next week
- Michelle said she was asked to do follow up summary from last year and may need some help to find info – will send out next Mon –please add to it if you have any information for it
- If developing reference material ahead of time – share ahead of time - *** send to Barbara and she will get to retreat
- No laptops or cell phones at retreat

Evaluations – Tom Baldwin

- Reminder – Evaluations scheduled in near future – please get info in to Tom

Member Updates

Adel Ali – Math, Science & Technology

- Katy Smith proposal for grant in aid was funded for \$30,000
- Dr Pam Elf won 3 achievement awards – Most Supportive of Students – Outstanding Educator and Most Creative use of Technology. Pam Sullivan was awarded Outstanding Service to Students
- MST dept having picnic from 11-1 – with about 20 grads and parents – invite you all to stop by and share a burger in Gazebo or Eagles Nest depending on weather

Les Johnson – Human Resources

- Updating of HR web page this summer

Michelle Christopherson – Center for Adult Learning

- Busy registering for summer term – 66 apps for summer
- 25 completing applications – 34 more than last summer
- Fall – 42 apps – ½ of those admitted
- Waiting on Digital Calling Center – should know shortly
- Last Sept 15 thru April 30 – 24 students came through the Center - Converted 25 since Sept
- Need to track manually for now – good tool for them
- Digital Calling Center – \$99,000 request to be the calling center would allow a fulltime position – pay for travel – software & network upgrading – Administrative & overhead – is a great showcase for U of M - If not UMC still get enquiries
- Michelle needs another person to do reporting – additional analysis they are looking for - Hopeful to know in next week - If awarded the position would be grant funded
- Tom said was originally a temporary grant – expecting about 30 calls a week – 193 inquiries in month of April

Sue Brorson - Business

- Hosted Idea Competition - UMC is one of sponsors – potential entrepreneurs in competitive environment
- 2009 Regional Summit – May 12 – with NWMN Foundation – topic is Igniting Innovation – Starting, Sustaining & Growing Business – First Regional Summit
- Encouraging people to stay in their communities
- Extended an offer to one of the Economics applicants – waiting to hear back - they will be on campus tomorrow - Discussion on rental/sales of housing for new people
- Anecdote from Sue – Lisa Eggert teaching online – got info out to the students about her situation with flooding etc and one of the student's in her class – sent her sons a present – MN Vikings football – autographed by players – another student brought in a bag full of clothes – students were very nice

Jeff Sperling – Technology Support Services

- Helpdesk busy – working on contracts for new students and gifting
- New electronic devices keeping staff busy
- Received EMC network storage equipment - will provide storage infrastructure to support UMC server virtualization initiative, storage for existing data needs, and network storage for future projects – including departmental space and storage for GIS lab.
- Implemented new wireless authentication technology where access is granted by machine name in place of user account credentials. Will improve customer experience, particularly during annual password change requirement.

Tim Norton – Facilities & Operations

- o Talking about efforts to work with Ottertail to become campus of choice SIP program – conservation improvement program – made formal presentation to Dr. Baldwin yesterday
- o UMC is one of 3 – application is being filled out – team led by Dan Svedarsky & David DeMuth – needs to be in by end of May – hope to be campus of choice – financial proposal of paying 25 – 75 % of energy upgrades for campus
- o Chancellor Casey has the application at present

Ron Del Vecchio - Agriculture

- o Transitioning into summer mode – found pasture for cattle out by Ron's – fencing being worked on for sheep and horses
- o Tours for Tots – was a huge success – good public relations
- o Working with Dan and NatR for smooth transition - Social scheduled for next week for the 2 departments to get to know each other
- o Equine – Amanda Peterson is the Athlete of year – took 10th in nation in western equitation
- o Nicole Varies is the student athlete of year - Thanks to Steph for her support
- o Acknowledge Lyle Westrom inducted into the FFA Hall of Fame - Terril Bradford – Honorary FFA member
- o An articulation agreement was signed last week with MN West Community and Technical College, Worthington in Agronomy and working on two more – one with MN West Community and Technical College, Worthington in Ag Business and another with Hocking College in Ohio in Renewable Energy and Bio-Fuels Technology
- o Registration is next week – Amy will help out with faculty
- o Wrapped up search – talk with Tom soon on results

Amber Evans-Dailey - Admissions

- o Down a little on apps for new high school students but up on admits
- o Even on transfer students - 50% of new admits usually show
- o Working on applications to keep them moving forward - 170 confirmed new for fall
- o For retention – encourage students to register – 430 students were not registered that could so each advisor & student got email to encourage registration – 2nd list a week later showed 359 students still not registered – if Admissions didn't hear from them got another email to encourage – continuing to work on them – will start calling soon

Stephanie Helgeson - Athletics

- o Completing Institutional Self Study – Due June 1
- o Expanded teambaker golf tournaments to Fosston and Erskine - June 12
- o Hallock – June 21 is the Mark Olsonowski tournament
- o Golf on July 9 in Ada
- o High School graduation on campus on May 29
- o July 18th UMC Teambaker Classic in Crookston.
- o Tuesday, August 11th Women's Golf tournament in Crookston
- o Working on scoreboard proposal – upgrading at football field -Looking at raising money

Andrew Svec - Communications

- o Airing some 30 second radio spots – enlisting KYCK FM – in May and then free match in June
- o Rom Ogard, UMC student has been working with the spots - 12 different spots – listing academic programs
- o Worked with Jack Geller to get word out on CJ Program - Doing some 15 sec. spots on radio KJ108 and XL93 (Grand Forks) from May 4 – 14 to get word out we have the program
- o Amber Bailey working with migration of web pages to U of M content management system
- o Working with Help Desk, Tech Services, Library and HR next - Over summer will work with Admissions
- o Will use official U of MN template to be official with branding
- o John Zak – changed to 80% time so will be out of office most of June & July except for some specific dates
- o U relations and student experience working with UMTC printing to modify Gopher Guide into Golden Eagle guide for incoming new students with additional info– will be for sale in bookstore – no cost to UMC because of pilot project
- o Finalizing postcards for HRI, ITM, CST, Horticulture and NatR

Peter Phaiah – Student Affairs

- Sustainability has lots going on - May 15 deadline to have campus calculator updated for carbon footprint – received good data from faculty staff - doing for all areas
- Working with Chris Waltz to get it done before he leaves
- Propose U adopts for next year – “turn lights off” to save energy - Will go through Dan and Sustainability Committee
- Centennial Residence Hall on schedule and on budget
- Looking to approve add on technology classroom and gathering space with a kitchen component that includes grills, deep fryer – location closer to students – working through funding – will be a good place for gatherings - Will have extended hours
- Trying to make headway on grad planner - Only GNED 1000 students get exposed to it – would like conditionally admitted students get it
- Further discussion will be held – May 13 will be 3 training sessions for grad planner – noon will have lunch – Steve Hannah working with it – would like more staff available to help out
- Michelle – advisors aren’t using it –was discussed at retreat – discussed that advisors should be faculty
- Tom said department heads strongly advise faculty to use it – it’s being worked on
- Peter added that UMC campus has largest amount of students using Grad Planner
- Tim added that the gathering space would not be available for this year in the new res hall
- Priority is the knuckle and 2 wings this fall – gathering space completed sometime later
- Tom – new dorm is full – only 3 apartments not full and 12 beds
- About 300 in dorms for fall - Some from downtown moved back – logistics being worked out
- Some discussion held and questions asked
- Brink is coming down this June

Kim Gillette – International Programs

- International student reception will be held Sat after commencement for families and students
- Working hard to secure summer storage for international students
- Student group getting ready to go to china on the 12th – faculty group also going sooner
- H1N1 flu – keeping everyone posted on impact
- So far only trips to Mexico cancelled - None from UMC scheduled
- Project – Learning Abroad Center – People Soft Program to manage student data. Data will be input over summer – back to 2001-2002 yr – will help with reports and locating students

Dan Svedarsky – Natural Resources & Sustainability

- Transitioning to Sustainability and dept merger
- Updating view book
- In the middle of articulation agreements – with 4 different programs
- Golf & turf agronomy positions should be up on HR site soon
- Working with student placements and internships – placement are big dividends for recruiting
- John Loegering was recognized with the Morse-Alumni Award for Outstanding Contributions to Undergraduate Teaching

Dr. Tom Baldwin – Academic & Student Affairs

- Phil Baird organizing UMC golf tournament for possibly next Thurs afternoon

Eric Burgess - SIFE

Jack Geller – Arts, Humanities & Social Sciences

Corby Kemmer – Development

Tricia Sanders – Finance

Deb Zak – MN Extension

Chancellor Casey

Respectfully submitted by Barbara Ricord