
Guest(s): Joan Brzezinski, Qijie Li, Emily Hanson from Confucius Institute

In these minutes: Introduction and Confucius Institute Update, Capital Projects & Residential Hall Update, Enrollment Numbers, Achieve More & Junior Achievement Programs, Opening Week & Thursday Commons Schedule, Member Updates

Old Business: None

New Business: None

Introduction and Confucius Update – Kim Gillette
Kim introduced Joan Brzezinski, Executive Director, Qijie Li, Assistant Director, and Emily Hanson, Program Specialist with the Confucius Institute. They have been working with her to develop the details of the Confucius representative’s placement at UMC. A 2010-2011 Confucius Institute Annual Report was handed out which can be found at: http://confucius.umn.edu

Kim stated that she has targeted January 2013 as the date the Confucius individual will be working on campus. Discussion ensued regarding the programming that would be available through this individual, that will be formed depending on UMC and the community’s needs.

Capital Projects and Residence Hall Update – Rich Connell and Peter Phaiah
Rich gave an update on the numerous projects around campus (see attachment). The majority of these projects are on schedule to be finished by the time classes begin. Discussion followed regarding the prioritization of projects and that if necessary some may be pushed back and completed after classes have started. Many kudos were given to Rich and his department for their efforts this summer with all the numerous projects on campus.

Peter informed the committee that the Residence Hall construction is on schedule for a planned opening in December.

Enrollment Update – Amber Schultz and Michelle Christopherson
It was reported that our total degree seeking enrollment total for Fall 2012 is approximately 1630 students. On campus enrollment is down and the online enrollment is up relative to last year. Chancellor Wood asked Tom, Amber and Michelle to gather to develop a standard report for enrollment related data and report back.
Achieve More & Junior Achievement Programs – Michelle Christopherson
Michelle distributed information on these programs and a volunteer form (see attachment). She described these programs and informed the group that these programs should also be thought of as a recruitment tool for UMC. Michelle urged the committee to volunteer. Some discussion/suggestion was had about finding a way to incorporate some of our UMC students into these programs as they may have more of an impact. Michelle is looking into this. If you are willing to volunteer fill out the attached forms (registration and background check) and forward them to Michelle.

Opening Week Schedule & Thursday Commons Schedule – Chris Winjum
The Opening Week schedule was reviewed and discussed; a few minor changes were suggested. Chris will make those changes. Individuals were asked to email additional changes (if there are any) to Chris by the end of the day on Friday (8/3). Chris will email this schedule out to the campus email list on Monday (8/6) as individuals are starting to request it.

The Thursday Commons schedule was reviewed and individuals were asked to solicit their departments for ideas for the open dates. It was decided to hold one of the open times during Fall for a Land Grant session. Andrew Svec was out at this meeting, but he agreed in the past to work with a group to coordinate such an event. He can report on this at the next Executive Committee meeting. Chancellor Wood informed the committee that he would commission a group in the Fall to review the Thursday Commons block to discuss if it is the most effective use of time allocated. Since this year’s schedule is already set, it will remain for the 2012-13 academic year.

Member Updates
Tom Baldwin – Academic Affairs
• Barbara has been working on finalizing the Opening Week schedule.
• Recently hired an individual for the role of Online Tutor.

Michelle Christopherson – Center for Adult Learning
• There are upcoming Impact 20/20 trainings in the topics of Workforce Coaching, Generations in the Workplace, and Customer Service. Let Michelle know if interested in participating.

Adel Ali – Math, Science and Technology
• The Robotics camp starts next Monday (8/6). We have 22 participants.
• Working on a requisition to acquire new GIS Lab equipment.

Corby Kemmer – Development and Alumni Relations
• Alumni Association Board meeting will take place next Wednesday (8/8).
• Please attend the Teambacker Fund drive and picnic on Thursday (8/23) during Opening Week.
• FY12 was our best year in a decade as we surpassed 1 million in fundraising.

Jeff Sperling – Technology Support Services
• The new notebook computers arrived early, this has been helpful to our helpdesk in getting them ready. Thea will be contacting individuals to obtain their notebook, those who are ready to get one should contact the helpdesk.
• We will be scheduling PeopleSoft training again this fall, more information to come once a date is set.
• Tablet PC’s won’t be in until February due to manufacturing delays.
Rich Connell – Facilities and Operations
- See earlier update.

Ron Del Vecchio – Agriculture and Natural Resources
- Continue recruiting and registering students, mainly by email at this time in the year.
- Will be distributing the Wall Calendar soon.
- Working on filling vacant faculty positions.

Stephanie Helgeson – Athletics
- Hired Shawn Smith as the new Sports Information Director.
- Next week Fall athletes will start arriving on campus.
- September 8th is the 1st home Football Game. There will be a Mary Tyrrell memorial walk before the game.

Amber Schultz – Admissions
- August 17th is the deadline for this Fall Semester; still Working on registrations and finalizing this year’s incoming class.
- Annual Educators Luncheon is set for Tuesday, August 28.
- Working on finalizing the Fall recruiting travel schedule.

Jack Geller – Liberal Arts and Education
- Becoming accustomed to new offices.
- Two faculty members recently completed their doctorates, David Seyfried and Dan Johanson.
- Working with Chamber and area businesses on increasing internships for UMC students.

Peter Phaiah – Student Affairs
- Lorna Hollowell has been hired as the Director of Diversity and Multicultural Programs.
- September 17 is constitution day. Peter plans to distribute constitution booklets in the student center and share information about voting.
- More information will soon be distributed on the food plan, for employees it will still be $5 to eat lunch in Brown Dining.

Sue Brorson – Business Department
- An 80 inch monitor is being installed in the Business boardroom.
- Working on articulation agreements with 12 schools.
- CRES was successful in recently securing a $50,000 Bremer Grant.

Respectfully submitted by Chris Winjum
1. Classroom renovation is approximately 90% complete. Carpet, paint, new lighting, ceilings, electrical and other general construction activities is pretty well complete. Still need door and hardware replacement, finish electrical upgrades, and window treatments. Currently working on AV and data needs. Dowell 206, 212, 220, and 225 along with Owen 205.

2. 845 new classroom chairs have been received. Have them pretty well distributed and doing the final tweaking to make sure that we have them where they all need to be.

3. Have received and put in place the new classroom tables for Dowell 206 and 225. New tops have been installed in Owen 205. Classroom furniture will be installed in Owen 212 and 220.

4. Lectern’s for the above classroom’s are still a week out.

5. New faculty work stations have been received and are being installed along with task seating and guest chairs. Moves are still underway and remain fluid.

6. Parking lot repairs are well underway with striping to occur next week weather permitting.

7. Athletics’ build out of office area is underway with demo complete and have started framing. Gym curtain replacement project is complete and the gym floor refinishing project is complete and is still curing.

8. New solid surface sinks and partitions have been installed in different public rest rooms in student center and Sahlstrom.

9. Eagle’s Nest project is well underway with demo, framing, drywall, lighting, ceiling installation, HVAC, painting and electrical activities comprising most of the effort. More electrical, window blinds, and casework installation activities will continue to occur.

10. New Residence Hall. Framing is the major activity that is underway. Working on both North and south wings North wing has started up on 2nd floor. Street curbs have been built with paving slated to be completed by the end of the week weather permitting.

11. Steam line repair from the Student Center to Kiser will occur next week which will warrant shutting off the east sidewalk to the back side of the student center.

12. Tree removal and trimming. Removed 41 old stumps need to have a tree planting initiative.
Collectively the Crookston Chamber of Commerce, the University of Minnesota, Crookston’s Center for Adult Learning, and the Retired Senior Volunteer Program (R.S.V.P) of the Red River Valley are excited to announce an initiative to increase awareness of careers and college preparedness; 2 and 4-year to current 7th-12th grade students at Crookston High School. We will also be bringing back Junior Achievement to 2nd-6th grade at Highland Elementary School.

Achieve More; College & Career Preparation 101 and Junior Achievement will kick off within the Crookston School District this fall. This initiative will launch August 16th during back-to-school day and will continue throughout the school year. There will be many activities that will involve both the students and the parents.

**Junior Achievement volunteers** will engage students through a predetermined curriculum to students in 2nd-6th grade. Each volunteer(s), if you are interested co-leadership is welcomed, will spend **one hour a week** for 5-7 weeks after winter break empowering students to own their economic success. The volunteer-delivered, K-12 programs foster work-readiness, entrepreneurship and financial literacy skills, and use experiential learning to inspire kids to dream big and reach their potential.

**College & Career Preparation 101 volunteers** will share **one hour** at CHS with 7-12th grade on **Thursdays** during lunch. College & Career Preparation 101 will allow you to mingle and share with students your career knowledge, college or vocational training experiences to better define a career one might be interested in. Students may ask questions like “What type of degree do you have? What are you job duties? Salary range? What you like about your job?” etc. Partners leading this initiative; UMC, RSVP and the Crookston Chamber have created the framework to begin career and workforce discussions specifically for this audience.

This innovative partnership between Crookston’s business community, educators and volunteers, is to engage young people to connect with relevant occupations, regional and local. The success of this project will bolster the local workforce and contribute to economic growth in Northwest Minnesota.

As a community effort we are inviting you, as volunteers to join us, to talk with students about your occupation, how you got there and to begin thinking beyond twelfth grade. This initiative is a community effort and are cannot happen without volunteers. We are asking if you would let us come into your business and discuss with your employees our initiative, Achieve More or have them fill out the attached volunteer form and return to:

Janessa DeBoer
deboe053@umn.edu
218-281-8673
VOLUNTEER POSITION DESCRIPTION

Job Title: College and Career Preparation 101

Job Summary:

Visit the Crookston High School from 11:25-12:25 on one Thursday (or more) throughout the school year. You will walk around to the tables, mingle and discuss with students your career. They may ask questions such as “What is your favorite part of your job? What is your salary range? What are your job duties? What type of education or training did you receive to obtain your job?”

Duties and Responsibilities: Answer any questions students may have.

Requirements and Qualifications: Friendly, courteous and interested in talking to youth about future careers, training and college experiences.

Time Commitment: 1 hour

Location: Crookston High School

Responsible to: Janessa DeBoer
Deboe053@umn.edu
218-281-8673

Orientation and Training Provided: Basic information and informal communication with youth about workforce training, college experiences etc., background check required and paid for by District #593

Benefits Provided: Help students explore careers they are already interested in or ones they have never thought about.

Our goal is to improve four-year on-time graduation rates in high schools and increase the number of local college students obtaining two- and four-year degrees. We want to show students that obtaining a degree is possible. College and Career Preparation 101 will provide parents and students with financial, academic and social tools for improved college and career awareness and preparedness. As a volunteer you have priceless knowledge to share with students. You will be able to help them discover their passions and turn it into a career.
Junior Achievement &
College and Career Preparation 101
Crookston and surrounding community volunteer form

We are looking for volunteers, like you, adults in the workforce who will share one hour during the 2012-2013 academic school-year. Highland Elementary and Crookston High school along with the University of Minnesota, Crookston, the Retired Senior Volunteer Program of the Red River Valley and the Crookston Chamber of Commerce have partnered to increase awareness of occupations and careers while aiding in increased high school graduation rates. Our goal is to engage students and encourage them to learn more about their community, school and aid in providing them more social, financial and academic resources to begin thinking beyond twelfth grade.

Junior Achievement (JA) and College and Career Preparation 101, with your help, will launch August 16th during Crookston’s “Back-to-School Day”. This community wide initiative will allow volunteers to step into the lunchroom and classrooms at Crookston#593, here are two ways in which you can participate:

(1) **Junior Achievement volunteers** will engage students through a predetermined curriculum to students in 2nd-6th grade. Each volunteer(s), if you are interested co-leadership is welcomed, will spend one hour a week for 5-7 weeks after winter break empowering students to own their economic success. The volunteer-delivered, K-12 programs foster work-readiness, entrepreneurship and financial literacy skills, and use experiential learning to inspire kids to dream big and reach their potential.

(2) **College & Career Preparation 101 volunteers** will share one hour at CHS with 7-12th grade on Thursdays during lunch. College & Career Preparation 101 will allow you to mingle and share with students your career knowledge, college or vocational training experiences to better define a career one might be interested in. Students may ask questions like “What type of degree do you have? What are you job duties? Salary range? What you like about your job?” etc. Partners leading this initiative; UMC, RSVP and the Crookston Chamber have created the framework to begin career and workforce discussions specifically for this audience.

(3) **Tutoring & Other** Volunteer at the High School P.A.T.C.H (Pirate Assistance Team Conquering Homework) program on Tuesdays from 3:30-4:30. If you are unable to attend any of the current volunteer opportunities but are still interested in helping, please fill out the following information and we will contact you regarding other volunteer opportunities that will become available.

This community initiative needs your expertise and cannot happen without you, please consider sharing one hour to meet, share and engage with Crookston’s youth.

I would like to volunteer for:  
- [ ] Junior Achievement  
- [ ] College 101  
- [ ] Other

Name: 

Phone: ___________________________ Email: ___________________________

Company: ___________________________

Occupation and/or training: ___________________________

Field: ___________________________

Best Available Month: __________

*You can also e-mail this information to Janessa DeBoer at deboe053@umn.edu or fax 218.281.8676
# Release of Information

**Volunteer**

**PLEASE PRINT LEGIBLY**

**Legal Name:**

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**Date of Birth:**

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**Gender:** M / F

**Social Security Number:**

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**Driver's License Number:**

| State Issued: |

Please list all addresses for the past seven years (attach additional sheets if necessary):

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List any other names you have used (attach additional sheets if necessary):

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Have you ever been convicted of a crime? Yes / No

If yes, please complete the section below:

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(Attach additional sheets if necessary)

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release information without restriction or qualification to Crookston School District #593 and/or The McDowell Agency, Inc. I hereby release Crookston School District #593 and The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this form or any application form, may be grounds for refusal to enlist in my services and negate any present or future volunteer or employment possibilities with this organization. Furthermore, I understand that any offer that has been made to me for the use of my volunteer services with Crookston School District #593 is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify me from volunteering at Crookston School District #593 and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by Crookston School District #593. I understand that this release is valid for the duration of my service at and that Crookston School District #593 or The McDowell Agency, Inc. (at the request of Crookston School District #593) may choose to investigate my background at any time during the term of my service.

I have read and understand the terms of this authorization and agree to the terms stated herein. A photocopy or facsimile of this authorization will be treated the same as an original.

**Signed**

**Date**