UMC Executive Committee Notes
August 15, 2013

Present: Chancellor Wood, Carola Thorson, Les Johnson, Deb Zak, Andrew Svec, Jeff Sperling, Corby Kemmer, Barbara Keinath, Ron Del Vecchio, Kim Gillette, Sue Erickson, Bill Peterson, Peter Phaiah, Michelle Christopherson, Soo-Yin Lim-Thompson, Sue Brorson, Chris Winjum

Guest(s): None

In these minutes: Retreat Follow-up, Background Check Policy and Discussion, Staffing Update & Orientation, Chancellor Update, Member Updates

Retreat Follow-up – Chancellor Wood
Chancellor Wood informed the group that President Kaler’s retreat is focusing on Twin City initiatives which allows UMC the liberty to develop our strategic plan. Currently, Valery Richardson is compiling a list of themes from the retreat, and Peter and Carola are working on identifying Enrollment Management issues that need attention and creating groups to work on those areas. As progress is made, updates will be brought back to the Executive Committee as well as to the whole campus.

Background Check Policy – Les Johnson
Les discussed the updates (see attached file) to the U of MN Background check policy. Basically, the policy is expanding the requirement for background checks to include all hires (with a few exceptions for some student positions). UMC already implemented this broader background check policy voluntarily a couple years ago so we are already in compliance.

Staffing Update & Orientation – Carola Thorson
Carola handed out the Orientation Schedule and encouraged individuals to participate in some of the events (student check-in, convocation, etc.). Carola also informed the committee of some new hires in her department: Brooke Novak as Transfer Counselor and Jessica Osborn as Application Processor.

Chancellor Update – Chancellor Wood
- Eyad Youssef resigned his faculty position, so John Loegering will be the Chair of Faculty Assembly this year.
- Vice Chancellor Keinath was able to obtain an extension on our AQIP project
- Upcoming Dates - Sept. 18 the Minnesota House Bonding Group will visit campus and Sept. 25 the Minnesota Senate Education Chair Senator Bonoff and others from that committee will visit campus.
- Employees have voiced some concerns over possible Health Benefit changes. U of MN HR will be communicating and disseminating information about this soon.
- Facilities Update – We are looking at options for an interim project manager to help wrap up a number of critical projects.
**Member Updates**

**Corby Kemmer – Development and Alumni Relations**
- This Saturday (8/17) UMC will have a float in the Ox Cart Days Parade. All Faculty and Staff are welcome to walk with the float. Any faculty/staff interested should just wear Maroon and Gold show up at the float staging area.

**Kim Gillette – International Programs**
- 30 International Students will start arriving over the next few days as our international orientation begins Tuesday and then combines with the all student orientation on Friday.

**Carola Thorson – Admissions and Enrollment Management**
- Current enrollment numbers are 973 (on campus) and 757 (online) for a total of 1730. These numbers change almost daily.

**‘Pre-Posted’ Member Updates**
- NONE.

Respectfully submitted by Chris Winjum
The Office of Human Resources is implementing a new background check policy and process to help ensure greater consistency system-wide in the hiring process. Effective and consistent background checks help further important University efforts to provide a safe and secure environment for all University students, employees, and visitors, and to protect University assets and property.

Effective immediately, background checks are required for all hires, all internal transfers and re-assignments (including temporary/casual employees), and volunteers interacting with or overseeing minors in program activities or recreational or residential facilities. This new requirement will be included on all new postings submitted through the employment system.

We are also using a new vendor and more efficient process for conducting background screening. To summarize the new process:

- Hiring authorities complete the Background Check Request form and email or fax it to the Job Center, AHC, or UMD for processing.
- The finalist receives an email (eLink) from the new vendor with website and login information.
- The finalist has five days to access the eLink and complete entry of their personal information or the offer will be withdrawn; the vendor sends a reminder on the third day.

Please be assured that the Job Center will continue to work collaboratively with your unit in determining the finalist’s suitability based on background check results. Responsibility for initiating and paying for background checks will remain the responsibility of each college or administrative unit. The request, receipt, evaluation, interpretation, and maintenance of all background checking reports will remain the responsibility of the Office of Human Resources.

The full policy, procedure, and forms are available online for your review. If you have any questions, please contact your unit’s designated employment representative, or Dyan Matczynski at (612) 626-9460 or Laura Negrini at (612) 624-4142.