Present: Chancellor Wood, Barbara Keinath, Chris Winjum, Peter Phaiah, Kevin Thompson, Andrew Svec, Tricia Sanders, Dan Svedarsky, Stephanie Helgeson, Corby Kemmer, Dave Danforth, Les Johnson, Kim Gillette, Jeff Sperling, Carola Thorson, Michelle Christopherson, Rob Proulx, Joseph Shostell

Guest(s):

In these minutes: Weather Cancellation Procedures, Fleet Services, Travel Policies, Lean Look at Admissions Pathway, Strategic Planning January Workshop Date, Winter Break, Member Updates

Weather Cancellation Procedures – Andrew Svec, Dave Danforth
Andrew and Dave reviewed the weather cancellation procedures. Items discussed included:
- Decisions and announcements made by 6:30 am.
- Text U will be first message to go out, email, website and local media announcements will follow
- Housing and dining is available for any commuter employees that get “stuck” on campus
- International Programs will work with students who are not familiar with Winter to educate them on what to expect

Fleet Services – Dave Danforth
Dave reminded the committee of the fleet check out policies below:
- Return vehicles on time, vehicles are heavily scheduled and returning them late means others may miss their trip
- Complete the vehicle cards fully (Driver, mileage, budget number, etc.)
- Try to keep the vehicles as clean as possible as they don’t always have time to clean them before their next use
- Inform facilities if anything seems wrong with a vehicle

Dave asked everyone to remind their departments of these.

Travel Policies – Tricia Sanders
Tricia reminded the committee to check per diem rates for lodging and meals before making reservations or requesting reimbursements. She also informed the group that “purchasing specific seats” at an extra cost on airlines is not reimbursable. Tricia asked that directors remind their department employees of these and encouraged anyone with questions about travel to speak with her or Peggy in the Business Office before they finalize any plans.

Lean Look at Admissions Pathway – Barbara Keinath
Barbara and Michelle discussed a recent 2 day workshop where members of Admissions, CAL, and Academic Affairs gathered to review the student admissions process and document each step in an effort to find efficiencies. The group will meet again to remap a new, more efficient, process.
Strategic Planning January Workshop Date – Chris Winjun
Chris reported that he tallied responses, and January 8th was selected as the best date to hold a Strategic Planning workshop during the week of January 5-9. Barbara said the workshop will last from 9am-3:30pm and the main topics being discussed will be alignment with the Twin Cities Strategic Plan, and discussion/development of a UMC Freshman Transition Experience.

Winter Break – Chancellor Wood
Chancellor Wood reminded everyone that this year is unique in that Wednesday, Dec. 24th is a work day and the 25 and 26 are Holidays. He also informed Department Directors that if they feel their unit is not “crucial” to operations on December 24 he was OK if they chose to close their office. However, personal vacation time must be submitted for any employees who are not working on December 24. Some discussion took place on certain departments that need to remain open on that day.

Member Updates

Andrew Svec – University Relations
• DRUPAL migration (web content system) has been a big undertaking for Amber. Over the next 12 months they will have to convert all of UMC’s sites and thus will be limited on the amount of new web projects they can take on.

Barbara Keinath – Academic Affairs
• Two programs will go to the BOR for approval in December, those are International Business and English.
• A bunch of faculty searches are getting underway
• Cabinet approved a revised structure for the AQIP Steering Committee

Stephanie Helgeson – Athletics
• Men’s Basketball exhibition at 4 pm on Saturday (11/8) home
• Women’s Basketball exhibition at 2 pm on Sunday (11/9) at UND

Respectfully submitted by Chris Winjun