Present: Fred Wood, Barbara Keinath, Chris Winjum, Sue Erickson, Peter Phaiah, Les Johnson, Kevin Thompson, Soo-Yin Lim-Thompson, Carola Thorson, Corby Kemmer, Tricia Sanders, Dave Danforth, Andrew Svec, Michelle Christopherson, Joseph Shostell, Rob Proulx, Dan Svedarsky, Jeff Sperling, Stephanie Helgeson

Guest(s):

In these minutes: Lean/Kaizen Group “New Entering Online Pathway” Presentation, UMC Policies and Procedures Comprehensive Review, Summer Camps Information, Chancellor’s Update, Member Updates

Lean/Kaizen Group “New Entering Online Pathway” Presentation
Barbara Keinath and the Lean/Kaizen workgroup explained the process they used during their 4 day review of the “New Entering Online Pathway” process. They used the Lean/Kaizen approach to breakdown the process into all the tasks being done, which then allowed them to review all those tasks and eliminate some of the redundancy, or bottlenecks, etc. Some of the big take away concepts were:

- All initial requests will be directed to the Center for Adult Learning to eliminate multiple people helping the same applicant (redundancy), and to assure accuracy
- More streamlined communication to student (currently, there are multiple contacts from different people on campus which can be confusing for the student)
- A broader understanding of who does what on campus in this process

UMC Policies and Procedures Comprehensive Review – Peter Phaiah
Peter handed out a list of all the UMC specific policies. Each policy has an owner (or multiple owners) associated with it. Peter asked all owners to review their policies for the purposes of (1) updating them so they are current, or (2) eliminating them if they are no longer needed. The intent is to use the system policy when appropriate and have as few campus specific policies as possible. Peter asked for all policies to be reviewed by the end of the Spring 2015 semester.

Summer Camps Information – Peter Phaiah
Peter handed out a check list and planning sheet for summer camps on campus. If anyone is interested in hosting a camp, they can visit with Lisa Samuelson and Peter Phaiah for more information. Camps need to be revenue generating as there is not funds set aside to support camps. Also, promoting of summer camps should begin early into the Spring Semester.

Chancellor’s Update – Chancellor Wood
- BOR Meeting Update
  - Chancellor Wood presented at different meetings on the topic of student achievement gap and access and affordability and how we are addressing those issues at UMC. He also presented on the UMC Wellness Center schematic design.
  - 2 Majors were approved for UMC to begin offering – English, and International Business.
The Regents want more information on a tuition reimbursement pilot program for UMC employees that Chancellor Wood will have to present on at the February BOR meetings.

**Member Updates**

*Dave Danforth – Facilities and Operations*
- Tomorrow (Friday 12/19) there will be fire alarm testing on campus.
- Monday (12/22) there will be a power outage in Kiehle scheduled from 7-9 am

*Jeff Sperling – Technology Support Services*
- Sunday (12/21) will be maintenance on internet infrastructure/servers from 6 am – 10 am

*Stephanie Helgeson – Athletics*
- Men’s/Women’s Basketball is at home tomorrow (Friday 12/19), come out and support the teams.

*Peter Phaiah – Student Affairs*
- Food service will be shut down over break. Some people will be around for meals/food service for meetings if needed if you arrange ahead of time. Eagles Nest will be open with limited hours.

*Tricia Sanders – Finance*
- January 7th U Stores Training on campus, watch for reminder email after the holidays
- January 15th Thursday Commons – DRUPAL Open House

Respectfully submitted by Chris Winjum