UMC Executive Committee Notes
October 1, 2015

Present:  Barbara Keinath, Chris Winjum, Jeff Sperling, Kevin Thompson, Soo-Yin Lim-Thompson, Michelle Christopherson, Dave Danforth, Stephanie Helgeson, Katy Nannenga, Harouna Maiga, Kim Gillette, Sue Erickson, Dan Svedarsky, Deb Zak, Les Johnson, Joseph Shostell, Bill Cleveland, Peter Phaiah, Andrew Svec

Guest(s):

In these minutes: System and legislative retention and graduation targets, Overview of Campus labs strategic planning module, Unit recruitment and retention action plans, Member Updates

Strategic Planning Recap – Barbara Keinath
Barbara gave a recap of the work of the Strategic Planning work done over the last year at UMC to include the work of the SPERS and SIET groups, aligning our work with the Twin Cities, etc. She reminded the committee of this year’s focus of “Diversity, Inclusion, and Engagement efforts.” Barbara also asked the committee if it seemed reasonable to continue with the schedule we used last year of using this time for 1 Executive Committee meeting a month and 1 Strategic Planning meeting a month. The committee agreed that this seemed like a reasonable way to use these scheduled meetings.

System and legislative retention and graduation targets – Barbara Keinath
Barbara handed out 2 files. The first handout is legislative metrics that are approved and expected of Higher Ed institutions in Minnesota. They ask for retention and graduation rate improvements, see the attached file for all the details. The second handout, U of MN Progress Card, comes from the Board of Regents and also lists retention and graduation rate goals along with other goals. See this attached file for all the details.

Overview of Campus Labs Strategic Planning module – Sue Erickson
Sue explained what the Campus Labs Strategic Planning Module is, basically it is a software application that helps us facilitate the campus assessment process via a variety of tools. One part to it can help us organize, and process campus metrics. Sue explained that we need more input data in the module in order to get information out that we help us. Sue showed some examples of the type of data that can be entered and asked for volunteers to enter their plans in a similar, consistent fashion. Soo-Yin, Peter, Joseph, Stephanie, Kim, and Jeff all agreed to enter their plan information into a spreadsheet which Sue will provide to them by October 23, 2015. They will work with Sue on this if they have questions.

Other conversations/questions developed during this part of the meeting. Those included these topics:
- A need for campus wide enrollment goals. OK if they are “stretch” goals
- A need for graduation rate data besides just retention rate data (for Michelle C. work)
- What recruitment strategies have we used in the past? Which work best? Bill Cleveland and Michelle Christopherson are going to look into this. Bill stated Salesforce Software can help us with much data, but we need to start using it as best we can.
Unit recruitment and retention action plans
We did not go into these examples as time was running out. But, we did agree for the named 6 to work on entering their information (see previous topic of these notes).

Member Updates
Facilities – Dave Danforth
- Please read the email information about the closer of areas of campus to traffic due to the crane needed for the Wellness Center construction.
- Next Tuesday all campus electricity will be running through the South transformer as the North one will be shut down and replaced. We don’t anticipate any problems as the lone transformer should be able to handle the load just fine.

Center for Adult Learning – Michelle Christopherson
- We have had some renovation in our area, stop in and visit us.
- Nan Wright will now be working for CAL, we are excited to have her.

International Programs – Kim Gillette
- Join us today at 3 pm in the Prairie Lounge for Moon Cakes and the Mid-Autumn Festival.

Public Relations and Marketing - Andrew Svec
- I am working on the campus directory. Hope to have it out in a couple weeks. Please reach out to me if there have been changes in your area to let me know of so they can be incorporated into the director.

Athletics – Stephanie Helgeson
- Home Volleyball this weekend
- Homecoming next week, lots of activities, see schedule for details and please come out and support our students.

Respectfully submitted by Chris Winjum