Present: Fred Wood, Barbara Keinath, Peter Phaiah, Andrew Svec, and Les Johnson. Also present for the first part of the meeting was Chris Winjum. Tricia Sanders was absent.

I. Current Business

- Chancellor Wood provided a brief update on the unification of campus admissions functions. Bill Cleveland’s last day as a full-time external consultant at Crookston is projected to be January 15th, after which Bill will be working primarily from the Twin Cities campus. He will continue to serve as the Interim Director of the Office of Admissions. Peter will provide assistance as needed to Alisha Aasness, who will serve as the on-campus admissions team lead, and to Michelle Christopherson, who will continue to lead the online recruitment efforts. Peter, Michelle, and Alisha will continue to work closely with Bill regarding recruitment and admissions efforts. The campus plans to use a search firm to begin a national search for a new Director of Admissions, who would oversee both efforts.

- Meeting time for the group was discussed. It was agreed to continue meeting at 8:30 am on Monday mornings for the month of January. Starting in February, meetings will occur at 9:00 am on Tuesdays.

- UMC has been contacted by Student Bridge to determine UMC’s interest in producing recruiting and information videos. They have submitted a proposal for the year 2016. More discussion will follow.

- Chancellor Wood provided an update regarding the murals in Kiehle Hall. The group discussed the possibility of identifying a person to act as leader/facilitator of a committee that will start a broad-based conversation regarding the murals. The committee will include both internal and external representation. More thought will be given to the idea during the next few weeks.

- Les presented a Request to Make an Offer Form to be used by hiring authorities when making a job offer to a new employee. The group provided feedback and suggestions. Use of the new form will begin immediately.

II. Due to the Martin Luther King holiday, the next regularly scheduled Chancellor’s Cabinet will be on January 20th at 8:30 am in 308 Selvig Hall. There being no further business before the group, the meeting adjourned at 10:30 am.

Respectfully submitted,

Les Johnson