Due to VCB/F Johnson’s inability to attend the meeting due to illness, Chancellor Kristensen suggested that items intended for her attention be handled via e-mail. The proposed list of questions was altered accordingly:

1. Would it be possible to receive a current organizational chart of the Division of Student Affairs?

An organizational chart was distributed by Bicak illustrating the organizational chart within his division. Zeller distributed a current, but still evolving, organizational chart of the Division of Student Affairs. There are still some open positions to be filled and it was emphasized that this is a “draft”, only. The changes reflected in this new structure had been considered for a long time. Most notable changes include:

- Academic and Career Services; more focus will be placed on assisting students in their development of plans for both academic and career success; there will be a one-stop-shop approach to deciding upon and changing majors, minors, and other program of study procedures.
- Employment fairs have been improved and more employers are attending, broadening the scope of job opportunities for UNK students/grads.
- The workload balance of academic and career advising complement each other in terms of high, peak times of activity, making efficient use of staff time.
- The physical location puts all services in one place and no services have been eliminated in the change.
- The College of Business and Technology is contemplating a possible satellite location on west campus.

It was further emphasized that this is a fluid organizational chart and distribution is for informational purposes, only.

2. The phone audit. The purpose of this audit is to register phones (equipment) as university property and to catalogue equipment that is being used to facilitate repairs, replacements, and inventorying. It is a short, non-intrusive process and the intention is to provide advance notice if possible.

3. Dual-credit courses in high schools. High school teachers receive a $500 stipend (1 has actually received that to date). The Chemistry department reports that this is working well for them. More departments are considering, or at least showing some interest. Kearney High is the pilot right now. Students pay a flat rate tuition. Chancellor Kristensen stressed that we will be accepting dual-credit from students regardless of where they get it. We should try to capture some of this for UNK. Qualifications stipulate a Masters Degree or a special combination of education, training, and experience. Right now the Masters Degree has been met.
4. Up-date on Noel-Levitz. Zeller reported that the current phase is a follow-through on the retention process. The retention plan was approved last summer. Work has begun on the advising piece and services for providing this are being discussed and explored. There is also a steering committee planning a 1st Year Experience—in draft stage right now. It will be piloted in the fall semester of 2010. An assessment instrument will be identified and student peer leaders will be hired yet this semester. The new program is being designed to provide transition for students into the university experience. There are marked differences between this program and the previous Y1 program on campus. These courses will be 1 credit, 16 week classes and each college will offer two. Students will be advised into these courses during new student advisement and will need to get permission to register. Helping Students be Successful Lopers is a tag-line associated with the program and it was noted that these courses will not be focused on study skills and they will include an emphasis on civic responsibility. Chancellor Kristensen reported that Noel-Levitz has finished Phase One—Enrollment Management. They are still under contract and will advise on retention and development of the retention plan. Essentially, they are on “retainer”. He suggested that the Faculty Senate Exec Committee meet with the Retention Committee for an up-date at the next scheduled meeting.

5. Plans for Budget Cuts. The budget is still in flux with uncertainties. Bicak distributed “Budget Reduction Guidelines” document. Deans have been cautioned to move slowly and judiciously with hiring and open positions.

6. Administrative Reports
   a. Chancellor.
      i. President Milliken is committed to the Online Worldwide Program. Departments who are successfully growing their on-line programs will not be penalized. Programs making money will get money.
      ii. The Saunders Property legally belongs to UNK and a settlement of fair market value will be decided at a later date through appropriate legal channels. When the weather improves, work will resume. UNK is still working with the city on traffic pattern plans.
      iii. He encouraged all to refer back to his public memo on the budget issues.
      iv. Recruitment is “hot” as it may alleviate some budget concerns. Spring enrollment numbers should be circulated to faulty senate. One important thing coming from the work with Noel-Levitz is the emerging plan to collect and to analyze information and use that information in planning other aspects of recruitment.
      v. Fundraising—as a campus we have passed $20 million and goal is $50 million. The fundraising team is focusing on identification of prospects.
   b. VC Bicak.
      i. The NSS Dean’s Search is progressing. There are 4 finalists and visits to campus are expected before Spring Break.
      ii. The Dean of Student Affairs position is at the definition stage. It is anticipated that the description of the position will be crafted later this semester, after the restructuring is more complete.
      iii. Tenure and promotion is the subject among deans and chairs in terms of aligning college guidelines with university guidelines.
iv. There are so many amazing things going on across campus—theater productions, ITEC’s career event, the Times Talk presentations…

c. Dean Zeller.
i. A “Learning Commons” idea is emerging from a partnership between the Dean of the Library and the Dean of Student Services. Because the reliance on technology is increasing among students, and many of those students frequent the library after regular classroom hours, services housed within the library are essential.

ii. The writing center will stay there and tutoring will move to the library facilities.

d. VC Carlson.
i. The Enrollment Management Council’s work has been incredibly helpful to his responsibilities. Outcomes include a focused expenditure on the Omaha area, increased visibility through the website, facebook, and the number of hits on these is way up.

ii. A concentrated effort has begun to visit with the people in Grand Island to develop a sense of ownership of UNK (as “their” university). The Grand Island Chamber has reached out to develop a stronger presence for UNK at the State Fair.

iii. He pointed out some other marketing outreach activities such as the UNK ads on TV during the Olympics broadcast.

iv. A group of UNK students is also attending a dinner with state legislators and there is another marketing push in the Antelope to encourage students to sign-up to continue living in the residence halls.

v. Zeller added that, due to the economy, the halls aren’t full, so there is a need to promote halls to upper-classmen. Although it is difficult to sell without a price tag (unknown until food service provider is determined), they decided to proceed with the promotional efforts.

vi. The planetarium dedication will be an important event.

vii. The legislative situation continues to be monitored carefully; however, there are no current bills that present threats to UNK specifically.

President Benz asked VC Bicak if he had heard anything about the lowering of credit hours needed to graduate.

It is on the radar, and it is believed that the topic will reach UNK sometime in the future. It is a timely concern due to the P-16 initiatives. All present expressed concern that 13-16 differs fundamentally from P-12 and all concerned should stay tuned.

The meeting concluded at 12:30 pm.

Recorded and submitted by Tami Moore, UNK Faculty Senate President-Elect
1. What is the purpose behind the survey of phones in the offices? Would it be possible to get a courtesy 24-hour notification?

It is necessary for us to inventory and document the telephones that are located throughout the administrative offices of the campus. We are tagging and recording the types of phones that we have placed in all offices. We are creating an inventory list so that we can efficiently upgrade as well as service telephones across the campus. Our goal is to complete the inventory project in the next 45 days. Telecommunications will send a notice to each building supervisor to make them aware of when they will be in each building.

2. Why has the reconciling of procurement cards moved out of the finance office to the secretaries, especially given that secretaries are not allowed to reconcile their own procurement cards? Even if the State Auditor’s staff had not identified the practice of self-reconciling procurement card activities, our internal audit process would have identified this as an inappropriate practice. Fundamental accounting standards require us to separate certain activities so that we are accounting for the handling of financial resources according to accepted accounting practices and principles. The volume of activity could not be accommodated in the central financial office.

3. Along these same lines, why are secretaries responsible for filling out the paperwork for new faculty hires when this is something that happens in a department once every 5-6 years? Given the consequences of a mistake, would it not make more sense to keep this task in the finance office as well? Over time we have delegated processes out to the departments because we have moved from manual systems to electronic systems. Years ago, administrative assistants filled out form and submitted the forms to HR, Finance Office, Budget Office, etc. Now with electronic workflow, administrative staffs in offices throughout the campus have been able to eliminate the manual filling out of a form and they can go on-line to submit the information. It is a much more efficient way to operate. The administrative staffs have the information and are much closer to the process then the staff in the central offices. The way we understand the flow of work is that the administrative staffs in the Deans offices would review such paperwork before it is submitted for approval so assistance could be provided from the Deans offices if the departmental assistants require help since they only complete these forms every once in a while.

4. How do the budget numbers look for On-line Worldwide? The group (Kenya T., Gloria V., Larry R. Jean Mattson, Barbara J.) have agreed on a formula that we will use in establishing the budgets effective July 1, 2010. The formula will be shared with the Deans and faculty who managed the on-line programs and activities. We also agreed on several principles involved the current on-line revolving funds and how we would handle carry forwards with the new state accounts that will be established with the July 1 budgets. I can share this information at our next meeting.
Clarifications from Kim Schipporeit (Registrar’s Office – SIS Team Lead) 
Regarding the Executive Council Minutes concerning Item #4 – Additions in blue italics.

4) How is the transition to the new SIS progressing? Will the timelines be met?
• They are on track and on time, but constantly facing new challenges. This is about the halfway point and the intense work will continue through August 10th when the skeleton of the People Soft system will be running. The go live for the system is in March but we will be working on it for the next 20 years!
• New students are applying and that process is working. Current students are starting to get their new NUIDs No students are not getting new NUIDs. They will keep their current ID (as will everyone else on campus) They will need a new password for PeopleSoft and they are getting emails asking them to establish a new password. We sent emails to the first 1000 students and had 70% convert with no problems. Need to get the remaining 30% and keep moving on the rest of the current student body. We sent a total of 10,300+ emails and will be sending reminders to those who have not yet responded next week. We have about 20% so far who have set a new password.
• Advising this spring for the Fall will be on the new system. Degree Works should be up and running. No. Advising for Spring will be on WebEASI/WebSMART as will registration. Advising for fall will be on PeopleSoft along with registration for fall. Everything (registration, drop/add, grading etc.) for this spring and summer will be on the current system. Everything for fall 2010 and thereafter will be on PeopleSoft. The Degree Works system should be available by January 2011. It will NOT be available this March.
• Summer registration is to be determined. What system we will use depends on meeting the deadlines for the modules that have to be in place. No. Summer will be on the current system.
• While there will be glitches, we will get through this. There have been no major catastrophes among the seven campuses.