**Administrative Council Minutes**

**January 14, 2010**

**KC130B**

Present: Charles Cary, Stuart Green, Shirley Sellers Paul Nowak, Reeta Piirala-Skoglund, Tim Sehr, Jack Tharp, Cathy Valcke, John Wellington, , Stacey Thomas, Johnny Hughey, Sarah Sarber, Kathy Ross, Erv Boschmann, Cherie Dodd, **,** Katrina Janes, Kathy Ross, John Ross, Fred Hakes, Carl Pennington, Gerry Stroman, Julie Saam, Sharon Calhoon, Robert Dibie, Sue Sciame-Giesecke, Linda Wallace, Rhonda Armstrong, Amber Mumaw, Ann Cameron,

Absent: Karen Gallatin, Christy Bozic, Beth Van Gordon, Gerry Stroman, Dave Selby, Marvagene Cummings, Jerre Fercho, Kathy Parkison

The meeting was called to order at 2:30 p.m.

Items for good and all were shared by the group.

**Enrollment Update** - J. Tharp

We have met our spring enrollment goals. Our Spring 2010 headcount 2,789 and our credit hours 27,723.

**Budget Update** – T. Sehr

IC Green sent a message to the campus regarding the state mandated budget cuts. The Kokomo campus will receive $879,352 less in state funding over the biennium. Also we will not be receiving any federal stimulus dollars. Fee income from higher enrollment will be needed to do campus projects. For next year’s budget fee enrollment should equal 50% of our budget. There is a university-wide effort for campuses to use the contractual agreements with vendors. Last year one million dollars was spent at amazon.com those purchases should have gone through Barnes and Noble. Purchasing is going to create a master list of contracts to help assist staff in using them. There is a new policy on travel. If travel forms are submitted sixty days after travel there will be no reimbursement.

**Revised process for OCM requests** – K. Janes

A draft of the OCM request for project online form was shared. Some of the content has been updated to obtain more information about the project. At this time there are no attachment capabilities or confirmation after submission but these items can be added.

**Energy Savings** – T. Sehr

Charlie is currently serving on the IU Fuel Purchasing Committee which is looking to find ways to save energy. Some ways to save energy would be to set thermostats at 68 degrees, removing unnecessary lighting in hallways (courtyard halls) that have natural light, turn off the digital signs and computers monitors at night. These initiatives have been approved by Cabinet and will be implemented with the understanding that if it changes the look and feel of the campus it will be reviewed again.

**Distinctiveness** – S. Sciame Giesecke

The Distinctiveness Task Force committee has outlined five key areas of campus distinctiveness that students would be required to experience before graduating. It was suggested to align this document with our mission statement

1. First year experience
2. Applied/experiential learning
3. International and diversity education
4. Mentorship
5. Leadership

**FOE Update –** K. Parkison, S. Sarber

The three FOE Dimensional Committees of Philosophy, Organization, and Faculty have submitted their reports. A retreat has been scheduled for February 26th for those committees and the Student Success committee. Decisions on how to implement recommendations will be discussed at the retreat.

Meeting adjourned at 4:00pm