

CABINET MINUTES

March 3, 2009

Present: IC Green, VCs Nowak, Sehr, Tharp, and Sarratore, AAO Stroman, CIO Beth Van Gordon

IC Green Introduced Elizabeth Van Gordon as the new CIO to Cabinet members.

Old Business

Enrollment update - VC Tharp

VC Tharp said according to the weekly report we receive from Vic Borden from the University Reporting and Research office our new admits is up 39% from this time last year. He explained it is to our advantage to get students to apply as early as possible especially high school students even though we know these students apply to more than one school. IC Green wanted to know if it is worth creating a message indicating our enrollment is up to recruit new students. VC Tharp and VC Nowak will create a message. VC Sehr pointed out that intercampus transfers are important and that changes in admission patterns may indicate students are staying closer to home to attend college because of the economy. Nursing admits are up as well. He also reminded the Cabinet that Representative Herrell will be on campus tomorrow to meet with nursing students. VC Nowak asked if we can find out where transfer students are coming from.

Budget Update - VC Sehr

VC Sehr shared with the Cabinet the University Budget Office fee projections for 2009-2010 showing actual credit hours by school. He pointed out summer school hours are not included in this report. IC Green asked if this information has been shared with the Deans and thinks it is important to do so. It will help identify pockets of success or problems. VC Sarratore said he will share this information at the next Deans council. We need to more closely align our resources with our enrollment. Soon individual units

will begin budget hearings. We need to clarify today a couple of basic approaches. VC Sehr gave several budget scenarios while being mindful of special costs and needs. Recommendations are for a 5% cut for non-personnel and all are to prepare a report for their area. IC Green pointed out it's not just about cutting expenditures but also about moving forward in the Strategic Plan even in difficult financial circumstances.

Issues with VSA – Sharon Calhoon

Sharon reviewed with the Cabinet the Voluntary System of Accountability (VSA) participation agreement to make sure we are in compliance with reporting requirements and timelines. She pointed out that we are one of the first adopters of this program in the state of Indiana. We need to adopt an exam such as the CAP, CL, or MAPP. IC Green said we need to choose an exam and align it with what we are trying to accomplish in communication, writing, critical thinking, and problem solving. Also a college cost calculator and student data such as undergraduate success and progress rate, future plans of bachelor degree recipients, core learning outcomes, need to be reported before the April 3rd deadline. Because it could take significant staff time to prepare this information, she is asking if we should continue with this program. VC Sehr asked if we don't comply what are the consequences. VC Tharp feels at this time we have other important priorities that need our attention. Maybe we could identify a junior or senior student to assist with this task. The outcome will be it will take us longer to be VCA compliant in some areas. VC Tharp will assign this task to someone. VC Tharp will report back with a time line.

Lack of representation of minorities in searches - AAO Stroman

AAO Stroman shared with the Cabinet a handout that broke down searches for the last five years for positions such as clerical, physical plant, professional, and faculty which show that the campus has not had many minority applicants in the staff search pools and noted we have done fairly well with faculty searches. VC Nowak asked what is it we are measuring against. AAO Stroman feels we rush to fill positions instead of taking the time to recruit minorities. VC Sehr asked if they don't apply how we get them too. We advertise nationally for professional positions but for clerical and physical plant most are local applicants. IC Green pointed out that diversity is in our mission. We need to change the behavior to change the outcome. Be more proactive in bringing in diverse applicants. One option is to host a job fair and solicit applications in advance by reaching out to the community. For professional positions we can make connections with professional organizations such as NACADA for hiring pools.

Beginning salary for professional staff positions –AAO Stroman & Jerre Fercho, HR

AAO Stroman shared with the Cabinet her concern about new professional staff being hired in at different levels in the same job family with same amount of experience but at a different salary level. IC Green pointed out there are different levels of attainment and more experience can be a factor. IC Green also mentioned that the Faculty Compensation Implementation Task Force has done the research on the equity issues of faculty and professional staff salaries and that the goal is to begin addressing the issue. The goal is to bring staff salaries up to the minimum market zones with the exception of those who are performing tasks at a higher level. We should pay more because we expect more. IC Green mentioned that he brought options before the Administrative Council to address the equity salaries issue. IC Green asked that Gerry and Jerre worked together on a campus CSI-related policy and bring it back before the Cabinet.

IU Emergency Preparedness committee – IC Green

IC Green said the campus will have to submit a plan showing how we would conduct business in case of a disruptive event. The plan should outline what are core needs are to continue to do business. The issue of emergency badges to essential personal was discussed. VC Sehr said physical plant staff already have these badges in place. It was agreed we will use IU Notify as a tool to alert faculty and staff when the campus is closing or will be closed due to weather. Also a policy about cameras will need to be created if we plan to use them for security. IC Green said he will consult with the Campus police regarding this and stated if we do install them we will need to list where they are located and that they are not regularly monitored.

Meeting adjourned at 12:00