

Administrative Council Meeting April 30, 2009 Minutes

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Administrative Council

Minutes

April 30, 2009

3:00-5:00 p.m.

KC130B

Present: Diane Bever, Christy Bozic, Ann Cameron, Charles Cary, Marvagene Cummings, Robert Dibie, Cherie Dodd, Jerre Fercho, Karen Gallatin, Stuart Green, Fred Hakes, John Hughey, Katrina Janes, Lu Ann Name, Carl Pennington, Reeta Piirala-Skoglund, John Ross, Sarah Sarber, Steve Sarratore, Sue Sciame-Giesecke, Tim Sehr, Dave Selby, Gerry Stroman, Patricia Swails, Jack Tharp, Stacey Thomas, Cathy Valcke, Beth Van Gordon, Linda Wallace, John Wellington

Absent: Sharon Calhoon, Paul Nowak

The meeting was called to order at 3:04 p.m.

IC Green began the meeting with a couple of announcements. Due to the threat of the H1N1 influenza, there will be no hand-shaking at commencement or Honors Convocation this year. In fact, President McRobbie has asked everyone not to shake hands at all during this threat of illness. Frequent hand washing is encouraged. (This action was advised by the State Board of Health.)

IU Kokomo will be participating in the May 8th Maximum Impact Simulcast to be held at the Oakbrook Community Church. Tickets are available in External Relations. Contact Marcia Reynolds if you would like a ticket. If quantities of tickets are needed also let Marcia know. The Community Foundation may have additional tickets for our use. The event is taking place at a church, but it is not a religious event. It will be an inspiring experience for those in a leadership role.

The Emergency Planning Committee will be convening to discuss planning in case of a campus closing or the cancelling of events due to the influenza virus. Our current Emergency Crisis Plan mainly pertains to incidents and emergency situations, not pandemics. IU Kokomo needs to have a comfort level of readiness as it interacts with Paul Sullivan, Deputy Vice President of Administration. Travel, especially to Mexico, is being discouraged. IC Green will receive updates from Bloomington along with Dave Selby who will report to the other EMCC members and keep everyone informed.

Good News

The new marketing pieces are using the salary differences between obtaining an associate and a bachelor's degree to encourage students to continue on to a bachelor's degree. The lifetime income difference is significant. The Campus Beautification Day was a huge success. The Parking Committee is working to make parking friendlier for off-campus visitors. Results of the IT satisfaction survey are back and indicate a 97% satisfaction rate. The Republic of South Africa has asked Dr. Dible to give a talk on leadership. A total of seven student employees are receiving degrees this year. Our ten-year accreditation effort was a great success. The campus hosted a Workforce Development Summit. This Summit brought together several community organizations working together to help the unemployed and under-employed workers in the community. Services are being aligned and the next step includes a Workforce Fair which is scheduled for June 27th. The first fall orientation to be held on May 2 has 170 students and 133 parents signed up; one of the largest we have had (if students show up). There are two new

employees in the Registrar's office, Barbara Rink is the new Assistant Registrar and Lisa Pierce is the Student Records Specialist. So far 40 students have taken advantage of the fee deferment plan. The Library and Student Government are funding coffee for finals week. The Nursing Salon held at the Kelley House on April 27 included stakeholders in the community and went very well. IU Kokomo has been invited to collaborate with all of the Parkview hospitals in our Radiography program. Staff Council will be supplying water to the graduates and faculty during the commencement ceremony. Faculty Senate will be electing candidates to be on the new Chancellor Search Committee. We will be switching to Numera instead of Falcon to track IT trouble reports. Entrepreneurship has been embedded into the New Media, Informatics, Fine Arts programs and the Freshman Learning Community. The second Leadership Institute meeting will take place May 7-8 in Indianapolis. The accreditation team was impressed that the campus had a Professional Staff Council. More people are becoming aware of Purdue Programs on campus. Take Back the Night was a huge success raising \$7600. Kathleen Ligocki, an IU Kokomo graduate, will receive the Distinguished Alumni Award in June. She is the only regional campus graduate to receive this prestigious award. Angela Siders is our new admissions counselor. Student Services is finally at full capacity. The deadline for scholarship is now May 1 instead of April 1 this should be very helpful to students. The articulation agreement with Ancilla in education is ready to be signed. The 2010 accreditation team for the School of Business has been put together. The regional Business Deans are working together to improve their respective business program.

Enrollment Update

Registration is up 11% for continuing students from last year. This amounts to about 100 students. Overall new admits are up 23%. This number will go down some, but everyone is working hard to retain students. IC Green congratulated everyone. He did note that it is still a critical time and everyone needs to continue to focus on the needs of the students. This year's budget looks to be about the same as the 2008-09 budget and will remain flat for next two years if it is passed and signed by the Governor. The only way to generate additional funds is to raise

fees and more students enroll. Since fees are set by the Board of Trustees, the only control the campus has is bringing in and retaining as many students as possible.

Advising Update

All academic advisors for the Advising Center have been hired. G. Stroman passed out an update of the advisors in the different areas. All moves will take place before July 1. A Mission and Value Statement has been created along with learning outcomes for each area. Sharon Calhoon is reviewing those. There will be a training session in May or June for advisors. Academic Advising will have a portal page on the new website that is student oriented. The clerical staff for the advising units is being finalized. An update with all pertinent information will be distributed by Gerry Stroman when all information is confirmed.

Diversity Initiatives

G. Stroman handed out a copy of the status of the campus diversity initiatives that are a part of the campus Diversity Plan as follows: the Diversity Committee has been formed and meets once a month; a review was done to bring up salaries and a plan has been proposed to accomplish this. This will hopefully come to be if monies are available in the budget; a Chancellor's Diversity Award was established. The recipient of the award will be recognized at the Fall Convocation in August; a Diversity Workshop took place in October, 2008 and Faculty are reporting how they incorporate diversity in their classes; the general education requirement of at least one multicultural course has been established and will begin Fall 2009; a workshop regarding multiculturalism in the classroom will be presented by Natasha Flowers and sponsored by the CTLA in the Fall of 2009; and the first meeting with the vice chancellors to discuss enhancing student, faculty and staff diversity at all levels of the university was held.

Several faculty members wrote proposals for the President's University Diversity Initiative with one proposal being funded. It includes two summer programs, one for underrepresented middle school students called Science Rocks and one for underrepresented high school students.

African American churches in the community have been contacted to engage their congregations. Reverend Lee is committed to enhancing the lives of his congregation with education.

IU Kokomo Alumni Board & Ivy Tech Alumni Board Possible Partnership

C. Valcke reported on a possible joint partnership between IU Kokomo and Ivy Tech Alumni. This partnership would help encourage Ivy Tech alumni to complete a bachelor's degree at IU Kokomo. A joint event is in the works for July 30 at Half Moon to raise scholarship money for Ivy Tech graduates that are enrolling at IU Kokomo to continue their education and work toward a bachelor's degree. It was discovered that many Ivy Tech students feel somewhat intimidated by the IU Kokomo campus, parking issues, etc. Visits to campus for these students with an IU Kokomo guide (possibly even IU Kokomo students that were once Ivy Tech students) would help to allay the fears of these potential students.

Campus Branding

An RFS has been submitted to Bloomington for the campus branding. This will standardize the campus colors of cream and crimson, the IU Block and the campus Cougar. IC Green polled the room regarding the use of "Welcome To" above Indiana University versus just the block. The preference was to use "Welcome To."

IT Audit

University Audit did a review of the machine room on campus, its equipment and adequacy. It was found to be in compliance with policies, but there did seem to be an abundant amount of employees with keys to this room. This will be rectified by installing a keypad.

Technology Infrastructure and needs of the campus

B. Van Gordon distributed the IT services budget presentation for FY 2009/2010. She discussed the cost of IU Kokomo using local hardware vs. UITS enterprise hardware. By going with UITS the cost savings in the long run would be significant. Telephones would switch to VOIP which would allow all phones to ring at one time in case of emergency.

Student Success Committee

President McRobbie mandated that each campus take 1% of the non-academic budget and convert to academic purposes. Since graduation rate is a major metric he wants these funds to support student success. This funding, Degrees of Excellence (DOE), placed an emphasis on student financial need and increasing retention and graduation rates. The outcomes of this investment will be reported back to President McRobbie. A call for proposals for this funding was sent to the campus. With funding of \$98,548 and 14 proposals amounting to a total of \$260,000, difficult decisions were made by the Student Success Committee as they reviewed these proposals. The committee was able to fund six of the 14 proposals. Those proposals to be funded include need-based aid for students, increased student employment and support for competitive wages, Institutional Research Council, SNAP proposal for tutoring in nursing and sciences, book voucher/short term loan fund and the Center for Research/Creative Activity undergraduate research teams.

Since Barnes and Noble are not able to take vouchers for books, the committee felt it was necessary to fund short term loans for students. These loans will be tracked to see how many students are using the money. It was noted that the success of students in the classroom is largely dependent on having all materials needed for class on the first day. The SNAP program is focused on improving retention and graduation rates by providing peer tutoring and mentoring in the four science courses and four nursing courses found to be the most difficult for the largest number of students. The campus has put a growing emphasis on undergraduate research and the quality of the undergraduate experience. They have found it is possible to improve graduation rates through involving students in extracurricular research activities directly with faculty. The IU Seek project was not funded with DOE funds this year, but S. Sarber told the group that there is \$3500 in the ADP account for IU Seek. IC Green thanked the Student Success Committee for their hard work. Cabinet will develop a charge and assessment model for each funded proposal and hold these proposals accountable to ensure the projects do in fact contribute to retention and graduation rate increases. The Chancellor's office will send out thank you letters to those proposals that did not get funded and encourage them to seek external funding.

Meeting adjourned at 5:00 p.m.