

Administrative Council Minutes

June 16, 2009

9:00-11:00 a.m.

SM234B

Present: Diane Bever, Sharon Calhoon, Charles Cary, Jerre Fercho, Karen Gallatin, Stuart Green, Katrina Janes, Lu Ann Name, Paul Nowak, Carl Pennington, Reeta Piirala-Skoglund, Sue Sciame-Giesecke, Tim Sehr, Dave Selby, Gerry Stroman, Patricia Swails, Jack Tharp, Cathy Valcke, Linda Wallace, John Wellington

Absent: Christy Bozic, Ann Cameron, Marvagene Cummings, Robert Dible, Cherie Dodd, Fred Hakes, Johnny Hughey, John Ross, Sarah Sarber, Steve Sarratore, Stacey Thomas, Beth Van Gordon

The meeting was called to order at 9:00 a.m.

Items for good and all were shared by the group.

IC Green began the meeting with an announcement. The house passed a budget bill last night. Instead of a 4.5% decrease they are proposing a 2% increase. It will be July 1 before anything will be confirmed for the next budget year. (Unfortunately, this budget was not approved with what we ended the session with).

Enrollment Update

VC Tharp reported that overall new admits are up 16%. Nursing is at the top of the list. Below 70% for advanced registration are the School of Business, Allied Health and SPEA. VC Tharp spoke to the group about the Eduventures conference he and Dean Giesecke attended. The conference highlighted how involved parents are with their children's college experience. It isn't until their senior year when the student makes more of the decisions. For our freshman, 75% of the engagement is done by the parents. IC Green asked that the orientation group take a look at this data and discuss it with VC Tharp and Dean Giesecke to put together a report to bring back to Administrative Council. This report would include recruitment strategies regarding parents and any changes that might improve enrollment.

Budget Update

VC Sehr said there is still no state budget approved at this time. It is not known when we will have a new budget, but probably by July 1. The uncertainty makes it very difficult for students and parents since they do not know what tuition they will need to pay in the fall and what will be available in state supported financial aid.

Foundation of Excellence (FOE)

The fee has been paid for the Foundation of Excellence program. Sarah Sarber and Kathy Parkison will be leading and co-chairing this initiative consisting of nine committees. A handout describing these committees was distributed. The Foundation of Excellence takes an in-depth look at first year freshman and transfer students. Nine committees will be formed, each with a different topic. This will be a two to three month process. There will be as a part of the process two surveys, one for the first year and transfer students and one for faculty and staff, both focused on the freshman year.

Calendar for Recruitment and Admissions

An advertising, recruitment and promotion schedule has been compiled with key activities going on in each school on campus. The goal of the calendar is to integrate admissions and marketing in their recruitment efforts. The discussion then turned to accountability of recruiting students. The process begins with admissions. Once a student is admitted, the academic advisors work to assure the student attends an orientation. Is the dean of each school then accountable for the number of students they are able to recruit into their program? Since there is no consequence (such as increase or decrease in budget) the efforts might not be what they could be. IC Green discussed Responsibility Center Management (RCM) budgeting. With this budgeting approach, if enrollment is up the department budget is up and if enrollment is down the budget is down. This issue will need to be discussed. IC Green would like the deans to meet with VP Neil Theobald, Doug Priest and someone from IU East since they already use this system. VC Sehr noted our system resembles the RC model in some significant way already. The Deans council will need to have a session on the budget.

Dean Giesecke suggested that each member of Administrative Council be assigned to a community and get involved with that community through Rotary and other committee specific events.

Business Continuity Planning Effort

The University Emergency Planning Committee has been working on a Planning Effort in the event of any kind of disruption to the campus. This includes a building going out to the entire campus shutting down. Work should be done in individual units as to what this would mean. It will need to be decided what is a unit and how to go about deciding. This item will be on a later agenda.

Campus Archives

Interim Dean Bever would like to encourage all members to make archiving part of their regular duties. The link for archiving is

<http://www.iuk.edu/~kolibry/LibCollections/Archives.shtml> and

guidelines are at [Office Records of Campus Administration and Academic Units](#) (PDF) [Records of Student Organizations and Student Life](#) (PDF). She is also available to help when people move offices or just sort through files to look over things and help decide what needs to be archived. It is very important to date all materials.

Update on Web and Twitter

The Alumni and Admissions offices are now using Twitter. You can check those out at www.twitter.com/IUKAA and www.twitter.com/IUKokomo. If your department is interested in joining, you can contact Katrina.

An e-mail will be sent to webmasters with a link to the new site that will launch by the end of July. Webmasters will be asked to review pages and print pages to mark up with any updates needed. Those changes should be sent to OCM.

IC Green thanked LuAnn Name for her service on the Council. Also thank you to Pat Swails for the great job she has done.

Meeting adjourned at 10:37 a.m.