

Cabinet Retreat Minutes August 17, 2009

Monday, October 12, 2009 8:29 AM

IU Kokomo Cabinet Retreat

August 17, 2009

Minutes Part II

Present: IC Green, VCs Nowak, Sehr, Tharp, Asst. VC Stroman, Asst. VC Kathy Parkinson

CIO Van Gordon

Agenda Items covered:

IV. Review the campus' base; who comprises our base; who is most important to our success; who are our most critical stakeholders/partners?

A. Identify our most important internal stakeholders:

- President McRobbie – expectations and goals – Meeting set for the 25th
- Vice Presidents – peers
- ALC – Charles Banz
- Alumni/donors
- Elected officials

- Faculty Senate Officers – IC Green will meet with Senate president once a month and all Senate officers once per semester.

- B. Develop plans to build a more robust stakeholder-support program

- C. Most Important external stakeholders:

§ K-12 Superintendents

§ Ivy Tech regional campuses

§ Advisory Board – Recruit new members who can contribute. Also possibly recommend that it become a giving Board. Board guidelines are in the process of being revised as well as membership duties.

§ Work Force One

§ Employers of our graduates

§ Hispanic population in Cass County, utilize new Board member Julie Lauck as a resource to connect with this group.

§ Community foundations – Economic Development, Clinton/Carroll County. Three key people, Deana Crispen, Ron Harper, and Jim Marino. Important to partner with these people because they can open up doors and help facilitate new meetings.

D. Discuss doing an external stakeholder's survey

It was concluded that this survey would be a useful way for the new chancellor to connect to campus stakeholders, so this activity was deferred until fall 2010.

E. Discuss strategies to build external base support

1. Assign tasks to IC Green and VCs to work on specific segments of the base
2. Coalesce around signature themes that include the external base

V. Resources: Human, Fiscal, Capital

A. The campus continues to face a looming budget deficit of 1.3 million for 2011. With anticipated state appropriation cuts expected in the 2011 to be equal to the federal stimulus money in the 2009 fiscal year budget. We need to address increasing financial aid and giving faculty and staff raises in 2010; this will bring the anticipated deficit to the \$1.3 million level. We will need enrollment increases to offset these expenditures. Because the campus did not budget the 4.4 increase in tuition, we are able to reduce the base for 2010-2011 by the \$410,000 required by VP Theobald. We also built a \$200,000 contingency into the current budget by not filling several positions. Most of these funds will be spent on visiting positions. Regarding the use of these funds in the future, it is clear that they will be used to address the campus' highest priorities for new or replacement faculty positions. We also plan to give a 2% raises increment in 2010-2011 for faculty and staff, pending approval by the Board of Trustess.

B. Assistant VC Parkison presented the Cabinet with a list of several faculty positions for consideration in the 2010-2011 budget. The following faculty searches were approved:

1. Anatomy
2. Biology
3. Health Administration in SPEA
4. Informatics
5. Subsequent discussions have resulted in approvals to search for positions in New Media and graphics

VCAA Sciame-Giesecke urged a review the responsibilities of the director of Havens Auditorium and assistant director of the Office of Business and Community Outreach to ascertain the capacity for these positions to take on other important campus tasks. VC Sehr pointed out that currently the Director of the Havens is learning and assisting Tara Halbrook in room scheduling. The Business Community Outreach staff person may be given other assignments such as grant writing duties.

VI. Discussion of Key Guiding Principles:

A. Management by alignment of resource with strategic focusing/doing, not by contraction (balancing the budget)

B. When cuts are required, first share the pain, then cut surgically

C. Be transparent and inclusive – Already doing this by posting all meeting minutes

to RSS the feeds.

D. Focus on priorities

E. Discuss RCM steps to incent Deans and Faculty

IU East has implemented RCM successfully. Units get to keep money that is left over in their budgets. The Bontrager reports says the University budget as currently configured provides few incentives for individuals and departments to engage in activities that will lead to enrollment increases. VC Sehr will talk to Dan Dooley regarding developing an RCB model for our campus.

F. The campus will also consider the following budget issues for 2010-2011.

· Consider re-establishing non-personnel carry-forward of unspent 05 budgets

- Consider sharing 50% of increase over base for new tenure-track faculty hires (understanding new base is not established until 2nd year). Require deans to give back base if enrollment drops significantly (establish credit hour requirements for each unit). The above presumes adequate overall campus growth to accommodate base increases in individual units.

- Discuss creation of Ad hoc Budget Advisory Team; form a the team of about seven people who will be comprised of faculty and staff to help assist in creating next year's budget and where to make cuts, also how we are managing it? VC Sehr has been charged with facilitating the formation of this team.

- Set date for campus-wide budget presentation – September 23, 1:30pm

VII. Foundations of Excellence (FOE)

- A. Presentation of goals, process, current status

- B. Discussion of communication process throughout initiatives

- C. Development of timeline for incorporation of FOE outcomes and recommendations for fall 2010 schedule and budget

VIII. BOT Meeting at IU Kokomo campus is February 18 & 19, 2010

- A. Logistics:

1. Food Service
2. Meeting Rooms
3. ALC, CFOs, etc.

B. Campus Presentation:

1. Faculty Senate President, John Ross
2. Student Body President, Amber Mumaw will oversee the creation of the new Student Advisory Committee; deans will submit the names of participating students to Amber.
3. Campus Themes (FOE), Sue will present, along with Kathy and Sarah

HEWC Jack/Amber – We need to explain to the Trustees why the Health and Wellness building is important to the campus.

Nursing Simulation Lab, Dean Wallace

IX. Understanding Problems and the Opportunities:

- A. Distribute budget plan – Neil Theobald

- B. Identify strategic opportunities for cuts by 2010-2011 (per MAM's mandate)

- C. Review enrollment trends and establish priorities in new positions

- D. Identify opportunities for non-fee-based revenue from auxiliaries; gifts; grants; contracts, etc.

X. Strategic Themes for this year:

- A. Connectedness and Belonging
 - 2. Pride in the Campus
 - 3. Campus Distinctiveness
 - 4. Measuring progress

Meeting adjourned at 1:00pm