Administrative Council Minutes August 26, 2009

Thursday, October 08, 2009 3:05 PM

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2:30-4:30p.m.

KC130

Present:  Sharon Calhoon, Charles Cary, Karen Gallatin, Stuart Green, Lu Ann Name, Paul Nowak, Carl Pennington, Reeta Piirala-Skoglund, Sue Sciame-Giesecke, Tim Sehr, Dave Selby, Gerry Stroman, Jack Tharp, Cathy Valcke, Linda Wallace, John Wellington, Christy Bozic, Ann Cameron, Marvagene Cummings, Robert Dibie, Stacey Thomas, Beth Van Gordon, Fred Hakes, Johnny Hughey, John Ross, Sarah Sarber, Kathy Ross, Julie Saam, Kathy Parkinson, Erv Boschmann, Rhonda Armstrong

Absent: Cherie Dodd, Jerre Fercho, Amber Mumaw, Katrina Janes

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

IC Green welcomed new members Kathy Ross, Erv Boschmann, Rhonda Armstrong, Julie Saam, and Kathy Parkinson

Items for good and all were shared by the group.

Enrollment Update – J.Tharp

VC Tharp reported that as of today the campus enrollment is up 11.8 percent in credit hours and 15.5 percent in head count.  There was a slight decline in seniors.

Budget Update – T. Sehr

VC Sehr reported that he was able to restore the academic travel budgets.

IC Green wanted to share an observation.  Our Board of Trustees determines free rates and campus budgets.  ICHE sets guidelines for fees and IU observed all of them.  The current debate over tuition rates while understandable undermines the authority of the ICHE and the IU Board of Trustees.

Guidelines for printing materials thru OCM – P. Nowak

VC Nowak said a couple years ago IU completed a communications makeover because its printed materials and web sites were once wildly diverse, with different logos and colors for each department and program. At the request of the IU Board of Trustees, the Division of Public Affairs and Government Relations now guides the Integrated Image Program, which seeks to create a consistent visual identity for all of IU. The program's visual identity guidelines pertain to all official communications including publications, stationery, billboards, giveaways, web sites, and videos. VC Nowak encourages all units to do an inventory of their printed material to see if their printed material fits the guidelines otherwise

please have it reviewed by OCM prior to re-printing.  If you do not have funds for printing certain materials OCM may have funds depending on the priority level of the project and budget availability.  Also many publications may now be done digitally. The Connections newsletter and the campus annual report have now gone digital.

VC Nowak also shared briefly with the Council the campus branding initiative.  Some of the new changes include replacing banners with wall application of signature in the Student Commons.  Also the entry into the main building will have a welcome sign with the IU Kokomo logo.  He also mentioned the campus roll out of the new website will be September 11, 2009.

Update on Parking – D. Selby and T. Sehr

The Director of Safety and Security David Selby explained to the Council about the changes in parking on the IU Kokomo campus.  Students are now required to register their vehicle and display a new decal.  The main building front lot has been changed from student parking to faculty/staff because of safety issues.  This decision was made by the campus parking committee and representatives of the student body.  There will be four new visitor spaces in the front for people who are basically stopping by the university to do quick business such as picking up a transcript or a catalog.  These spaces are not to be used for visitors who are attending meetings. The front lot will open up to student parking after 5:30pm.  Due to our increase in enrollment most lots are full.  The parking garage lower level will remain open and will be patrolled.  It was suggested that a group of student leaders walk the campus at night.  Students have been requesting a second decal.  Students will be given a temporary pass at the Welcome Center if their car is in the shop.  At this time there hasn't been a decision or process of how to give those out.  IC Green suggests that until there is a solution that a message is communicated to the students that we are working on the problem.  It was suggested that a flat parking fee be assessed.  IC Green said that this could create a problem when calculating other fees.  IC Green suggests that if the new parking rules need to be modified that we have this task completed and ready to implement by the spring semester.

Academic Affairs Planning Retreat – S. Sciame-Giescke

The planning retreat will take place on August 28th.  The retreat will be focused on campus distinctiveness and by the end of the fall semester we should be able to articulate who we are.  This will assist us when we begin the chancellor search in the spring.

Quick Updates on Server – C. Pennington

The new network data storage server is in test mode but will be ready later this semester.  The storage capacity will be increased to 10 gigabytes for each account. The old server will be retired once everyone's files are moved over.

The MITH Fair will take place on September 17, 2009.  If you would like a booth contact Craig Swoverland.  This year's theme is "IT adds Value"

A new printing program will be added called Cougar Print which is for students to manage their printing more responsibly and will be available in the spring.  There will also be available a program called print finder which can auto download drivers to local printers anywhere on campus.

I-Light walk thru will take place on September 9, 2009

Meeting adjourned at 4:30 p.m.