

CABINET MINUTES

October 13, 2009

Present: IC Green, VCs Nowak, Sehr, Tharp, and Sciame-Giesecke, CIO Van Gordon

Absent: AVC Stroman

Information Items

Enrollment update - VC Tharp

VC Tharp said he met with the Deans Council and reviewed the current enrollment plan. He outlined a revised five year enrollment goal. The plan calls for increasing enrollment by 20 students a year.

The Indiana Commission for Higher Education has initiated "College Go Week" to encourage high school students to pursue a college education and will waive application fees. Unfortunately the message didn't filter down to our local high schools. However, it was advertised at the campus level.

The Cabinet has had discussions about moving the campus to RCB budgetary model. It was not implemented this year. If the Deans wish to present an RCB model to the new Chancellor we can move the discussion forward. RCB would provide Deans with a budget incentive. It might be a good idea to invite Neal Theobald to do a presentation to the Deans Council about RCB and budgeting. VC Sehr pointed out campuses that currently uses RCB have problems meeting budget targets. VC Sehr also pointed out that the enrollment headcount of 16.2% includes ACP and this does not generate income. VC Sciame-Giesecke said that South Bend receives ACP income. It also has an ACP office on campus. VC Sehr said the published number doesn't show us who we are actually teaching and which ACP students are completing degrees. IC Green said we have to function under current assumption until circumstances change with ACP. He did say ACP did come up in a recent Presidents meeting and campuses feel the distribution of income should be reviewed.

Budget Update - VC Sehr

He did share with Cabinet how stimulus money may impact R&R. IU has been notified that the 1% (\$108,000) that was held back by Governor Daniels in fiscal 08, and that will come to us using ARRA funds, must be used for R&R. He also shared with the Cabinet the State's announcement yesterday that state revenues for the first quarter of 2010 was \$254 million, or 8%, below estimates. The next few years will present a series of budget challenges. Neil Theobald sent an email suggesting we may need to take further steps to protect our academic mission in the face of tightening resources. The following options were outlined such as the option of changing 12-month PAE Staff employees to 10-month positions at 10/12 pay, but with 12 months of benefits (similar to faculty) and departments can use the short work break policy to grant unpaid leave for 30 days or more to a staff employee. Administration would have to make these decisions about employment time; employees would be consulted. The policy in place would need to be modified to adopt this approach to biweekly staff. Also we will only refill or create mission critical positions. IC Green pointed out we are currently doing this now. He suggested we have a plan showing what we have already done to consolidate positions, eliminate positions, and expand the role of existing positions. He asked VCs Tharp, Sehr, and Sciame Giesecke to outline a proactive response on this issue to send to VP Theobald. VC Sciame-Giesecke pointed out that IUB and IUPUI have larger staff in their offices and ours have about one or two people. IC Green said Bruce Berglund is our representative to the President's Cabinet and he has told him we have reduced our staff. IC Green remembers a few years ago when there was a push for SES centralization but at a cost of 11.5 million dollars.

IC Green also pointed out our growing Hispanic population in the area and asked if we are meeting the needs of these students? VC Sciame Giesecke said that JR Pico knows a lot of these students and is helping in the recruitment of these students in various ways and Carlos Zapata is an academic advisor. He said studies show these families like to stay close to home. It is estimated the Hispanic population will be the nation's largest student pool by 2050.

Diversity – AVC Stroman

There was no diversity update

New Business

Update on finalized major projects – S. Green

The following are approved projects:

- Hunt Hall cooling tower:

- o The cost may be less than estimated and R&R money will be used.

§ Estimated cost \$200,00

- Digital Signage:

- o Hardware has been received and waiting on specifics for installation such as wiring. Target date for implementation is the beginning of the spring semester.

§ Estimated cost \$100,000

- Roof Repair and work (Main bldg.):

- o One portion of the work has been completed

§ Estimated cost of entire project \$94,000 mostly R&R funds)

- Kresge Carpet:

o Carpet sample from IU Architect office was sent for our approval. The Chancellor and Director of Physical Plant felt it needed to have more blue in the design. Sample was sent back to architects office with our request for additional samples.

§ Estimated cost of \$60,000

· East Stair well:

o Has been painted

§ \$15,000

· Bogle Renovation:

o Paint and remove wainscoting and white board to make room for Bogle portrait. Also new video conference equipment will be installed for administrative meetings.

§ Estimated cost of \$2,500 (video conference equipment at no charge)

· Cover Write Offs:

§ The Bursar has been very aggressive in collecting this bad debt. As we never completely recover unpaid fees, we must budget for this loss.

§ estimated cost \$175,000

- Branding Plan:

- o In the process of being implemented throughout the campus. There may be modest additional costs involved.

- § Estimated cost \$5,000

- IT intelligent infrastructure

- o This project includes providing a second I-Light connection for the campus and migrating our servers to IUIITS intelligent infrastructure in Bloomington and Indianapolis.

- § Estimated cost \$100,000; the bid was returned at \$60,000, saving \$40,000, with a recurring annual cost of \$5,000 for maintenance for ten years. However, we also avoid the substantial cost of bring our server room up to code and the recurring cost of maintaining this facility.

- Outreach 1 renovation:

- o 21st century occupants of Outreach I will be moved to Outreach II during the first week of December. Hope to have contracts for renovation by January 1, 2010

- § Estimated cost \$200,000

- Nursing Simulation Lab:

- o This project is tied to the Outreach I renovation, as well as finding a new room for Purdue programs. The total cost will include \$250,000 in equipment.

- § Estimated cost \$600,00 plus \$250,000 = \$850,000

- Lighting Project:

- o Is needed for safety reasons

§ Estimated cost \$58,000

The following are proposed and pending projects:

Commons Renovation:

- o The goal of this project relates to campus pride and connecting and belonging by giving the Commons a more collegiate look for students and including branding element in the space. The current floor, tables, and chairs are 20 years old. The plan is to put the IU pitch fork in the middle of the floor.

§ The estimate for the floor, tables, and chairs is \$60,000. Rather than moving forward piecemeal, it was decided to request the design services of the University Architects Office to develop a comprehensive design approach to revitalizing the space before moving forward. We also plan to involve the new student Chancellor's Advisory Committee in this project. We hope to have a design as project cost to review by mid-spring.

- Classroom Computer cart:

- o After reviewing the pros and cons of the laptop cart, examining campus classroom computing needs, and looking at our current lab utilization, we could not establish at this time the need for another stand alone computer lab or justify the purchase of the laptop cart. It was decided to wait until the spring and see if enrollment gains continue. To accommodate current demand, the Library has offered the use of their two labs as long as we keep it opened 40% of the time for student use. We will revisit this issue in the spring.

- ALERTUS system:

- o Still under review by the IUEPC; it is on hold for now but the choice to purchase will not be an option if a university-wide decision is made.

§ Estimated cost \$74,000

- East Building Flooring and Furniture:

- o Currently under review; a comprehensive plan will be developed by April of 2010 and a decision will be made at that time

§ Estimated combined cost is \$175,000

- Academic Early Warning System:

- o The Early Warning System is being addressed at the university level by UITS. The project will be completed over time in phases. Currently, IUPUI is using a new Early Warning Roster that sends notices regarding students at risk at 4 weeks. (Bloomington continues to use the Mid-term Roster that notifies with grades at 6 weeks.) The IUPUI early warning roster is not grades based but rather a mark that indicates a student is either satisfactory or unsatisfactory at that point in time. At the last cabinet meeting, IC Green VCAA Sciame and CIO Van Gordon to reform a task force to make recommendations on this issue. The TF will be co-chaired by Stacy Thomas and Kathy Parkison. Our goal is to implement the Early Warning Roster by spring semester 2010.

§ Cost estimate \$0 to minimal to accommodate some coding issues

- Wayfinding:

- o Is on hold for now and will be a decision made by the new Chancellor.

§ \$150,0000

Draft of Distinctiveness – S. Sciame-Giesecke

The Committee met on September 28th and came up with a one page of dynamic phrases such as “Unlock your potential”. The committee will meet again on the 22nd. OCM will eventually craft the message.

Summer School Planning – S. Sciame Giesecke

VC Sciamé Giesecke said there is nothing to report now. There will be a Dean's council meeting tomorrow that will address summer school planning.

Discussion about Retention Committee/Changing Campus Culture – S. Green

It was suggested that Cabinet wait until FOE is completed in the spring to create a new retention committee.

Eduventures custom research project – S. Green

IC Green will attend the Eduventure annual meeting in Boston and will have an opportunity to meet personally with Tim Mann regarding the IR council's research request for our strategic plan.

Other Business

VC Sciamé Giesecke said there is a concern from some faculty about their personal websites and how will they have access to their pages and VC Nowak brought up the issue of CTLA and web training. VC Nowak said all web managers should have access and responsibility to these pages through their accounts. He also said if faculty wants personal Web sites, it should be through IU's mypage and not hosted on the campus Web site. We can provide a link to their "my page" but the campus does not support nor get engaged in those pages. IU's policy is pretty clear. IC Green asked that OCM and CTLA meet and something be brought back to Cabinet.

Meeting adjourned at 11:00am