**Administrative Council Minutes**

**October 28, 2009**

**KC130B**

Present: Charles Cary, Karen Gallatin, Stuart Green, Lu Ann Name, Paul Nowak, Reeta Piirala-Skoglund, Tim Sehr, Dave Selby, Gerry Stroman, Jack Tharp, Cathy Valcke, Linda Wallace, John Wellington, Marvagene Cummings, Robert Dibie, Stacey Thomas, Johnny Hughey, Sarah Sarber, Kathy Ross, Julie Saam, Kathy Parkison, Erv Boschmann, Rhonda Armstrong, Cherie Dodd, Jerre Fercho, Amber Mumaw, Katrina Janes, Kathy Ross

Absent: Christy Bozic, Sharon Calhoon, John Ross, Beth Van Gordon, Ann Cameron, Fred Hakes, Carl Pennington, Sue Sciame-Giesecke,

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

Items for good and all were shared by the group.

**Enrollment Update** - J. Tharp

VC Tharp said current spring admits are up fifty percent year-to-date. Mostly transfer students in nursing, business and education.

**Budget Update** – T. Sehr

VC Sehr had no additional budget update to report. The last revenue report showed state revenue was down 8%, $254 million, Budget cuts will most likely be K-12 and Higher Ed. If things don’t improve, new budget recisions may be issued in December.

We may see a reduction in state appropriations for this year and next year. IC Green has asked Tim to convene a short term budget task force comprised of faculty and staff. IC Green will meet with the group first and provide guidelines of what he believes is important. He is asking the committee to outline broad general principles if we have to make cuts. Some central guidelines will probably be set. We need to be creative in areas of efficiency such as core teaching and learning, improving compensation for faculty and staff, and preserve our campus themes of community and sense of belonging, distinctiveness, and pride in our campus. If cuts need to be made we need to be careful about diminishing services. We need to see a permanent growth in fall enrollment to incorporate enrollment increases in our budget plans.

**IU Kokomo Major Projects 2009-10** – T. Sehr

VC Sehr shared with the group an update on campus major projects. Some projects have been pushed forward. The west end of the main building project there is $400,000 in budget. Moving the print making lab from the east building to the outreach building could cause a scheduling problem. There is one million dollars in an old bookstore account and we could pledge those funds to the nursing simulation lab. Moving the printing lab could be a short term solution. There is $200,000 of campus reserves from the commitment to excellence project. The architect’s office request for service for the student commons will have to wait until we get the plan and if funding is available. East building carpet on the third floor will have to wait as well, until the current budget picture is clearer.

**FOE update** – K. Parkison & S. Sarber

The faculty staff survey went out about a week ago and it had a seventy percent completion rate. Philosophy, Organization, and Faculty Dimensions reports will be completed this semester. The student survey will be available in November. The SIFE group is offering candy bars to students for taking the survey. Kathy and Sarah plan to sit in on a few committee meetings. IC Green asked if there is going to be a newsletter sent out to campus keeping everyone up to date on the progress of the project. Paul mentioned his department is working on a newsletter template instead of departments using individual ones. An RSS feed may also work well. IC Green said that recommendations from the FOE committees will come before Administrative Council and that recommendations will be shared with the campus and messages from the chancellor’s office. Once approved recommendations roll out ASAP providing budget is available and if there is an added cost to implement specific recommendations.

**Signage PR policy issue** – S. Sarber

The signage committee did a walkthrough of the campus except for the east building which will be done soon. They also drafted a publicity policy. One of the requirements regarding paper signs is to have them approved, date stamped, and put up for no longer than two weeks. The person who put the sign up is responsible for taking it down. All outside solicitation will be removed. Bulletin boards will be designated for specific signs. A master list of where signs are located will be created. Jerre pointed out there has to be dedicated space for those that are required by law. The directory in the main building lobby will be removed and replaced with digital signage. Signs will be made to direct people to the two second floors in the main building. The committee will meet again in January. After the policy is implemented the committee will make adjustments as needed.

Meeting adjourned at 4:20 pm