

CABINET MINUTES

Friday October 10, 2008

Present: IC Green, VCs Nowak, Sehr, Tharp, Sarratore, and AAO Stroman

Old Business

Advising – S. Sarratore

VC Sarratore noted he has met with the Deans to begin discussions on ways to realign the academic departments for advising. It was decided that Business/SPEA, Education/Continuing Studies, Nursing/Allied Health, and Arts & Sciences would be grouped in clusters. There was a concern expressed about making these changes before the accreditation visit. A process with program goals and a mission statement need to be in place before cross training of advisors can begin. Full implementation will most likely take place next fall. Until then the University Division will continue to operate in its current capacity.

Organizing CFO/CIO Search – S. Green

Tim's appointment as Vice Chancellor for Administration and Finance & Information Technology will end June 30, 2009. A committee needs to be formed to begin the search. VC Sarratore will chair the committee and will contact the former committee members who served on the last search. Stuart would like a staff person to be invited to serve. Other organization changes will need to be worked out such as the budget position and Assistant Vice Chancellor for Academic Affairs. The Assistant VC of Academic Affairs could be filled by a part-time faculty member. Stuart shared with the Cabinet a copy of Dashboards 101: which is a program that can help us track our progress on our strategic plan process. The new Assistant VC for Academic Affairs

position could be assigned to this task. VC Sarratore will talk to Sharon Calhoon and VC Sehr to develop a job description.

New Business

IT Policies resolution – T. Sehr

The Third-tier, Life Cycle, and IT Advisory Committee policies were approved. There were revisions made to the IT Advisory Committee policy regarding the Director of Continuing Studies and the new Director of Student Advising allowing them to appoint one member to the committee and the statement permitting the CIO to designate a chair-person. VC Nowak asked if there is support for MACS since it was not stated in the policy. It was noted that we have supported MACS for some time.

Participation in meetings/events on and off campus – S. Green

IC Green would like a consensus of what meetings or events the Vice Chancellors attend on and off campus on a regular basis to make sure that the campus involvement is visible. Are there meetings and events that we are not a part of that we should be? What are the cost benefits of being engaged?

Budget Planning – T. Sehr

VC Sehr gave two handouts on budget items and did an overview of the operating budget for 2009. There was an increase in fringe benefits.

CRM (Customer Relations Management) – J. Tharp

CRM is a software package that helps manage communications. VC Tharp will be attending a demo in early November. The software package costs about \$20,000. The software is used to enhance recruitment. During the Brontrager visit a recommendation was made to purchase software to aid us in recruitment. Paul suggested with the upcoming web site redesign that we inform Fuse works about the software so they can work out any compatibility issues.

Update on Health Education and Wellness Facility – Jack

Jack received a two-page document from Susan Fernandes giving an estimate of the square footage for the new Health Education and Wellness facility which will be about 48,000 feet. The committee is currently meeting and would like to take a more conservative approach to make sure the building has what students want and not necessary all the bells and whistles.

Lobbying Disclosure Act – P. Nowak

The University must file quarterly lobbying disclosure reports identifying our lobbyists and detailing issues that were lobbied and the agencies that were contacted. Also IU Kokomo has to file its contacts of elected officials.

Douglas Wasitis Visit – S. Green

On October 8th VCs Tharp, Nowak, and IC Green met with Douglas Wasitis who is the Director of Federal Relations at Indiana University regarding identifying projects for federal earmark funding. Based on those discussions which included jobs and the Health Education and Wellness Facility we hope to recommend projects that have a very good chance for funding.

Other business – S. Green

Bookstore ISBN numbers are in the class schedule catalogs but not on-line. Until this is done we are not in compliance.

The Diversity proposals will be reviewed at the Administrative Council on October 14th and will then go to the Diversity council for review and recommendations. Julie Knost, University Director in the Office of Affirmative Action will review the proposals for legal discrepancies and make sure the wording is correct before they go to President McRobbie. Stuart noticed in the Diversity plan there is verbiage about stopping searches. He noted that according to IU's Chief Diversity Officer, Julie Knost, we should not be stopping searches based on race and ethnicity.