

IU Kokomo Administrative Council Minutes
Tuesday, August 19, 2008
1:30-3:30 p.m.
Hunt Hall
New Business

Introductions were made by members.

Chancellor Green has asked the Administrative Council to serve as the deliberative body for the campus and to bring key issues forward for discussion and action by the Cabinet. Reports brought to the council should pose options for discussion, debate and modified as necessary. During the Bontrager process it was observed that decision making was problematic and that the campus was not sufficiently included in decision making process to earn campus buying-in to important decisions.

External Relations will implement an IU foundation lockbox to receive all cash receipts from campus solicitations. When a donation is received the unit should go to <http://www.iuk.edu/~kodev/contribution.shtml> and complete the online contribution transmittal form. The donation should be mailed to IU Kokomo, IU Foundation, and P.O.Box 660446, Indianapolis IN 46266-0446. Envelopes will be provided to departments.

Carl Pennington presented the following IT policies with handouts to the council.

- Proposal for including laptops in the lifecycle replacement program. Beginning in spring of 2009 faculty and staff will be allowed to opt for a laptop in instead of a desktop computer.
- Adding Lifecycle options – Beginning June 1, 2008 IT will acquire Apple computers, software and tools. Beginning September 1, 2008 any faculty member (with the approval of their Dean) or professional staff member (with approval of their Director) may elect to have a Dell laptop in instead of a desktop. Beginning January 1, 2009 anyone due for a lifecycle replacement in the spring or summer of 2009 that would prefer an apple desktop or laptop may elect to defer their lifecycle replacement until the fall of 2009. Beginning September 1, 2009 any faculty member (with approval of their Dean) or staff member (with the approval of their Director) may elect to have an Apple laptop or desktop in instead of a Dell desktop.
- There will be significant changes in the Third-tier policy proposal which are summarized in the handout such as what approvals are required, how often the system is replaced, what type of support, if system breaks down, and what is the cost.
- An outline of procedures for appointing members to the Information Technology Advisory Committee.

Carl performed a demonstration of Office Communicator 2007 which is a unified communications client that helps people be more productive by enabling them to communicate

easily with others in different locations using a range of different communication options, including instant messaging (IM), voice, and video. IT has installed it on all campus computers.

Gerry reviewed the Diversity plan and Diversity Report. Every IU campus is required by the Board of Trustees to create a diversity plan and to have a functioning Diversity Committee. IU Kokomo was paired with IU East to complete a diversity assessment. Ed Marshall, Vice President for Diversity, Equity and Multicultural Affairs will be working with campus committees on their Diversity Plans.

Although the last two searches for the Vice Chancellor for Administration & Finance/CFO/CIO were successful both candidates declined. It has been difficult to find qualified candidates that have both a strong information technology and finance background. There will be further discussion at the next meeting regarding criteria for this position.

Updates

Sue Sciam-Giesecke will review five strategic priorities at the fall convocation and will ask staff and faculty to give input on strengths and challenges during their lunch. She asked that staff and faculty put these items on their department agendas for discussion until the accreditation visit in April, 2009.

Stefanie Lorenz is the new Web Redesign Project Manager and will be on campus on Monday and Tuesdays. She will be contacting all departments on campus to review their content and get their input on additional web tools that may benefit their department. She can be reached at ext. 412.

Jack gave a brief enrollment update and reported that the campus is down about 1000 credit hours this fall. I am pleased to observe that as of Monday, August 25th, we have added 700 credit hours.

The next meeting is September 9, 2008 from 9:00 am – 11:00am.

Meeting adjourned at 3:30pm.