

Administrative Council Minutes

May 27, 2009

3:00-5:00 p.m.

KC130B

Present: Diane Bever, Ann Cameron, Charles Cary, Marvagene Cummings, Cherie Dodd, Jerre Fercho, Karen Gallatin, Stuart Green, Fred Hakes, John Hughey, Katrina Janes, Lu Ann Name, Carl Pennington, Reeta Piirala-Skoglund, John Ross, Sarah Sarber, Steve Sarratore, Tim Sehr, Dave Selby, Patricia Swails, Jack Tharp, Stacey Thomas, Cathy Valcke, Linda Wallace, John Wellington, Sharon Calhoon, Paul Nowak

Absent: Christy Bozic, Robert Dible, Sue Sciame-Giesecke, Gerry Stroman, Beth Van Gordon

The meeting was called to order at 3:04 p.m.

Items for good and all were shared by the group.

IC Green began the meeting with a couple of announcements. He said that he has received numerous emails expressing how well the Commencement activities went. He also said the University's decision on not giving congratulatory handshakes from the president, chancellors and deans due to the influenza outbreak went well, so well that it may be something that becomes an IU practice in the future because it moves the ceremony along a lot quicker.

Enrollment Update

VC Tharp reported that overall new admits are up 13%. He also said that summer and fall registration is at 19% and new applications are up about 20%. IC Green pointed out that in the recent University Spring Enrollment report IU Kokomo is second in the six year graduation rate of 33% and IUB is the 1st at 72%. This is something to feel very good about.

Budget

VC Sehr said there is still no state budget approved at this time. He said there should be a special session on or about June 15th. After the budget is approved there is a ten day waiting period before the BOT determines fees. There was some discussion about Trade Adjustment Act (TAA) funds and how they must be used to assist dislocated workers. Vast majority of money is going to Ivy Tech. Largely because regulations require two-year completion of courses of study. Other complications in TAA funding argue for advising potential students to consult with the TAA people at Work One and avoid answering questions except about our programs and policies.

IR Council proposed campus survey policy – S. Calhoon

Sharon Calhoon said back in February IR Council was charged with creating a policy with procedures for surveying the campus community. It was decided that the IR Council will act as a clearing house for campus surveys. This policy does not apply to surveys conducted in individual departments. The policy given to Council outlines goals, procedures, and deadlines. IR Council will maintain a data archive of survey information and make it available on its website so that members of the campus can view it to determine whether the information they are seeking may already be available. The start date will be July 1st and it was suggested by IC Green to use the policy for one year and go back and address any issues that may come up.

Because the campus has so many deadlines it was suggested that a master calendar for deadlines be created and accessible for everyone on the web. Cabinet will take up this issue.

PTO & PAO time keeping conversion & OLA (on-line applications) – J. Fercho

Jerre Fercho said there will be two changes in Professional Staff time keeping. Beginning August 23, 2009 PAOs will begin recording their hours in TIME, a web-based system, rather than using paper timesheets and will receive their first bi-weekly paycheck on September 18th. Effective July 1st PAE employees will also move to a web-based system of recording and approving time-off. Staff will need to continue to request vacation time with their supervisor.

The Human Resource Department will begin using an on-line application system sometime in July. Some campuses have already been using this system. Applicants will be able to upload resumes and cover letters when applying for positions. These can be forwarded electronically to search committees. HR is hopeful that IT will be able to provide them with a three tier computer for walk in applicants to use.

Student Advisory Board Proposal – S. Green

IC Green said that his monthly coffee meetings with students resulted in the desire to create a Student Advisory Board so they can be more involved in campus decisions. A proposal was submitted to the Chancellor by the Student Body President. Deans will be accountable for identifying students to serve. The SAB would meet monthly. There were a few modifications that needed to be done to the proposal such as including

Allied Health, making it clearer that the students work with their student government advisor when making final selections to the Advisory Board and that a term office of one year for each representative is renewable. IC Green will contact the current Student Body President Amber Mumaw with the changes and tell her that the proposal has been approved.

Student Success Committee – S. Thomas

Stacey Thomas from the Student Success subcommittee shared with the group a list of barriers to student success submitted by faculty and staff. IC Green suggested fixing the easy ones and also asked for student input. Cathy Valcke suggested surveying recent alumni (three years out), creating a list and prioritizing and identifying actions based on the summary and focus groups. Also send the list to the new Student Advisory Committee for suggestions. VC Tharp suggested having *Vic Borden's* office to do a drop out survey but there is a concern that responses from students who have left will not be valid. IC Green mentioned that if we had an effective digital Early Alert system may be helpful in flagging and indentifying students at risk.

Meeting adjourned at 4:50 p.m.