

## **Administrative Council**

### **Meeting Minutes**

**Tuesday November 4, 2008**

Present: Diane Bever, Sharon Calhoon, David Campbell, Marvagene Cummings, Robert Dible, Jerre Fercho, Stuart Green, Lu Ann Name, Paul Nowak, Carl Pennington, John Ross, Steve Sarratore, Tim Sehr, David Selby, Patricia Swails, Jack Tharp, Stacey Thomas, Cathy Valcke, Linda Wallace, Sarah Sarber, Tim Sehr, John Ross, Charlie Cary, John Wellington, Johnny Hughey

Absent: Fred Hakes, Sue Sciam-Giesecke, Ann Cameron, and Gerry Stroman

IC Green introduced two new members Christy Bozic and Cheri Dodd. Christy is the new Director of the Purdue College of Technology at Kokomo. Christy most recently was manager of business innovation for the Purdue Technical Assistance Program, where she managed a more than \$2.5 million WIRED innovation grant. She previously was business development manager at Kimball Electronics Group in Jasper, Ind., and the Delphi account manager at TDK Corp. of America in Indianapolis. She is a graduate of Purdue University College of Technology with a degree in Industrial Technology and also a graduate of Butler University with an MBA in Marketing. Cheri Dodd is an Instructional Strategies Specialist in the Center for Teaching, Learning, and Assessment and the President of Professional Staff Council which will be the group she is representing on this Council.

Current Items for good and all were shared by members.

IC Green informed the Council a total of three Diversity Proposals were submitted on behalf of the campus:

1. IU Kokomo Summer Exploratory Science Camp for Middle School Minority Students and a Summer Bridge Program for High School Minority Students
2. A position for a full-time Coordinator of Access & Success for a 3-year period.
3. Academic: Faculty from the IU Kokomo School of Arts and Sciences application for curricular and co-curricular transformation.

One proposal addressed diversity training for faculty which IC Green feels can be supported by faculty development resources in the CTLA. Another proposal was to establish safe places/areas for students to go when they feel threatened. IC Green pointed out the entire campus should be a safe haven for all students who feel threatened and not just certain areas; he will ask Gerry Stroman and Sharon Calhoon to work with the author of the proposal to see if we can facilitate it locally. In addition, IC Green observed that the Library proposal, while worthwhile was not sufficiently aligned with diversifying student representation (Ed Marshall and President McRobbie's primary area of emphasis) to justify the cost of the proposal. Indeed, the aggregated cost of the proposals submitted by IU Kokomo was \$673,000.

### Old Business

Stefanie Lorenz the Project Manager for the campus web redesign reported to the council that the web project is moving along and the deadline for content submission is November 26<sup>th</sup>. An email was sent to web managers with a step-by-step process for submission.

VC Nowak did a demo of navigation menu headers, mouse hover-over displays and additional navigation links that would be on our new page. Sharon Calhoon pointed out the College Portrait VSA link must be on the front page (or one click away) and she will send Stefanie the rules outlined by them. During the discussion it was suggested the campus mission statement should be in one central location and other pages can link to it to make sure the most correct and current version is accessed. There are several outdated versions out on the web at this time.

A draft of an organizational chart, time line, and job description for the Director position has been completed for the new Advising Center. VC Sehr and VC Sarratore took a tour of the campus to point out suggested areas for advising clusters. The plan should be completed by the end of this year.

### New Business

The campus United Way goal is set at \$8600 so far we have only collected \$3500. It was pointed out by IC Green that IU only asks us to give to the United Way. VC Tharp is asking for department heads to send an email encouraging their staff to support the campaign.

Sharon Calhoon did an overview of Criterion 3, Mission and Integrity. She told the Council the committee wants to make sure the information in the draft is written accurately; therefore she is requesting everyone review it. IC Green also suggests while you are reviewing to please look at word choice. You can send questions, changes, or comments to VC Sehr or Sue Sciame-Giesecke.

VC Sehr did an overview of the operating budget for 2009-2010. He pointed out there was a significant increase in fringe benefits. Enrollment projections for the spring are expected to be down and adjustments may have to be made.

IC Green reported to the Council as a contingency for a worsening fiscal environment, President McRobbie has asked us to slow hiring in non-faculty positions. We were also asked to send in a contingency plan showing our mandated three percent reserve. The expected outcome of this request is for units, especially administrative units, to accumulate budget savings for contingency purposes. We currently have an internal set of practices for hiring. All new hires are approved by the Cabinet. We also may be faced with cut backs in the state appropriations and need to be prepared.

The meeting was adjourned at 4:15 p.m.