

Cabinet Minutes from March 24, 2009

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CABINET MINUTES

March 24, 2009

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

Absent: CIO Elizabeth Van Gordon

Old Business

Enrollment update - VC Tharp

VC Tharp reported that new admits are up about 30% from this time last year. There was a slight drop from earlier figures which was expected. The increases are in all categories. Nursing has a significant increase and IC Green wanted to know if we are tracking where these students are coming from such as Ivy Tech, IUPUI, Houston Community college because sometimes this question comes up at Trustee meetings about partnerships. VC Tharp also said FAFSA filing is up. IC Green wanted to know what kind of follow-up has been done with the community church groups that were visited in February. AAO Stroman said she has been in contact with Rev. Lee and a tentative program is in the works for their youth group but no date has been set up. She will contact him regarding a date. IC Green wants to make sure there is sufficient time to do a press release. He also suggests that the youth groups meet on campus and take a tour and also be sure to have some kind of entertainment for them.

Budget Update - VC Sehr

VC Sehr shared with the Cabinet the University Budget Office fee projections for 2009-2010 showing actual credit hours by school. He pointed out this report does not include summer school hours except for nursing. He also said SPEAs new cohort for the fall is not included. IC Green said that if we choose to run the cohort it needs to be in the budget with a separate income and expense budget line. There was an approval for a \$5 fee for hybrid courses as well as a \$500 per semester nursing fee.

Beginning salary for professional staff positions –AAO Stroman & Jerre Fercho, HR

AAO Stroman and Jerre Fercho shared with the Cabinet a proposal for minimum starting salary for 2009 for professional positions. The proposal suggests three scenarios for bringing new and current staff up to the minimum market zone. It recommends that the starting salary for professional staff beginning July 1, 2009 be at the minimum of market zone. If this policy is adopted then the starting salary for new employees would be the equivalent to 85% of the minimum market zone and new employees would be half way between the minimum and the market zone. IC Green said he brought this issue before Administrative Council regarding addressing the equity issues in salaries. IC Green suggests that a statement with goals be drafted of the minimum market zone with half of the average salary increases establishing a policy for new people and to move existing people. The problem now is we don't have enough money to fix the problem. After much discussion regarding what beginning salaries would be for the professional staff and how to get the professional staff at the minimum of the market salary level IC Green suggests that VC Sehr, AAO Stroman and Jerre review the proposal submitted by Gerry and Jerre, take the Cabinet remarks into consideration and come up with a plan to assist the administration in reaching our goal of getting all professional staff to the minimum of the market salary zone for their level over a 3-5 year period. They were also charged to come up with a proposal of offering starting salaries at some percent of the difference of the minimum of the range and minimum of the market for each level. Professional staff not at the minimum of the market zone will be identified by HR and a list distributed to the appropriate Vice Chancellors.

New Business

Potential partnerships for the Health Education Center – P. Nowak

VC Nowak has had several conversations in the community about possible partnerships with the Health Education Center. The YMCA and Howard Community both have expressed an interest. VC Tharp asked what if we end up receiving the funding and

build the building on our own will we still want to partner with them. IC Green observed that this would have to be addressed in a planning process.

Unresolved issues from new advising structure and FOE – J. Tharp

VC Tharp said the unresolved issues from the advising structure posed the problem of having a multiplier effect if we didn't deal with all of them at one time. The remaining issues are Disability Services, Campus Climate, and Leadership for Foundations of Excellence, and the Leadership Academy, which is part of the Lilly grant. VC Tharp said that Student Services didn't have the capacity to be responsible for all. A foundation of Excellence is probably going to be directed by Academic Affairs. Disability Services was assigned to SSER. Most of the discussion was about Campus Climate. VC Tharp was asked to prepare a revised budget for Campus Climate and present it to Cabinet.

Advising Plan – S. Sarratore

VC Sarratore said there will be a logistic details meeting with VC Sehr, AAO Stroman, and Charlie in the next couple of weeks.

Information

Affirmative Action Officers meeting – G. Stroman

AAO Stroman attended an Affirmative Action Officers meeting and the Office of Federal Contract and Compliance programs (OFCCP) gave a list of issues that need to be followed to stay compliant such as keeping search and screen files for at least five years, receiving termination letters for resignations, promotions and internal searches. AAO Stroman pointed out that other campuses allow hourly workers to apply for positions advertised internally our campus does not. Others include a search closure form, record of candidates declining offers, record expectations made to a search option, and make sure candidates know about the 65 age rule that applies only to Deans or Administrative positions. There will be a joint AA, HR and legal Counsel in April to discuss these issues.

Meeting adjourned at 11:30 a.m.

