

Cabinet Minutes

May 19, 2009

Present: Stuart Green, Paul Nowak, Steve Sarratore, Tim Sehr, Gerry Stroman, Jack Tharp

Absent: Beth Van Gordon

Update on Enrollment

VC Tharp reported enrollment numbers have flattened out for early registrations but new fall admits are up as much as 18%. He mentioned he is concerned that Allied Health is down in new admits. VC Nowak asked VC Tharp what would be a good way for him to get the enrollment information for marketing purposes? IC Green explained there are different cycles in admission during the year and OCM and admissions need to set up a regular scheduled time to meet. VC Nowak said that Katrina and the Admission staff are already doing this. VC Tharp is concerned about the advising for Allied Health and wants to make sure there is enough coverage. AAO Stroman assured him that there is sufficient advising coverage in this area. VC Sarratore said he would like this enrollment information to be sent to the Deans on a regular basis.

2009-10 Budget

VC Sehr said that Summer I credit hours are dropping on a daily basis. He mentioned the Nursing POD classes can be problematic from a financial side because they cross July 1st. POD classes run eight weeks and most students receive six weeks of aid. He also said he doesn't expect a state budget until on or about June 15th. After the budget is approved there is ten days of hearings to determine fees by the BOT. This doesn't give us much time to create a budget. The worst case scenario is there will be no state budget and we will use reserves and current fee schedules to build one.

He also added that Marvagene has been working very hard to collect fees that would normally be written off. She has persuaded many students to agree to pay something.

Diversity Plan to hire minorities for the campus

AAO Stroman shared with the Cabinet a list of ideas that were created at a meeting with Vice Chancellors regarding a Diversity Plan to hire more minorities for the campus. She pointed out these ideas can be put in place immediately at little or no cost and the list is not prioritized. It was also mentioned that we need to track applications once they come in and revisit them once a semester. IC Green mentioned that he didn't see on the list anything about recruiting minorities in the minority populations.

Funding of Internships

VC Sehr told Cabinet the internship account has been over spent by \$10,000. Noting we don't have the resources at this time to fund internships. He said we may need to come up with a different way to pay them. One of the problems is that the timesheets are not turned in on time. Sometimes time sheets are weeks and even months late. A way that might control the costs is to pay the intern twice, once in the beginning and then at the end of the internship. VC Tharp said before we change anything he would like to check with other campuses to see how they pay their internships.

Student Advisory Board

IC Green said that at his monthly coffee meetings with students he has heard from many students about wanting to create a Student Advisory Board. He also suggested possibly asking a student to attend the Administrative Council meetings.

Student Employment DOE Funds

VC Sarratore feels it is important to fund to the extent the DOE proposal that Diane Bever submitted for the library since it is the principal student employer on campus. All agreed with him that if funds are available for additional student hourly, the first priority would be to support the library.

Customer Service

VC Nowak said his staff recently attended a conference in Muncie regarding customer service. He mentioned that two of his staff on two occasions has had a negative experience here on campus in regards to conducting business. He said Carl Pennington suggested the Disney Approach. IC Green asks VC Nowak to put together a task force to investigate ways to improve our customer service. He asked that the ideas be brought before Administrative Council in the fall. IC Green said he had asked the Student Success Committee for a report about impediments for student success. He said he hopes they will have something to report at the June Administrative Council meeting.

The meeting adjourned at 11:00 a.m.