Members Present: Fran Squires, President, Michael Abernethy, Virginia Anderson, Bryan Hall, Diane Russell, Brian Atwater, Michael Harris, Paul Pittman, Alan Wong, Mary Bradley, Joanna Durham-Barnes, Bradford Griggs, Jim Hollenbeck, Melanie Hughes, John Doyle, Clint Franklin, Elaine Haub, Glenn Mason, Elizabeth Rueschhoff, Donna Bowles, Debbie Finkel, Todd Manson, Rhonda Wrzenski, Stephen Bowman, Ron Endris
Absent with Alternate: Brian Jones (Debra Clem); Aaron Setterdahl (Kent Edmonds)
Absent without Alternate: Vijay Reddy, Jacquelyn Reid, John Finnegan, Terrence O’Connor, Yu Shen
Present: Administration, Ex Officio Faculty, Professional Staff Council: Chancellor Patterson-Randles, Curt Peters, Anne Skuce, Dana Wavle, Jay White, Ben Nassim, Joe Wert, Kathleen Bailey, Saundra Gordon
Guests:

President Squires called the meeting to order. The roll was passed with instructions to sign for yourself or initial if you were attending for someone else. The minutes were approved as written.

Chancellor’s Report: The first point of discussion was enrollment. Undergraduate enrollment is significantly down. We are down 385 students (and 2,723 credit hours) from Spring 2012. Freshmen are down 9.7%, sophomores are down 4.2%, juniors are even, seniors are up 1.7%, and non-degree seeking students are up 0.9%. In total, undergraduates are down 4.2%. Graduate education is likewise suffering. Our Master’s degree students are down 13.7%. Non-degree grad students are down 31.3%. In total, graduate students are down 17.9%. Overall, the campus headcount is down 5.9%. This closely reflects the approximately 5% decline found in higher educational institutions throughout the Northeast and Midwest sectors of our country. (Contrariwise, the Southwest and the West are actually increasing enrollment.) Melissa Hill has done some research closer to home and found that there is a very close correlation between our enrollment at I.U. Southeast and the unemployment rates in the region. When the unemployment rates rise, our enrollment also goes up. When unemployment lowers, enrollment also drops.

Anne Skuce on enrollment management: We’ve done numerous things to try to maintain our student body and encourage them (esp. those who had at the time not yet enrolled for classes) to enroll. Personalized postcards with the date of their registration appointment were sent out. An email was sent to all students with a hold on their account, explaining what it was and how they could rectify the situation. A follow-up call was placed to each of these latter students to ensure that they went through with this process. All students who missed their registration appointment were called, in order to offer further support. Advisors also placed calls to the students in their respective divisions to try to encourage students to enroll. In addition, radio and Facebook ads were used to try to attract and retain students.

Chancellor: Housing: There is a little bit over 91% occupancy. 365 out of 399 beds are filled. There is typically a small drop-off in the spring. There were 44 cancellations, for various reasons. For the most
part (28 out of 44) decided simply not to attend I.U. Southeast any longer. **Budget:** We continue to receive no credit (in terms of ICHE’s funding formula) for Kentucky reciprocity students. ICHE has come out with a Performance Funding Formula and in FY14, they plan to remove 6% from the operating appropriation that is given to each institution (in the past it was 5%). In FY15, it’s going to become 7%. In order to try to get those dollars back, there are seven performance funding metrics that come into play, five of which apply to us. In addition, current estimates suggest a financial increase of 0.6% in FY14. The Education Purdue Technology building is currently on hold, and although it will likely come down the road, it won’t be this time around. ICHE is attempting to tie its recommendations for increased funding to a commitment by the institutions to hold tuition and fee increases through each year of the biennium to no more than the Consumer Price Index. In addition, Teresa Lubbers (from ICHE) is promoting 15-to-Finish, which encourages students to take an average of 15 credit hours per semester in order to graduate in 4 years.

**Dana Wavle: Enrollment trends and budgetary issues:** Fall tuition revenue came in at $13.9M, which is $560,000 lower than the prior year, and about $1.2M lower than budgeted. Spring revenue is projected to come in at $12.7M, which is $200,000 lower than the prior year, and about $1M lower than budgeted. Combined, we are at about a $2.2M shortfall. Based on calculations through November, 2012, total revenue is down 4% compared with the prior year. Total compensation is running about 1% higher than the previous year. Non-compensation general expenses are $5.2M, compared with $4.8M in the previous year, a 9% increase. Travel expenses are $145,000, compared with $136,000 previously, equaling a 7% increase. A deficit of $600,000 is projected for the current fiscal year. There is also a preliminary projection of a $500,000 deficit in FY14.

According to ICHE, our state operating appropriation will increase approx. $100,000 in the upcoming fiscal year, and then remain flat the following year. These indicators are both better than the previously predicted $700,000 decline that was anticipated.

**NB:** Due to both the current and the projected shortfalls, any approved budget requests must come through reallocation of funds. No new money will be available in the immediate future for extra-budgetary items.

**Timber Lodge:** The permit process continues to be the principal reason for the delay in breaking ground for this new lodge. Financially, this building will help us in the long run, and to allay any fears and stymy any rumors, it should be noted that this project has not been held up for financial reasons. Financial models are very favorable, even with a declining enrollment.

**IT on campus:** We have recently been informed that all campus IT accounts (=2.7M) will be pulled from our campus chart of accounts and moved to the UITS chart of accounts. This money will still be a part of our budget, but it will show up on our budget as a transfer line at the bottom effective July 1, 2013.

**Virginia Anderson:** In practical terms, what sorts of things are you imagining being done differently? What will this look like? **Dana’s response:** Most things will continue to operate as they have, but there should be much more consistency (=procedural standardization) between what one regional campus is doing and all the others.

**Chancellor:** The chancellor reminds those present that the VCAA search continues and that another candidate will be on campus tomorrow. All are encouraged to attend the open forum. There was only
one candidate for the VC for Enrollment Management position, and thus the job search is going to be re-opened, with a tweaked job description in order to attract more candidates.

**VC Curt Peters:** Program coordinators are currently working on drafting class schedules so that students can know ahead of times what courses will be offered over the subsequent two years. This will enable students to better plan what courses they need to take for their major requirements.

There continues to be a push for faculty members to be paid on a 12-month basis, as opposed to the 10-month schedule currently in place, if they would like. There is also a way to make this possible, even without changing the payroll procedures, through HR and with your bank. Dr. Peters made himself available to answer later any further questions about this method.

Waiting lists during registration time have proven helpful for us. It enables us to see which courses are over-subscribed so that we can open up new sections of courses to accommodate those students. In this semester, by looking at the waiting lists, we were able to open up 12 new sections of over-subscribed classes, bringing in over 300 students for those courses and roughly 1,000 credit hours. Dr. Peters encouraged the use of waitlisting for all courses, so that we can better gauge which courses are especially in demand and so that we can best respond to these needs.

There is a new Dean of Research, Diane Wille, who will be taking up this post in the summer. Thanks were given to Walter Ryan for the fine work that he has done in that position.

On-line education is moving forward, with training going on for 40 of our faculty members. We are fortunate to have good leaders in this process. These on-line courses will be a benefit to our students, and will bring us additional revenue.

We have been asked to look at our so called “low enrolled” programs. Although we don’t know all of the specifics of what will be asked of us, we will be fighting hard to keep those programs that are invaluable to our campus, despite enrollment.

**UFC Report:** Glenn Mason is the new UFC representative for Spring 2013. There has not been a meeting yet, thus there is nothing new to report.

**President Squires: RFC Report:** The transfer of credits from Ivy Tech to I.U. was a major topic of discussion. The result was that each I.U. branch campus wants to remain autonomous in how it accepts credits. **Faculty Senate matter:** Letters will be going out soon to the various departments to delineate who need to be replaced for the upcoming year.

**Circulars:** All circulars (13-6A – 13-6G) were accepted without issue or discussion. For reference, there were two new course requests: BSC Tools Informatics I & II; there were three course change requests: Search Informatics, Personnel Supervision, and Production Supervision; lastly, there were two program change proposals: one for the School of Business and the other for the School of Education.

There was no new business, and the meeting was promptly adjourned.