January 11, 2011

Present: Vanessa Cummings, Chair; Kerri Jackson, Mark Walker, Pete Haverkos, Michael Good, Vanessa Braun, Evan Lichtenstein, Valerie Robinson, Jerry Sargent, Amy Carito, Sarah McNitt, Lindsay Carpenter, Joe Bazeley, Janet Cox, Lee Back

Excused: Anne Schauer, Ted Pickerill

Unexcused: n/a

Special Guest: Dr. David Hodge, Miami University President

Call To Order: Vanessa Cummings called the meeting to order at 9:01 am.

December Business Meeting Minutes Approval: The minutes were approved with 1 change.

Human Resource Updates (part 1)

• Personnel (Jerry Sargent): Jerry shared that the $10,000 retirement incentive will be available again, with more information forthcoming. Anyone who retires with the incentive would need their Vice President's approval to come back on a (likely) part-time basis; these approvals are expected to be very few and only for positions where specialized knowledge would otherwise be lost with the vacancy of the position. Approximately 400 people are eligible for the retirement incentive; there will be no cap on the number of applications that can be accepted out of the pool of eligible employees. $10,000 can be accepted as a lump sum payout or as a deposit into the employee's retirement fund. Miami is hopeful that participation in the retirement incentive will be 75% of the eligible pool or more. If anyone needs further clarification on the incentive, please contact Jerry.

President David Hodge: Dr. Hodge attended our meeting to provide feedback on the report from the Strategic Priorities Task Force (which he recently presented to the Board of Trustees), information on other topics of interest, and to answer any questions of concern from UPAC members. Per Dr. Hodge:

• The report from the Strategic Priorities Task Force focuses on the long-term objective of the University.
• President Hodge accepted the recommendations in the report, with a few modifications.
• Miami University has budgeted for a 15% cut from the state; if state cuts are larger, more difficult choices will need to be made.
• Capital improvements are taking place on campus which will save Miami millions of dollars.
• Accenture is the chosen consulting firm hired by Miami to review all administrative functions of the university. Accenture is on campus currently and further communications about their study will be coming
soon. Dr. Hodge emphasized that no one will be left untouched by Accenture’s review.

- A steering committee, comprised of 9 or 10 people from across the university, will be working on the Accenture project as well.
- President Hodge stressed that Accenture will only make recommendations, not decisions. Miami will be making the decisions, and these decisions must preserve the existing quality, if not surpass the quality, of university services today.
- Recommendations from Accenture are expected to be available the first week in April. Once these recommendations are available, the campus will be invited to provide input for about six weeks.
- Outsourcing is a possibility, and if pursued, it will be very selective. Outsourcing must prove to be more cost-efficient and superior in service in order to be implemented.
- Current work by Accenture with the IUC (Inter-University Council) and the Accenture review of Miami administrative functions is integrated.
- President Hodge indicated that layoffs will need to happen, but will be kept to a minimum.
- Efforts are continuing in the improvement of the university marketing strategy. The goal is to refocus the brand while utilizing a reasonable annual budget to get our message out to constituents. Per Dr. Hodge, we lack sharpness in what Miami is to perspective students, and we need to focus more on recruitment. The foundation for the marketing strategy will be set in the spring.
- Concerning the Enrollment Management position, Dr. Hodge emphasized that this role must be filled by a professional as opposed to the Provost; the role will be the key point person for looking at how we move ahead. In late January, the candidates will visit campus. Shortly thereafter, the move to search for an Admissions Director will begin. The Admissions office is now more focused on recruiting as opposed to processing.
- There is no target for increasing the number of international students on campus. There is a consideration for an "ESL" program at Miami that will admit international students that scored just under TOEFL requirements. These students would enroll for a semester to gain language skills. Students that meet the requirements of the ESL program would be allowed to matriculate in the spring.
- President Hodge shared that overall student applications are up 12%, and out-of-state applications are up more than in-state.
- On a final note, President Hodge expressed that we can't avoid change, but we can control it.

**Human Resources Updates (part 2)**

- **Academic Personnel (Janet Cox):** Janet shared a number of tenure/promotions within academic units. As a side note, Janet mentioned that she has been involved in the IUC/Accenture project, which is initially
focusing on IT, finance and business, purchasing, and human resources. The project scope will eventually broaden to all units. To distinguish, Janet noted that the IUC’s focus is on shared services among 14 Ohio institutions. Accenture is focused on Miami University specifically.

Subcommittee Updates

- **Benefits (Pete Haverkos):** no update
- **Networking (Sarah McNitt and Evan Lichtenstein):** Sarah and Evan are working on trying to get Brad Bates and the university architect to speak at upcoming luncheons.
- **Academic Concerns (Valerie Robinson):** no update

**Communications (Kerri Jackson):** Kerri hopes to have the spring newsletter finished around Spring Break. Suggestions for articles are welcome. Kerri will also maintain and email out the UPAC email distribution list for ease in composing messages to the entire group.

Old Business

- **MUH Staff Concern: Use of vacation and temporary job coverage (Pete Haverkos):** no update.

Other Agenda Items - Issues and/or concerns for UPAC

- Vanessa Cummings noted that UPAC should help Miami become more proactive with student recruitment. Lee Back mentioned that the Middletown campus has a "Grassroots Committee" which functions in a similar manner. Evan Lichtenstein suggested that UPAC assist in recruiting efforts by having members attend and be available at the accepted student fair. Finally, Vanessa Cummings suggested that UPAC members sit through an Admissions presentation so we can be more informed about the information that new students receive; Vanessa will see if arrangements can be made for UPAC to attend.

Announcements

**Upcoming Business Meetings at 9:00 am:**

February 8
March 8
April 12
May 10
June 14

**Upcoming Working Meetings at 9:00 am:**

January 25
February 22
March 22
April 26
May 24
June 28

UPAC Luncheons in 2011:

January 25
February 22
March 22
April 26
May 24
June 28

The meeting adjourned at 10:10 am.

Respectfully submitted, Kerri Jackson