

Urban Teacher Education Program Policy Board Meeting
School City of Hammond

January 10, 2008

Minutes

Attendees: **Dr. Juan Anaya** (*Superintendent, School City of East Chicago*), **Mrs. Andrée Anderson** (*UTEP School Liaison*), **Dr. Rochelle Brock** (*UTEP Executive Director*), **Mr. Garry Graban** (*PDS Coordinator, Clark Middle/High School*), **Dr. Dorothy Ige** (*Dean of Arts & Sciences, IU Northwest*), **Mr. William Kelly** (*President, East Chicago Federation of Teachers*), **Mrs. Kathleen Kutie** (*District PDS Coordinator, East Chicago*), **Mr. Marvin Setzer** (*Grievance Chairperson, Gary Teachers Union*), **Dr. Marilyn Vasquez** (*Vice Chancellor of Administrative and Fiscal Affairs, IU Northwest*), **Dr. Walter Watkins** (*Superintendent, School City of Hammond*), **Dr. Stanley Wigle** (*Dean of School of Education, IU Northwest*)

Call to Order

The meeting was called to order at 11:33 a.m. by Dr. Brock.

UTEP Standing Committees

Dr. Brock reviewed the importance of the UTEP Standing Committees. The Financial Committee is responsible for budget and grant writing. She commented the article that was included in the handouts regarding a grant from the Woodrow Wilson foundation for Purdue Calumet, and alerted the board that it will hurt our recruitment. She stressed the need to find grants to support students, and the fact that she cannot do it alone. She asked the board to brainstorm the responsibilities of the Financial Committee, and asked if they agreed with the committee they had been appointed to. She also mentioned to the Assessment Committee that the assessment class does not have an urban focus, and needs to be redesigned. She will discuss turning UTEP into a masters program at the faculty retreat tomorrow.

Mrs. Kutie inquired if IUN has a grant writer. Dr. Wigle replied that there is just a department, not an actual writer. Dr. Brock commented that she has been working with Ada Simmons in Bloomington to write a grant, and that Bloomington is currently working with Gary schools. She also commented that the key is finding the grant, and then seeking assistance in helping to write it. She further stated that marketing is going to be essential in getting UTEP's name out.

Dr. Watkins stated that a reporter from Indianapolis called to inform him about the grant and wanted his comments on it, and that he had no knowledge prior to the phone call. He only gave comments, and never received the website information that detailed the grant as promised by the reporter.

Mrs. Anderson inquired as to when the committees would begin meeting. Dr. Brock replied, "Now". She stated that the Marketing Committee needs to meet post haste, the Program Committee will have a lot of work to do and needs to meet soon, and the Technology Committee will meet regarding technology at the PDSs. Dr. Judy Donovan is the university representative

for technology. Mrs. Kutie urged the need to contact the technology person in each district to make sure all proposed technology is compatible.

Mrs. Anderson inquired if there would be committee chairs. Dr. Brock stated that there should be, but that the committees are not fully set up yet. The members need to agree to the committees they have been appointed to first. Mr. Kelly inquired on the procedure for determining and approving the dollar amounts for committee use. Dr. Brock commented that the Financial Committee would be responsible. Mr. Setzer commented that more people should be a part of the Financial Committee, which would enable input from each district. He stated the need for an administrator or the Superintendent. Mr. O'Rourke was moved from the Technology Committee to the Financial Committee. Dr. Brock stated that she will send information about when committees should meet.

Approval of September, October, and November Minutes

The minutes from September 6, 2007 were reviewed. Mr. Kelly motioned to approve and Mr. Setzer seconded. The September minutes stand approved.

The minutes from October 18, 2007 were reviewed. Mr. Setzer motioned for discussion and approval, and Dr. Ige seconded. The October minutes stand approved.

The minutes from November 8, 2007 were reviewed. Dr. Ige motioned to approve and Mr. Setzer seconded. The November minutes stand approved.

UTEP Budget

Dr. Brock introduced Dr. Marilyn Vasquez, Vice Chancellor of Administrative and Fiscal Affairs at IUN.

Dr. Vasquez commented that she came to work for the university in 1995. She distributed a document titled "*Resources Allocated to the UTEP Program in the School of Education 1991-2008*", and commented that the form reflects her knowledge and maintenance of the budget since she's been in her position. She prefaced with the fact that she wasn't here when the funds were granted and allocated for the program, and she did not know that at the time the budget was put together in 1991 that IUN's budget was increased with UTEP. She called downstate to get information, and distributed the information she received to the Board. It indicated that the money was awarded to the university as start up funds for UTEP. The legislature approved 150,000 to start the program. Mr. Setzer stated that he was prepared to pass out minutes to show that the money came through IUN as the bank, but was specifically for UTEP and include nothing about "start up costs".

Mr. Kelly inquired if the highlighted information on the document indicates the general fund line item specifically for UTEP. Dr. Vasquez confirmed and commented that once the state disburses the funds that the institution determines how it is distributed. Mr. Kelly inquired about how general funds are handled. Dr. Vasquez replied that only state appropriated funds are in IUN's general fund account, not federal funds. The funds are also from student tuitions. Mr. Setzer stated that some of the unrest is due to the fact that the money was coming through the HEC, and they were assured that it was for UTEP and wouldn't be taken. He noted that the advantage of

having the money in IUN's budget was that the increases allowed to the university also applied to UTEPs budget, and that the information presented by Dr. Vasquez validates that fact. Dr. Vasquez stated that the money from the state is used to provide degree programs, and although the money increases, there is no guarantee that specific program budgets will increase. She stated that she didn't know where the assurance came from because she wasn't here back then, but that's the way it is handled presently. Mrs. Kutie commented that John Black was the previous financial officer during that time. Dr. Vasquez noted that the handout shows when the money first came in, but she couldn't find any appropriations. She did her best to detail the information on the attached spreadsheet. The numbers show the total for the funding of UTEP up to now, and that no information is input from 1991-1996 because that was before her records.

Dr. Vasquez explained that state appropriations are based on enrollment at the university. Mr. Kelly inquired if the \$150,000 the university received in 1991 was allocated to UTEP. Dr. Vasquez replied that it was, but that after the first two years that there is nothing that states that \$150,000 would continue to be set aside for UTEP from the appropriations. Mr. Kelly inquired if the state knows that UTEP is in existence. Dr. Vasquez replied that the state has no idea of any of the degree programs offered at the university. She commented that only what is needed is allocated, it is not tracked, and it becomes a part of the pot. She noted that the university has continued to allocate money to the program even though it is not mandatory according to the state. \$255,424 is currently being used for UTEP, and it has increased each year. She commented that the resources are coming from two sources; the funds the program was originally started with and the increases.

Dr. Vasquez noted that between 1996 and 1997 UTEP's budget went from 185,641 to 209,842, which provided for a secretary, a director, and other faculty. She stated that in 1998, \$211,114 was allocated to UTEP through the university. At that time former Chancellor Hilda Richards requested money from UTEP's budget to cover two tenure track positions in the School of Education; the UTEP director and a researcher, which was Dr. Pamela Sandoval. The document indicates that \$157,079 of that was deducted to cover those positions. Mr. Setzer agreed that the August 30, 1991 minutes he has distributed reflect that fact (*see attached*). He also stated that it wouldn't have been possible to attain those positions without the money from UTEP because enrollment was low that year. He commented that there were no objections to the positions, but they did raise the question of how they would be able to perform effectively for UTEP and the SOE. It then became a part-time director and researcher being paid full-time from UTEP's budget.

Dr. Vasquez stated that \$255,424 is currently being allocated to the UTEP budget. The tenure track faculty are currently being paid from the SOE's budget, and the secretary and other expenses are from UTEP's. CTE (Commitment to Excellence) funds in the amount of \$14,141 now partially support the full-time secretarial position. Dr. Brock inquired as to when those funds will go into UTEPs budget. Dr. Vasquez replied that it will be this fiscal year. She noted that the money usually never goes directly into individual budgets in order to help track them, but that this year that is changing.

Mr. Setzer stated that the present difficulties are that the second tenure track person can no longer be identified, and that research that is desperately needed has not been collected. He also

commented that a liaison is needed, and was once supported through a separate grant. The liaison will help the director complete the tasks assigned since the director has to devote so much time to her tenure track position. Mr. Kelly inquired if the director is considered to be half time if she is performing two jobs. Dr. Brock commented that in order for our PDSs to receive NCATE accreditation a researcher is needed. She further stated that research is very important.

Mr. Setzer commented that a major piece is that there has not been a functioning Budget Committee that would have had financial information annually as to how the money was being spent. It has been suggested that UTEP has no money, it belongs to IUN, and they are being gracious with it. He felt bad about that comment, and has since raised questions about it. The program needs this money. Gary, Hammond and East Chicago have reaped the benefits of this program, and Gary is also allocating an additional teacher for the program. UTEP was the first program of this kind, and others have since surpassed us. We are trying to get back to the early prominence. He stated the need to know how much is available and be a part of the decision making, and that we cannot attract good people until that is done. What sets us apart from regular programs is that it is a collaboration that is not totally a part of the university. He noted that committees have been established, but they now need to function properly. There will be office space and other personnel needed for the new PDS, and the TIs (Teacher Instructors) will deliver the service to the students instead of the IUN faculty. He further commented that “he who has a goal makes the rule”, someone took our goal from us, and we are trying to get it back. He’s pleased to see that the money has been here all along, and we now need to get back on track with the committees.

Dr. Brock commented that she cannot do it alone. She has found the paperwork about the committees, and they will come to fruition. She stated that it would be helpful if the researcher position were available. UTEP has done wonderful things in the past 20 years which have not been documented. Programs that have only been around for five years have surpassed us. She would like to discuss the possibility of having a UTEP researcher. She also needs someone to teach the assessment class.

Mr. Kelly inquired if UTEP has a budget or a wish list. Dr. Vasquez stated that there is a separate budget for UTEP with an account number assigned. There is \$65,635 available now that will increase when the CTE funds are deposited. What is left after the secretary’s salary and fringes is around \$51,000. Dr. Brock noted that the block grants, supplies, conference fees, etc. come out of that amount, and that there is usually around \$20,000 left unencumbered.

Mr. Setzer inquired if there was room for discussion of the unidentified researcher, because he would like to identify a researcher who could serve both the university and UTEP. Mr. Kelly commented that he is pleased to see that there is an actual account, and agrees with Mr. Setzer that the research aspect needs to be addressed. He stated that that two faculty positions are listed on the spreadsheet, and asked if someone else from the university could be assigned to research for us. Dr. Wigle stated that he has no such person in the SOE available at this time. Mr. Setzer noted that only one person is identified on the sheet, and the need for someone to be identified. Dr. Vasquez commented that she was not able to say when a position can be determined. That would be the decision of the person in charge of the department, which is the Vice Chancellor for Academic Affairs, Dr. Kwesi Aggrey.

Dr. Vasquez inquired as to what everyone meant by Dr. Brock working two positions. Dr. Brock replied that she is currently serving as UTEP Director and SOE faculty. All faculty is expected to work toward tenure, and she is expected to do the same as other faculty who do not direct programs. She is also on committees, and is not just dedicated to UTEP as director. Dr. Vasquez noted that when the program started, the director was not a tenure track position, and that it was possibly moved to tenure track to be a permanent position. She stated that the budget has gone up \$105,000 since beginning. Mr. Setzer commented that all of the previous directors have been tenure track, and dates back to Jose Rosario, John Attanissi, Charlotte Reed, and up to Rochelle Brock. Mrs. Kutie agreed. He stated that it has always been that the person being hired has to be eligible for tenure track. He feels that if the director is working $\frac{3}{4}$ for UTEP and $\frac{1}{4}$ for IUN, that IUN should kick in $\frac{1}{4}$ from it's own budget, not UTEP's. Dr. Vasquez commented that tenure work is not separate work. Dr. Brock commented that she is currently required to do the exact same as other faculty to get tenure, and that her work toward UTEP is considered service. She is only partly administration. Her tenure requirements will be re-worked with Dr. Schoon.

Mr. Setzer commented that UTEP doesn't require that the director teach a class or perform research outside of UTEP. Mr. Kelly commented that half of her salary and benefits should be from the 2nd faculty position if she is to do the research for UTEP as part of her tenure. Dr. Brock noted that Dr. Sandoval stopped doing research for UTEP in 2000, but didn't leave the university until 2004. Mrs. Anderson commented that Dr. Sandoval was supposed to perform 50% for UTEP as researcher, but weeded herself from the program and strictly did only SOE duties. She did research only prior to 2000. Since Dr. Sandoval left, the position is still there, but is not being fulfilled by an SOE faculty member. Mrs. Kutie commented that Dr. Sandoval was being paid 100% from the line item, but was performing duties only for the SOE.

Dr. Vasquez commented that the bottom line is that the money for UTEP has not been taken away, and the 2nd tenure track position is the issue. She also reiterated that Dr. Aggrey is the person to address regarding the research position. **A Financial Sub-committee was formed to meet with Dr. Aggrey. The members are Mr. Setzer, Mr. Kelly, and Mr. O'Rourke. Mr. Setzer suggested Dr. Chiatula be a part as well.** Dr. Brock stated that she would contact the sub-committee regarding the meeting with Dr. Aggrey. Mr. Setzer stated that he would like an expansion of that meeting by including Chancellor Bergland and Dr. Vasquez. He knows the schedules are busy, but requests the time. They also would like to meet prior to the next meeting.

February 7, 2008 Meeting

The February 7th meeting will be held at the Gary Teachers Union.

Adjournment

The meeting was adjourned at 1:00 p.m.