

IU Northwest Council Meeting Notes

Meeting Held Tuesday, December 13, 2016

Chancellor Lowe asked if there were comments or questions regarding the November 8, 2016 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive notes from the last meeting.

I. Enrollment Management & Student Success – Enrollment Management Update

Vice Chancellor Alexis Montevirgen reported that students are registering for the Spring 2016 semester, and that they tend to wait until after finals to register. Faculty and professional advisors are encouraged to remain in touch with their students to encourage them to register, and to provide the best possible advice to them. Advisors, and select constituents in units, now have the capability of identifying their advisees who have not registered or may have “stopped out”, which provides the opportunity for direct contact with those students. This functionality is available through ADRx Advising System and, the Student Advising Center, or Registrar Peter Zachocki, can be contacted for additional information. Vice Chancellor Montevirgen reported that immunization holds, which previously prevented affected students from registering, have now been lifted, but students are still required to submit their dates of immunization. Next year, immunization requirements will be more stringent, with new students required to upload proof of immunization documentation. Work continues to admit students for Fall 2017, and new follow-up strategies and communication plans, including expanded digital marketing efforts and mailings to students, are moving forward.

National Student Clearinghouse data provided by John Novak indicates that more than 400 students, admitted to IU Northwest within the last year, chose to attend another institution of higher learning. Those students will be contacted to determine if they are pleased with their choices and, if not, they will be encouraged to transfer to IU Northwest. More than 500 students who were admitted to IU Northwest did not enroll at an institution of higher education, and those students will be contacted and encouraged to register. Marketing efforts are focused on providing a message to students that will give them the most relevant information, and also encourage them to attend IU Northwest.

II. Financial Update

Michelle Dickerson, Executive Director of Finance, reported that the budgeting process is approaching, and she will be providing information regarding non-instructional fees, due in early January, to deans and department heads. A new, more detailed form for rate increases will be required in this biennium budget cycle, and Michelle plans to establish a meeting with relevant constituents to review the new form and answer any questions. The University Budget Office is requesting that non-instructional fees remain at their current level unless there is a compelling reason and justification for an increase.

Budget transfers, or unit restructuring requests for 2017-18, should be discussed with Michelle and Susan. The campus will observe the same budget schedule as in the past, including conducting budget hearings which will be scheduled in February, so that budget information will be available in March. State appropriation information will not be available until later in the budgeting cycle because this year is a budget biennium, and budget variables will be determined by the legislature.

III. Human Resources Update

Mianta’ Diming explained that a preliminary injunction against the FLSA overtime rule, set to take effect December 1st, halted the new rule to extend mandatory overtime pay, nationally delaying its implementation. Indiana University had already moved forward with implementing the new rule when the injunction was granted, and the university will continue the process of reclassifying affected employees. The Department of Labor (DOL) announced in May 2016 new Fair Labor Standards Act (FLSA) rules for determining what positions are eligible for overtime to ensure that all employees are paid fairly for the work that they do. As a result, the annual salary level at which employees are considered exempt from overtime compensation was raised from \$23,660 to \$47,476, and was scheduled to take effect on December 1, 2016, resulting in current IU

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Northwest exempt PAE staff and faculty whose salary was below \$47,476 being moved to non-exempt. At IU Northwest, this change affects approximately 15 employees who will be reclassified as PAS employees. If the courts decide to invalidate the FLSA rule after review, the university will determine if the reclassification and salary changes for the PAS employees will be reversed or maintained.

The Holiday Closing Schedule for 2017 was provided and will be distributed.

IV. Announcement of New Hires, New Positions, Campus Departures

Naomi Palagi, Professional Staff representative to the Council, brought forward a suggestion to announce, campus-wide, all new hires, significant position changes and departures. Beginning in January 2017, Human Resources will distribute a weekly announcement which will include employment updates with more detailed employment announcements circulated by individual departments. In Spring 2017, a campus bulletin/digest will be electronically distributed each day.

V. Facilities and Operations Update

Andy Kapocius announced that the landscaping in front of the Arts and Sciences building has been installed, and the barriers on Broadway, that were in front of the building, have been removed. Interior work and minimal exterior work continues, and the campus is on track to have the building turned over to the campus in March 2017. Commissioning of the building is scheduled for March and April, which means checking to see that the infrastructure is in place and working like it should. Installation of FF&E (furniture, furnishings and equipment), audio-visual package, and theater furnishings will occur in May and June, with the last few items prior to move-in addressed at that time. Andy continues to stress that building tenants need to purge items they do not need prior to moving because new offices are not designed to encourage papers, multiple file cabinets, etc. Tenants should be boxed and ready to move July 1, 2017. The Office of Facilities and Operations will provide boxes to those who request them. Audrea Davis reminded Council members and others to consult with Steve McShane, Office of University Archives, who might be interested in historical university documents and other artifacts as offices are cleared.

The Backfill Study continues to move forward. The campus shuttle service will be discontinued after the Spring 2017 semester, which will end the shuttle contract with the campus. Andy is working from an identified list to assist the campus in obtaining possession of structures and property in the university footprint. The campus Weather Emergency Procedure was distributed campus-wide on December 8.

Continuity Plans are being updated and created, and all should be complete by January 12, 2016, the date of the next Crisis Management Team meeting.

The IU Northwest Police Department has recently been involved with criminal activity in the university neighborhood, and while one incident, in particular, was initially reported to be close to campus, as information became available, it was determined that the incident was not near the campus. As a result of this new information, the incident will not have to be included in the campus's Clery Report, which requires all colleges and universities that receive federal funding to share information about crime on campus and efforts to improve campus safety, as well as inform the public of crime in or around the campus. The University Police do a great job, and they work tirelessly to keep the campus safe.

VI. Council Annual Survey Results – Improvement Initiatives

The Council Annual Survey results remain on the agenda to continue the discussion about how the Council can be more effective. One change this year is that Budget Committee recommendations submitted to Chancellor Lowe each Spring, to guide how the coming fiscal year will be structured, will be added to the March 2017 Council agenda. Currently, the agenda for Council meetings is set by the Agenda Committee (the campus Leadership Group) and, once again, Chancellor Lowe extended an offer for an alternate group to set the

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agenda, which drives what is discussed, and could offer roles for those who are less involved in Council deliberations.

VII. Strategic Planning Discussion

- **Revised Planning Draft**

Current draft strategic planning framework was distributed to the Council in advance and reflects suggestions received from constituencies and others, including representatives from the IU Northwest Board of Advisors and the Alumni Association. The Council reviewed the proposed changes and provided feedback as the document was reviewed. Final approval of the revised planning draft will occur at the January 2017 Council meeting. Chancellor Lowe asked Council members to consider the best way to identify the action steps to support the objectives, and reconvening Working Groups was suggested as an option.

- **Changing our Mission statement (reflect community-based engagement)**

Dr. Ellen Szarleta reported that most regional campuses plan to rewrite their mission statements to have a stronger representation of community based engagement in their missions in anticipation of applying for the Carnegie Classification. All regional campus mission statements must be approved by the Board of Trustees, which they will consider at their June 2017 meeting. Dr. Szarleta is working with a campus planning group of more than thirty faculty members, staff and students, and their initial task is to answer the following three questions: (1) What is engagement? (2) Who is the community? (3) What is community engagement? Answering those questions will help to define community engagement for our campus, with the goal of having a definition by February 2017. After the definition is agreed upon, the task of more specifically revising the mission statement will begin.

VIII. Institutional Effectiveness Update

- **Enrollment Projections**

John Novak distributed enrollment projection worksheets, including a longitudinal view of budgeted enrollment projections and IU Northwest 2017 Projections, three-year averages, and undergraduate ratios, and explained how enrollment projections have been determined for the last several years. The annual projection cycle is described below:

August: Fall census enrollment is received, and enrollment numbers, head count and credit hours are used to project enrollments for the next year to determine tuition revenue and fees.

November: UIRR (University Institutional Research and Reporting) updates retention and enrollment census numbers, examining numbers in detail to devise their projection model for the year, and they send to the IU Northwest CFO and others the Fall projections based on that model. They ask campus representatives to review and indicate agreement, or suggest changes.

December: The IU Northwest Office of Institutional Effectiveness and Research (OIER) provides recommendations to a small group on campus (the Vice Chancellor for Student Affairs and Enrollment Management, CFO, Executive Vice Chancellor for Academic Affairs) and collectively they examine the projections and discuss variables that could occur for the next year. Those projections are then sent back to UIRR and, in the Spring, they extrapolate the Fall enrollment numbers to an entire fiscal year and send the projections to the deans for their feedback and adjustments.

April: When a final enrollment projection number is reached, tuition and fees are calculated based on those projections.

John also provided summaries of actual campus projections, and while they indicate that, if nothing changes, enrollment declines will continue, considering the aggressive enrollment and recruitment initiatives currently in place, and online enrollment, the campus is striving to exceed the conservative projections, and is optimistic that more students will enroll than projections indicate. Also contributing to enrollment decreases, in a positive way, is that the campus is graduating more students. Going forward,

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reporting will differ, with dual credit/high school enrollments separated in the reporting system, which will specifically report on degree-seeking and graduate students.

IX. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council
One Book – One Campus – One Community – One Book Committee

2016-17 selection: Rebecca Skloot, *The Immortal Life of Henrietta Lacks*

- One Book Discussion with IU Northwest Council at Soup and Substance – Thursday, January 26, 2017 at 12:00 noon, Anderson Conference Center 105
- Process for selection of book for 2017-18 is underway; nominations close Friday, February 10, 2017
- Lacks family visit to campus during Bioethical Issues Conference – Wednesday, March 22, 2017

The IU Northwest Rev. Dr. Martin Luther King, Jr. celebration is scheduled on Thursday, January 19, 2017, and Dr. Joy DeGruy, nationally known author, will be the guest speaker at 6:00 p.m. She is the author of the book, *Post Traumatic Slave Syndrome*. All are asked to attend.

X. Student Government Association (SGA) Update

Chiamara Anokwute reported that additional student representatives are being deployed to help assess the student campus environment, including conducting student surveys, to determine what students want. Students have indicated that they worry about the new presidential administration taking effect in January 2017, and will be circulating a petition for students to sign to indicate their support for professors and faculty if they choose to move forward in asking the university to become a Sanctuary Center of Higher Education. The election of Donald Trump to the presidency has prompted a growing number of petitions signed by students, faculty members and alumni at colleges and universities across the country, calling on their institutions to limit their cooperation with federal immigration enforcement authorities, and to declare institutions “sanctuary campuses.” Chancellor Lowe shared with the Council that President McRobbie made a statement about “sanctuary centers” at the December Board of Trustees meeting, and Chancellor Lowe will forward that statement to Chiamara and include it among Council materials in Box.

Chiamara remarked that the active shooter presentation on campus was well received, and the Police Department received great cooperation from the Nursing Department.

XI. Updates – Professional Staff, Clerical and Technical Staff, Police Officers, and Service Staff

Service staff are currently in a nomination process to select a representative to serve on the Council to replace Cheryl Halkitis, who resigned from the Council. The selection process should be complete early in 2017.

XII. Chancellor’s Report

Chancellor Lowe asked Council members to ensure that information provided to the Chancellor’s Office, and disseminated on behalf of the university, is accurate. He depends on accuracy, at all levels of the university, when he is making a statement on behalf of the IU Northwest campus.

XIII. Other Information