

IU Northwest Council Meeting Notes
Meeting Held Tuesday, November 10, 2009

Informational Items

Chancellor Bergland introduced Carmen Tillery, Dean of Students at Indiana State University, who is shadowing Chancellor Bergland for a day as a result of her participation in the American Association of State Colleges and Universities (AASCU) Millennium Leadership Institute.

I. Development of Lead Measures for 2009-2010

a. Retention and Recruitment

Vice Chancellor Hodges announced that the university is moving forward to the next phase of the university goal of 6,000 students by 2013 through the development of WIGs for 2010. The target for new degree seeking students for Fall 2010 is 1,220 with a 70% first to second year persistence rate for full time beginners. Vice Chancellors Malik and Hodges will design a template or enrollment plan for WIGs to ensure consistent reporting. The plan will contain lead measures identified by units and will indicate how units will achieve stated goals.

Vice Chancellor Malik reported that IU Northwest has the highest FTE (Full Time Equivalent) in Indiana University history for Fall 2009.

II. Developing Ideas in Response to Campus Climate Survey Results

Chancellor Bergland solicited reactions to the staff recognition and reward ideas provided by staff during a meeting on October 26 to isolate the ideas that the Council feels should be pursued. Chancellor Bergland and the Vice Chancellors will establish initiatives to coincide with the ideas. Carolyn Hartley remarked that several of the ideas provided border on ghost employment and cannot be implemented.

Tim Sutherland suggested establishing regional discounts for IU Northwest employees. Beth Van Gordon added that IUPUI utilizes this perk through a Jag Card program. For more information on “Jagtag” see <http://www.hra.iupui.edu/hrupdate/2009/September/Jag.pdf>.

Chancellor Bergland highlighted the idea of units recognizing other units based on the belief that some employees feel they are invisible to others and are not appreciated or recognized for their efforts. Dr. Delunas suggested a rotating staff webpage highlight.

Chancellor Bergland informed the group that the *Northwest News* has not been published due to a staffing shortage in Marketing. The magazine will be published again when the vacant position is filled.

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Vice Chancellor Malik particularly likes the idea of providing tickets to the Gala as a staff incentive and suggested that staff members who receive the award sit at a specific table and be introduced.

The annual employee award/recognition process currently in place will continue, and Council members endorsed the idea to increase the amount of the monetary awards to winners. There was concern expressed that staff feel the selection process for the annual employee awards is not fair. Carolyn Hartley explained the process stating that voluntary nominations are solicited from the entire campus in the staff categories of technical, professional, clerical and service maintenance. A selection committee consisting of award winners from the previous year determine winners in each category. The committee chair is a faculty member.

Chancellor Bergland will meet with Vice Chancellors to determine next steps and will share the proposals with the Council. He has been informed that biweekly staff are considering forming a separate organization apart from the organization that brought biweekly and professional staff together in one organization. Audrea Davis reminded participants that the new group can only address issues that do not relate to benefits and wages and that they can recommend but cannot vote on Union issues.

III. Holiday Campus Closings

The Council reviewed the 2010 Holiday/Campus Closing Memorandum. Carolyn Hartley explained that Christmas Day and New Year's Day holidays will be observed on the Friday prior to the holiday in 2010 because the holidays occur on Saturday. Staff will need to use four Paid Time Off (PTO) days.

IV. Synchronicity – Campus Budget Committee

Chancellor Bergland informed the group that the campus is considering moving forward with the synchronicity initiative to further enhance campus accountability and ensure that employees work a full day. Vice Chancellor Malik further commented on the initiative and announced that a survey will be sent to all staff to obtain their input about this topic. Members of the Budget Committee shared information from their counterparts at other IU campuses who observe synchronous timekeeping. Chancellor Bergland summed up the discussion stating that the survey will be administered to elicit feedback before moving forward. Carolyn Hartley reminded the group that problems with employees may not be solved by moving to the synchronous system because many problems are discipline problems and will be ongoing. Peg Fiala remarked that timekeeping is a trust issue and she feels that most staff do not want to “punch in and out.”

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V. Medical School Expansion

Dr. Bankston discussed the Medical School expansion campaign and distributed brochures highlighting the expansion. He also announced that Congressman Visclosky is visiting the Medical School at 11:00 on November 10 for a tour and to look at new equipment.

VI. Video to Showcase IU Northwest Programs

Beth Van Gordon presented a five-minute video presentation produced by Instructional Media highlighting Professor Spencer Cortwright's work with the Little Calumet River Prairie and Wetlands. She commented that the Information Technology initiative is a way of cataloging items of importance to the campus for use in a variety of ways and encouraged others interested in producing videos highlighting distinctive areas on campus to contact Instructional Media. At this time the videos cost nothing to produce. Chancellor Bergland and other Council members complimented Beth and her staff for their good work.

VII. Update on Policy and Procedures Manual

Chancellor Bergland asked Carolyn Hartley to provide an update on the status of the Policy and Procedures Manual initiative. She announced that six manuals have been completed and submitted to her office. She reminded meeting participants that templates to produce the manuals were sent to all units. Chancellor Bergland explained that the impetus for the initiative was based on comments from staff a few years ago that process manuals are not available in offices for new employees. He encouraged Council members to work with staff to complete manuals by the November 20, 2009 deadline.

VIII. Update on H1N1

Vice Chancellor Pellicciotti announced that the IU Northwest campus community has not been significantly impacted as a result of H1N1 and that a self reporting system is currently in place. He receives a weekly report from the Registrar's office which he uses to monitor absences to alert him in case the number of students absent from classes increases significantly. Chancellor Bergland remarked that the Northwest Indiana region does not appear to be greatly affected at this time.

Dr. Bankston announced that there is a nationwide shortage of the H1N1 vaccine. He is working with the City of Gary Health Department to obtain doses of the vaccine for our campus and advised Council members to obtain doses of the vaccine elsewhere if the opportunity exists. Dr. Delunas further explained that the doses are free to the campus community and that IU Northwest has received 100 doses and is slated to receive 100 doses per week. A priority list has been developed first vaccinating students that have

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direct patient contact and also Nursing faculty. Dean Wigle asked that student teachers in the school districts be considered because of the risks they are experiencing.

IX. Update on AQIP/Continuous Improvement

Chancellor Bergland asked the group to review the Systems Portfolio on the AQIP website (<http://www.iun.edu/~aqip/>). Additional printed copies of the Portfolio will be made available to Council members who request them. Feedback on the Portfolio will be received from AQIP in the Spring 2010. Dr. Delunas recommended developing new Action Projects in April 2010 and commented that much of the responsibility for AQIP will be assumed by the new Assistant Vice Chancellor of Institutional Effectiveness and Research. Dr. O'Dell recommended updating the Portfolio every year, focusing on one category per year, in an effort to remain consistent with the desired boundaries and the 100 page limit of a systems portfolio. The document is very informative and is a good resource for potential employees.

X. Other Information

- The ad for the Assistant Vice Chancellor of Institutional Effectiveness and Research has appeared on the Online Application (OLA) site. Dr. O'Dell is chairing the search committee, and the application deadline is November 30.
- Dr. Gallmeier provided an update on the search for Chancellor. The position specification is complete and the search firm is working to identify candidates. The ad has appeared on *The Chronicle of Higher Education* electronic website.