

## **IU Northwest Council Meeting Notes Meeting Held Tuesday, November 9, 2010**

### **I. Retention & Student Success**

#### **a. Retention task force**

The task force is reviewing retention initiatives to determine how to proceed. Their first priority will be to review the early alert program. Task force co-chairs are Jon Becker and Dr. Cynthia O'Dell. Other members include JoAnn Bowen, Vice Chancellor Diane Hodges, Vice Chancellor David Malik, Dr. Charlotte Reed, John Novak, Cathy Hall, and Dr. MaryAnn Fischer

#### **b. Phone survey for students who withdrew early**

A telephone survey for students who withdrew early was conducted. Eighty-eight students withdrew, and, of that number, fifty-nine were contacted and twenty-nine could not be contacted. Of the fifty-nine students contacted, twenty-nine plan to return to school in the Spring, sixteen will not return, fourteen are unsure if they will take classes in Spring 2011, twenty-four were new to the campus, and eleven were admitted in July. Reasons for leaving included family issues, health issues, car accidents, birth of children, and financial hardships. Dr. Hodges will review data to determine if there were any gender or race issues. A reinstatement workshop is scheduled on December 11, and two additional workshops will be scheduled prior to the Spring semester.

#### **c. The American Association of Collegiate Registrars and Admissions Officers (AACRAO) Consulting**

The American Association of Collegiate Registrars and Admissions Officers is working with the IU Northwest campus to examine the organizational structure of the offices of Admissions, Financial Aid, Bursar, and Registrar to determine how they can be more effective and more student friendly. Consideration is being given to reconfiguring the first floor of Hawthorn to make it more engaging and effective for students as a "one stop shop." This effort will not conflict with the Benchmarking Project, and there may be synergies between the two efforts.

### **II. Update on Facilities**

#### **a. Pedestrian Safety Campaign**

New experimental LED signs will be installed and activated by INDOT on November 10 at 34<sup>th</sup> and Broadway. The IU Northwest Police Department has received a sign to display motorist's speed which can be moved from one side of Broadway to the other. Temporary signs have been installed at the 34<sup>th</sup> and Broadway crosswalk advising pedestrians to use caution. Tim Weidmann and his staff are working with University Police and the Administration to develop a comprehensive safety program based on a program at IUPUI. The program will highlight what pedestrians can do to be safer and will be sent to the student listserv.

### **III. Update on Budget Situation**

#### **a. Salary Increase**

Salary increases were effective November 1, 2010, and salary letters were sent to all full-time employees. A list of employee salaries for those in their units were sent to deans and vice chancellors.

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**i. Salary Study Group**

Chancellor Lowe is concerned about salary levels as well as salary equity among employees and has established a Salary Study Group to appraise the feasibility of and suggest a framework for a possible IU Northwest salary project. Serving on the study group are Vice Chancellor Malik, Marianne Milich, Ida Gillis and Carolyn Hartley with Marianne Milich responsible for convening the group. Chancellor Lowe has asked them to provide guidance on a structure to enable the campus to make some real progress on improving salary levels for faculty and staff. Salary equity will also be considered. The campus would have to identify revenues to sustain salary improvements. This group will not be the salary implementation group and will not recommend the final project. Chancellor Lowe has asked for an initial report by the end of the Fall 2010 semester which will become the basis for discussion and consultation with campus constituencies about the viability of a project.

**b. RCM implementation update**

Per Marianne, if an RC unit submitted plans for the use of carryover funds and has been approved, guidelines and a spreadsheet to track expenses will be sent to the unit.

**c. Cost Benchmarking Project: Update from Kathryn Lantz, Project Campus Liaison**

Kathryn Lantz has been designated Project Campus Liaison for the Cost Benchmarking Project. The project will assess university activities in Human Resources, Payroll, Student Services (Bursar, Financial Aid, Registrar, including support for Academic Advising, and Admissions), Marketing and the Bloomington Physical Plant operations. The benchmarking effort involves collecting data on the staff mix, transaction volumes, quality indicators, and cost drivers for these areas. No names or salaries will be transmitted with data to ensure that security is maintained. Training sessions for campus data collectors will be held at IUPUI and will be completed by November 19, 2010. Submission of data must be completed and submitted by mid January. Kathryn asked the Council to work with people who will be campus data collectors and respond to their requests quickly.

**d. R & R hold back and project priorities**

Council members reviewed the project priority list submitted by Dr. Pellicciotti which will be forwarded to the University Budget Office for approval. If approved, work on projects identified will move forward. One-time cash projects identified during last year's budget hearings will be completed with funds identified last fiscal year. Those projects include purchase of a printer for Marketing and Communications at \$10,000, completion of phase two of the video surveillance project, completion of phase two of the keyless entry project, and allocation of \$170,000 to Academic Affairs to support various projects in academic schools. If alternate funding is available through the University for projects recently identified, those funds will be utilized.

Remodeling the first floor of Hawthorn is on the project priority list and will include remodeling of Admissions, Office of the Registrar, Bursar, and Financial Aid. Funds have not been provided for repair or remodeling of Lindenwood and Sycamore. It was stated that Raintree Hall should be razed. Dr. Pellicciotti wants to establish a plan to target problem buildings/areas on campus and

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remarked that constituents who occupy buildings should provide information to him regarding problems in buildings. Having data about building problems will provide important information for consideration when prioritizing projects. The number one project priority is to relocate the IU Northwest Police Department to Moraine Student Center which will complete the evacuation of Tamarack Hall, enabling focused consideration to demolishing the building.

**e. Publications budgets reductions**

The President's Office announced at the October 2010 Board of Trustees meeting that non-revenue generating units will have their publications budgets reduced by 25%. To determine which budgets would be cut, responsibility center prior year expenses in object code 4166 or 4050 were reviewed and compared to this year's expenses as of October 31, 2010. If there was an increase for 2010, budgets must be reduced by 25%. This mandate primarily affected the Executive Management responsibility unit, specifically the Marketing unit. Marketing is considering making *The Northwest News* a digital publication. The mandate does not affect academic units, or the Office of Admissions. All were encouraged to inform supervisors if extenuating circumstances dictate the need for publishing information.

**IV. Update on AQIP/Continuous Improvement**

The AQIP Strategy Forum begins Wednesday, November 17 and will last until Friday, November 19 in Lisle, Illinois.

**V. Planning and Stakeholder Scan**

John Novak reported that the scanning project is moving forward. Surveys will include open ended questions and will be sent to various constituents including persons invited to the Chancellor's Installation activities and IU alumni. The initial survey list will include approximately 1,700 constituents in addition to IU Northwest Alumni resulting in approximately 3,000 constituents receiving the survey. John plans to have a workshop in early December covering environmental scanning.

Chancellor Lowe asked about prior planning documents and processes. In response, he was informed that the Vision process served as a strategic planning framework, in addition to the WIGs (wildly important goals) process. It was noted that there is a WIGs folder on the Council Oncourse site. In some instances, unit-level academic and non-academic strategic planning documents exist. Other units are moving forward with strategic plans through the WIGs process. Chancellor Lowe remarked that the Principles of Excellence and Blueprint Process must be considered as the campus moves forward with planning. He encouraged all to think about planning preferences.

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**VI. Chancellor's Report**

Chancellor Lowe asked Council members to review meeting notes and share information with colleagues they are representing. If corrections are necessary, please inform Kathy Malone.

**a. Installation: Thank you to all**

Chancellor Lowe thanked the campus community for the installation activities and applauded the committees that worked on events. He remarked that the campus community came off looking very well to those visiting the campus for the first time. Visitors commented that everyone was friendly and welcoming. They found the Campus-Community Conversation and the Installation ceremony very well done and meaningful.

**b. Jeff Johnson Institute recommendations**

Council members were encouraged to review the recommendations and consider the report, which was the basis for the Campus and Community Conversation, as another source of data. The recommendations shall remain on the website at [http://www.iun.edu/~chan/feature/Jeff\\_Johnson\\_Report.pdf](http://www.iun.edu/~chan/feature/Jeff_Johnson_Report.pdf) until the end of the Fall semester.

**c. Expanded Principles of Excellence**

During President McRobbie's State of the University Address in September 2010, he mentioned that the Principles of Excellence will form the template for planning at Indiana University and will help guide Indiana University in the foreseeable future. Chancellor Lowe submitted significant items that contributed to the initial Principles of Excellence document. He referred Council members to the IU website to review the Principles of Excellence. <http://www.iu.edu/~pres/vision/principles-of-excellence/index.shtml>

**d. Visit of Trustee William Strong on Monday, November 15, 2010**

Mr. William Strong, new IU Trustee and IU Northwest campus liaison to the Board, will visit the campus on November 15, 2012 because he is interested in learning more about the campus. He is from the Chicago area and is the Vice Chairman of Morgan Stanley.

- e.** Chancellor Lowe congratulated Vice Chancellor David Malik on the extension of his appointment as Executive Vice Chancellor for Academic Affairs at IU Northwest until June 30, 2012. President McRobbie approved the extension and also approved removing "interim" from his title.

**VII. Other Information**

Valerie Gil, University Director of Licensing & Trademarks, will present a licensing and trademarks class at IU Northwest on Tuesday, November 16<sup>th</sup>. The class will cover how to register a trademark, guidelines of trademark use, trademark infringements, domain name infringement, licensing process, and purchasing promotional items.