

**IU Northwest Council Meeting Notes**  
**Meeting Held Tuesday, June 9, 2020**

**Strategic Priorities & Objectives:**

**#1 Student Success; #2 Valuing People; #3 Leveraging Diversity for Inclusive Excellence;  
#4 Building & Sustaining Community; #5 Financial Stewardship & Infrastructure**

Chancellor Lowe asked if there were comments or questions about the May 12, 2020 virtual Council meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for keeping a good record of Council deliberations.

**I. Introduction of new Council members**

The following new Council members were introduced:

- Mark Baer, President, Faculty Organization
- William Allegrezza, Vice President Faculty Organization
- Vesna Balac, Faculty Organization Representative to the Council
- Linda Delunas, Interim Dean, College of Health and Human Services
- Sean Liesenfelt, University Police Representative

**II. Planning for FY21.**

Chancellor Lowe expressed sincere appreciation to Council members, and other campus constituents, for their hard work and engagement with the fall 2020 academic year planning during this extraordinary and unprecedented time. The campus is progressing well in a very difficult environment. University administration will provide additional details/answers to questions regarding ongoing planning and implementation efforts.

The campus operating budget was reduced by 5% without making reductions in employment. An additional 5% reduction must be modeled in the event enrollment and revenue declines require that reductions be made later in the fiscal and academic year, and the model will include several budget reduction options/scenarios. While the first 5% was a university-wide reduction, if necessary, a second reduction will depend on the financial and enrollment positions of individual campuses. The best response to avoiding another 5% reduction is to continue strong performances in recruiting and retaining students. (As reported to the campus on 30 June 2020, a reduction of the FY21 state appropriation to Indiana University [\$1M at IU Northwest] was handled in the operating budget without affecting campus units).

Academic Affairs hosted town hall meetings to address questions and concerns. Executive Vice Chancellor Román-Lagunas commented that the level of engagement is high, and much has been accomplished, with tremendous assistance from UITS, CISTL, and the Faculty Organization, under less than ideal circumstances.

A process was formulated to address priorities, recognized by the Centers for Disease Control (CDC), for accommodations as return to campus requirements are defined, and employees are encouraged to meet with supervisors to discuss individual return to campus plans. They are asked to review and sign a Community Responsibility Acknowledgement, which includes a recognition that the university is subject to requirements, under the Americans with Disabilities Act, to provide reasonable accommodations for those with a documented disability, in order for them to perform essential functions.

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**III. Enrollment Management & Student Success – Strategic Priority #1**

• **Enrollment Management Update (*enrollment statistics cited were effective June 9, 2020*)**

Dorothy Frink informed Council members that IU Northwest enrollments continue to remain positive. Enrollment reports shared by Dorothy showed enrollments in all student categories are trending positively, and specifically noted was the increased enrollment of seniors, which has not been the case in the recent past. Units are encouraged to review enrollment reports and continue contacting students in their areas to encourage enrollment. The Office of Admissions continues to work with the Office of Marketing and Communications, who have increased digital and other marketing efforts, to send appropriate messaging to students. Virtual New Student Orientation (NSO-Live) began on June 24, with a focus on building a sense of community for the students.

Chancellor Lowe thanked the Admissions staff, advisors and other campus colleagues for all of their hard work and enrollment efforts, which have made a marked difference. As planning continues for the fall semester, all were reminded to be cognizant of students who have disabilities or challenges, to enable them to fully engage as they navigate and interact in the campus virtual environment.

**IV. Updates – Finance and Human Resources – Strategic Priority #2, #4 and #5**

Vice Chancellor Dickerson reported that the FY21 budget was set to close on June 10, and she thanked all involved for their assistance and cooperation with meeting target dates. Chancellor Lowe added his appreciation to all for the good work with the budget and reiterated that the FY21 budget includes the required 5% reduction from the General Fund, and did not include salary increases. The decision on whether an additional reduction is necessary will not be known until fall 2020.

As a result of Covid-19, a process is being defined for campuses to order Personal Protective Equipment (PPE) supplies, from a central university source, and final details regarding this process will be released when available. A COVID-19 account has been established, which Fiscal Affairs will administer, for COVID-19-related expenditures, based on expenses tracked and submitted from units. Reimbursement of expenses will be made to campuses from the second half of the CARES Act funding.

Miantá Diming reported that the short-term partnership with LinkedIn Learning, which offers the opportunity for staff to sharpen their professional skills, has reported positive growth and usage by the Northwest campus. The Job Framework Redesign Project is moving into phase two, and the IU Human Resources Compensation team has completed initial mapping of staff positions to job framework role descriptors. During the next three months, department heads will be contacted to confirm and review positions and initial mapping for each department. Additional information will be shared as it becomes available.

**V. Student Government Association (SGA) Update**

Angad Sidhu, Student Government President, reported that SGA members have been inducted and familiarized with their roles and expectations for the year, and unit SGA representatives will be contacting their respective deans to schedule meetings. Traditional SGA summer activities have been canceled due to the pandemic, but the SGA is optimistic about fall activities, and will be participating in NSO-Live events. A town hall event, prior to the start of classes, is planned for the fall, and a student survey will be administered to determine their preferences, and hear concerns and comments. Students have commented on the racial unrest and violence around the country, and a suggestion was offered to plan a town hall meeting to address divisive cultural issues and discuss issues and concerns. The SGA would like to partner with ODEMA on a project to address the unrest.

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**VI. Updates – Facilities and Operations – Strategic Priority #5**

• **Transition**

A transition is in process in the Office of Facilities and Operations, and Gary Greiner has been named interim director, as a search for a new executive director is initiated. While there was not a specific Facilities report, Chancellor Lowe reported that a partial crew of custodial and maintenance staff are on campus daily, with the full complement of staff returning, effective July 1, in preparation for the fall semester. In response to concerns voiced about air circulation, most air handling units and filters are on the roofs of buildings, and are cleaned and replaced more regularly than usual, in preparation for the return of the campus community.

At the request of the Indiana Department of Health, and Fairbanks School of Public Health at IUPUI, IU Northwest was a COVID-19 testing site, in Parking Lot#9, which is adjacent to the old Mail Services building at the corner of 33<sup>rd</sup> and Broadway. Additional requests, to use the site for future testing are being considered. Details are being finalized to make testing available for employees and students in accordance with IU Health guidelines,.

**VII. University Advancement Update**

Vice Chancellor Gabbert provided detailed information about increased campus Marketing efforts and initiatives, to target specific student populations, in partnership with the Office of Admissions, the MBA Program, School of Education and School of Nursing.

The Bicentennial Campaign ended in June 2020, with more than \$10 million raised by IU Northwest, (25% more than the \$8 million goal), and a substantial amount of those funds were received from current and retired faculty and staff. Vice Chancellor Gabbert made an additional push for donations to the Student Scholarship Support Emergency Fund. Chancellor Lowe congratulated University Advancement and External Affairs for their good work with the campaign, and for raising more than the goal.

**VIII. Council Annual Survey Results – Improvement Initiatives**

• **Council Annual Survey**

The Annual Council Survey was distributed, and the results will be reviewed at the next Council meeting.

• Rotate “pressing issues”/dean/division/office/program updates/profiles at alternate meetings

↳ **Issue/Profile Schedule:** February, April, June, September, November

↳ **Reading Schedule:** January, March, May, August, October, December

↳ **Topic:**

No Issue/Profile discussion topic was identified for the June meeting. Due to substantial pandemic planning needs, additional Council reading assignments will be tabled until further notice. Future discussion topics are encouraged.

**IX. Institutional Effectiveness Update**

The Higher Learning Commission (HLC) met with the IU Northwest Student Success Academy team, and institutions in that cohort. The team is continuing to work on the Student Success Initiatives data base/inventory, and is identifying where lessons can be learned from past efforts, where improvements can be made, and how they match with student populations. Logistical details have not been determined, but the team will be working with the academy again to push the effort forward to start planning for a larger quality initiative. Dean Mark Hoyert is the chairperson of the team, and a daylong meeting is planned for November 2020 with the team and the HLC.

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Next steps for the Assurance Argument group are progressing, and campus constituents have been invited to participate to determine how to develop the Assurance Argument for reaccreditation (slated to complete Argument for HLC in 2024). The campus is beginning this effort early to engage in a gap analysis to determine where areas within the campus operation that are different, to appropriately answer the new criteria.

**X. Bicentennial Update**

- **Bicentennial Time Capsule Update and Options**

The Bicentennial Campaign was slated to end in December but, due to the pandemic and resulting financial situation, and revised fall 2020 plans, it was necessary to reconsider almost all Bicentennial projects and recognize the “end” of the Bicentennial program overall. The planned in-ground time capsule burials, and events surrounding them, have been canceled as cost-savings measures.

**XI. Campus Conversation on Diversity, Equity, Inclusion**

- **One Book 2020-21 reading selection:** *The Great Derangement: Climate Change and the Unthinkable* by Amitav Ghosh

<https://www.goodreads.com/book/show/29362082-the-great-derangement>

A virtual visit by the author, Amitav Ghosh, has tentatively been scheduled on Thursday, October 29, 2020.

- **Indiana University Education Conference**

For approximately 10 years, IU has co-sponsored the Indiana Black Expo Education Conference.

This year, the virtual conference took place July 14 through July 16, and author Ibram X. Kendi, the author of the #1 *New York Times* Bestseller, *How to be an Antiracist*, was the keynote speaker.

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

Dorothy Frink brought forward questions and concerns from Professional Staff members about restarting the campus, particularly as it relates to having external constituents return to the campus environment. Concern was also expressed about social distancing in restroom situations, and maintaining cleanliness, in all areas, throughout the day. University guidance has been developed and distributed to the campus, and includes the assumption that density will be reduced and not everyone will not be on campus at the same time, and employees who can work remotely should continue to do so, with the approval of their supervisor, rotating coverage within departments. A record of all office contacts should be maintained for contact tracing purposes. Chancellor Lowe will specifically ask about bathroom procedures, and remaining questions will be addressed by unit administrators. Plexiglas will be made available for point of service and other campus areas, and specifications for Plexiglas availability have been developed and distributed to the campus. IU will provide each student, faculty member and staff member with two washable masks, which will be sent to home mailing addresses.

Tamika White added that Clerical and Technical Staff echo concerns expressed by Professional Staff. Sean Lisenfelt commented that the IU Northwest Police department remains committed to maintaining campus safety, and encouraged Council members to contact them with specific questions or concerns. A Service Staff representative was not available at the meeting.

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**XIII. Chancellor's Report**

Chancellor Lowe acknowledged that the June meeting was his last IU Northwest Council meeting as Chancellor, and commented that he has not missed a Council meeting in ten years. During that time, he valued the contributions of Council members, and thanked them for their good service during what he has always considered, helpful and productive meetings. He ended his comments by wishing the Council "all the best."

**XIV. Other Information**

Faculty Organization President, Mark Baer recognized Chancellor Lowe for his service to the campus, steady leadership, and financial guidance, and commented that, due to social distancing restrictions, it is unfortunate that Chancellor Lowe could not be recognized with a campus celebration and reception. On behalf of the faculty, he conveyed appreciation and respect, and thanked him for 10 years.

Dr. Linda Delunas also acknowledged the leadership and mentorship of Dr. Pat Bankston, who attended his last Council meeting, and is retiring.