

# **IU Northwest Council Meeting Notes**

## **Meeting Held Wednesday, July 8, 2009**

### **Action Items**

#### **I. Approval of Mail Services Personal Packages Policy**

The Mail Services Personal Packages Policy was endorsed by the Council. The Policy will be housed within the Office of Administration and implemented by Vice Chancellor Pellicciotti. Sites will be established within Academic Affairs, Student Services and the Office of Administration and, the relevant Vice Chancellors will maintain and house other policies specific to their units. Chancellor Bergland encouraged Council members to bring “virtual” or unwritten policies that are observed by the campus to the Council for discussion.

#### **II. Approval to Proceed with Staff Training Series**

##### **Training Workshops:**

- August 6 – “Getting Things Done” *Action: It is recommended that each department decide if they desire to reimburse employees for buying the book and communicate that to employees. HR will send a notice announcing date and time of workshop and indicating the requirement to read the book prior to August 6.*

After discussion, the Council decided that individual units will determine if they want to purchase books for participants from their units.

- Starting Sept. 16 – Professional Development Series for support staff and supervisors. *Action: Announcement requested at June 24<sup>th</sup> Council meeting.*

The Council reviewed the announcement and approved it for release.

### **Informational Items**

#### **III. Update on WIGs and Lead Measures**

- a. Retention and Recruitment Update** (*Report is on Oncourse – Location: IU Northwest Council Resources + IU Northwest WIGs + Enrollment + Recruitment*)  
Vice Chancellor Hodges was encouraged to keep pushing to get students enrolled and advised. Chancellor Bergland asked her to request that Linda Templeton contact her counterparts at IU East, IU Kokomo and IU Southeast to determine why their enrollments are up significantly greater than IU Northwest’s.
  - i. Update from Retention/Recruitment Coordinating Group**  
Dr. O’Dell reported that the group has not met since the last Council meeting. Chancellor Bergland asked Dr. Hodges to provide a report at the next Council meeting that clearly reflects the current registration and admission status for Fall 2009.

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**b. Academic Affairs Update**

Dr. Malik reported that the Deans' Council has not met since the last Council meeting, but he is moving forward to redefine WIGs for his units.

**c. Marketing WIGs/Lead Measures Update** (*Report is on Oncourse – Location: IU Northwest Council Resources + IU Northwest WIGs + Enrollment + Marketing*)

**d. Office of Administration WIGs/Lead Measures Update**

Carolyn Hartley has completed the WIG, "Valuing Employees," ahead of schedule. She has also completed work for AQIP Category Four.

**e. Information Technology WIGs**

Beth Van Gordon stated that there was nothing new to report.

**IV. Budget Update** (*Related document is on Oncourse – Location: IU Northwest Council Resources + IU Northwest WIGs + Budget*)

Marianne Milich reported that the IU Board of Trustees and President McRobbie will finalize and announce rates after July 16. Fees suggested and announced in the local media include a 4.8% tuition increase for undergraduate students, and a 7% tuition increase for graduate students. There is no new information on salary increases, and speculation is that funds will not be available for increases.

Dr. Hozo suggested that an informative email regarding the budget situation be sent to campus constituents to alleviate anxiety among employees. After discussion, the Council decided that a message should be sent informing employees of the current budget situation, including information about the process and timeframe for decisions to come forward from President McRobbie and the Board of Trustees.

**V. Planning for Tamarack**

Dr. Pellicciotti distributed a timeline for the replacement of Tamarack Hall from the University Architect's Office. The new building is slated for completion in 2012. Dr. Pellicciotti advised the group to add 30 days to the dates listed on the timeline in case the project is delayed. Chancellor Bergland asked the Council not to circulate the document because dates are subject to change. He asked Dr. Pellicciotti to send an email message to the Facilities Planning Committee, with the document attached, advising them of the tentative nature of the document with a request not to circulate.

**VI. Preparation of the Policy and Procedures Manuals**

Carolyn Hartley reported that two years ago the campus embarked on establishing unit policy and procedure manuals based on comments by staff at town hall meetings that there are no clear campus/unit procedures or policies documented in units. In 2008, manuals produced by several

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units were reviewed by the Cabinet, and they requested that the manuals be completed in a more consistent format using a template. Carolyn Hartley has worked with Bloomington Human Resources to arrange a training session on Friday, August 7. She asked that Vice Chancellors identify attendees from each unit and identify who will be responsible for compiling the unit manuals.

**VII. Campus Closing**

Dr. Pellicciotti distributed Adverse Weather Policy #8.3 for review in compliance with a request from the Crisis Management Team for clarification of our Campus Closing process. The policy states that “the university will generally not close because of adverse weather. It is the university’s policy to operate at all times and staff are expected to report for duty unless notified otherwise.” In the past, the campus has adhered to an IU Northwest Campus Closing Procedure and not Policy #8.3. Dr. Pellicciotti noted that there is a significant difference between campus closing and class cancellation. While classes could be canceled, employees could be required to report to work. If the campus is closed, all functions shut down but essential employees could be required to report to work. Dr. Pellicciotti is compiling a list of employees considered “essential” and will send it to supervisors for review and editing. A determination must be made regarding which employees will have access to buildings even if the campus is closed. Chancellor Bergland asked that the Crisis Management team to prepare a document defining different levels of closure.

**VIII. Action Plan for Institutional Effectiveness/Continuous Quality Improvement Plan**

Drs. O’Dell, Delunas and Malik explained that the draft plan distributed to the Council is an outgrowth of a perception to enhance the generation of accurate campus data. Plans are moving forward to formulate an office to unify activities. This topic will be revisited at the next Council meeting when the budget status has been determined and will be placed on the agenda as an Action Item. It was noted that the proposal does not address the timeline to fill the position and the status going forward of the current Institutional Research Office. Chancellor Bergland feels it is important to move forward with continuous improvement efforts and likes the idea of establishing an Institutional Effectiveness Office. The draft plan can be circulated for review as a draft.

**IX. Policy for Campus Memorials**

Pat Giannini explained that the need for a policy arises due to increased campus requests to have memorials. The document, reviewed by the Council, describes a process for use when suggestions are offered for campus memorials. This topic will be returned to the August Council Agenda as an Action Item. The policy can be circulated for review as a draft.

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**X. Council Survey Responses**

Chancellor Bergland distributed copies of the Council Survey Responses. He asked the Council to use the document to think through ways to make the Council more effective. This topic will be placed on the August agenda.

**XI. AQIP/Continuous Improvement Monthly Update**

Dr. Delunas reported that the AQIP Portfolio is due in November and Action Projects are due in September. Academic Quality Improvement Program (AQIP) is requiring the campus to provide a self evaluation for the first time this year. Additional information about this new initiative will be forthcoming.

**XII. Other Information**

- Chancellor Bergland reported that he attended a meeting in June with Indiana Senator, Evan Bayh, U.S. Department of Housing and Urban Development (HUD) Deputy Secretary, Ron Sims, Gary Mayor, Rudolph Clay and others where it was announced that the City of Gary could have an opportunity to acquire stimulus funds to tear down derelict buildings. Relative to the topics discussed during the meeting was the University Park Master Plan mentioned by Chancellor Bergland.
- Chancellor Bergland also reported that the possible purchase of the University Park Medical Building at 33<sup>rd</sup> and Broadway is still very much alive. A decision may be reached by the end of July.