

IU Northwest Council Meeting Notes

Meeting Held Tuesday, August 8, 2017

Chancellor Lowe began the meeting by introducing new members to the IU Northwest Council:

- Dr. Vicki Román Lagunas, Executive Vice Chancellor for Academic Affairs
- Ms. Latrice Booker, Interim Director, Library
- Dr. Mark Sperling, Interim Dean, School of Education

He asked if there were comments or questions regarding the June 13, 2017 meeting notes (there was no meeting in July). Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive meeting notes.

I. Enrollment Management and Student Success

• Enrollment Management Update

Vice Chancellor Montevirgen updated the Council regarding continuing enrollment efforts, and asked all to continue working to enroll as many students as possible, and to continue assisting with New Student Orientation sessions. New student enrollment data was consistent with a year ago, and transfer student enrollment exceeded last year's transfer enrollment numbers. Continuing student enrollments presented the biggest challenge, as those enrollment numbers continued to lag behind, but as students enrolled, it was anticipated that those numbers would increase. Graduate enrollment continues to be above the same period last year. Summer session credit hours, were down 1.9% at IU Northwest which was the best summer enrollment report for any Indiana University campus. The campus is using text messaging to alert students about enrollment efforts. Vice Chancellor Román-Lagunas added that, because of teamwork, the campus has been successful with all that has been accomplished to date, and she is confident that the same level of work will continue in the background and in the foreground.

Indiana University has changed its definition for official census enrollment effective Fall 2017, to no longer include high school students who are taking college courses simultaneously, commonly referred to as "dual credit". Enrollment reporting will change with numbers of degree-seeking, and high school/dual credit students, reported separately, which will affect the public representation of the enrollment levels of all IU campuses, including IU Northwest. Indiana University will be the only university reporting enrollment in this way, and a statement from the university explaining the change will be helpful.

II. Updates – Finance and Human Resources

• FY18 Budget Preparation status report

The FY18 budget was completed in June, and the 2017 budget was closed in July 2017. Michelle Dickerson, Executive Director of Finance, thanked all who participated, and turned in their reports and updates in a timely manner, which assisted with the ease of the process. Campus enrollment is projected to be 3% behind, down from last year, and Michelle is closely monitoring Fall 2017 enrollments, to, hopefully, avoid the consequences of not meeting projections, which could have an impact on spending and hiring. Final enrollment and budget numbers will be confirmed in September.

Chancellor Lowe and the Council applauded Michelle for doing a great job with the budget process, considering that it was her first time through the budget cycle, and Chancellor Lowe thanked Council members for being good fiscal officers. He commented that the campus has done a good job of managing enrollment declines, but, over time, flexibility diminishes because enrollments are not stabilized, and budgets are tuition dependent.

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- **University-wide Employee Engagement Survey**

Miantá Diming, Human Resources Director, reported that one of the first initiatives made possible through HR2020 efforts will be a university-wide Staff Employee Engagement Survey, which will be administered September 26 through October 10, 2017. A total of 11,500 fulltime IU staff employees will receive the survey, which will have 22 questions, be web based, administered by Gallop Poll and will be totally anonymous. Questions will be centered around staff, “the voice of Indiana University,” to reflect on their thoughts and experiences within the university. Responses will be benchmarked against other universities, and the survey will be administered every two years. Supervisors will be informed when the survey is released, and are asked to encourage their staff to complete the survey. Special needs or accommodations that might be necessary for some staff members to take the survey are available by contacting Miantá at (219) 980-6620 or mdiming@iun.edu.

HR2020 includes the action plan that the Human Resources community will take to meet President McRobbie’s challenge to prepare the university for Indiana University’s bicentennial. The initiative involves three strategic priorities: Building a Collaborative HR Community, Improving Customer Service and Process Efficiency, and Increasing Employee Engagement.

III. Update – Facilities and Operations

- **Dunes flooding and recovery**

Andy Kapocius, Executive Director of Facilities/Operations, stated that the plumbing malfunction in Moraine Student Center on August 3, which caused flooding, resulted in no offices being displaced. Cleanup efforts, which coincided with the scheduled annual cleaning, were expected to be completed within two weeks.

Dunes Medical Professional Building repairs continued to move forward, and those displaced, as a result of that flooding situation, were expected to be returned to Dunes prior to the start of the academic year. Council members acknowledged the team effort necessary to return Dunes to functionality, and acknowledged the coordination experienced to make temporary housing locations available. The Council shared a sense of gratitude to all who assisted with the efforts to restore Dunes, and specifically mentioned Andy Kapocius and Gary Greiner, new Physical Plant director, and those who report to them, Latrice Booker and the Library Staff (who hosted displaced colleagues), and Carol Wood and the IT staff.

- **Arts & Sciences Building move-in**

Andy reported that the Arts and Sciences Building move relocated constituents from five different buildings, fully emptying three of those buildings. A great deal of planning was necessary to coordinate the move, with a tremendous effort necessary to vacate the Arts on Grant facility, including removing walls that were previously installed. Ivy Tech is now occupying the Arts and Sciences Building.

- **Backfill Study**

The IU Northwest campus is moving forward independently with the campus Backfill Study because the IU Architect’s Office has been unable to fulfill this request. Efforts are approximately 30% complete to verify the spaces on campus, and Andy is revisiting requests for space previously submitted, which provides information about unit space priorities. A plan is moving forward to vacate Lindenwood Hall this Fall, to avoid winter heating costs, and high priority will be given to moving Lindenwood occupants out and placing them in appropriate office areas. When the study is

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completed and available spaces are known, priorities for relocation and consolidation will, then, be established.

IV. Landscape Project – W. Lowe

Chancellor Lowe reported that the University is providing an additional \$1M in Renovation money to IU Northwest, combined with a campus commitment of \$250,000 from reserves, for the redevelopment of the Library Plaza on the north side of the Anderson Library. The area will become more “green” and incorporate elements from the Tamarack Green project, including the pavilion. The project design will begin this Fall, and work should begin next Spring. This is another example of Indiana University’s commitment to IU Northwest and Northwest Indiana. The project has implications for Tamarack Green as well, for which nearly \$250,000 has been raised. With the relocation of the pavilion, Tamarack Green will be “greener” and the campus can make progress there too, with the funds on hand.

V. Council Annual Survey Results – Improvement Initiatives

• **Results of 2017 Survey**

With more than half of the Council members completing the 2017 Annual Campus Survey, there are indications that overall, there was strengthening of the results over the last few years, with some comments shared previously. The survey is administered each year, with the results used to provide suggestions on improving Council operations and effectiveness. During the last AQIP visit, representatives were impressed that there was longitudinal data about the Council that they could reference. John Novak compiled the survey results, and also prepared the longitudinal survey summary from 2009, when the Council began administering the survey, to 2017. The responses to two survey questions were not as positive as in past years, and additional discussion and clarification is desired. Those questions are: 1) The value of information presented by the Council, and 2) The sense of helping to shape the campus direction.

Council members were asked to review the survey results to engage in a more in-depth discussion at the September Council meeting. Chancellor Lowe commented that he values the IU Northwest Council, and not every university has a governing body like the Council to do important work for the campus. 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 agenda, which drives what is discussed, and could offer roles for those who are less involved in Council deliberations.

VI. IU Northwest Council Strategic Planning

• **Action steps and data entry in WEAVE**

Chancellor Lowe reminded members that action steps to support Strategic Planning objectives, within the priorities established by the working groups, should be recorded in WEAVE and kept up-to-date. Workshops to provide instruction in WEAVE have been held, and other sessions will be scheduled. Work substantiated in WEAVE will be the framework for the next accreditation efforts.

• **Vision Public Narrative Draft**

After the campus Mission was revised, Chancellor Lowe and the Leadership Group were prompted to also review the campus Vision statement. It was determined that a public narrative is necessary that speaks to why IU Northwest is important, and describes and highlights the distinctiveness and differences of the campus, in a highly competitive higher education environment. A public narrative draft was provided to the Council for review and, after in-depth discussion, Council members provided suggestions for a revised draft, which will be reviewed at the September Council meeting. Dorothy Frink, Director of Admissions and Strategic Recruitment, shared information that she

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gleaned from students and their parents about their future at IU Northwest, which helped to shape the framework for the public narrative. Chancellor Lowe thanked the Council for the very helpful discussion and suggestions, and a redraft of the narrative will be provided for the September meeting.

- **RedHawk Response Service Initiative: Integration with Strategic Priority 2, Valuing People**
The Strategic Priority 2 Working Group, consisting of Chancellor Lowe, Miantá Diming, Naomi Palagi and Tim Jackson, created a report comparing the RedHawk Response Service Initiative with Strategic Priority 2, Valuing People. After comparison, it was determined that overlap between the two initiatives was apparent, and many RedHawk Response Service Initiative action steps were integrated with Strategic Priority 2, Valuing People. Chancellor Lowe announced that, due to time constraints, he will be stepping aside and will not be working directly with the Priority 2 Working Group, and he asked for volunteers from other working groups to consider working with the members of the Priority 2 group. Dean Patrick Bankston, Dean Cynthia Roberts, and Executive Vice Chancellor Vicki Román-Lagunas volunteered to join Priority Working Group 2.

VII. Institutional Effectiveness Update – J. Novak

John Novak announced that the next IU Northwest Systems Portfolio will be due in 15 months and that a campus team will attend the AQIP Strategy Forum, either in the Fall of 2017 or Spring of 2018.

VIII. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council

One Book – One Campus – One Community – One Book Committee

2017-18 selection: *Conflict is Not Abuse*, by Sarah Schulman

IX. Student Government Association (SGA) Update

There was no report because Gabriela Jaimes, SGA President, could not attend the meeting.

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

- Audrea Davis, Clerical and Technical Staff representative, announced that there will be an election of University officers in November.
- Tim Jackson questioned how the campus will proceed with the campus recycling program, considering that there appears to be a lack of service from the company that the campus has used in the past. He will speak with Andy Kapocius regarding this situation.

XI. Chancellor's Report

Emphasis was placed on the events scheduled below:

- Annual Campus Conversation on Friday, August 18, First-Year Student Induction Ceremony, and Arts and Sciences Building Dedication, both on Friday, August 25.

XII. Other Information

• **[Bicentennial 2020](#)**

James Wallace provided information about Bicentennial 2020, which recognizes the 200th anniversary of Indiana University on January 20, 2020. Funds are available for various campus initiatives, and planning has begun to identify university and campus initiatives. Steve McShane has moved forward, working within the Bicentennial structure, with initiatives on behalf of the campus and, an IU Northwest Bicentennial committee is being identified. The Bicentennial initiative will serve to celebrate the university, and also chronical the history of the university and individual campuses. Kelly Kish, Deputy Chief of Staff, Office of the President, and Bicentennial Director, is scheduled to provide additional information at the October Council meeting, and information is available at the Bicentennial website identified above.