

IU Northwest Council Meeting Notes

Meeting Held Tuesday January 12, 2016

Chancellor Lowe asked if there were comments or questions regarding the December 8, 2015 meeting notes and, hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive notes from the last meeting. He welcomed Dr. Charlie Hobson, Interim Dean of the School of Education, who is replacing Dr. Vernon Smith, former interim dean.

I. Enrollment Management & Student Success Update

a. Enrollment Management Update

Vice Chancellor Montevirgen expressed appreciation to all who participated in the New Student Orientation on Thursday, January 7, where there were 120 students in attendance. He also expressed appreciation to all who have contacted students in an effort to increase Spring enrollment, which is approximately 3.6% behind the same period last year, with credit hours behind approximately 4%, compared with the same time last year. The Enrollment Management Group will reconvene, with a continued focus on examining how placement tests are offered, and identifying ways to streamline the placement process. The group is also focusing on academic advising with the Redhawk Advising Fellows Program, and considering participation, as a campus in future years, in the Midwest Student Exchange.

For Fall 2016, the number of applicants to the Indiana University system has increased .9%, and the IU Northwest campus applicant pool has increased 17.2%, compared with the same time last year. In terms of admits from that student population for Fall 2016, the IU system is up 6.1%, and IU Northwest is 25.8% above where we were the same time last year. Chancellor Lowe thanked Vice Chancellor Montevirgen for a very encouraging report, and remarked that, while the Spring 2016 enrollment numbers are not positive, the campus planned for possible enrollment and credit hour decreases when projecting enrollments. He thanked all who worked hard to enable students to enroll.

II. Financial Planning FY17

Marianne Milich, CFO, reported that, in terms of tuition, the campus is even with projections for Spring 2016 (the subsequent Spring 2016 census report indicates that revenues exceeded projections by approximately 2%), but a more accurate picture of the financial status, projections versus actual, will be available in February.

She provided information regarding parking situations at IU Northwest. The campus has renovated the parking lot near Lindenwood, at 35th and Jefferson, and will be renovating a lot at 35th and Massachusetts Street. The cost for the two projects is more than \$1 million, and will deplete parking reserve funds. Additionally, the campus shuttle service will only be available for another year, and the campus is looking to expand parking, where available, in areas adjacent to the campus. After reviewing parking operations to assess future financial needs, it was determined that parking revenue must be increased. Parking operations is a self-supporting auxiliary, student fees cannot be used as revenue, and parking rates have not been significantly increased in the recent past.

The University is now using a new parking system, the T2 System (<http://www.t2systems.com/>), and Vice President, Mary Frances McCourt, has asked that, moving forward, all campuses use the same parking system. The T2 System is being used by Bloomington, IUPUI and IU Southeast, and will be implemented on the IU Northwest campus prior to July 1, 2016.

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Because of the new parking system, and the need for increased parking revenue, a new fee structure has been determined for faculty, staff and students. Regional campuses recently adopted one methodology to determine how to assess student parking fees, and IU Northwest concluded that a flat parking rate should be assessed for students at \$39 per semester.

For IU Northwest, with regard to faculty and staff parking fees, campus parking rates were compared with peer institutions assigned by an IU administrative group, and rates at IU South Bend were used to compare with IU Northwest. Two methods of determining rates were available, using salary bands or employee classifications, and IU Northwest was given the option, this year, to assess rates using the classification method, which was a less expensive option. IU Southeast, East, Kokomo, and South Bend are determining parking rates using salary bands, which is the same methodology used for assessing health insurance. Council members remarked that every possible effort should be made to keep parking rates less costly for employees, particularly for support staff. Parking rates at IU Northwest will be re-evaluated in FY18.

Marianne also reported that a convenience fee will be assessed to students who use credit cards to pay their Bursar bills. In the past, the campus has supported student use of credit cards to pay their bills by funding transaction fees, but it is cost prohibitive to continue paying the transaction fees. Additionally, a change in federal regulations and compliances makes it necessary to pass the fees to students. Effective May 1, students will be assessed a 2.75% convenience fee if they use their credit card to pay Bursar bills. Students can avoid the convenience fee by paying their Bursar bill using the e-check method of payment. In February 2016, information will be provided to students informing them of the new parking fees and the convenience fee.

Administrators will present their unit fiscal projections for FY17 during budget hearings on February 8-9. Chancellor Lowe reminded Council members that the budget reporting process will be revised to streamline budget hearing deliberations, and asked them to adhere to the guidelines and priorities which are more focused and concise. The Budget Committee makes recommendations to the Chancellor, and members include Vice Chancellors Mark McPhail, Alexis Montevirgen and Jeri Pat Gabbert, CFO Marianne Milich, CIO Beth Van Gordon, Executive Director for Facilities and Operations, Andy Kapocius, Faculty Organization President, Chuck Gallmeier, and Chairman of the Faculty Organization Budgetary Affairs Committee, William Nelson. It is anticipated that salary guidelines will be available in March 2016.

Chancellor Lowe remarked that graduate student enrollment, which has not prospered during the last few years, has been vulnerable when projecting overall enrollment, and careful consideration should be given to projecting future graduate enrollment. Because of tuition differential for graduate students, the effect of over-projecting graduate enrollment can have a significant, negative budgetary impact. Chancellor Lowe will be requesting, from Academic Affairs, a plan to increase graduate enrollments, and to stabilize current graduates enrolled.

Vice President McCourt cautioned that, unless there is a compelling reason, no new instructional fees, or fee increases, will be approved. Marianne thanked the deans for adhering to the budget guidelines.

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III. Facilities Planning

Andy Kapocius reported that several campus projects are moving forward, including completion of a parking lot at the corner of 35th and Massachusetts Street, which will have space to park 80 cars. The lot should be available at the end of January (and has since opened).

The Arts and Sciences Building is on track, and if anyone wants to discuss the components of the building, please contact Andy.

Chancellor Lowe commented on the good job by the Physical Plant with snow removal this season.

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

Discussion of Diversity Advisory Council Annual Report for 2014-15

a. *One Book – One Campus – One Community – One Book Committee*

1. 2015-16 Reading Selection: *Operation Homecoming: Iraq, Afghanistan, and the Home Front, in the Words of U. S. Troops and their Families* by Andrew Carroll (ed.)

James Wallace reported that the One Book Committee has distributed a submission form for the campus community to nominate a new book for the 2016-17 One Book initiative. The submission document can be found at:

<https://www.iun.edu/onebook/book-suggestion-form/suggest-new-book-form.htm>

A “Soup and Substance” session was held on Thursday, January 28, and the focus was “Veterans and Families.”

The Faculty Organization Affirmative Action Committee has met to discuss the proposals for possible restructure of the One Book Committee submitted in July 2015, and their involvement in the structure going forward. A meeting will be planned with the Affirmative Action and One Book Committees.

2. James thanked all who submitted information for the diversity assessment with Hallani and Associates. The link for submission of information closed on January 12, and Hallani and Associates will contact James to review the information submitted, with a comprehensive report anticipated in April 2016.

3. Diversity Programming Events

James provided information regarding a presentation on Thursday, January 14, by Dr. Jarrett Ball, from Morgan State University in Baltimore, who provided a keynote speech in observance of Martin Luther King Day at IU Northwest.

On Friday, January 15, Dr. Subir Bandyopadhyay provided a presentation, for seniors, about preventing on-line fraud.

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V. Institutional Effectiveness Update

John Novak reported that three Continuous Quality Improvement demonstration forums are planned, to continue educating constituents about WEAVE, on January 28, February 11 and March 17. Additional hands-on WEAVE demonstration sessions are planned in the second floor Library computer lab (ALCC 230).

John also reported that plans for the AQIP visit, April 11-13, are on track, with details about the visit being finalized. The federal compliance portion of the report, to the Higher Learning Commission (HLC), is nearly complete, and efforts continue to complete the quality highlights report. The goal is to have a draft of the entire report complete and sent for feedback from Chancellor Lowe in early February, and finalized by the end of February. The HLC will provide instructions regarding the required student survey that will be available to all students, and will run for approximately ten days.

VI. Student Government Association (SGA) Update

Azaz Mehmood, SGA President, was not in attendance. Chancellor Lowe commented that a SGA delegate can attend meetings if Azaz is not available.

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

- Mianta' Diming reported that she will be conducting an election, for professional staff, to identify a representative to replace Emily Banas on the IU Northwest Council, and she anticipates a replacement should be named before the February 9 Council meeting.
- Audrea Davis reported that Indiana University is in the process of standardizing union policies, and will be working to agree on suitable language for all unions represented.

VIII. Chancellor's Report

IX. Other Information

Additional meeting dates for the year have been added to the Council schedule.