

IU Northwest Council Meeting Notes
Meeting Held Tuesday, December 8, 2009

I. Development of Lead Measures for 2009-2010

Vice Chancellors Hodges and Malik introduced to the group the “Standard Measure Template for Reporting WIGs and Lead Measures.” Baseline data per unit will be provided so that units can measure the success of lead measures. Questions regarding the process or the template should be referred to the vice chancellors or to Dr. Cynthia O’Dell. December 18, 2009 is the deadline to have lead measures submitted to vice chancellors.

II. Update on Policy Manuals

Chancellor Bergland announced that significant progress has been made to complete policy manuals. Each unit head is encouraged to have manuals completed and submitted to Human Resources as soon as possible. Manuals should be used for orientation purposes.

III. Developing Ideas in Response to Campus Climate Survey Results

Chancellor Bergland has met with staff representatives, Carolyn Hartley and other administrators to identify ways to provide recognition to staff for their work. Several initiatives are being considered. University policy states that recognition/rewards are limited and cannot be of significant value. Chancellor Bergland encouraged the Council to forward to him ideas for consideration. Additional information regarding this topic will be provided early in 2010. Carolyn Hartley stated that staff would appreciate leniency with regard to the Holiday Gathering, allowing them to attend for a longer period of time. Chancellor Bergland asked that efforts be made to accommodate this request keeping in mind that the campus cannot close entirely.

IV. Two Tiered Undergraduate Rate/Non-Instructional Fees

Marianne Milich announced that students who first enrolled in Spring 2003 and earlier were assessed a lower undergraduate tuition rate because of the Commitment to Excellence Program. The lower rate structure will expire in Fall 2010, and students admitted at the lower rate will be assessed the current tuition rate. Students paying the lower rate should be encouraged to complete undergraduate work before Fall 2010 when their tuition rates will increase. The Office of the Bursar has sent emails to students affected who have registered for classes since the Summer of 2008, and a notice has been placed on the Bursar Office webpage.

Marianne also announced that the University Budget office will not accept requests for routine non-instructional fee increases for 2011, and they suggest that campus approved fees follow the same 2011 guidelines. Only under dire circumstances will new fees be

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approved. Deans have been notified that the deadline is December 9 for 2010-11 incidental and campus approved fees.

V. Broadway Crossing/Traffic Situation

Chancellor Bergland announced that State Representative Vernon Smith and Vice President for Public Affairs and Government Relations, Michael Sample, are assisting with efforts to increase Broadway crossing safety for the IU Northwest campus community. Ideally, placing a median on Broadway in front of the campus is preferred. If a median cannot be installed, a suggestion was made to erect a fence on both sides of Broadway to ensure that pedestrians cross at one location. Fencing the areas would constrict openness to the campus, but safety is a priority. Planting bushes along Broadway, having a crossing guard, building a walkway over Broadway and erecting a parking garage on the east side of Broadway were other ideas presented by Council members. Chancellor Bergland reminded the group that efforts may be hampered because Broadway is a State highway, and he encouraged them to submit any other ideas to him.

VI. Update on Ten-Month Appointments

Chancellor Bergland stated that the campus has been asked to consider moving staff to ten-month appointments to save funds. Employee benefits would continue during the time off. While Chancellor Bergland has been asked to consider this option, it does not appear that it will be mandatory for campuses to initiate the program. Campuses will be asked to assess if the program will be beneficial to the campus and the individual.

VII. Update on Facilities

Replacement of Tamarack – Chancellor Bergland reported that he is not sure when funds for Tamarack will be released. In the interim, the Performing Arts Department will be moved to the Village Shopping Center, and possibly the Fine Arts Department, for three years. The campus must continue to pressure legislators and others to move forward with plans for Tamarack.

Dr. Pellicciotti provided the following updates:

- **Cleaners at 35th and Broadway** – An agreement has been reached on the price to purchase the dry cleaners. After a few minor details have been addressed, Dr. Pellicciotti anticipates moving forward quickly with a goal of demolishing the structure and paving the area for parking.

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- **Keyless Entry** – Locksets will be placed on campus buildings and doors this month and should be operational in January 2010. The system will allow for card swiping and code entry.
- **Classroom Furniture Replacement** – Project is moving forward. Tablet armchairs in Hawthorn and Raintree should be replaced by the beginning of Summer I.
- **Parking Study** – The report from the Parking Study Committee was received by the Facilities Planning Committee during the week of November 30, 2009. Modifications will be made to the report before submitting to Chancellor Bergland.
- **Dena's Pub** – Deliberations are ongoing.

VIII. Update on AQIP/Continuous Improvement

Dr. Delunas reported that she is awaiting written feedback on the Systems Appraisal which is not due back until Spring 2010.

IX. Other Information

Chancellor Bergland provided the following information:

- Encouraged the group to read the minutes from prior meetings for updates, reminders, etc.
- The President's Cabinet will meet on Monday, December 14. Additional information regarding Indiana University's funding reduction may be available at that time. There is a possibility that an ad hoc meeting of the IU Northwest budget group will be necessary to address Indiana University's portion of the \$150 million reduction in higher education funding among the State's public colleges and universities. Chancellor Bergland asked the Council to consider the best approach to budget reductions and to keep this information confidential until further notice.

Dr. Delunas provided the following information:

- The Chancellor's Search Committee will meet on the IU Northwest campus on Tuesday, December 15, 2009.
- The H1N1 vaccine is available on campus on a first come first served basis.

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Leadership Development Series

Participants are being solicited for the Spring 2010 Leadership Development Series class. This series is the result of a commitment by IU Northwest to improving leadership at all levels of our institution. The development of the series began with Outcome #3 of the Strategic Planning Process and has benefitted from the input of many including the Indiana University Human Resources Organizational Development Office. The sessions will be led by Mary Ellen McCann, Senior University Consultant.

The deadline for nominees is Friday, December 18, 2009. To date, Mianta' Diming, Cathy Hall, Helen Harmon, Kathy Malone, Paul Sharpe, Tim Sutherland, Yolanda Solis, Mark Uncapher, and Mianta' Diming have been nominated.

The 2010 sessions will begin at 9:00 a.m. and end at 3:00 p.m. on the dates listed below:
Friday, January 29, Friday, February 12, Friday, February 26, Friday, March 12,
Friday, March 26, Friday, April 9

Below is an update on campus searches currently underway:

- **Office of the Chancellor**
 - **Executive Director for External Relations** – From a pool of 50 candidates, 10 have been identified as finalists. Telephone interviews are scheduled for the week of December 8.
- **Student Affairs and Enrollment Services**
 - **Executive Director, Retention Initiatives** - Search is in progress with an application deadline of December 15, 2009.
 - **Student Support Services** - Application deadline has passed; interviews should begin shortly.
 - **Financial Aid Counselor** – Application process has closed; interviews are currently being conducted.
- **Academic Affairs**
 - Twelve faculty positions (including a dean) are posted on the Academic Affairs website. Ads for all positions have been sent to disciplinary publications and a block ad for all positions to *The Chronicle of Higher Education* and *Issues in Diversity*. An internal search is also underway for a full time Associate Executive Vice Chancellor for Academic Affairs.