

IU Northwest Council Meeting Notes

Meeting Held Tuesday, March 21, 2017

Chancellor Lowe asked if there were comments or questions regarding the February 14, 2017 meeting notes. 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 introduced newly appointed Council members Tim Jackson, representing the Service Staff, and Steve McShane, Interim Director of the Library.

I. Lita Pener, Senior Organizational Development Consultant and Regional Lead, Talent & Organizational Development (OD), for University Human Resources, visited the IU Northwest Council meeting to provide information about the talent and organizational development unit in University Human Resources. The unit is focused on organizational development, training and career management. New to Indiana University, Lita is visiting regional campuses to introduce herself, and provide information about services offered. She asked Council members to inform her of services that are of interest to them, and commented that units do not pay a fee to utilize the services. She is often asked about the availability of training in conflict resolution, particularly for faculty in the classroom, and also resulting from differences in cultural backgrounds, and she advised that conflict resolution training can be provided by their teams. University OD Consultants work with departments to address needs and concerns, to work towards an optimal solution, providing consultation and professional coaching to IU campuses across the state. They also provide learning opportunities through seminars and workshops, and will increase OD and training presence at regional campuses, partnering with the HR directors to provide solutions. Services include OD consulting, organizational development, change management, leadership development, organizational effectiveness, and performance management. Programs include Management Training Series (MTS), Executive Leadership Institute (ELI), Supervisor's Seminar, Excellence Training Certification (ETC) and Customized and Classroom Training. Contact information for Lita Pener is: Sr. OD Consultant and Regional Lead, Impener@iu.edu, (812) 855-2037.

Other University Human Resources team members include:

- Deb Dunbar, University Director of Talent & Organizational Development
- Martie Adler, Associate Director and OD Consultant
- Wendy Cornwell, HR Program Services Assistant and ETC Coordinator
- Rocco Mazza, Sr. OD Consultant and IUPUI Lead

II. Enrollment Management and Student Success

Vice Chancellor Montevirgen provided an update on Fall 2017 admissions data reporting that, as of March 21, the campus was 5.3% above where we were last year, in terms of applicants/beginning students and, in terms of admitted first-year students, we are 5.2% above. While the campus has been successful in securing transfer students for the past few years, currently transfer student enrollment numbers are down approximately 7%, compared with the same time last year, and down approximately 10% for admitted transfers. Other IU campuses are also experiencing transfer student declines. Friday, March 31 was Red Hawk Registration Day, and Spring Open House was held on Thursday, April 6.

Vice Chancellor Rominger reported that the implementation of Sales Force is progressing. She also reported that IU Online Course Connect (IUOCC) has identified courses that IU Northwest students take on other campuses, and that information has been provided to IU Northwest Deans so that they can respond by ensuring that those courses are offered at IU Northwest. Data indicates that students, who take courses on their own campus, are more successful, and have a much lower DWF (drop, withdraw, fail) rate.

IUOCC has been very responsive as new courses are proposed to retain IU Northwest students. James

IU Northwest Council Meeting Notes

Meeting Held Tuesday, March 21, 2017

Wallace reported instances where students taking online courses at other campuses have reported issues with instructors, with restrictive options for resolution, due to distance and campus unfamiliarity. Dr. Rominger suggested looking more closely at these problematic situations, and discussing how to assist students in the future. It will be helpful for professors to have evaluation data, with regard to online courses, to ensure satisfaction and continuous improvement. Dr. Cynthia O'Dell reminded that the campus is now using Blue eXplorance, an online course evaluation system, and UITs support structures are working to devise an evaluation system for IUOCC students taking classes on campuses other than their own, to ensure that evaluations are representative of all students and courses.

Vice Chancellor Rominger reported that a meeting with Ivy Tech, to discuss the new building, is planned in April.

III. Updates – Finance and Human Resources

CFO Michelle Dickerson reported that the budget process is progressing well, and budget requirements are set to be completed by target due dates. She thanked everyone for submitting required data ahead of the projection time period, and work is now progressing on credit hour projections, which are identified differently this year because of Banded Tuition. She will be providing additional projection analyses, and will provide that information to the units when it is available. As a result of variables that depend on input from other areas of the state, that will not be available until later in the Spring (the legislature and the Commission for Higher Education), the campus will input tentative budget numbers for 2018 and, for now, a 1.5% salary increase will be used. If possible, the campus will support a larger salary increase, but that information will not be available until the second week in May, and will be contingent upon tuition rates. This topic will be on the Council agenda for April, and possibly May, as the budget process unfolds. Budget hearings went well, and Michelle thanked Council members for their cooperation. The Budget Committee will meet to revisit the requests and information provided, and additional information shall be forthcoming. The campus is in good shape with regard to the budget and budget deliberations.

When asked about available Banded Tuition data, Michelle responded that there is no student satisfaction data available, and Vice Chancellor Montevirgen will approach this topic at the next USSS (University Student Services and Systems) meeting. While there has not been a systematic effort to measure student satisfaction, there has not been wide-spread dissatisfaction reported about banded tuition, which has had a positive effect on the overall budget, with the campus receiving more tuition funding than projected. All regional IU campuses reported an increase in students taking 15 hours for the Fall 2016 semester, which has been shown to enhance retention and degree completion.

In November 2016, nearly 500 Indiana University employees were converted from exempt status to non-exempt status to prepare for the FLSA change. Due to a court injunction, the rule change was put on hold, but Indiana University decided to maintain the employees at their new status until further notice. Mianta' Diming reported that Indiana University has now decided, effective April 9, those employees will be transitioned back to exempt status. On the IU Northwest campus, ten employees are affected, and supervisors have been notified to contact those employees to provide them with a memorandum made available by the associate vice president of University Human Resources, explaining the effects of this change. This information has been communicated to all affected at IU Northwest, and employees who received compensation increases (three people at IU Northwest), will retain those increases. Related documents were provided in Box for Council members to review.

IU Northwest Council Meeting Notes
Meeting Held Tuesday, March 21, 2017

IV. Facilities and Operations Update

• **Arts & Sciences Building and other updates**

Construction of the Arts and Sciences Building continues to remain on schedule, and a walkthrough was scheduled in March to identify work still remaining to be completed. Andy Kapocius has been in contact with building occupants regarding the move to the new building, and has discovered that many were unaware that the move is slated for July 1, 2017. Going forward, he will correspond directly with persons who will move to the new building. Chancellor Lowe urged Council members to notify those affected, in their various units, about moving plans, and ask them to purge unnecessary office material prior to the move. The Backfill Study is progressing, and will be used to make decisions about relocating personnel, who are not moving into the new building, providing an opportunity to consolidate select offices and units. These moves will not take place on July 1. For these units, furniture purchases may be necessary, but in the interim, existing furniture will be used until new furniture can be secured.

Efforts continue to acquire real estate property directly East of the new Arts and Sciences building. The campus is in a positive position to acquire property without incurring much debt, for expansion of parking.

• **Progressive Dining Update**

Andy provided an update on Progressive Dining, the campus food provider since 2015. Indiana University has a five-year contract with Progressive, and they are satisfied and eager to continue as the food service provider at IU Northwest.

V. Council Annual Survey Results – Improvement Initiatives

The Council Annual Survey results remain on the agenda to continue the discussion about how the Council can be more effective. One change this year is that Budget Committee recommendations submitted to Chancellor Lowe each Spring, to guide how the coming fiscal year will be structured, was added to the March 2017 Council agenda, and will remain on the agenda until the budget is finalized. 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. Update on Implementation of Daily Digest

Vice Chancellor Gabbert reported on the progress of the Daily RedHawk, a new and more efficient way to share campus communication, which launched the first week of April. The Digest, an email news bulletin in digest form, will be delivered to all faculty and staff campus email inboxes each morning, Monday through Friday. This communication will become the official mode of mass communication for daily campus updates. Instructions regarding posting information to the digest, and the process for phasing out use of IU Announce, was provided prior to the launch date. In the coming weeks, student-specific content, for IU Northwest students, will be incorporated. All listservs (faculty, staff and students) will remain in place, and will be used only to disseminate important announcements. The Daily RedHawk will decrease the number of individual informational email messages distributed on a daily basis. Vice Chancellor Gabbert thanked CIO Beth Van Gordon, and Carol Wood, for their assistance with the technology product that is used to produce the Daily RedHawk.

**IU Northwest Council Meeting Notes
Meeting Held Tuesday, March 21, 2017**

VII. Strategic Planning Discussion

- **Revised *Strategic Priorities & Objectives, 2017-20***
 - **Discussion regarding Implementing Plan and Action Projects/WEAVE**
Chancellor Lowe opened the discussion by stating that there should be at least one action step associated with each planning objective. John Novak provided a presentation to demonstrate how WEAVE works, and he will provide WEAVE refresher sessions for those who contact him. John has entered objectives from the new Strategic Plan, and reviewed action plans, already in WEAVE from last year, to determine how departmental plans link to the new strategic plan. A report of all objectives and goals, and all action plans put into WEAVE by departments, was placed in Box as reference material for the Council. Chancellor Lowe reminded all that we are 18 months away from the next accreditation review.

For the April Council meeting, Chancellor Lowe asked that units review existing planning documents, at the unit level, to assess whether those plans contain potential action steps that align to any of the planning objectives in the recently revised campus strategic priorities and objectives. Units will be asked to report on their findings at the April meeting, which will enable the Council to determine objectives for which action steps will still need to be identified. Action steps for planning objectives will ultimately be entered in the WEAVE system for tracking and updating.

- **Discussion of draft Mission Statement (for June 2017 Trustees meeting)**
The draft Mission Statement, from the February 14, 2017 meeting was discussed and revised, based on comments and suggestions from the faculty and others. A redraft was finalized, and approved by the Council, which moved forward for review and comment by faculty and other constituencies. The Faculty Organization approved the redrafted Mission Statement below at their meeting on March 24.

***Mission Statement Revision
(approved by IU Northwest Faculty Organization on March 24, 2017)***

Our purpose is to enhance the quality of life of the most diverse, urban, industrialized region of the state.

- *We engage the community in high-quality teaching and scholarship.*
- *We partner with communities to impact and promote social, economic, and cultural development.*
- *We inspire and empower a diverse body of students to be active citizens, who apply their knowledge to transform their communities and the world.*

- **Campus Community Engagement**

Dr. Szarleta requested that Council members share their views about Campus Community engagement, and shared comments that have been submitted from constituents who responded to the three questions posed: 1) What is engagement? 2) Who is community? 3) What is community engagement? The survey questions will be sent to the Council again, and Dr. Szarleta encouraged Council members to share their views.

IU Northwest Council Meeting Notes
Meeting Held Tuesday, March 21, 2017

VIII. Institutional Effectiveness Update

John Novak reported that the co-chairs for the Systems Portfolio will meet on March 30, and will discuss creating teams to write the chapters for the portfolio, with resource information about the process provided to participants. A meeting is planned in April with the full teams. Chancellor Lowe, and the Council, thanked the co-chairs for their service. John and Dr. O'Dell will attend the Higher Learning Commission meeting on April 1, 2017, in Chicago.

IX. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council One Book – One Campus – One Community – One Book Committee

2016-17 selection: Rebecca Skloot, *The Immortal Life of Henrietta Lacks*

- Kathy Malone reminded all of the Lacks family visit during the Bioethical Issues Conference on Wednesday, March 22. Henrietta Lacks' daughter-in-law, Shirley Lacks, and great-granddaughter, Veronica Robinson, participated in the event. The new book selection for 2017-18, *Conflict is Not Abuse*, by Sarah Schulman, was announced by Chancellor Lowe at the event.

X. Sanctuary Campus Letter

After the presidential election in November 2016, there was concern on IU campuses about DACA and other undocumented students. Deferred Action for Childhood Arrivals (DACA), is an American immigration policy started by the Obama administration in June 2012, that allows certain immigrants who entered the country as minors to receive a renewable two-year period of deferred action from deportation and eligibility for a work permit. There was particular concern from faculty about the best response, and in response to feelings of concern, President McRobbie circulated a letter stating that, he understands the concern, but it might be best if faculty and others not think about taking the step of moving to make Indiana University a sanctuary campus (policies adopted by colleges or universities to protect students who are undocumented immigrants). While there is support at the university level, from a legal perspective, unlike sanctuary cities, sanctuary status on a college campus has not proven to be effective. Sanctuary campus designation for Indiana University would be a decision made at the university level and, in a meeting on March 10, of the regional campus Faculty Organization presidents, it was suggested that it would be in the best interest of the University, and DACA students, that university campuses not become sanctuary campuses. The recent letter from President McRobbie to campus faculty presidents that addresses the sanctuary campus question and what the University, including IU Northwest, is doing in behalf of undocumented students, was placed in the Council Box folder.

XI. Student Government Association (SGA) Update

• **Request for a Meditation and Prayer Space by Students**

Chancellor Lowe responded to a request brought forward at the February Council meeting by Chiamara Anokewute, Student Government President, on behalf of students, to have a quiet space/meditation room on the campus. He responded by saying that the third floor of the Library is already a quiet space, and a discrete, meditation/reflection space will be created in an area on the third floor. The area will also be available to faculty and staff. Because the Library is slated to undergo significant renovation, and also contingent upon the results of the Backfill Study, the area will be designated for use on a temporary basis. A Work Request has been processed to repurpose the area, and Andy Kapocius and Steve McShane will confer with Chiamara, in the coming weeks, to establish this space. Chiamara expressed his appreciation to the IU Northwest Council for taking the request seriously, and for

IU Northwest Council Meeting Notes
Meeting Held Tuesday, March 21, 2017

providing a space. A suggestion was offered to name the area a meditation/reflection space, to not confuse this area with other quiet space in the Library. Chiamara will work with Andy and Steve to establish an appropriate name. To avoid conflicts with differing meditation, cultural, and time sensitive traditions, Aneesah Ali suggested that the space be scheduled to lessen the possibility of use conflicts. It was also noted that a lactation space on campus is needed.

In April 2017, SGA elections will take place, and Chiamara will update the Council in May on incoming SGA members. The SGA structure has been revamped to involve more student ambassadors.

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

- Tim Jackson mentioned that recent storms caused a tree to fall, and a tree is also leaning, in the area where Tamarack Hall stood. Andy reported that he is in the process of identifying trees affected by recent storms, and will be working with Bloomington to get trees removed.
- Mianta' Diming reported that employee recognition nominees were released to the campus for voting, and she encouraged all to participate in the voting process.
- James Wallace announced that 2017 Annual Diversity Awards will be presented on April 25. Awards will be given in the categories of champion, advocate and friend.