

IU Northwest Council Meeting Notes
Meeting Held Tuesday, October 8, 2019

Strategic Priorities & Objectives:
#1 Student Success; #2 Valuing People; #3 Leveraging Diversity for Inclusive Excellence;
#4 Building & Sustaining Community; #5 Financial Stewardship & Infrastructure

Chancellor Lowe asked if there were comments or questions about the September 10 meeting notes and, hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for keeping a good record of Council deliberations.

I. Enrollment Management & Student Success – Strategic Priority #1

- **Enrollment Management Update** (*enrollment statistics cited were effective October 8, 2019*)
Dorothy Frink reported that the number of applications received for Spring 2020, and persons admitted, are positive. The Admissions staff recently attended area scholarship fairs, and have had success awarding student scholarships, and admitting students on site. College Goal Week was also a success in terms of receiving student applications.

The student Pizza and Parking initiative is moving forward for the Spring 2020 semester, and students who register between October 28 and November 15, 2019, for the Spring semester, will be eligible to receive a free parking pass, and a ticket for free pizza, during the week of November 4 - 7. A goal is to take “registration to the students,” during that week, and 10:00 a.m. to 6:00 p.m. registration tables will be stationed in Moraine, and in all academic buildings, to promote ease of registering. To assist/advise students on site, all department chairs, faculty advisors, enrollment coaches and others are asked to be available during this time period.

Chancellor Lowe provided an enrollment briefing from the October 2019 Board of Trustee meeting where a focus was on regional campuses (IU Northwest, South Bend, and Southeast) who had enrollment declines, and apparent financial shortfalls, for Fall 2019 versus Fall of 2018. While the campus did well in terms of revenue, projections, as tracked by the University, were not met. At the request of President McRobbie and the Trustees, the three campuses mentioned will provide a report on enrollment and retention efforts at the December 2019 Board of Trustees meeting. IU Northwest was acknowledged for exhibiting signs of approaching stabilization, and of the three campuses, had the best performance. Subsequent to the meeting, Michelle Dickerson confirmed that Fall 2019 financial returns for the IU Online Course Connect had been received, which put IU Northwest very close to projected revenues.

Having a successful Spring semester is very important, and would help tremendously with stabilization efforts, and relative to that, the current enrollment period is also very important, and faculty are the key to successful enrollment efforts. Getting students enrolled and retained will make a difference, and all are asked to assist with getting the word out to students that registration for Spring 2020 begins October 28, and all who register for more than six credit hours, between October 28 and November 15, regardless of online or in person registration, are eligible for free parking and pizza.

II. Updates – Finance and Human Resources – Strategic Priority #2, #4 and #5

Vice Chancellor Michelle Dickerson concurred that the campus is moving toward stabilization, and positive Spring 2020 enrollment results, and revenue from Online Course Connect, will help achieve projections. The university is in the second year of the budgeting period, which reduces budget construction work necessary for 2020, and reports created and updated last year will be provided to units for review. Non-instructional fees have been established for the two-year period. The draft budget

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calendar is in the Council Box folder, campus budget discussions will begin in January 2020, and trend information will be updated and provided to the units.

Miantá Diming reported that the Gallop Survey has ended, and IU Northwest finished with a 70% response rate, a 5% decrease from the 2017 survey response rate. She thanked all for encouraging staff to participate. All are encouraged to obtain training at one of the sessions on the new PeopleSoft Talent Acquisition Manager (TAM) system, which is the job posting system for staff positions. Position requisition and salary forms will no longer be used, and knowledge of the new system is required to serve on search committees, or to initiate position requests.

III. Student Government Association (SGA) Update

Laila Nawab reported that a four-person Student Government team participated in the Regatta Canoe Race in Indianapolis, and while they had no canoeing experience, they did very well, receiving third place out of seven teams. Monthly SGA meetings with Deans are going well. The SGA is in support of additional wellness stations on campus, particularly in the Dunes Medical Building where a wellness station is not located. Aneesah Ali confirmed with the Title IX Office, the Office of Institutional Equity in Bloomington, the Department of Labor, and the Department of Education, that there is an expectation for every campus building to have an appropriate space as a lactation area, and the majority of IU Northwest buildings do not have these spaces. The campus must immediately identify areas that meet basic requirements, and communicate where those areas are located, via the web page, and a campus priority is to comply with stated regulations. Andy Kapocius is auditing buildings to identify accessible locations for wellness stations, and a room has recently been identified in the Library. Dr. Bankston suggested use of portable, self-contained pods, or movable stations, as a possible temporary, or permanent, solution (<https://www.mamava.com/>). Requirements for areas include seating, a surface table, an electric outlet, and be located in a private area. There are currently three wellness stations on campus (identified at the following website <https://healthy.iu.edu/worklife/breastfeeding-support/northwest-wellness-rooms.html>).

The peer mentoring program is moving forward. Students have indicated that they do not feel safe when it is dark outside, but have been assured that IU Northwest Police are available to escort them to campus locations. Specifically, they would like additional surveillance, and more lighting in areas that are not well lit. An audit to assess lighting on campus is currently taking place, and there are cameras in every parking lot, which is more surveillance/camera activity and safety processes in place than students realize. They will be made aware of additional safety and security measures, and posters are helpful when informing students about various topics such as safety. Approximately 70% of the campus is monitored by cameras, with some cameras recently added based on a security audit. Major issues that IU Student Government representatives want to address are sports betting, vaping and scooters (not an issue at IU Northwest). Vaping is a major issue, and falls under the tobacco law of campuses being smoke free. Marketing efforts are being considered to inform students that vaping is not allowed on campus, and the university continues to deter tobacco use on all campuses, including in parking lots. A student conduct charge could be considered as a consequence for those who violate the tobacco policy. Policy, programming and cessation education is ongoing to allow people to quit, and it was noted that vaping can be beneficial to people transitioning from tobacco products, but a negative is that vaping is being marketed to children.

Laila facilitated the Q&A portion of the One Book, One Campus, One Community author event on October 17. SGA is also involved in the Open House scheduled on October 24, and student

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representatives to the colleges are assisting with retention and student support. Dr. Bankston thanked Laila and the SGA for their support and assistance with wellness center efforts.

IV. Updates – Facilities and Operations – Strategic Priority #5

Andy Kapocius reported that several larger construction projects are in the process of being completed.

- The Plaza seating has been installed, and most of the work in that area is complete.
- Most of the construction work in the Library is complete, furniture is being reassembled, areas are being cleaned, and furniture stored is being moved back.
- The Academic Affairs suite area is complete, furniture has been ordered, and work continues on the Conference Room.
- Data will be collated from the food services survey, and alternative vendors and services will be considered.

Aneesah Ali was contacted by those affected during the disruption of accessible paths on campus, and she underscored the importance of communicating to the campus when accessible paths of travel have been compromised, and also the importance of identifying alternative routes. Additionally, options for accessing upper levels in buildings are needed in the event of elevator failures or obstruction of pathways/stairways.

V. University Advancement Update

Vice Chancellor Jeri Pat Gabbert announced that October 7 – 11, 2019 was Philanthropy Week and encouraged all to make a gift, and to participate in activities. The Chancellor’s Medallion Dinner will be held on November 7 at Avalon Manor, and tickets are available by contacting staff in University Relations.

VI. Council Annual Survey Results – Improvement Initiatives

- Rotate “pressing issues”/dean/division/office/program updates/profiles at alternate meetings
 - ↳ **Issue/Profile Schedule:** **October**, December, February, April, June
 - Topic:** **Motivating by Appreciation (MBA)**

Dorothy Frink and Beth Tyler briefed the Council on the “Motivating by Appreciation,” workshop held for staff in Student Affairs and Enrollment Management. There were approximately 40 people in attendance, and James Wallace and his staff also participated. The four simple actions that employees want from supervisors and leaders are 1) Ask me what I think, 2) Tell me what you expect of me, 3) Say something positive about my work, and 4) Share information that will help me do my job (<http://hr.iu.edu/4simpleactions/index.html#challenge>). To help identify ways to accomplish action #3, “say something positive about my work,” MBA participants read and referred to the book “The Five Languages of Appreciation,” which was suggested by the IU Organizational Development Office. Lita Pender, IU Bloomington Senior OD Consultant and Regional Lead, facilitated the workshop. The five languages of appreciation are words of affirmation, quality time, receiving gifts, acts of service and physical touch. Lita emphasized that all are part of one mission, to support students. Words of affirmation was identified as most desired by those in attendance, and peer-to-peer appreciation is also important. Appreciation and recognition are both needed and desired.

- ↳ **Reading Schedule:** June, **September**, November, January, March, May
- Topic:**

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VII. Institutional Effectiveness Update – J. Novak

John Novak reported that University Institutional Research and Reporting wants to keep track of the number of surveys being administered, and are identifying a systematic approach to release of surveys. John will coordinate a survey release schedule at IU Northwest to ensure that campus populations are not over-surveyed, and he should be contacted for additional information prior to the release of any surveys. Blue evaluations are on-going and are not included in the survey schedule.

All IU campuses are participating in a transfer survey on which IU Northwest did well. The Financial Wellness Student Survey was launched in early October. Aneesah Ali reminded all that she should be contacted if instances of domestic violence, homelessness or sexual misconduct are known by responsible employees on campus. Alumni and Senior surveys will be launched for December graduates, and first destination questions (NACE/National Association of Colleges and Employers survey), to track the progress of graduates after they graduate, will be incorporated. All faculty are encouraged to complete the HERI Faculty Survey, a national survey conducted by the Higher Education Research Institute, which was released this Fall.

Eight members of an IU Northwest accreditation team traveled to St. Charles, Illinois to participate in the first of several workshops with the Student Success Academy, and the Higher Learning Commission, to develop the quality initiative for student success for the campus, which is part of our accreditation effort. Included in the workshop was instruction about available data, and how to utilize that data for student success, and the team will use the information presented to engage faculty to enhance student success.

VIII. Bicentennial Update

James Wallace provided a visualization of the Bicentennial Bus, which will be on campus Homecoming week, October 28 and 29.

<https://my.matterport.com/show/?m=V6acS73i62E&fbclid=IwAR253348gySCBV6RhbRcLaInvNcpRTj-nW0OK8c6B2afj00hPL-U-uU-ejU>

Contents for the IU Northwest Bicentennial Time Capsule will be collected through December 2020. A Bicentennial Committee representative will contact persons whose suggested submission items were approved.

IX. Campus Conversation on Diversity, Equity, Inclusion follow-up:

Leadership role(s) for Council

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

- 2019-20 selection: *They Can't Kill Us Until They Kill Us: Essays* by Hanif Abdurraqib
<https://www.theguardian.com/books/2018/oct/21/they-cant-kill-us-until-they-kill-us-hanif-abdurraqib-review>
 - ➔ All were encouraged to attend the author visit on Thursday, October 17, 2019. Additional information, including a Spotify playlist, can be found at the One Book Initiative website: <https://www.iun.edu/onebook/>

The Office of the Vice President for Diversity, Equity and Multicultural Affairs provided a \$2,000 sponsorship to bring students from local schools to campus for the One Book author visit.

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

- Dorothy Frink reported that informal discussions are ongoing with Professional Staff members to determine interest in formalizing a Professional Staff group. Based on the positive responses received, a meeting will be scheduled, and a joint meeting with Professional Staff and Biweekly staff is being considered.

Chancellor Lowe introduced Officer Alexandra Piry, who is the IU Police Department Community Relations Officer, and will be serving as a Council representative for IUPD. She reported that a recent “Coffee with a Cop” was well attended, and more community events are being planned by IUPD for the campus. The university is moving forward with a diversity and inclusion initiative for all IU campuses, and there is a focus on community policing.

XI. Chancellor’s Report

- Chancellor Lowe reminded all of the Colleague Fellowship Reception, on October 18, 2019 in the Arts and Sciences Building, where a collection of IU Bicentennial Wines was served.

XII. Other Information