Welcome to the Summer/Fall 2011 issue of the Administrative Council’s online Newsletter!

The general purpose of the newsletter is to update the IU Northwest community on some of the recent and planned activities/projects of the administrative units that make up Administration at IU Northwest, including Environmental Health and Safety, Facilities Planning, Human Resources, Physical Plant, Purchasing and Campus Services, and University Police. The newsletter is produced twice a year in August and January.

By Joseph Pellicciotti, Vice Chancellor for Administration

Overview of Summer Facility-Related Projects

Members of the campus community returning to IU Northwest this fall will find several facility-related improvements to the campus.

Many of those within Administration have been working with the I.U. Office of University Architect and with other University and campus units, including I.T., Fiscal Affairs, and Academic Affairs, to develop plans for and to upgrade campus facilities.

This past year, Chancellor Lowe and the campus’ Budget Committee approved funds to invest in campus infrastructure, and, with that, the improvements have been ongoing.

For example, construction crews have been working over the summer to remodel the old warehouse space in Moraine as a new home for the IU Northwest Police Department.

The Police Department is the last unit still located in the old Tamarack Hall, and the department’s move to the new Moraine facility will provide the Police with high quality work space including a dispatch center equipped with cutting edge technology.

In addition to high quality work space, the Police Department will finally have a dedicated generator, as well, which will provide a crucial power source backup for law enforcement if campus power goes down.

Overall, the new facility will be better designed for police work.

Construction should be completed by the end of August, with the Police moving to the new facility in the first half of September.

In other security-related improvements, the campus completed the final phase of its three-phase video camera security project. Cameras are now located at strategic points in all major campus buildings.

Also, three new “Code Blue” emergency telephones have been ordered and will be placed on arrival at strategic points within the center of campus.

Along with this, the Police Department has acquired an electronic speed display sign which will be placed on Broadway for the beginning of the fall semester. The sign is designed to assist the Police Department with its increased patrolling and safety enforcement efforts along Broadway.

Students and faculty also will see improvements in classroom furnishings when they begin the fall semester.

Last year, new classroom furniture was purchased and installed in Hawthorn Hall. New classroom furniture will arrive this summer for installation in Raintree Hall. Additionally, new chairs, tables and some lounge furniture also will be placed in the 18,000 sq. ft. “Arts on Grant” building at the Village Center Mall for students taking Fine Arts courses.
Construction remodeling of the new 5,000 sq. ft. "Black Box" Theatre for the Department of Performing Arts in a second building at "Arts on Grant" is being completed for campus community use in the fall.

A number of smaller facility-related projects have been taking place across campus, as well.

Some of those projects include, for example, various floor repairs in Hawthorn, Marram, Savannah, and Raintree; painting jobs in Marram, Savannah, and Raintree; furniture re-upholstering for the Marram lobby and the Moraine Cafeteria; ceiling repairs in the Moraine Cafeteria; and new classroom signage in Raintree Hall. Three doors will be replaced in the Conference Center.

Several projects are taking place outside campus buildings, as well.

A number of partial sidewalk and step repairs and replacements are in process. Additionally, the pavers at the entry points to the Library/Conference Center will be replaced.

The CFO has provided funding from the parking account to do major work in the campus' parking areas, including phased campus parking lot re-sealing and re-stripping repair work. Most of the parking surfaces (other than the main lots to the north and NE of campus) will be worked on this summer. All lots will be included in the overall parking improvement project within the next 2 – 3 years.

Examples of other outside summer projects include repair work on the Hawthorn Hall NE window wall entrance and the replacement of sills and louvers and tuck-pointing on the Chiller Plant.

New picnic benches have been ordered for the center of campus.

We've been involved in planning and in some cases design work for additional campus facility-related improvement projects, so we expect the significant investment in the campus' physical infrastructure to continue going forward, as we work to better serve
 IU Northwest students.

**Purchasing and Campus Services**

By September 1, 2011 the IU Northwest Office of Purchasing and Campus Services within the Office of Administration will have had three key people retire under the University’s early retirement program.

The Purchasing and Campus Services' director, Marianne Malyj, will join Cindy Kurpis and Janet Taylor (Campus Printing Services). All three people have been long-term employees of Indiana University and have contributed much to the quality of campus life. They are terrific people who will be greatly missed. We certainly wish them the best and thank them for their service to the campus and Indiana University.

After consideration of the budget implications and available alternatives for service delivery to the campus, we have decided not to replace the positions of the three retirees. Instead, their duties will be handled through a reorganization and realignment of responsibilities.

As announced previously, FedEx Office print operations will provide our campus printing needs. The Purchasing function, of course, was centralized within the university effective January 1, 2011, and is now performed by University Administration. The remaining responsibilities performed within Marianne Malyj's office will be reassigned to current employees on our campus, effective September 1, 2011.

Our CFO, Marianne Milich, and I, working with others within both Administration and Fiscal Affairs, have developed a transition plan for the reassignment of responsibilities that will involve our two offices. The plan has been approved by the Chancellor and is being implemented.

The transition plan is reflected in the "IU Northwest Purchasing & Campus Services Transition" document available through the following link: [http://www.iun.edu/~nwadmin/adminnw/campus_policies/index.shtml](http://www.iun.edu/~nwadmin/adminnw/campus_policies/index.shtml).

The document provides the details of the transition and includes contact information for those individuals assuming the campus services’ duties.

Please consider keeping the document for future reference.

**Seeking Campus Input for Unit/Program Evaluation**

The Administrative Council continually seeks input to help us with unit/program evaluation designed to improve unit efficiency and the quality of services. For example, Physical Plant has had online for some time a Customer Satisfaction Survey evaluating the response of the Physical Plant staff to work order requests:

[https://www.iun.edu/~iunpplt/satisfaction/satisfaction.shtml](https://www.iun.edu/~iunpplt/satisfaction/satisfaction.shtml).

Physical Plant added in 2009 an additional Customer Satisfaction Survey, which is designed to gauge the level of satisfaction of the campus community with Physical Plant Building Services:

[https://www.iun.edu/~iunpplt/bldgserv/bldgserv_satisfaction.shtml](https://www.iun.edu/~iunpplt/bldgserv/bldgserv_satisfaction.shtml).

The Building Services’ survey asks those completing the survey to consider their level of satisfaction based on the established Building Services’ Frequency Schedule for cleaning, which provides the schedule for the frequency of specific cleaning efforts on a daily, weekly, etc. basis. So that the director can determine more precisely any areas in need of improvement, the survey asks for the level of satisfaction for work done in a particular building and room on campus. However, an opportunity also exists to set out overall satisfaction and to provide suggestions and/or general comments regarding Building Services. The survey can be taken multiple times, as well, to provide input on several buildings and rooms.

Customer satisfaction surveys are also offered by the University Police and the Office of Environmental Health & Safety at [https://www.iun.edu/~policenw/forms/cust-satisf-survey.shtml](https://www.iun.edu/~policenw/forms/cust-satisf-survey.shtml) and [https://www.iun.edu/~ehs/forms/cust-satisf-survey.shtml](https://www.iun.edu/~ehs/forms/cust-satisf-survey.shtml), respectively.

The directors within Administration appreciate your input as they work to improve service.

I hope that you find the newsletter informative and useful. - Joe Pellicciotti

**What We Do:** The units within the Office of Administration seek to assist the academic units and others on campus by providing leadership and support for campus facilities planning, helping to guide development such that it gives physical form to IU Northwest's mission, shared vision, and programs; coordinating planning for capital construction, repairs and renovations; managing the operation and maintenance of campus facilities and grounds; engaging in activities that enhance the institution's human resources, administrative processes and tools; and developing policies and procedures and engaging in operational activities that promote campus health, safety, and security.

**Human Resources**

The required Legal Compliance Training is scheduled October 27 and 28 and will consist of the following topics. IU Policy require all supervisors to complete this training. Please be sure to register with Human Resource Assistant, Rhoda Burson.

**EEO/ADA (Equal Employment Opportunity/American Disabilities Act) Session**

October 27, 2011

1:00pm – 4:30pm

Dunes Building, Room 1156

**Sexual Harassment Session**

October 28, 2011
9:00am – NOON

Dunes Building, Room 1156

Human Resources bids farewell to HR Assistant, Rhoda Burson, on August 31. Rhoda is retiring after 11 years of services with IU Northwest, most of which serving as the Human Resource Assistant. She will be relocating to Illinois to be close to her children and grandchildren. We wish her well.

The campus is invited for cake and punch in honor of Rhoda on August 31, from 3:00 pm to 5:00 pm, in the Human Resource Department, Marram Hall 118.

The Human Resource Department welcomes a new Human Resource Assistant, Crystal O'Brien, August 22. Crystal will be replacing Rhoda when she retires August 31. Crystal has worked as an hourly employee in processing payroll since July 2010. She was also previously employed by the Gary Community School Corporation in various payroll and human resource roles. Crystal received her Bachelor of Science in Business, major in Financial Information Systems, in May 2011 from IU Northwest.

It is with great pleasure that we welcome Crystal to the Human Resource team.

Emergency Planning

Please review and consider bookmarking the Indiana University and I.U. Northwest emergency preparedness Web sites:

- IU Northwest
- Indiana University

Please remember to review and, if necessary, update your contact information for IU-Notify through OneStart to stay informed in case of an emergency. Go to the "Emergency Notifications" section of OneStart and then click "IU-Notify." You can also select to receive notices for other IU campuses, as well.