Chancellor’s Cabinet Meeting Action Taken  
April 30, 2007  

(Agenda topics are noted in bold type)  

I. Review Strategic Plan/Operational Plans  

- Outcome #2  
  - Vice Chancellor Aggrey reported that Outcome #2 is moving forward.  

- Outcome #3  
  - (A1 March) Status of Faculty Equity Task Force – Dr. Aggrey reported that the Equity Task Force has been formed, and Deans Ige and Rooda will serve on the task force as non-voting members. Listed are other task force members and the units they represent: Arts & Sciences: Alan Barr, Jack Bloom, Chuck Gallmeier, Iztok Hozo, Zorn Kilibarda, Eva Mendieta, K. Vinodgopal; Social Work: Manoj Pardasani; Library: Cindy Szymanski; SPEA: Ellen Szarleta; Business & Economics: William Nelson; Nursing: Jo Newman; Health Professions: Robin Jones; Education: Dana Dodson.  
  - (A2 March) Status of Professional Staff CSI Project; status of last year’s equity study for biweekly staff – Vice Chancellor Vasquez reported that last year, an effort was made to bring biweekly staff to the mid-point of their salary range. Staff salaries were adjusted to 90% of the mid point. The Professional Staff CSI study is ongoing and should bring staff to the minimum of their job class.  
  - (B1 March-April) Develop goals and begin implementation of communication initiatives from Task Force recommendations.  
    - The Cabinet discussed the suggestion to include additional staff information in the Northwest News and to add “Birthday” and “Notes of Distinction” sections.  
    - Review of Staff Council Exploratory Meeting – Chancellor Bergland and the Cabinet will meet with staff persons who attended the exploratory meeting to discuss next steps.  
  - (B6 March) A list of full-time staff eligible for professional development is constructed for each Cabinet member – Vice Chancellor Vasquez distributed a list of professional staff members to each Cabinet member for review.  
  - (B6 April) Vice Chancellors work with Deans and Directors to initiate discussion of relevant staff opportunities – Chancellor Bergland asked the Cabinet to work with directors and managers to determine how they want to pursue relevant opportunities and urged them to think about development for their staff. Training programs that are already functioning include Computer, EPIC, FIS, FMLA, Sexual Harassment, and benefit programs.
• **Outcome #4**

  ▪ (April 13) Update on presentation of Diversity Portfolio at the Spring EMA conference at IU Kokomo – Vice Chancellor Coopwood reported that there is no new information since the meeting on April 13. Chancellor Bergland suggested presenting the “what we have learned” summary to the ECHO group. Vice Chancellor Aggrey will ask Vice President Nelms if one document will be generated with results from all participating campuses.

  ▪ Update on Study Circles – Mr. J. Allen Johnson will be conducting training sessions at IU Northwest on Saturday, May 19, 9:00 – 2:30. Ten additional persons need to be trained to bring the total to 14 presenters which will enable IU Northwest to begin conducting sessions in the Fall. Vice Chancellor Vasquez encouraged the Cabinet to provide names of eligible participants to Dr. Denise Travis with a copy of those recommended sent to her.

• **Outcome #5** – Update on College of Health and Human Services – At the last meeting, participants expressed concern about what will be discussed at the Health and Human Services Retreat. It was suggested that the group take a look at the draft agenda for the retreat and add information about human services. Other pertinent issues include reporting structures and budgets. The impact of Health and Human Services at IU Northwest will be discussed.

  ▪ (March-April) Potential organizational changes identified for evaluation – Discussions are ongoing regarding potential organizational changes, and additional information as a result of the discussions will be submitted to the Cabinet.

  ▪ (March-April) Review of “Budget 101” sessions – The first two sessions held went well and the next group trained will include a leadership group identified by the Cabinet. Additional sessions will be scheduled based on demand. Vice Chancellor Coopwood suggested marketing “Budget 101” sessions with other training sessions referenced in Outcome 3(B3).

• **Agenda for May 2007 Meeting**

  ○ Review of Draft Agenda from Mary Ellen McCann – The Cabinet reviewed the draft agenda submitted by Mary Ellen McCann.

II. **Discussion of Smoke Free Initiative**

The Cabinet will schedule three town hall meetings to provide an opportunity for the campus (faculty, staff and students) to comment about the Smoke Free Initiative (the initiative should be referred to as “tobacco free”) and give reactions to the campus proposal. The proposal will be distributed to the campus with information about the town hall meetings. After reactions to the policy have been received, the campus will move
forward with implementation suggestions. Bloomington Human Resources is considering providing incentives for campus personnel who are non-smokers.

III. Discussion of Proposed Action Steps for AQIP Category 5

The Cabinet noted that Action 1 in the AQIP Category 5 document parallels the leadership work being done in Outcome 3(B3).

IV. Discussion of Search and Screen Process

The Cabinet will schedule a session to discuss the current Search and Screen Process to determine if it can be done in a more expeditious manner than it has in the past.

V. Update on Budget Issues

The Cabinet reviewed budget proforma information, and Vice Chancellor Vasquez stated that revised budget information will be made available later in the week.

VI. Discussion of Summer Meeting Schedule for Cabinet and ECHO Group

The Cabinet decided to convene the ECHO Group (two hour meeting) during the week of May 7 to discuss budget, Strategic Planning, AQIP, the outcome from the EMA Conference, etc.

During the Summer, the Cabinet will meet monthly. ECHO Group meetings will be ad hoc.

VII. Other Information

- Chancellor Bergland urged Vice Chancellors Aggrey and Vasquez to move forward with Recovery, Emergency/Pandemic Planning initiative. A suggestion was made for the group working on emergency planning to also study emergency communication.

- The Labor Studies transition is moving ahead; a final recommendation is expected in May 2007.