Cabinet Meeting Notes
December 10, 2007

I. Chancellor’s Roundtable Meeting

The Cabinet welcomed Ms. Beth Van Gordon as Interim Chief Information Officer at IU Northwest. Ms. Van Gordon, will have management responsibility for IU Northwest’s Division of Information Technology and will report directly to Chancellor Bergland. She will begin her duties in January 2008, working 2-3 days per week at the IU Northwest campus while maintaining her office on the Bloomington campus. She will be available via e-mail, telephone or video conference when she is not on IU Northwest campus. Ms. Van Gordon has been with University Information Technology Services (UITS) since it’s inception in the 90’s, and she has been employed at Indiana University since the 70’s.

During the Roundtable Session the following comments/updates were provided:

Associate Vice Chancellor Pat Giannini

- Ms. Giannini is working with donors to address end-of-the-year inquiries.

Dr. Ken Coopwood

- At the recent system-wide diversity meeting in Kokomo, our IU Northwest Diversity Plan was presented and reviewed, along with plans from all IU campuses, to determine a common slate of challenges to submit to President McRobbie for support consideration. Dr. Coopwood, on behalf of the IU Northwest Diversity Team, will present the plan to the Cabinet after revisions are finalized by the IU Northwest team.
- Dr. Coopwood provided an update on the Student African-American Brotherhood (SAAB) initiative at IU Northwest. This initiative will be a dual effort between IU Northwest and Ivy Tech, and Dr. Coopwood stressed the desire to have IU Northwest students actively involved. Informational meetings were recently held and included a presentation by the SAAB national director.

Vice Chancellor Diane Hodges

- The week of December 10 is finals week, and student academic problems are surfacing.
- The President of Student Government plans to present a petition to have a designated area for smokers on campus.
- A newsletter written by the 21st Century Scholars staff was distributed.

Dr. Linda Delunas

- Dr. Delunas has not received the names of the members of the AQIP Quality Check-Up Team which should have come in November. The AQIP Compliance Packet is almost finished and ready to send. The expanded portfolio is done, and Dr. Delunas will be sending it out to the campus for review.
Vice Chancellor Marilyn Vasquez

- Zero-based budgeting informational sessions are planned for the week of December 10.
- The campus tree replacement contract has been awarded ($74,000) and the cost will be covered by IU Risk Management.
- The “white building” in the 3600 block on Broadway is being tested for asbestos which is the second phase of the purchasing process.
- The IU Northwest sub-committee for IU Notify has met, and draft scripts are being written and will be forwarded to the Cabinet for review/approval.
- The last Study Circle session has been completed, and one action the participants want to move forward with is a “mix it up” which is the intermingling of people from various backgrounds for conversation and food in the Cafeteria.
- A flat-screen monitor sale, open to students and staff, will be held on Monday, December 17.

Vice Chancellor Kwesi Aggrey

- At the December Board of Trustees meeting, there was a lot said about international education. How IU Northwest fits with President McRobbie’s international expectations must be examined.

Associate Vice Chancellor Toni Lieteau

- Ms. Lieteau is preparing to announce to the community that AQIP surveyors will come to IU Northwest. An announcement will be placed in local newspapers, in the December edition of the *Northwest News*, and on the web.
- There will be an Environmental Protection Agency (EPA) hearing on campus Tuesday, December 11, 2007, and the event is open to the public.
- Ms. Lieteau chairs a sub-committee on crisis communication, and she will provide a document revised by the sub-committee to Mr. George Miga and Vice Chancellor Vasquez for consideration and inclusion in the Crisis Communication Plan.

II. Meeting with Mary Ellen McCann

- Ms McCann provided information about Franklin Covey Leadership Development Workshops covering *The 4 Disciplines of Execution* for review by the Cabinet.
- A suggestion was made to provide to the Strategic Planning Team more information needed to set the outcomes in advance and starting the retreat with a meeting before the dinner the first night, either at IU Northwest or in South Bend, to allow the team to begin the first full day of the retreat focused on the new outcomes.
- The Cabinet will make Mary Ellen aware, in pre-planning meetings, of any sensitive issues that may affect the retreat and discussed how to remain at a strategic level as opposed to dealing with operational issues at the retreat.
• The Cabinet discussed with Mary Ellen how assessment data should be handled and reported. The group feels the data should be summarized and included in a final report for the year.

• The Cabinet identified Agenda Topics for the next Strategic Planning Team meeting on Wednesday, February 20, 2007. The topics are listed below:
  
  o Discussion of initiatives that may require external funding (Pat Giannini)
  o Review of Facilities and IT priorities and ensuring alignment with 2008 Outcomes
  o Report to the team the results of discussions regarding “two big issues” for President McRobbie and initiation of “two big issues” process (process identified by sub-group will be shared via email with Strategic Planning Team; by February process will be initiated)
  o Report to the team the results of pre-discussion regarding IU Northwest/Purdue Calumet merger talks
  o Update on Team Memberships
  o Revised membership composition
  o Repeat team membership
  o Review of action steps (prepare in advance; provide to SPT at meeting) with persons responsible for outcomes and members who have volunteered to work on outcomes identified

III. Strategic Planning Update

• The Cabinet did not develop Action Steps for 2008 but instead discussed with Mary Ellen outcome development and execution processes. Mary Ellen remarked that SPT members should assist with establishment of action steps and be more significantly involved in the outcome/action step process.

II. Review of 2008-2009 Holiday Schedule

• The proposed 2008-2009 IU Northwest Holiday Schedule was adopted by the Cabinet.