



IUPUI STAFF COUNCIL

Staff Council Minutes

February 20, 2019

Campus Center CE 409 ~ 2:00-4:00 p.m.

Members and Guests Present: Connie Anoskey, Kristy Beach, Kaitlin Bell, Kim Bloodgood, DoMonique Brock, Aimee Brough, Beth Chaisson, Lisa Elko, Jeff Creasser, Mindy Cooper, Mary Cox, Cornelia Davis-Moore, Valerie Decker, Erin Detweiler, Carla Ewing, Aaron Fields, Tasha Gilson, Sarah Glener, Michelle Haug, Patti Holt, Rachel Johnson, Alicia Libla, Lodema Lines, Mike Lulgjuraj, Ina McBean, Teresa McCurry, Jessica Moore, Tuan Nguyen, Tricia O'Neil, April Peigh, Kris Powell, Kim Richards, Chris Rohl, Mansi Singh, Nancy Annes, Heather Staggs, Liza Sumpter, Nicholas Tabor, Holly Thomas, Allison Wheeler, Carmen Wissmann, Biannca Yates, Beth Young, Leslie Albers, Windi Hornsby, Camy Broeker, Margie Ferguson, Miriam Murphy, Juletta Toliver, Ty Parrish, and Patty Hollingsworth.

Members Excused: Ed Holdaway, David Hanson, Angela DeCamp, Loren Bumbalough, Joan Charlesworth, Miranda Benson, Lans Jameson, Andrea Janota, Ranna Johnson, Laura Kernodle, Mary Ann Kershaw, Kim Minor, Brooke Moreland, Lindsey Mosier, Beth Skiles, and Cathy Zappia.

Members Absent: Jessica Darling, Hollyn Mangione, Rebecca Pope, Julie Rodgers, and Terry Wilson.

Agenda Item I: Welcome and Call to Order

Kristy Beach, *President*, beachka@iu.edu

IUPUI Staff Council President Kristy Beach called the meeting to order at 2:06 p.m.

Agenda Item II: [Action Item] Adoption of the Order of Business for the Day

Kristy Beach

The agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item] Approval of Minutes of the January 16, 2019, SC Meeting

Kristy stated that the January 16 minutes had been sent out and placed in the box account. She then asked if anyone had any clarifications or any requests for revisions, changes, misspellings, or punctuation errors. Lisa stated that there were no corrections noted. With that, the January 16 minutes were approved as written and entered into record.

Agenda Item IV: Update from the Senior Associate Vice Chancellor for Academic Affairs

Margie Ferguson, *Senior Associate Vice Chancellor for Academic Affairs*, mferguso@iupui.edu

Margie reported the following:

- Still working on the promotion and tenure review for our campus. This was the largest # of cases they'd ever had. She hopes to maybe have a conclusion next time.
- Still working on improving the process for reappointments.
- Soon there will be 4 new deans. Dentistry just completed and the founding dean for Health and Human Sciences is under way. Then there will be the library and international affairs.

Margie says please email her anytime with questions.

Margie asked if there were any questions. No questions asked.

Agenda Item V: Report from the President

Kristy Beach

Kristy reported the following:

IUPUI WBB Game:

Thursday, Feb 28 vs. Green Bay

7pm – THE JUNGLE

Non-Profit Day – Sponsored by the School of Social Work

Staff Council has 20 tickets available for reps through our sponsorship and we still have some tickets left. Lisa will send a reminder email to see if anyone else is interested.

Dean Searches:

The search for the School of Dentistry has concluded and feedback was due on January 30. No announcement has been shared on which candidate was chosen. The search committee has put forth names(s) but it may be a little while until we receive an announcement.

The search for the Founding Dean for the School of Health and Human Sciences is underway.

2019 Staff Council Elections:

Staff Council Reps:

Nominations: March 4-15

Voting: April 8-19

Announce – May 15, SC Meeting

Executive Committee Reps:

Nominations: April 22-May 3

Speak – May 15, SC Meeting

Voting: May 20-31

Announce – June 19, SC Meeting

We will be electing three members-at-large, a 2nd Vice President, and a Corresponding Secretary.

Kristy's Fun Facts: Fun Facts about Feb. 20:

- Today is **National Cherry Pie day** - Cherry pie is America's second most popular pie, behind only apple pie in popularity. However, in the month of February, it's Number 1.

As a young boy, George Washington made the Cherry tree popular, with his famous quote "I cannot tell a lie, I chopped down the Cherry tree." We celebrate George Washington's Birthday and President's Day in February. Appropriately, it's traditional to bake cherry pies in honor of the occasion.

- **Hoodie Hoo day** - On this winter day, people go out at noon, wave their hands over their heads and chant "Hoodie-Hoo".

It is a day to chase away winter blahs, and bring in spring. After all, everyone in the northern hemisphere are sick and tired of winter at this point and a little crazy being cooped up inside all winter and not seeing the sun.

- **Love your Pet Day**- Love Your Pet Day is day to pamper your pet. People just love their pets, and today is an easy excuse to spend time with them, and to give them special treats. Whether it's a dog, a cat, a fish, a pet snake, or your pet rock. give them lots of love and attention today.

Kristy asked if there were any additional questions. No questions asked.

Agenda Item VI: Update from the Vice Chancellor for Finance and Administration

Camy Broeker, Vice Chancellor for Finance Administration, cbroeker@iupui.edu

Camy provided the following update:

Camy addressed the concerns of the campus closure/classes cancelled communication from 1/30/2019.

She wanted to stress that the official source of information regarding campus is an IU notify. In this instance, the Chancellor sent a tweet announcing the cancellation of classes for 1/30/19 due to extreme cold before the IU notify was sent out. This is not typical and was less than ideal because the tweet ran through campus like wildfire. Normal process is that a dedicated group will get together, discuss the weather etc..., and then make a recommendation to the Chancellor. A note is then sent to the deans and then the IU notify will go out.

We are aware that some communication from the local news outlets was incorrect. Some were reporting campus was closed some didn't have the campus listed at all. Changes to the language have been made to avoid any miscommunications in the future.

Our normal mode of operation is that campus will always be open if possible. We are aware that everyone is traveling from all areas and we cannot evaluate all of them. It is the employees own personal decision on what is best for them and their safety.

The decision was made to leave campus open and cancel classes because we were only dealing with extreme cold temperatures. Students move repeatedly outside all day and would be exposed to the frigid temperatures more frequently and for longer periods of time.

If classes are cancelled in the future and campus is left open, employees will be permitted to park in student garages. Communication went out about this but was sent out too late. This will become part of the normal process moving forward.

This incident was the perfect opportunity to test out your unit/school's business continuity plan. Every school and unit should have one and should test it. Not everyone can work remotely so these plans need tested so that other activities or meaningful work are identified when these instances come about.

Camy said that a message was shared with HR business partners that no corrective action should be taken against employees for attendance purposes from wed-fri of the week in question.

Camy also wanted to address potholes:

Camy said it depends on what street the potholes are on whether they are considered campus or the city. If there is a bad area, go ahead and call 8-1900 so that there is record of it and if we can do something to make it better in the mean time we can.

Dig Indy project is entering a new phase on or about March 1st. For those needing to get to NIFS and the NCAA please use New York St. to Blackford.

- Comment: The Sports garage signage needs to be switched for swim meets.

Questions:

When will lot 83 close? Camy says they hope to wait until classes are over before closing this lot.

Camy asked if there were any additional questions. No questions asked.

Agenda Item VII: Report from Human Resources Administration

Juletta Toliver, *Senior Director for Human Resources*, jtoliver@iupui.edu

Juletta reported the following:

She wanted to talk about the IU Staff Competencies Initiative that she first mentioned about nine months ago. Juletta pulled up the website: <http://hr.iu.edu/competencies/> and talked us through some of the key highlights of the staff core competencies.

IU Staff Competencies: Skills for Success

Competencies are observable skills and behaviors that contribute to workplace success. The Indiana University Staff Competencies give employees a common language to describe how we work together, what to expect from each other, and how to maximize our potential at IU.

IU Staff Competencies were informed by the mission, vision, and values of IU, and will help foster accountability among staff. They also create a roadmap for staff to view personal development opportunities and assist with career planning. IU Staff Competencies create a foundation for Human Resources initiatives including: recruitment, career progression, performance management, training and development, and more.

IU Staff Competencies were introduced to staff in February of 2019. The first university-wide application of the competencies will begin in the spring of 2019 as core competency-based behavioral interviewing for staff positions begins.

The Five Core Competencies

The five core competencies represent observable behaviors and skills all IU staff should demonstrate. By doing so, IU can best leverage the talents and abilities of its employees and teams to better achieve its fundamental mission of serving students, communities, and the world.

The core competencies define what IU needs from you and help you to maximize your potential. Explore each core competency below to learn how you put each competency to work and how to develop them further.

- Ensures Accountability
- Collaboration
- Instills Trust
- Values Differences
- Customer Focus

Next Steps:

Winter/Spring 2019

- Talent Acquisition – Core competency interview guides to be included on staff recruitment processes university wide.

Summer 2019

- Training and Development – Core competency-based development offerings for staff employees.

Juletta then wanted to discuss the volunteer paid leave policy:

Volunteer Paid Leave Policy: <http://webtest.iu.edu/~uhrs/relations/volunteer-leave.html>

One volunteer paid leave of up to eight hours is available each calendar year for staff employees who participate in an IU-sponsored volunteer event. Volunteer paid leave is available to all staff employees at IU.

FAQ about this policy:

- Volunteer paid leave time does not accumulate or roll-over into the next year if NOT used.
- Non-exempt employees will record actual time volunteering at the event. Exempt employees record a full eight-hour day. Use the VOL code.
- Yes, volunteer leave counts toward overtime.
- No, the volunteer paid leave cannot be split between multiple days. *Working on a way to tweak this.*
- You have to have approval in advance to use not after the fact.
- The volunteer service cannot promote religion, influence legislation or policy or influence election to public office.

Please provide feedback as these days start to get used.

Questions:

When can you start using this time? It starts now.

Will there be more opportunities for volunteerism this year like the Habitat day? Yes, they haven't been finalized but they are coming.

Juletta asked if there were any additional questions. No questions asked.

Agenda Item VIII: Report from Faculty Council Liaison

Miriam Murphy, *Director, Ruth Lilly Law Library*, mimurphy@iupui.edu

Miriam shared that the IFC drafted a statement about IUPUI's 50th Anniversary after the Birthday Bash in January. The following is the statement she read:

Statement on the 50th Anniversary of the IUPUI Campus

In recognition of the 50th Anniversary of IUPUI, the members of the IUPUI Faculty Council (IFC) wish to recognize and acknowledge the contributions of the people who founded and grew this campus to be the center of education, research, and service that it is today- Indiana's urban research and academic health sciences campus.

Shared governance, the ability to share in key decision-making, continues to be an essential tool in the evolution of the campus. The dedication and vision of each of IUPUI's past Chancellors:

- Maynard Hine
- Glenn Irwin, Jr.
- Gerald Bepko
- Charles R. Bantz

have positioned IUPUI to be a leading urban research institution recognized for the success of its students, its advances in health and life sciences, and its intellectual, economic, and cultural contributions to the well-being of the citizens of Indianapolis, the state of Indiana, and beyond. This vision is being achieved through ongoing collaborative work between administration and the faculty of the IFC.

The faculty looks forward to continue working with Chancellor Nasser Paydar and the IUPUI administration to continue building on the principles of education, research, and service as it strives towards the next 50 years of excellence in the Indianapolis community.

Other IFC items that Miriam shared:

- Miriam was asked by IU Communications to participate in a faculty group to look at ways to improve communication. This was a key point that came out of the chancellors conversations last year.

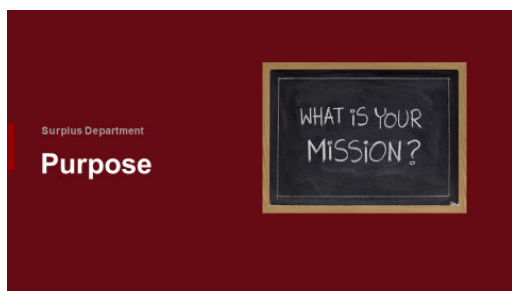
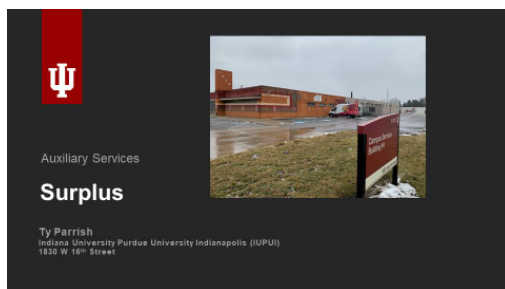
- IU online and the financial impact **it** has on IU
- Campus conversations from last fall have been compiled and major issues will be presented to the Chancellors Cabinet.
 - New this year is marketing. Deans are being constrained by branding especially the Purdue deans. It was suggested that the deans come up with a list of what they would like to do if they could, to see if they can be given more flexibility.
- President McRobbie identified pathways of excellence in teaching with a multi-page document.
- IU proposed a change to the task force for course evaluations. About addressing the evaluations more effectively rather than on popularity.
- IUPUI has selected Judith Wright to serve on the IU wide policy review committee.
- Still discussing the 3rd tier for lecturers.
- Title IX Committee is implementing new policies from the government with relationships between faculty and students.
- Budgetary affairs is analyzing the credit hour analysis compared to budget from last year, and everyone has pretty much gone down with the exception of Nursing.

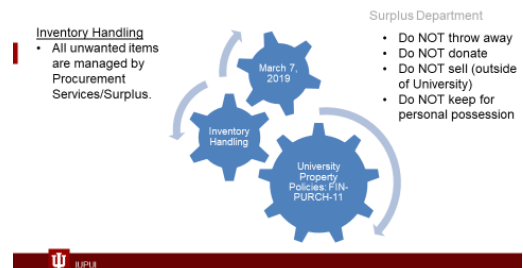
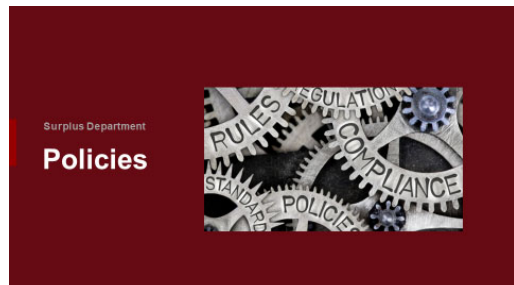
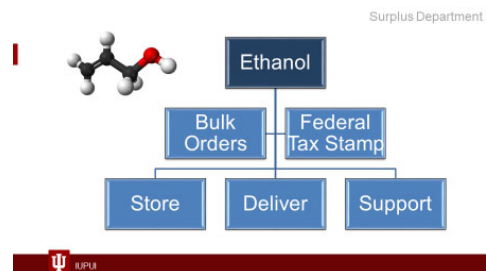
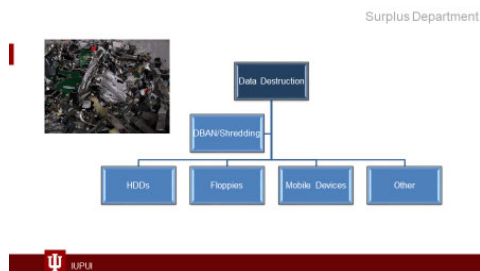
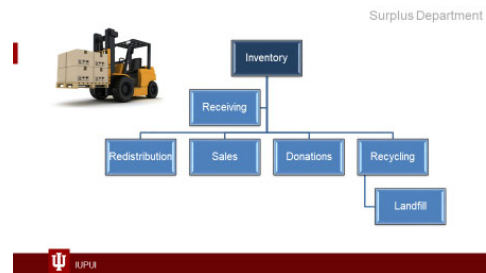
Miriam asked if there were any questions. No questions were asked.

Agenda Item IX: [Information Item] Surplus Presentation

Ty Parrish, *Director, Surplus*, tpparris@iupui.edu

Ty gave the following presentation:





Surplus Department

Campus Departmental Presentations: Surplus 2019



What is the purpose of Surplus?

- Manage all transitional ('unwanted') inventory – redistribution, sales (maximize ROI), donations, recycling/eWaste, send to landfill
- Provide data destruction services – shred data devices (i.e. HDD, cell phones, etc.); also 'last stop' to catch any compromising material prior to release to public entities
- Sustainability – divert majority of received materials from landfill; goal is to become a zero landfill operation no later than 2025.

Information about the inventory Surplus receives/takes:

- Receiving: Pick-up/Drop-offs; current procedures allow for Surplus to 'pay' for certain types of pick-up requests (e.g. items fit in an approximate 6' cubed area)
- Redistribution: Maximize life-cycle of every item we receive & we do this through redistribution. We conduct Open House hours, where depts. can 'shop' for items on Tues 9-11 & Thur 1-3; we also list some items on GovDeals.com, which also brings us to the next topic – the 'Sales' component
- Sales: We sell as much as we can on GovDeals.com, an online auction company; departments can also 'shop' on this site w/o having to bid on items – it is another way to 'tag' items for your dept. Additionally, we also hold onsite auctions through Christy's of Indiana approximately every quarter (the next onsite auction is Thursday, March 7).
- Donations: Purchasing and Surplus work in tandem with each other when considering donating items. The organization must be a 501c3 non-profit entity in order for the university to consider approving any type of requests. Some items needed for donation considerations are a Letter of Intent, a copy of their 501c3 form, and availability to release inventory.
- Recycling/Landfill: We recycle nearly everything except wood composite material (e.g. pressed wood, particle boards, etc.)

Questions:

When is the next auction? The next onsite auction is, Thursday, March 7. You can bid on items and take them home the same day.

Can you shop for personal items during open house hours? No, not at this time.

When are open house hours? Tuesdays 9-11 a.m. and Thursdays 1-3 p.m. You need your Crimson Card to shop.

Where is Surplus located? 1830 W. 16th Street (close to Longs donuts).

For Approval: 3-20-19

Do you maintain a waiting list for items that are departments are seeking? We generally keep a loose list and when it comes in we will contact you.

Are GovDeals open to public? Yes, you may bid and purchase for personal items just like anyone else.

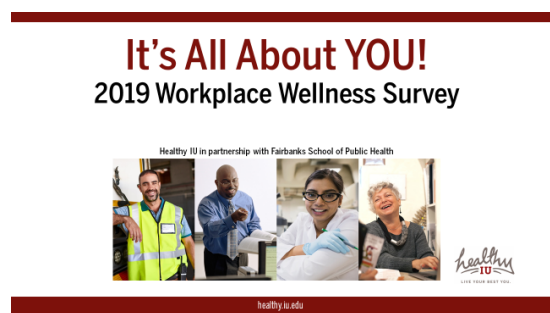



If any computers, file cabinets, etc. house critical data, please take the extra steps and follow compliance guidelines before dropping things off or having Stuarts pick it up. Critical data should never leave your control.

Ty asked if there were any additional questions. No questions asked.

Agenda Item X: [Information Item] Workplace Wellness Survey

Patty Hollingsworth, *Director, Healthy IU*, pwhollin@indiana.edu

Patty gave the following presentation:

In response to your input in the 2013 and 2015 surveys, Healthy IU:

- Implemented programs and strategies to address stress:
 - Resiliency Class
 - Common Good Challenge
 - Sleep Great IU Challenge
 - Mindful Parenting Classes
- Communicated to administration and trustees the need to better address stress at the organizational level, i.e. supervisory training; scope of control; communication
- Promoted existing services related to stress
- Developed and implemented Feel Great IU Challenge
- Offered free 12-week Weight Watchers annually
- Hired university-wide work life consultant
- AND MORE . . .



healthy.iu.edu

About the Survey

- **Anonymous**
 - Inclusive – ALL full-time employees are invited, not just a sample
 - Transparent – results widely shared
 - Trusted – modeled after the CDC's annual phone survey of health, IRB-reviewed
- Content areas**
- Employee Perceptions of Organizational Support for Health
 - Awareness and Use of Health-Related Resources & Programs
 - Lifestyle Measures (Health Behaviors)
 - Preventive Health Care
 - Stress
 - Health & Illness



healthy.iu.edu

Show the Love!

Please complete the survey between **MARCH 1** and **APRIL 5, 2019**. It will come via email.

AND

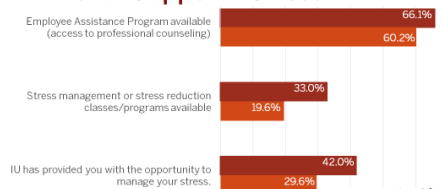
Encourage your co-workers to do the same.

This third time point, now 7 years from our baseline, will allow us to take a good look at trends and better serve you.



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Organizational Support - Stress



Changes are statistically and practically significant. ■ 2015 ■ 2013



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2019 Survey

- Core content will remain intact for comparability to 2013 and 2015 results.
- Service/maintenance employees will receive the survey by email – no paper copies.
- Some items were removed due to limited usefulness.

2019 Additional Questions:

- Mental health and wellbeing
- Employee participation with Healthy IU programs and "ripple effect" in their sphere of influence
- Management of chronic illnesses
- Barriers to seasonal flu shot
- Greatest strength and biggest challenge to wellness (based on 8 dimensions of wellness)



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Contact Information

Samantha Schaefer | Manager
Healthy IU
Phone: 812.856.2761 Fax: 317.274.5285
Poplars, Room 726
400 East 7th St.
Bloomington, IN 47405
healthy.iu.edu

Patty Hollingsworth | Director
Healthy IU
317-274-4595
Lockefield Village Room 1134
980 Indiana Avenue
Indianapolis, IN 46202
healthy.iu.edu



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Patty wanted to talk about the 2019 Workplace Wellness Survey that will be sent out next month and will end April 4. Healthy IU is partnering with the Fairbanks School of Public Health on this anonymous and confidential survey. It will be sent to all full time faculty and staff at all campuses.

The last survey was in 2013 and was used as a baseline. The results were a wakeup call and leadership felt the same way. Patty encouraged us to fill out the survey when we get it. They are looking for any new issues and if they have met past concerns? They are open to hearing about what they may be missing and what is going well. We need to know because we are here to serve you.

Questions:

How long will the survey take? The survey will take approximately 15 minutes.

Will there be a gym membership reduction like there is for non-smokers.

This question has come up before...not at this time.

The goal of the \$100 credit for the health screening is intended to use on wellness however you would want to spend it. This could be applied to a gym membership.

Patty asked if there were any additional questions. No questions asked.

Agenda Item XI: Standing, Ad Hoc, and Other Standing or University Committee Reports

Committee chairs (discussing committee goals/responsibilities)

[Ad hoc] Staff Development Committee

The save the date was sent out for the mini-conference: Friday, May 24 2019.

We are currently accepting proposals for the mini-conference. This is a free professional development opportunity offered to our staff at IUPUI. We are looking for IU presenters (faculty or staff) to participate and share their knowledge. If you know of anyone please have them submit a proposal by March 22nd.

[Ad hoc] Sustainability Committee

Ideas the Sustainability Committee has been working on:

- Not printing agendas
- Swap idea for the retreat: metal straws or silverware sets-to decrease one-time plastic use.
- "Green" tip of the month meme
- E-recycling event for campus in April, for Earth month.

There were no other committee reports.

Agenda Item XII: [Discussion Item] Dream BIG!

Kristy Beach

Kris shared that she never goes on vacations and she recently went on a trip with her oldest son to Disney. Whilst on this vacation she earned Disney points and has now scheduled another vacation, a cruise for her anniversary.

Kristy has given herself a deadline of May 4th to finish her niece's t-shirt quilt.

Agenda Item XIII: Question and Answer Period

For Approval: 3-20-19

Kristy Beach

Lisa stated that a question had been submitted and she has forwarded it on to Juletta for a response.

No additional questions submitted.

Agenda Item XIV: Unfinished Business

Kristy Beach

There was no unfinished business.

Agenda Item XV: New Business

Kristy Beach

There was no new business to report.

Agenda Item XVI: [Action Item] Final Remarks and Adjournment

Kristy Beach

With no further business, appearing the meeting was adjourned at 3:25 p.m. The next Staff Council meeting will be March 20, 2019 at Campus Center CE 409.

Minutes prepared by Lisa Elko, Staff Council Coordinator
INAD 4058 / 274-4542 / scouncil@iupui.edu / staffcouncil.iupui.edu/