IUPUI Staff Council (SC) Minutes
December 13th, 2017
Campus Center CE 405 ~ 2:00-4:00 p.m.


Members Absent or Excused: Amanda Briggs, Loren Bumbalough, Emily Clossin, Susan Corrie-Franklin, Marlene Cox, Gary Curto, Carol Dill, Chris Rohl, Heather Staggs, Beth Young, Eric Hamilton, Edgar Holdaway, Rebecca Pope, Patti Holt, Laura Kernodle, Ina McBean, Joshua Peaslee.

Agenda Item I: Welcome and Call to Order
Kristy Beach, President,

IUPUI Staff Council President Kristy Beach called the meeting to order at 2:13 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 November 15th, 2017, SC Meeting
Kristy stated that the November 15th 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 a few corrections noted, those changes were made, and the revised minutes were uploaded to the Staff Council box account. With that the November 15th minutes were approved as written and entered into record.

Agenda Item IV: Report from the President
Kristy Beach
Kristy reported the following:

Kristy thanked the executive and special events committees for providing the sweet and salty snacks for the meeting today as well as Camy for taking care of the hot chocolate and coffee.

Staff Council has purchased two (2) tickets to the MLK dinner being held on Jan. 14, 2018 at 6pm at the Indiana Roof Ballroom. If anyone is interested, please contact Lisa.

**UPDATE – Tickets are still available. First come first serve.**

Reminder about the Greening IUPUI Grant opportunity from the Office of Sustainability. Applications are being accepted through Feb 1st. If you have any ideas for a project, let us know. For details and to apply: https://sustainability.iupui.edu/resources/greening-grant.asp.

Healthy IU has an upcoming challenge in the New Year called Climb IU. Staff Council has formed a small team and if anyone would like to join our team, please let Lisa know. The challenge runs from Jan. 22-Feb. 9th. For details and how to sign up: https://healthy.iu.edu/campus-services/university/climb-iu/index.html.

Kristy’s “Did you know?” segment:

- The average snowflake ranges from a size slightly smaller than a penny to the width of a human hair.
- On Jan. 10, 1911 in Rapid City, South Dakota, the day started out at a pleasant 55F. Over a course of 15 minutes, a wicked cold front brought the temperature down to 8 degrees.
- More than 22 million tons of salt are used on U.S. roads each winter.
- Snowflakes aren't always unique. In 1988, two snowflakes collected from a Wisconsin storm were confirmed to be twins at an atmospheric research center in Colorado.

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

**Agenda Item V: Update from the Associate Vice Chancellor for Facilities**

Emily Wren, Associate Vice Chancellor for Facilities, ewren@iupui.edu

Emily reported the following:

Emily was impressed by the turnout for the ugly sweater party. She says had she known so many of us owned them she would have borrowed one!

Updates around campus:

- The Dental School addition will be complete in January.
- The ribbon cutting ceremony will be March 2, 2018.
- They will be accepting patients full time in May.
- When this happens 140 parking spaces will open back up.
- Patients will most likely park in the Vermont St. garage because it is closest to the new space.
• Emily said she had great news...the Board of Trustees has approved a new building near lot 83. Located west of the IT building. Groundbreaking will be in November 2018 with a May 2020 opening. Stay tuned...
• West St. delays have held up the Michigan St. project. This project should have been done and lanes turned but it isn't ready. Looks like it will be the spring before it turns to 2-way traffic. We'll know more after the holidays.
• IUPUI received a LEEP award for our energy savings from garage lighting projects. This savings will directly contribute to more lightning and garage projects across campus.
• There will be water proofing and sprinkler repairs in some of the garages.
• Winter is the time we plan for summer work. It’s proved that bidding in Jan is a good time. There will be parking lot upgrades, redo steps at Taylor Hall, air handler work as well.

Emily wanted to show in pictures some of the updates that she has given in the past:

**Dental School Addition w/Redwood Recycling**

![Dental School Addition w/Redwood Recycling](image)

**Redwood Recycling into Furniture**

![Redwood Recycling into Furniture](image)

**IUPUI Campus Gateways and Michigan Street Medians**

- Placement of gateways at the intersections of West Street with Michigan Street and New York Street, joined by mounded landscaping along West Street.
- The medians on Michigan Street between West Street and Porto Allegre Street also will receive landscaping enhancements.
Example of what a Gateway on Michigan St. might look like. Michigan St. will be more extravagant as it’s considered the front door of campus. This Gateway will be 52 ft. in height and will light up at night.

Example of what a Gateway on New York St. will look like. It will also light up at night.

This is an example of what the sidewalk on West St. may look like after adding landscapes to sidewalks to shield from the busy street.

Emily asked if there were any questions:

Questions:

1. It appears with the new landscaping on West St. that students may have to walk all the way down to New York St. to cross over West St.
a. Emily says they may not be able to cross right at the corner like they can now but they will not have to walk all the way down to New York St.

2. A question is asked if there is still talk of an overpass?
   a. Emily says there has been no more talk about it. She says they are controversial in usefulness. Some people say they are great but then people don’t use them.

3. There was a question regarding what will happen with parking availability when the new building Emily spoke about earlier goes in.
   a. Emily says they don’t know how everything will look until they meet the architect and there is plenty of time to work on that. Cathy Z. says if you get to work after 9:30am in this location there are no spaces. She is concerned if spaces are taken out for the new building, where will the people in IT and the new building park? Emily said there are garage spaces that go unused every day and with the dental school addition complete this will open up 140 additional spots. Each semester they do an inventory of spots and move around EM and Students spots as necessary. She says there is plenty of time to work out planning for this.

4. Will updates ben sent out to faculty and staff to keep them informed of these ongoing changes?
   a. Yes

There were no additional questions asked.

Agenda Item VI: Report from Human Resources Administration

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

Juletta was unable to attend the meeting today and Camy gave the HR report.

Camy reported the following:

Camy wanted to let us know that they are keeping an eye on the tax reform bill. She said it has not passed yet and it still has a couple of conference committees it has to go through before it is voted on. If this bill does pass, the graduate tax as well as the fee courtesy/reimbursement could be impacted. In the meantime, they are working with colleagues and lobbyist. They would like to do some tweaking so these items are not included in the bill. They are just waiting on the outcome of these conference committee meetings. What can we do as a citizen? We can engage conversations with our local representatives but we cannot indicate that we are representing IU.

The results of the engagement survey are in and have been presented to the Chancellor’s cabinet and the President. The results will then be shared with our HR business partners in late January and then to the respected depts. This is the first year we have done this kind of survey and we will not read too much into them but these results will serve as a baseline for future surveys. Camy says stay tuned…

An announcement was made that the Schools of Physical Education and Tourism Management and Health and Rehabilitation Sciences are merging and creating the School of Health and Human Sciences. This restructuring enhances the current strengths of both schools while also creating new opportunities. 2-3 positions will be created and HR will work with leadership on defining what these positions will look like. Currently there is no talk of moving and everyone will remain at their current locations. This process has been overwhelming positive!
Camy asked if there were any questions. No questions asked. Camy wanted to take this opportunity to introduce Deborah Nicholas. Deborah is one of our HR business partners. She has been with us for the last 7 months. Deborah has been a great addition to our team and she has a wealth of HR knowledge.

Deborah is leading the Staff Mentoring program and is here today to give an update.

Deborah gave an overview of the program:
- The program is one calendar year in duration. During this time, the mentor is expected to spend at least 25 hours with their mentee.
- Mentors must complete the IUPUI Staff Mentoring Program application.
- Mentors must be full-time staff with at least five (5) years of work experience at IUPUI.
- Mentees must complete the IUPUI Staff Mentoring Program application and discuss the time commitment with their supervisor.

The application process started in Sept. and there was an overwhelming number of staff interested in being part of this program.

There are a total of 12 mentor’s and 12 mentees.

All have been to orientation, have met each other, and are in the beginning stages of working together. Mid-year they will all plan to meet together to provide feedback and to have an assessment to identify what can be done better.

Etta is working to identify independent assessment group to help assess how this program is working for us.

Deborah said she is working on a marketing campaign to recruit mentors early. So, in 2018 we get enough mentors interested in participating. We are excited this program is off to a great start. As we continue, we will bring updates. Be on the lookout for the 2018-19 app.

Deborah asked if anyone had any questions. No questions were asked.

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**Agenda Item VII: Report from Faculty Council Liaison**

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

Miriam reported the following:

Miriam said she had few items from the IFC and UFC.

**IFC Updates:**
- The IFC is excited to announce the creation of the long needed IFC DEI Committee (IFC Committee on Diversity, Equity and Inclusion)
  - The charge of this committee is to advise and make recommendations to the IFC and campus leadership on issues relative to promoting and ensuring diversity, equity and
inclusion. To accomplish this charge, the committee shall have, but will not be limited to, the following duties:

- Promote the recruitment, hiring, retention and advancement of diverse faculty and staff
- Advocate for increased recruitment, enrollment, retention and graduation of students from diverse backgrounds and experiences
- Disseminate information and successful practices related to diversity, equity and inclusion in higher education
- Ensure the availability of mentoring opportunities for diverse faculty
- Review and make recommendations based on campus DEI plans and reports
- Provide guidance to academic and support units with their DEI plans upon request
- Provide a representative/liaison to meetings of the Chancellor's Diversity Cabinet and the Vice Chancellor's Diversity Group
- Encourage campus development of DEI education and training opportunities for faculty, staff and students

- IFC is addressing membership, including the participation of non-tenure track faculty. The goal is to assure appropriate representation of this significant body of faculty.

UFC:

- Looking at a system wide budgetary affairs committee for faculty council. This could help with getting more info out of the IU systems on how the money is spent.
- UFC is instituting a group to consider an IU system-wide common set of course evaluation questions for students, which could also include some campus-specific priorities such as questions on service learning and capstone opportunities at IUPUI.
- Miriam said there have been some great discussions about where IU online is going. There is a long list and it is just a discussion at this point.

Miriam asked if anyone had any questions. No questions were asked.

**Agenda Item VIII: Report from Senior Academy**

Nan Bohan, *Senior Academy Representative*, [nbohan@iupui.edu](mailto:nbohan@iupui.edu)

Nan reported the following:

Nan thanked everyone for being here knowing how busy everyone’s schedules are this time of year.

She said she worked here for 37 years and we have come a long way in that time.

Nan said that the she is here to make sure that staff members know they are just as important as faculty. If you or someone you know is retiring make sure that, they look into the Senior Academy. Nan says they try to do many fun things throughout the year. She says that older people tend to lose focus and let their guard down and they end up having a great time.
She referenced when Dave Stocum attended our staff council meeting in Sept. and talked about all the things Senior Academy has going on throughout the year. She wanted to let us know that they also give back not just have fun. She talked about the fact that Indiana has one of the highest suicide rates in the country. On January 24, 2018, there will be an event on Reducing Depression and Suicide Among Children and Adolescents in Indiana, at the Campus Center Theatre from 9am-Noon. The event is free and open to the IUPUI campus and public but registration is required at: https://iu.co1.qualtrics.com/jfe/form/SV_3xQ5fuAC6VJ8bDn.

Nan said she would send Lisa a flyer to distribute to staff council reps.

Nan asked if there were any questions:

Etta asked if Senior Academy was still interested in mentoring. Nan said that she would connect with Etta later to discuss.

There were no additional questions asked.

**Agenda Item IX: 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:

Margie’s office is in transition as Carol McGarry retires. Responsibilities are shifting and there are many changes but they are managing things. Everything will remain the same and no one should notice any changes other than you will be contacting/working with different people. Hopefully this will continue to be a seamless transition.

A search for the Vice Chancellor for Academic Affairs will soon begin. Janice Bloom will be chairing the search committee that will be made up of both staff and faculty members.

Margie asked if anyone had any questions. No questions were asked.

She wished everyone a great holiday and to take a break from work.

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

Committee chairs (discussing committee goals/responsibilities)

**[Ad hoc] Staff Development Committee:**

The review committee for the Staff Council Professional Development Grants will meet later this month and review the eight (8) applications received for the December deadline. We hope to get decisions out to applicants before the holiday break. The next deadline for grant submissions is April 1. All members of the Staff Council are encouraged to make their constituents aware of this opportunity.

Alicia Gahimer was present to give a verbal report for the [Ad hoc] Staff Development Committee:
• Alicia and Patti Holt are co-chairs for this committee. Alicia chairs the staff development grants and Patti chairs the mini conference portion.
• For the December round of grants, we received eight (8) applications. In a given year, we can grant 18 application requests at $400 each. We typically grant six (6) each round depending on the quality of the applications.
• When reviewing the grants we look at 1.) What they are applying for? Many times, it is for a class, certification, recertification, to be a presenter, attending a conference etc... 2.) Who has written a good proposal? We look at the quality of the proposal and application. Some put a lot of time and effort into it and some do not. We also look at what the required supervisor letter says about the applicant. 3.) We look at how the applicant will be able to utilize the knowledge and/or experience in their daily job. Will it carry with them through their career at IUPUI regardless of dept.? Is this something that they will be able to share with colleagues?

Alicia asked of there were any questions. No questions were asked.

**Special Events Committee:**

1. Welcome – Aimee called the meeting to order at 2:05pm
2. Blood Drive with Dotti Laas - Dotti reported results of the Staff Council sponsored blood drives over the past year, and the continued need across the state. Some of the highest need is for complicated childbirth and transplants. Blood drives for 2018 are scheduled, but there is discussion about having two in summer versus the one that is currently planned.
3. Fall/Winter Service Project
   a. Representative from Holy Family Shelter will be at the meeting – A representative from Holy Family Shelter will come to the December SC meeting to receive all donations for the shelter.
   b. Paws Pantry continues to be a success – Staff Council has done a good job of keeping the shelves stocked. We have surpassed our goals, please continue to support the pantry!
4. Holiday Party/Meeting
   a. Need prize for Best Ugly Christmas Sweater – Please consider donating a gift for the winner of this contest?
   b. Update on pitch-in – Some slots still need to be filled. Aimee sent a reminder email today to the folks who hadn’t signed up.
5. Staff Council 2018 Retreat
   a. Received quote from Montage
   b. Waiting on quote from IMA
   c. Voting in 2 weeks? – Once all the quotes are in Aimee will put together a spreadsheet of costs for the SEC to evaluate and vote on the next venue.

**Staff Affairs Committee**

Kurt Snyder is the chair of the Staff Affairs Committee and he gave a verbal report on some of the things his committee is currently working on.
Kurt says that he has been chair/co-chair of this committee for the last few years. We have had some successes with taxation and maternity rights. We have a very active committee and you need thick skin to be on this committee. The staff affairs committee deals with some meaty HR issues.

Kurt gave some examples of what the Staff Affairs committee is working on. He calls this his dream list:
- Chancellor Paydar will reach out to you during your birthday month for coffee. The Chancellor has been receptive of this idea...
- The old Easter holiday is now considered a floating holiday. Kurt says it would be nice to have this day referred to as having your birthday off. He said it would have no impact on anything but it would be nice to say that your place of work gives you your birthday off. You could utilize this day for whatever day you would like but it’s the sound of it that’s cool.
- There are a lot of fees associated with the free classes that the university offers. Some say it’s cheaper through Ivy Tech. It would be nice if they could minimize some of the additional fees. Especially the general ones like the technology fee. Because as employees we already have access to the technology that we are being charged for...
- Short-term disability insurance.
- Time off for volunteering.
  - Some schools and state agencies allow this. IUPUI could potentially get marketing.
- Donate sick time
- Staff emergency fund
- Improved tuition benefit for kids and spouses
- Parking subsidy for different pay scales

There were no other committee reports.

**Agenda Item XI: Question and Answer Period**
Kristy Beach

There were no questions submitted.

**Agenda Item XII: Unfinished Business**
Kristy Beach

There was no unfinished business.

**Agenda Item XIII: New Business**
Kristy Beach

There was no new business to report.

**Agenda Item XIV: [Action Item] Final Remarks and Adjournment**
With no further business, appearing the meeting was adjourned at 3:34 p.m. The next Staff Council meeting will be January 17, 2018, at the Campus Center CE 405.

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