
Members Absent or Excused: Heather Staggs, David Adams, Sally Atcheson, Amanda Briggs, Emily Clossin, Marlene Cox, Cornelia Davis-Moore, Chris Rohl, Kurt Snyder, Cathy Zappia, Edgar Holdaway, Marj Hopper, Lans Jameson, Ranna Johnson, Laura Kernodle, Alicia Libla, Kim Minor, Tuan Nguyen, Josh Peaselee, Rebecca Pope, Pat Rhodes, and Julia Rodgers.

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

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: Staff Remembrance
A moment of silence for our staff colleagues

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<tr>
<th>NAME TO BE REMEMBERED</th>
<th>STATUS</th>
<th>SCHOOL/DEPARTMENT</th>
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<tbody>
<tr>
<td>William Reid</td>
<td>Staff</td>
<td>Science – Math</td>
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<tr>
<td>Catherine Palmer</td>
<td>Staff</td>
<td>Medicine</td>
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### Agenda Item IV: [Action Item] Approval of Minutes of the December 13th, 2017, SC Meeting

Kristy stated that the December 13th 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 December 13th minutes were approved as written and entered into record.

### Agenda Item V: Report from the President

Kristy Beach

Kristy reported the following:

Kristy gave an update on the collaboration activity from the November Staff Council meeting. She advised that the executive committee filled out a survey to prioritize topics. At the next executive meeting, the results will be discussed and then shared with staff council at the February meeting.

Kristy wished everyone a Happy New Year and asked how many people made New Year’s resolutions. She said that now she is finished with school she can make and keep resolutions. She has been crafting and reading more. Since the New Year, she has read a book, made a scarf and, used her cricket to make cards.

Kristy's “Did you know?” segment:

Do you remember the Blizzard of '78? For many Hoosiers, few weather events loom larger in their memory than the Blizzard of 1978, which raged from January 25 to January 27, 1978. The blizzard brought life Indiana to a screeching, snow-covered halt. Indianapolis was buried under 20 inches of snow.
snow, while other parts of the state saw two or more feet of the white stuff. The National Weather Service calls the blizzard a "once in a lifetime" event. And while many storms have tried to take the title of "Worst Blizzard in Indiana History" away from the Blizzard of 1978, but no other storm has come close. Take a look back at Indiana’s original "snow-pocalypse", with these 9 frosty facts:

- January 1978 still holds the record for most snowfall in Indy in one month at 30.6 inches.
- The first-ever statewide blizzard warning was issued at 3:45 p.m. on January 25.
- The Indiana National Guard used tanks, armored personnel carriers, and heavy equipment to rescue stranded motorists.
- For only the third time since 1950, classes were cancelled at Purdue University.
- If you wanted to make a phone call, you were out of luck! Indiana Bell halted all phone traffic except emergency calls.
- Fierce winds made the wind chill dip down to a frigid -50 below 0.
- National Weather Service employees in Indy were trapped in their office for 74 hours—just over three days.
- The Blizzard of ’78 marks the last time the Ohio River froze over. In Louisville, the ice was more than a foot thick!
- Franklin's "Daily Journal" was printed on pink paper so readers could find their newspapers in the snow.

Kristy asked if there were any 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 reported the following:

Camy had a few fun facts of her own regarding the blizzard of ’78. She remembers: being stuck in a snowdrift waste deep, helping her neighbor deliver the pink newspapers, and riding through the neighborhood on a sled for 2 miles to get to the grocery store.

Please note important “23” dates to remember for Round II proposals of the IUPUI Welcoming Campus Innovation Fund. A special feature of Round II will seek projects that contribute to IUPUI’s forthcoming 50th Anniversary. Save the following dates:

- February 23, 2018: Letters of Intent Due
- March 23, 2018: Full Proposals Due
- Week of April 23, 2018: Notification of Funded Projects

*You are encouraged to reach out beforehand if your proposal is facilities related. There is an approval process that needs to be followed for these proposals to be considered.*

There was a question about cultivating proposals to get more student submissions.

- Camy said that she will have to check on what the approach is on that.

Camy talked about the 3 Dean searches that are underway:

- Social Work- currently has 4 candidates – open presentation information for the candidates is being shared.
Camy has received lots of feedback from the adverse weather we experienced last week. She wanted to explain the thinking process of what goes on behind the scenes when decisions have to be made about what will happen on campus.

- Camy said that it is a standard not to close campus. The big factor in that is we have hospitals to support. We need the sidewalks, etc... for the staff and faculty who work at the hospitals to be as safe as possible.
- When there is a forecast for inclement weather, they start discussing 2-3 days out. IUPD is here all night long assessing conditions and they are in direct communication with facilities and grounds. Camy says we can’t control weather and timing etc...but conversations are happening behind the scenes. She knows if she gets a call at 5am then there are issues. **Camy said if you see anyone from grounds/facilities be sure to thank them for all of their hard work over the last several days!**
- Camy wanted to acknowledge that Downtown Indpls. can look a lot different than what it does on whatever side of town you live on. She encourages everyone to make their own choices to be safe.
- Parking can be a challenge when you can’t see the lines. Please do the best that you can.

**Questions/Comments**

What happens when individual schools close but campus is not closed? Which takes precedent?
- Camy said there are really only (2) two schools that can make their own decision on whether to close or not and they are Dentistry and Medicine because of their clinics.

How do we handle if no one from an office can make it in?
- Camy says to have those conversations ahead of time. Everyone should be thoughtful and proactive. She encourages everyone to test their business continuity plan (we should all have one).

What about having an alternate schedule like district schools?
- Camy says that we operate on different principles. K-12 schools have an alternate schedule in place for delayed days. Whereas we have classes starting at all different times throughout the day. Having a delayed schedule would pose just as many problems than if we didn’t.

The HR website is not clear on what the inclement weather policy is. It is lumped in with military, FMLA, etc... It needs to read better.
- Camy says that she will take a look at what the policy says/reads.

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

**Agenda Item VII: Report from Human Resources Administration**

Julett Toliver, Senior Human Resources Director/Director of Financial Services, jtoliver@iupui.edu
Juletta was unable to attend the meeting today and Camy gave the HR report.

Camy reported the following:

Camy wanted to update on the tax changes. She said that section 127 is still there. Thank goodness this will continue.

There was a change on moving expenses. This was a non-taxable expense prior but under the new tax code, these expenses will be taxed.

Questions for Camy:

With the new tax change, will faculty who are relocating have to submit expenses for reimbursement?
- It will all depend on when they move. We will have to work through commitments that were made prior to this change. There will be a note that that goes out about this soon. It should be an allotment vs. a reimbursement. More info to come. This change was added at the last minute and was a big surprise.

When will the Michigan St. project be complete?
- West St. delays have held up the Michigan St. project. Also, the pavement is not great and that piece can’t be complete until the asphalt companies re-open. We are looking at May for conversion and completion of this project.

Are there any plans to create a better traffic flow at Vermont/University?
- This is being looked into but how you can help is if the light is ever out please call 8-1900 so all instances can be reported to the city. Also, watch your speed and slowdown in this area and during inclement weather drive safe.

No additional questions were asked of Camy.

Agenda Item VIII: Report from Faculty Council Liaison
Miriam Murphy, Director, Ruth Lilly Law Library, mimurphy@iupui.edu

Miriam reported the following:

- The campus planning committee is gathering an action item list from the campus conversations. When Miriam gets the action items she will share them with Staff Council.
- The Faculty and Staff Relations committees met on Jan. 16th to discuss a shared concern on pedestrian safety on and around campus. Questions and concerns that came from this meeting will be discussed at the next scheduled meeting in February with AVC Margie Smith-Simmons.
- Miriam talked about the next round of the Welcoming Campus Innovation proposals. Please note important “23” dates to remember for Round II proposals:
  - February 23, 2018: Letters of Intent Due
  - March 23, 2018: Full Proposals Due
  - Week of April 23, 2018: Notification of Funded Projects
Miriam talked about a presentation that IRDS (Institutional Research & Decision Support) presented to IFC. She highly recommends visiting their site: https://irds.iupui.edu/index.html. There are all kinds of reports that can be run for your dept/school. These interactive reports allow us to drill down and filter to allow detailed exploration of key indicators. Miriam also congratulated Anne Mitchell on her appointment as director of IUPUI Office of Equal Opportunity.

Miriam passed around a circular that detailed plans for the CTL Renovation:

- There will be a quiet zone with small and full-size workstations, a formal reception desk, a print alcove, and benching and misc. furniture.
- There will be a loud group zone with private and public 1-1 consultation spaces as well as a 4 person consultation space w/mobile monitor, an 80” monitor w/sofe seating anf lounge height tables, an informal conference room, and a CTL break room (microwave, coffee machine, refrigerator, trash/recycle).
- There will be a Faculty Forum that will sit up to 32 people. There will be an assortment of tables, chairs and stools. There will be also be a 4-top table with monitor and a new counter with lower storage (microwave, coffee machine, trash/recycle, popcorn machine).

Another committee is forming for non-tenure track and their representation.

IU Career Edge is a series of modular instructional components that provide students with guidance, insight, and soft skills throughout all phases of their undergraduate career. There is a spring 2018 PILOT Program for Faculty. Faculty who volunteer to incorporate one or more EDGE modules into a spring 2018 course may be eligible for a $500 stipend. Please contact an EDGE Faculty Fellow to participate: Mike Polites, mpolites@iupui.edu or Rob Elliott, elliott@iupui.edu.

At the Dec. Staff Council meeting, Miriam announced that the IFC was creating a DEI Committee. At the Jan IFC meeting the charge of the IFC DEI Committee was read and proposed.

A new course is available to students; Academic Integrity
- Learning with Integrity Canvas Site (located in the IU Expand website)
  - Course Overview: This course is designed to introduce students to the basics of Academic Integrity. The course will discuss the importance of Academic Integrity and how IUPUI is making Academic Integrity a priority. His course is intended to be used as a learning tool for students and for faculty to use to initiate a conversation with students about the importance of academic honesty.
  - Outcomes: At the end of this course, students will be able to: Recognize academic misconduct, identify the different types of academic misconduct; Cheating, Plagiarism, Fabrication, Interference, Facilitation, and Violation of course rules, and explain the consequences of academic misconduct at IUPUI and even in life beyond graduation.
  - About the Instructors: The group that designed this course is a part of the Gateway to Graduation faculty at IUPUI. A community of practice was formed around the topic of Academic Integrity with intent of sharing scholarly activities and ideas. The group consists of a variety of faculty from multiple schools and ranks at IUPUI.

Miriam asked if there were any questions. No questions were asked.
Agenda Item IX: [Discussion Item] Interactive Kahoot!
Kristy Beach

Kristy hosted a Kahoot! survey to gauge the SC reps knowledge of what the expectations of a SC rep are. The following are the questions with answers. The #’s in parenthesis are the SC reps responses.

1. Which do you think is the most important item for SC to focus on in the immediate future?
   a. Higher visibility for staff council across campus (29)
   b. Staff Recognition (website feature) (4)
   c. Better blood communication (0)
   d. Video/Audio meeting recaps (2)

2. The purpose of Staff Council is:
   a. To provide a channel of communication for staff (2)
   b. To promote staff development (0)
   c. To increase the sense of identity, recognition of each staff (0)
   d. All of the above (36)

3. If I have to miss a meeting, who should I contact:
   a. President (1)
   b. Corresponding Secretary (23)
   c. SC Coordinator (11)
   d. Chancellor (1)

4. When I receive minutes from the Staff Council Meetings, I should:
   a. Review and forward to my constituents (38)
   b. Nothing (1)
   c. Delete Immediately (0)

5. It is the responsibility of the Staff Council to:
   a. Identify concerns relating to staff (0)
   b. Provide a channel of communication for staff (2)
   c. Promote staff development (0)
   d. All of the above (37)

6. On average, how many emails on behalf of SC are you sending out per month?
   a. Less than five (25)
   b. More than five (9)
   c. More than ten (0)
   d. Too many (4)

7. The unit representatives role is to:
   a. Attending SC meetings (1)
   b. Actively participate on an SC subcommittee (0)
   c. Relay information to fellow staff members (0)
   d. All of the above (38)

8. SC has social media accounts with:
   a. Facebook (0)
   b. Twitter (1)
   c. Instagram (0)
   d. All of the above (38)

9. I am currently following SC on one (or all three) of the social media accounts.
Kristy wanted to discuss the importance of communication and getting the word out about Staff Council. She said it’s hard to believe that in the several years she has been with IUPUI and her time on staff council, how many people still don’t know who we are and what we do. The following are some ideas that were suggested:

- Attend a New Employee Orientation to talk about staff council or see about having a slide or handout available.
- Have magnets w/staff council information on them to hand/give out.
- At dental school, they have courtside tickets to jags game. What if staff council hosted/sponsored some type of game/event.
- What about a monthly Newsletter?
- What about a staff council blog?

Kristy thanked everyone for their suggestions and asked if anyone had anything additional to send them to Lisa.

**Agenda Item X: [Information Item] Update from the Office of Sustainability**

Jessica Davis, Director, IUPUI Office of Sustainability, davisjg@iupui.edu

Jessica reported the following:

Jessica attended the meeting today to present on Recycling Education.

She started off her presentation asking why recycle? In a study from the Coalition of Urban Serving Universities, compared to our peers IUPUI’s recycle rate is only 16%.

Here are some benefits of recycling:

- Reduces amount of land needed for landfills and incinerators
- Conserves natural resources like timber, water, petroleum, and minerals by re-using materials
- Increases economic security by using domestic resources
- Prevents pollution by reducing the need to use raw materials from the environment
- Saves energy and greenhouse gas emissions, curbing the effects of climate change
- Creates jobs in US recycling and manufacturing industries – in Indiana alone, the recycling industry employs ten times as many people as the trash industry

Recycling @IUPUI: Single Stream Recycling:
For Approval: 2-21-18

- All recyclable items go into one bin
- Recyclable items are picked up by Ray’s and taken to their MRF
- Items are sorted, processed, and sold for re-use

Desk-side Recycling Program
- Currently several buildings around campus participate in this program. Jessica says that by 2019 they hope to implement this program in all buildings. Here are the basics of how the program operates:
  - Recycle and trash bin by your desk
  - Recycle bin will be emptied 3 times per week by CFS
  - Empty your own trash bin into the common trash bin found in hallways and break rooms

Since implementation recycle rates have increased.

Food Waste @IUPUI
- 711.7 lbs. of leftover food was thrown away during the lunch hour at Tower Dining the week of Nov. 13th. If 700 lbs. of leftover food are thrown away per week by IUPUI students, faculty, and staff at Tower Dining that equates to 22,400 lbs. of leftover food thrown away each academic year.
- Food Waste
  - Pre-consumer
    - Campus Kitchen at IUPUI
    - Composting at Tower Dining
    - Composting coming to Campus Center soon
  - Post-consumer
    - Food waste reduction
    - Working on solution at Tower Dining

The Culture of Waste
- Creating trash is a choice. We choose to purchase items with disposable or non-recyclable packaging. We choose to put our waste in the incorrect bin. We choose to use disposable items over reusable.
- The IUPUI Office of Sustainability, in partnership with Campus Facility Services, strives to address our campus culture of waste by making the right choice – recycling – the easy choice across all of campus.

I have uploaded Jessica’s complete presentation to the staff council box account under presentations. Some of you showed interest at the meeting on how you could share this information with your co-workers and constituents so I have also included a PDF of what is considered recycling and what is considered trash to this email.

Agenda Item XI: Standing, Ad Hoc, and Other Standing or University Committee Reports
Committee chairs (discussing committee goals/responsibilities)

Special Events Committee:
1. **Staff Council 2018 Retreat**
   - **Venue** - After some discussion, and response to an email requesting feedback, the committee decided to move forward with Ft. Benjamin Harrison as the venue for the retreat. Aimee will follow up with the contact to confirm the reservation.
   - **Theme** - Topics were discussed for the theme. The committee agreed on “IUPUI Dream Team” based on using the book Dream Manager, by Matthew Kelly. Other ideas that may tie in are: honoring our military, and finding a link between IUPUI and Ft. Ben.
   - **Keynote Speaker** - Michelle Haug will contact a speaker who presented on Dream Manager for her department.
   - **Breakout Sessions** – To be developed around the “dream” theme.
   - **Guests** – Lisa Elko is trying to get the retreat on Chancellor Paydar’s calendar.
   - **Funding** – Michelle Benberry has secured funds from IU Communications to help cover the cost of the retreat. This could help cover the cost of purchasing a copy of the book for each Staff Council representative attending the retreat.

2. **Next meeting: February 12, 2018, 2-3 PM in AD 4043**

**[Ad hoc] Staff Development**

The 2018 Staff Council Professional Development Mini-Conference is currently working on the following:

- Save the date – Staff Council Mini Conference – Friday, May 25, 2018
- Mini-Conference schedule for the day
- Holding phone meetings with potential speakers for the conference
- Working on sponsorships for additional funding
- Next Committee Meeting: Tuesday, January 16, noon-1:00 p.m., MS 207 or via Zoom
- Legos, Legos, and More Legos: We need donations of Legos to be used for icebreakers and other activities throughout the day of the Mini-Conference!

**SC DEI Committee**

**Our Charge:**
The SC DEI Committee works to ensure that IUPUI Staff Council work and efforts are in alignment the Division of Diversity, Equity & Inclusion mission, vision and goals for IUPUI. We embrace and strive to achieve the broader concept of Inclusive Excellence, where our collective success as a campus depends on our ability to intentionally integrate and embed diversity, equity and inclusion into every aspect of our work and practices at all levels.

**Mission:**
To educate, advocate, engage and empower the IUPUI community by cultivating partnerships and resources to create and sustain an environment that is inclusive, equitable and diverse.

**Goal:**
To recruit, retain, advance, recognize, and promote a diverse faculty, staff and administration while creating a campus-wide community that celebrates its own diversity as one of its strengths and as a means of shaping IUPUI’s identity as a university.

Five Key Staff Council Diversity Goals:

1. To embrace difficult conversations and recognize them as valued discussion opportunities.
2. Engage in an effective collaboration that promotes existing resources in support of meaningful conversation and action.
3. Deliberately recognize various levels of diversity and embrace how these differences benefit our diverse community.
4. Develop a safe space that encourages difficult conversation; to recognize that a single voice can offer a glimpse into the pulse of the greater staff climate.
5. Reinforce the Universities strategic vision of encouraging a broader emphasis on diversity initiatives that aim to eliminate biases.

SC DEI Strategies:

- Integrate diversity and inclusion into key Staff Council programs.
  - Professional Development Conference (Alicia Gahimer and Tabitha Hardy)
  - Staff Council Retreat (Cornelia Davis-Moore and Ina McBean)
  - Chancellor’s address at the fall Staff Council Meeting (Etta Ward and Wayne Hilson)
  - Chief Diversity Officer’s Interactive program at the spring Staff Council Meeting -- First one to be held on March 21. Join us and bring a friend to this engaging session! (Etta Ward and Wayne Hilson)
- Collaborate with campus affinity groups to determine how to better support efforts that intersect with Staff Council efforts. (i.e. promote staff attendance at heritage dinners and other programs)
- Promote broadly and participate in existing IUPUI Division of DEI educational resources/programs... like classes/workshops on bias and stereotypes, macroaggressions, multicultural education.
- Seek involvement from others interested in the SC DEI work.

Questions, thoughts, and suggestions can be directed to Etta at 317-278-8427 or emward@iupui.edu.

There were no other committee reports.

Agenda Item XII: Question and Answer Period
Kristy Beach

There were no questions submitted.

Agenda Item XIII: Unfinished Business
Kristy Beach
There was no unfinished business.

**Agenda Item XIV: New Business**

Kristy Beach

There was no new business to report.

**Agenda Item XV: [Action Item] Final Remarks and Adjournment**

Kristy Beach

With no further business, appearing the meeting was adjourned at 3:56 p.m. The next Staff Council meeting will be February 21st, 2018, at the Campus Center CE 409.

Minutes prepared by Lisa Elko, Staff Council Coordinator

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