IUPUI Staff Council (SC) Minutes
November 15th, 2017
Campus Center CE 405 ~ 2:00-4:00 p.m.


Members Absent or Excused: David Adams, Sally Atcheson, Michelle Benberry, Susan Corrie-Franklin, Marlene Cox, Jennifer Deppen, Carol Dill, Erin Gladstone, Joe Goins, Eric Hamilton, Michelle Haug, Ed Holdaway, Lans Jameson, Ranna Johnson, Laura Kernodle, Kevin Mouser, Joshua Peaslee, Rebecca Pope, Pat Rhodes, Heather Stagg, Rachel Urso, Biannca Yates, and Cathy Zappia.

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 October 18th, 2017, SC Meeting
Kristy Beach stated that the October 18th 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 October 18th minutes were approved as written and entered into record.

Agenda Item IV: Report from the President
Kristy Beach

Kristy reported the following:
Kristy said it was an honor to hand out the Staff Council Awards at the Chancellors Ceremony last week. Lindsey Mosier was one of the three Bepko Spirit Award recipients but was unable to attend the event. Kristy formally recognized Lindsey and presented her with the Bepko Spirit award. Kristy named all of the recipients from this year’s awards and said if you know them personally be sure to congratulate them.

The complete list of Staff Award winners are:

**Bepko Spirit Award:**
Monica Henry  
Karley Clayton  
Lindsey Mosier

**Carol Nathan Scholarship Award:**
LaVerne Johnson  
Andrew Visco

**Nan Bohan Award:**
Keely Floyd

**Glenn Irwin Award:**
Casey Windhorst  
Christina Brown

Kristy thanked Aimee Brough for setting up Staff Councils social media accounts. Please follow/friend Staff Council on our social media accounts:

Facebook: IUPUI Staff Council  
Twitter: @IUPUI_SC  
Instagram: ipuistaffcouncil

Kristy attended the Chancellor’s State of the Campus address yesterday and said the Chancellor was very entertaining. If you attended, you received a free t-shirt. She said the address is available online if you missed it or were unable to attend. Kristy shared some highlights from the Chancellor’s address:

- 87% of our students are Indiana residents
- all 92 counties are represented in Indiana
- 28% are students of color
- we have students from 145 countries
- and students from every state but one…Vermont

Nan Bohan from the Senior Academy was unable to join the meeting today but asked Kristy to make the following announcement:

- A very special program sponsored by the Senior Academy and the Office of Community Engagement that will take place on January 24, 2018 in the campus center from 9 am until noon. The program will be a solution-focused discussion on the Crisis of Suicide in Indiana. Panelists will include Jasmine Graham, PhD clinical assistant professor of counseling education in the School of Education, Marion Greene, MPH a public health research analyst from the Richard
Fairbanks School of Public Health, Leslie Hulvershorn M.D. Associate professor of clinical psychiatry in the School of Medicine and a community advocate yet to be confirmed who will address the alarming increase in teen and adult suicide. Suicide is the 2nd leading cause of death among youth ages 15-24 in Indiana.

- There will be a press release soon with more information and how to register for this event. Just wanted to get it on your radar and let you know about one of the programs the Sr Academy is working on.

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

**Agenda Item V: Update from the Assistant Vice Chancellor for Finance and Administration**

Margie Smith-Simmons, Assistant Vice Chancellor for Finance and Administration, smithsim@iupui.edu

Margie reported the following:

Margie wanted to come today and talk to everyone about what IUPUI is doing in regards to Pedestrian safety. As we all know there have been a couple of incidents in the past few months. One of which resulted in a fatality at New York and University. We need to educate the campus community, pedestrians, and drivers.

A group of representatives was brought together to talk about the following:

- What are we doing?
- What have we done that has and has not worked?
- What are our institutional peer’s doing?
  - We are looking at other campuses and our institutional peers across the nation. Looking at what they are doing what their websites look like. There needs to be an easy way to report an issue. Right now, there is no one location to do that.
- Who are our stakeholders and internal/external partners who can help us promote safety?

Now that this information has been gathered they would like to pull a larger group together of internal and external partners to discuss tactics for driving, walking, etc...This is not just a marketing/brochure venture these are conversations about tactics to educate.

They would like to have a comprehensive campaign in place by Fall 2018. This would help with the influx of new students and help them prepare for the busy streets.

Questions?

What is the difference between the Parking Study focus groups that have been taking place this week and this particular group?

- The IUPUI Parking & Transportation Study is a focus group looking comprehensively at the campus and the movement of the people who move to, from, and around campus.

Is this just to educate those on campus and driving through?
• Education is primary. We are working with the city of Indpls. to discuss issues with speed limit, signals, and traffic lights.

Margie will keep us posted on how the campaign is progressing. Please reach out to Margie, if you have any information to share.

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

Camy Broeker, *Vice Chancellor for Finance Administration*, [cbroeker@iupui.edu](mailto:cbroeker@iupui.edu)

Camy reported the following:

Camy announced that Open Enrollment for benefits will end this Friday, November 17th.

She announced that there are currently three Dean searches underway for Social Work, Herron and Education. Stay tuned…

Camy said that pedestrian safety is broader than just pedestrians and it’s more than just students. She asks us to be a good role model to others. The city is a good partner and we are working with them to implement some changes. We have asked and are in support of lowering the speed limit on campus but we could all implement our own change by making the choice to drive slower while on campus.

She announced that the Michigan Street project would not be completed until May 2018. There are a few factors behind the delay: weather, burying of the utility lines on West Street, and some other unknowns. Be aware and extra careful now that the lanes have switched. Also, be aware of the traffic around the hospital. The hospital brings a lot of traffic to campus and those drivers may not be familiar with the changes going on in that area.

Camy wanted to share a few positive things happening around campus:

• The fitness center in the lower level of the campus center should open in February. She said most likely it will quickly prove to not be enough space. Keep in mind this will just be phase 1.
• The libraries 3 and 4th floors are in the process of being renovated to create more study spaces.
• Camy asked if anyone knew when the 50th anniversary is. It’s Jan., 2019. There are several large events currently being planned for the anniversary. One piece is that every unit and school will have an event liaison to help stay engaged throughout.

Camy wanted to raise awareness for section 127. It is under attack under the new budget bill and graduate and tuition assistant may not be there for long.

Questions?

What was the volume of participation in the HR survey?

• The results are just starting to come in and the data will come back and go to the president’s office and then will be distributed through our business partners.

Has there been a change to the design of the west street project since it was first proposed?
Camy said she has not heard of any changes but will check into it.

Everyone should be receiving an email with a link to a Parking and Transportation Services survey. This is for anyone that was unable to participate in any of the focus groups. Responses are due by Jan. 31. There was a question if Gallup would also administer this survey. Camy said no that it would be a survey monkey.

No additional questioned were asked.

**Agenda Item VII: Report from Senior Academy**
Nan Bohan, Senior Academy Representative, nbohan@iupui.edu

Nan was unable to attend the meeting today and Kristy made an announcement during the President’s report on her behalf.

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

Miriam reported the following:

Campus Conversations with the Deans and Vice Chancellors have taken place since our last meeting. A series of questions were asked as conversation points; the following were the top priority questions:

Organizational Changes:
1. Has your unit been impacted or do you anticipate your unit to be impacted by the change in the reporting line for the dean of the medical school? Has it impacted collaborations between your unit and medical school faculty? Have there been financial consequences? How (if at all) do you believe that IUPUI as a whole has been impacted by this change?

Communications:
2. Do you have ideas for improving communication, particularly between yourself and either IUPUI or IU administration?

Strategic Priorities:
3. If your unit had no budgetary limitation, what would be your first priority?

Financial Planning:
4. What plans or work (if any) does your unit have or anticipate what would require increasing your unit’s reserves beyond the mandated 3%?

All notes were sent to Karen Lee’s office. Information will be shared with the IFC, Vice Chancellors, and Deans. They will all meet up in the spring to follow up.

Other recommendations noted were:
• Emails that need a response or action should be noted as such.
• Overwhelmed by communication. Newsletter/email overload. Customize/filter info before we sent it to everyone.
• Formalized reports from meetings would be useful. Changes are made and no one knows when that happens.
• Acronyms should be incorporated into training.
• Structuring meetings with goals and outcomes.
• Centralized campus event calendar. Many events overlap and many don’t know they are even happening.
• We need mechanisms that get information down to all levels because some don’t disseminate.

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

**Agenda Item IX: SC Collaboration Activity**

Kristy Beach

Kristy explained that she would like everyone to separate by his or her birth month and designate a scribe, timekeeper and a speaker. In your small group come up with a bucket list that staff council can focus on. Please keep ideas within reason.

The following is a combined list of ideas from all of the groups:

- Staff Council Representation with the School of Medicine Transition
  - keeping remaining IUSM staff engaged
- Staff Development program that leads to degree credits
- Staff Mentorship program
  - more robust and increased involvement
- Flexible work options policies
- Staff Emergency Fund
- Staff Council Fundraiser – purpose TBD
- Long term disability available beyond the open enrollment deadline
- PTO bank to share w/others
- IUPUI funding to engage constituents – especially for reps not located in the same building
  - ice cream social
  - Other social events
- Consistency across dept/schools w/HR
- Professional development for HR
- More mini-conferences for Prof. Development (fall)
- Get rid of tuition fees for staff/empl.
- Streaming video of meetings w/Q&A Portal
  - Creating dialogue w/constituents
- Video sound bites of meeting recap
  - Categorize by topic
- Better blood drive communication
• Overall/centralize communication in general
• Higher visibility for staff council across campus. Presence at special events
• Increase support/charitable donations benefiting other staff
• Staff Mentoring for students – undergrad and graduate
• Training program to “Train the Mentor”
• Staff recognition – website feature
• Petty cash fund for incidentals
• SNACKS at Staff Council Meetings!

Kristy said that the executive committee will discuss all these great ideas and prioritize on what we can do moving forward. She thanked everyone for participating and hopes they enjoyed the collaborative activity because she plans to do more of these as time allots at future meetings.

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

Committee chairs (discussing committee goals/responsibilities)

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

• **Here’s What We Know: Date of Mini-Conference, Rooms Reserved**
  
  We discussed potentially moving the date of the mini-conference as it is currently scheduled to be held on Friday, May 25, 2018 (the Friday before Memorial Day). It was felt that this was not the best day for the conference as staff may be scheduled for the day off before the holiday weekend. However, as we discussed this more, we realized that finding another venue, which would include a large auditorium-type room (holding up to 250 staff members); along with a banquet room and breakout, rooms would be difficult (the Campus Center is completely booked for May and June). Lisa Elko reserved Hine Hall for this event last May.

  We will move forward with the following:
  
  Date of Mini-Conference:       Friday, May 25, 2018  
  Time:                         9:00 a.m. – 1:30 p.m.  
  Place:                        Hine Hall

• **“Begin with the End in Mind”: What are our goals for the 2018 Mini-Conference?**

  It is our goal that attendees will leave the Mini-Conference with the following:
  
  o Practical, hands-on plan of action
  o Learning transferability
  o Results-oriented
  o Discovering something about themselves

• **Theme Ideas**

  A number of excellent theme ideas were discussed; we have narrowed the choices down to the following:
  
  o Moving Up: It’s More Than Your Job!
  o Legos (building on the simple ideas of legos—this theme idea could be developed in a lot of different ways and even combined with one of the themes listed)
  o IUPUI’s 50th Anniversary (July 1, 2018 – June 30, 2019) (building a theme around this event)
• **Call for Proposals**
  Shortly after the May 2017 Mini-Conference, a “Call for Proposals” was sent out via Staff Council emails. The purpose is to invite staff members to submit proposals to present at the 2018 Mini-Conference. We will be updating the Call for Proposals to include our theme, date and time of the 2018 Mini-Conference soon.

• **Speakers/Workshop/Break-Out Session Ideas**
  So many great ideas have been suggested:
  o Diversity Session
  o Myers-Briggs Workshop (this workshop is now considered ‘tradition’ as it has been a part of each mini-conference)
  o Panel Discussion (include Betsy Larson, IU Compensation Director)
  o Leadership in Excellence
  o Dress for Success
  o “So You Want to be a Presenter” (Center for Teaching & Learning)
  o Etiquette Luncheon (incorporating an etiquette luncheon as part of the 2018 Mini-Conference)
  o Currently, Surgery has a Leadership Series, led by Laura Torbeck (Surgery, Director of Education), which has several interesting topics that might fit well with our Mini-Conference:
    ▪ Conflict Management
    ▪ Performance Management
    ▪ WIGS: Wildly Setting Goals
    ▪ The Emotional Intelligence
    ▪ Crucial Conversations: The Art of Listening
    ▪ Leading and Management Change
  o “Work Shouldn’t Hurt” (Recognizing bullying behavior in the workplace)

• **Miscellaneous**
  o Lisa Elko has emailed the Chancellor’s Office with the date and time of the 2018 mini conference.

• **Next Meeting**
  Wednesday, November 15, 12:00-1:00 p.m., Meet at Hine Hall (in front of the auditorium) so that we might preview the rooms as we begin planning the program.

**Special Events Committee:**

The results of the Blood Drive were a total of 66 units collected. Holy Family Shelter received the highest number of votes for the Winter Service Project and they have been contacted concerning a list of needs. This list will be sent out to you all shortly. We will have sweet & salty snacks along with hot cocoa and tea for the December Staff Council meeting. We will also have a mug exchange and an Ugly Christmas Sweater contest. Participation in both is strictly voluntary. Thank you to all who brought in items for the Paws Pantry shelves. Please remember that this is a yearlong commitment so keep bringing in those items for the Breakfast and Pasta shelves.
Next Meeting – December 4, 2017, 2:00PM in AD 4043

**Membership Committee:**

In compliance with the current Staff Council Bylaws the Membership Committee brought forward a nomination that Lisa Elko be considered for Honorary Membership with the Staff Council during the 11/8/17 Executive Committee Meeting. Lisa Elko was unanimously confirmed as an Honorary Member by secret ballot.

**Faculty Relations Committee:**

1. Met with Staff Council leadership; Kristi Beach, Lindsey Mosier and Lisa Elko on Oct. 12, 2017
   a. Discussed prior year staff/faculty relations Committee activities
   b. Discussed goals and objectives of Staff/Faculty Relations Committee for upcoming fiscal year.
      i. Continue to meet with Faculty Relations Committee two times per year as mandated within by-laws.
      ii. Topics of common interest include Campus-Pedestrian Safety
   c. Identified council members to serve on Committee
2. Scheduled meeting with Faculty Relations Committee for Nov. 28. Discussions topics and agenda items will be reported to Staff Council.

Lindsey gave a brief overview of the new Staff Council Website:  [Staff Council Website](#)

Lindsey asked if we could have our social media links tied to the website. Lisa said that she would take care of that. **UPDATE: Staff Council Social Media links have been added to the website.**

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.

Kristy did want to make a special announcement to keep Eric Hamilton, Liberal Arts representative, and his family in our thoughts as they deal with a family emergency.
For Approval: 12-13-17

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

There was no new business to report.

Alicia asked to make an announcement about the Military Tattoos Exhibit in the Cultural Arts Gallery at the Campus Center. Two students from Herron took photographs of 30 participating veterans. Alicia expressed what a wonderful thing this is and how emotional this was for the veteran’s to have their photo taken and for people to hear their stories. She said if you can to take 10 minutes and walk through the gallery.

Many were interested wanting additional information about this exhibit. Lisa said she would send the info out to everyone. **UPDATE: Lisa sent the following link to reps:**

**Agenda Item XIV: [Action Item] Final Remarks and Adjournment**
Kristy Beach

With no further business, appearing the meeting was adjourned at 3:34 p.m. The next Staff Council meeting will be December 13 2017, at the Campus Center CE 405.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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