IUPUI Staff Council (SC)
Minutes
September 20th, 2017 ~ Campus Center CE 405 ~ 2:00-4:00 p.m.


Members Absent or Excused: Aimee Brough, Mary Cox, Emily Clossin, Kimberley Coles, Carol Dill, Carla Ewing, Joe Goins, Ed Holdaway, Rebecca Pope, Pat Rhodes, Etta Ward, and Mary Westerbeck.

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 2:03 p.m.

Agenda Item II: 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 August 16th, 2017, SC Meeting
Kristy stated that the August 16th 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 and those changes were made and the revised minutes were uploaded to the Staff Council box account. With that the August 16th minutes were approved as written and entered into record.

Agenda Item IV: Report from the President
Kristy Beach

Kristy reported the following:
Kristy thanked IUPUI Food Services for providing snacks to Staff Council at the meeting today.

Kristy wanted to make us aware of a standing monthly meeting she, Barb and Lindsey have with the Chancellor, Camy Broeker, Christine Fitzpatrick, and Kathy Johnson. This is a time where Kristy can share what SC is doing and they can share what is going on around campus. Kristy wanted to thank them for the time they give each month. She asked if there are ever any items that you would like for Staff Council to take to this group, please let her know. Kristy also announced that the Chancellor will be giving remarks at the Oct. meeting.

Staff Council has purchased (2) student and (2) staff tickets to the Harvey Milk Dinner on Oct. 29th at 6:30pm at the Indy Downtown Marriott. Anyone interested in attending should contact Lisa. UPDATE: Tickets are spoken for.

The Rewards and Recognition Committee is still accepting nominations through Sept. 30th for the following awards: Bepko Spirit, Nan Bohan, Irwin Excellence, and the Nathan Scholarship. These awards will be handed out at the Chancellors Staff Recognition Program on Nov. 1st.

Staff Council has a Regatta team! We are the SC Crew (Rowers: Lindsey Mosier, Tuan Nguyen, Mary Cox, and Dana Gonzales; Alternate: Kristy Beach; Handlers: Mansi Singh and Cathy Zappia). A BIG thank you to Camy for sponsoring our team. If you’ll be around on Saturday come cheer on the SC Crew. We will be decked out in super hero attire and are scheduled for the 3rd heat at 10:35am. UPDATE: SC Crew Regatta team finished 2nd in their heat and 27/83 overall in the co-ed division!

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

Kristy introduced Camy, who was in attendance to discuss a few things that have happened around campus this last week:

Camy wanted to address the traffic incident that happened earlier this week. As a result of the accident we lost a member of the Jaguar family. One of our students passed away as a result of a pedestrian-bus accident that took place at the intersection of University Boulevard and New York Street. Camy said that this was being ruled as an accident as there was no negligence. She said there had been some questions on timely notifications to the rest of the campus. She asked that we remember that there is a family involved. The delay was for the family and making sure they had been notified. Camy wanted to ensure that they are doing everything they can in regards to pedestrian safety. This incident happened on 2 major roads. She asked that we make sure we are aware of our surroundings and those around us. Be sure to keep eyes open at all times. Camy said in the coming weeks there will be some campaigns on pedestrian safety and how we can look at doing things differently. She said in this case there wasn’t anything we could have done different. She reiterated that this was a tough loss and asked if anyone had any questions. No questions were asked.

Camy then addressed the parking incident that occurred last Wednesday (9/13/17). She said YES, we messed up! We have a contract with Indy 11 to utilize a few of our parking lots on game days. We close these parking lots at 10pm the night before to ensure the lots are empty on game day. This isn’t always the best situation on certain days and we did not manage this particular day as best as we could have. The weather was an issue because it was raining. We didn’t anticipate the garages being an issue and we
should have. There was a problem with communication. An email went out to some but not all. In the future, communication will be thought out and clear on what the alternatives are and we will be as creative as possible.

Questions:

What benefit does IUPUI get from this contract with Indy 11?
  * Camy said this contract is not about money or making money. It is about Community engagement and collaboration. These events bring people to our campus who might not ever step foot on our campus. Parents bring their kids and expose them to IUPUI. A benefit through this partnership is there are enhancements that have been made to the stadium.

What exactly happened?
  * With the game being in the middle of the week. Lots were closed at 10pm on Tuesday evening. When staff/faculty arrived to work on Wednesday morning they found they were unable to park in the marked lots. Those affected had to find alternate places to park. When we closed the lots we opened up staff garages. We had people using garages that normally wouldn’t. Those with garage passes didn’t have their spots which are supposed to be guaranteed. It was also raining which didn’t help the situation.

Camy apologized one last time and said they would do better!

**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:

* University Library is renovating the 3 and 4th floor. This update will begin soon.
* The library steps are almost complete and the steps at Taylor Hall should be finished mid-Oct.
* Landscaping has been improved on campus throughout the summer.
* The dental school construction is complete and will start getting new patients in May 2018. Working with the Dental school on patient parking in the Vermont street garage.
* A fitness center is under construction and scheduled to open in a few months in the basement of the Campus Center.
* Vermont, Blackford, and Barnhill St. garages have received lighting upgrades. This will save a ton of money and improve efficiency by 41%.
* The Lecture Hall will get a gender neutral bathroom over the holiday. It will also get some new furniture that will increase seating from 29 to 40 or more.
* The ET building as well as Hine Hall will also be getting gender neural bathrooms.
* Upgrades are being made to the informal learning spaces in Hine Hall. The 2nd floor has been purchased then probably the 1st floor.
* West Street: Wires and cables will be run and should be done in Oct.
* Michigan Street construction should be done by the end of the fall semester.
* Working with Nelson Nygaard Consulting Associates. Talking to stakeholders-just a focus group to get options for our campus.
• Campus Garage signage should be more visitor friendly and installation should be in Jan. 2018.
• You’ll see that there are Interactive parking video people now in some garages to assist when experiencing an issue. Just talk to the person on the screen. These are not operational in Barnhill or Lockfield garages yet though.
• There was a mother/baby unit created in an old primary care building in Riley.
• Redwood slats from the parking garages will be made into furniture and hope to have those on display soon.
• Mobile meter parking app to be added to campus in the spring.

Questions:

In Bloomington can you park anywhere with your EM permit because they have spots marked with EM and EMP?
  • Emily says she believe you should be able to park anywhere with the EM permit. This design is supposed to be invisible. Sherri has tried to make it as transparent as possible.

Is the Rec center for students only?
  • No, it will be open to all staff, faculty, and students but will be membership only. There will be a rec fee associated with membership.

Agenda Item VI: Report from Senior Academy
David Stocum, President, dstocum@iupui.edu, and Cindy Tidwell, Vice President, ctidwell@iupui.edu

Senior Academy President, David Stocum, thanked Staff Council for the opportunity to come and talk to us about the Senior Academy. He also introduced Vice President, Cindy Tidwell.

What is the Senior Academy?
  • The IUPUI Senior Academy is an independent association of retired faculty and staff who contribute their expertise and experience to the University and to the greater community. The Senior Academy, with the assistance of the University, encourages and assists scholarly, professional, educational, and service interests of the members, enabling them to continue to contribute to the campus and its program.

How do I join the Senior Academy?
  • When you retire, you will automatically receive one year of free membership in the IUPUI Senior Academy. This gift will give you the opportunity to explore the benefits of membership and establish yourself within the organization. You will receive email alerts about events and opportunities open to members of the Senior Academy.
  • Annual dues for membership in the Senior Academy after your first year of retirement are $15.
  • Lifetime Membership is a convenient way to maintain continuous membership. Lifetime Membership dues of $150 go into an ear-marked IU Foundation account to support the work of the Senior Academy.

What are some functions of the Senior Academy?
  • Organize different social events.
- Key sponsor of the IUPUI United Way Campaign.
- Award Scholarships to students.
- Volunteering in the Community and making connections to IUPUI.

The Last Lecture Series offers the university community the opportunity to hear reflections on life’s lessons and meaning from a current or retired IUPUI colleague of exceptional merit. In each year the speaker shares his or her wisdom gained, and distills a life of inquiry, reflection and service into important guidance for successive generations. There have been 9 speakers over the years. The Last Lecture Series was this past August, and was presented by Miriam Z. Langsam, Ph.D., Emeritus Professor History and Associate Dean of Students, School of Liberal Arts.


- **When and Where:**
  - Wednesday, November 8, 2017 7:00 PM - 9:00 PM
  - @ The Alan & Linda Cohen Center for Jewish Learning & Living @ Congregation Beth-El Zedeck 600 W. 70th St., Indianapolis, IN
- Ample parking available
- **Cost:** FREE
- **Event Description:** Engage with community leaders, including Rep. Lee Hamilton, to understand the power of the individual to revive civility and promote effective democracy.

Join us for this opportunity!

Cindy and David asked if anyone had any questions. No questions were asked.

**Agenda Item VII: [Information Item] 2017 United Way Campaign**

Stephen Viehweg, Co-Chair UW Campaign, sviehweg@iu.edu & April Arthur, UWCI Rep, april.arthur@uwci.org

Stephen and April attend the Staff Council meeting today to talk about the IUPUI UW Campaign that kicked off last week. Instead of just talking at everyone or doing a power point presentation April wanted everyone to participate in a poverty simulation.

**Simulation Objectives:**

- Sensitize community members to the day-to-day struggles of living in poverty or with low incomes
- Motivate community members to become involved in activities and initiatives aimed at reducing or eliminating poverty in our neighborhoods, communities, and our country

April passed out ‘In One Moment’ simulation cards and smarties candies to all attendees.

How will you invest your resources? If you had a “15-candy budget” to spend every month, how would you spend it? What would your priorities be?
April asked everyone to distribute their 15 candies to indicate their spending choices. She said you have to make a choice for each category (you can’t skip any categories). She told everyone that they were married; you both work and have a son, 14, and a daughter, 9. After everyone made their selections April began giving different scenarios i.e.) you lost your job, your car breaks down, you no longer have health insurance etc… This part was difficult for some as participants were forced to make hard decisions on what they would choose to do without to deal with their current situation.

After the simulation April asked if anyone had heard of Connect2Help 2-1-1? She explained by dialing 2-1-1 it is their mission to facilitate connections between people who need human services and those who provide them. Connect2Help is just one of the many agencies in Central Indiana that United Way helps support.

April thanked everyone for the opportunity to come and talk today and to all those who attended the IUPUI United Way kickoff luncheon last week. She said she was blown away by the energy and excitement she felt in the room!

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

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

Juletta Toliver, Senior Human Resources Director/Director of Financial Services, jtoliver@iupui.edu

Juletta reported the following:

Juletta had a few save the dates:

There is currently a Pre-Retirement Symposium going on in the Campus Center Theater until 4:30pm today. Juletta apologized for a miscommunication that the symposium had been cancelled. It was one of the sessions being offered at the symposium that was cancelled. The symposium will be live streamed but will not be recorded.

On Sept. 26th an engagement survey will be sent out to all full-time staff across IU University that were hired on or before July 1st, 2017. Juletta encouraged everyone to participate. The survey is being administered by Gallup. The results should be received sometime in Oct. The information gained from this survey should be summarized by the end of Nov. beginning of Dec. Then this information will be shared with the deans, schools, dept. units and supervisors.

- Question: Someone asked if the survey results could be broken down at all? Juletta said depending on the size of the dept./division, they could break the results down as far as they can without breaking confidentially.

The Chancellors Employee Recognition Ceremony is on Wednesday, November 1st from 2:30-4pm in Hine Hall with a reception to follow from 4-5pm. Staff will be celebrated for service and achievement at IUPUI.
There have been some staff changes in HR:

Isabel Fawcett, Employee Relations Consultant, has left the University for other Employment Opportunities. We will be recruiting for her position to physically be here on our campus. In the interim, you can contact Victoria Land if you need someone to walk you through any processes. There will be moments and days she will be here but primarily she will be in Bloomington.

If you have questions regarding Workers’ Comp, please contact Monica Hill.

If you are looking for general HR information, please try visiting the HR website. If you can’t locate the information you are needing there try calling 274-7617. These calls are forwarded to the 61234 # where the customer care group should be able to answer any questions. If it’s a complex issue or question, you can email Juletta and she will direct accordingly.

Juletta announced that beginning Dec. 2018 individuals who are paid monthly will have a pay date change. These individuals will begin receiving a paycheck in December. Currently they receive no paycheck in Dec and receive 2 paychecks in January. This process will change effective Dec. 2018. Juletta has little information at this time but information will be sent out to those who are affected to let them know about this change. The payroll dept. will begin working with units/schools finance/budget heads to figure out what needs to be done to implement the change.

**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:

In the Office of Academic Affairs there has been some restructuring. Bianca Yates will move over to HR as of Oct. 1 but everything will remain the same. Christy Cole will be leaving and Carol McGarry will be taking on an advisory role beginning in Oct. and Gail Williamson will become the acting assistant vice chancellor for faculty affairs. 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 be a seamless transition.

The beginning stages of a few dean searches are underway.

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

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

Miriam reported the following:

The School of Education at IUPUI will become independent of the school at IUB on July 1, 2018. We are looking at the school’s structure, finances, and programs in planning for the future.
Jane Luzar, Dean of the Honors College, will be stepping down and Jay Gladden will temporarily assume her responsibilities while they perform a search for a replacement. Part of the reasoning it to increase the coordination between the two entities. The campus is midway through the 10 year accreditation cycle and campus is generating a midterm report.

A group is being formed to discuss the Principles of Undergraduate Learning (PUL). It’s been a few years since the last review. The strategic plan is being looked at because it’s been a few years since the current plans implementation. They are looking for feedback, and objectives of plan. Parts of the plan have been done but there are other parts that have not do to reasons outside their control.

The Welcoming Campus Initiative was a great success. Guidelines and input need to be refined for priorities because the focus will be on the upcoming 50th anniversary. Future proposals will be reviewed on that light.

The administrative review of Mathew Palakal is underway.

Mike Patchner, Dean of Social Work, is retiring at the end of the year. A search committee will soon be underway.

When IU Ft. Wayne integrates into IUPUI next summer there will be representation from the IFC.

What impact will there be to IUPUI or IU in general from Purdue’s acquisition of Kaplan University?

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

**Agenda Item XI: [Information Item] 2018 IUPUI Commencement**

Michelle Benberry, mbenberr@iu.edu and Chelsie Roberts, chmrober@iu.edu, University Events and Commencement Services

Michelle and Chelsie reported the following:

2018 spring commencement has been moved to the Saturday (May 12) before Mother’s Day after gathering feedback from students, faculty and staff. School recognition events will likely take place after IUPUI Commencement ends and these events will be held at the Convention Center. There are a few schools with exceptions.

Michelle said they have been tasked with promoting commencement attendance and are open to ideas on how attendance numbers can be increased. Commencement will be held in a new venue this year, Lucas Oil Stadium. Their office is promoting early this year in hopes to attract more attendees. They would like to know about any school events or campus events that their office is not hosting. Please let them know of any opportunities your school may have for them to interact with graduates.

Questions:

1. Is there a separate ceremony for students graduating in December?
a. Nursing is the only school with a ceremony in December.
2. On the commencement website is there an agenda or info on who the speaker will be?
   a. Information about commencement can be found on our website: https://commencement.iupui.edu/ Speakers will be announced in the spring. There is a timeline. The student line up time has changed and is necessary do to the large number of graduates.

Michelle asked if anyone had any more questions. No additional questions were asked.

Agenda Item XII: Update from Auxiliary Services
James Nussbaum, University Counsel, jtnussba@iu.edu and Nancy Wright, Event Services, nawright@iupui.edu

James and Nancy were present at the meeting today to give a presentation about the Special Events process. Since we are at the start of a new year, they wanted to remind everyone of the process to ensure compliance. Completion of the application will ensure that all necessary departments are notified so that any potential concerns can be addressed prior to the commitment of the space.

They presented the following presentation:

Special Event Application Process: https://www.eventservices.iupui.edu/processout.asp

What is a Special Event?

- A non-routine activity (typically infrequent) held on the IUPUI campus that may require awareness by and/or services from multiple departments and by IU Public Safety entities.
  - Examples of a special event:
    - Any event that is open to the public
    - Camps, conferences, symposiums, ceremonies, run/walks, etc.
    - Guest Lecture
    - VIP Events

The Process. Our Role:
- Application
  - Internal and External
- Communication
  - Police Department (IUPD), Emergency Management (EMS), Campus Facility Services (CFS), Parking, Insurance Loss, Control & Claims (INLOCC), Programs Involving Children (PIC), Food Services, Environmental Health and Safety (EHS), and Purchasing
- Compliance
  - All internal and external special events (Internal schools/departments sponsoring an external organization)

Compliance – Form and Policy

- IU Notify: Emergency notifications
- Revenue Processing Activity Questionnaire (RPAQ): collecting money at the event
For Approval: 10-18-17

- Programs Involving Children (PIC) form: participants under the age of 18 years of age
- Assumption of Risk and Release from Liability: physical activity
- Temporary Structures: tents and staging
- Food Exclusivity Policy: Chartwells is the exclusive food provider for IUPUI
- Food Safety Policy: Board of Health Regulations & Temporary Licensure
- Request to Serve Alcohol Policy: Approval required by the Chancellor for on campus events
  - Facilities Use Agreement: formal agreement with the university. Any 3rd party/external group

-- Certificate of Liability of Insurance

What it means to sponsor an external event on campus:

- Space has been reserved
- Compliance
- Be on-site

James and Nancy thanked us for having them and asked if anyone had any questions. No questions were asked.

Nancy said if you have any questions to visit the website at www.eventservices.iupui.edu or call 317-274-2702.

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

Special Events Committee:

The first Special Events Committee meeting was Monday, September 11th, 2017.

- Due to scheduling conflicts, the Fall Blood Drive will be held on 10/11 and 10/12 this year.
- Still need to talk to Lorrie Brown from Community Engagement to see what projects they are working on so our Fall/Winter and Spring/Summer Service Projects can be aligned with theirs if possible.
- A date of July 13th has been tentatively decided on for the Staff Council Retreat. Several ideas for venues were proposed and different committee members will be checking on dates and rates so that they can report back at the next meeting.
  - Medical Museum – Mary Cox
  - Propyleum – Aimee Brough
  - IMA – Rachel Urso
  - Fairbanks – Rachel Urso
  - State Museum – Michelle Haug
  - Biltwell – Kaitlin Bell
  - Ft. Ben – Kim Coles
- If anyone has other ideas for venues, please let me know.
As was mentioned in the last Staff Council meeting, the survey results for the Retreat were all favorable. A great job was done by Kaitlin and the committee and I know everyone appreciated their efforts.

I will be sending out the meeting requests today for upcoming meetings.

[Ad hoc] Academic Affairs

We do not have a date for our next meeting set. We discussed the POSSIBLE merger of PETM and SHRS and what that meant for staff involved. The biggest concern was that there was no policy or guiding principles for staff during a restructuring. ACTION ITEM: Draft an IUPUI Policy on School or Program Restructuring for staff, similar to the one the Faculty Affairs Committee of the Faculty Council got approved on March 3, 2006. We discussed the issues School of Liberal Arts staff are facing while trying to work out the organizational flow of their new shared services model. Camy Broeker attended, offering her expertise on both matters.

Barb talked about scheduling a committee or two to give a verbal report at each meeting moving forward. Barb will look at all the committees and determine a schedule. Barb asked for any committee chairs that were present to stand, introduce themselves and say what committee they chaired.

Barb reminded the chairs if they have a report to submit that they need to send it to Lisa no later than the Tuesday before the meeting.

Question:
Someone asked: How do you know what committee you have been assigned to if you haven’t been contacted by a committee chair yet? Barb advised that information was is in box. UPDATE: at the end of the meeting Lindsey pulled up the committee assignments and shared the information with SC reps.

Agenda Item XIV: Question and Answer Period
Kristy Beach

1. Lot 63 was converted from an EM lot to a ST lot at the beginning of the fall semester, but were those EM spaces redistributed elsewhere on campus? While EM permits are allowed to park in ST spaces, availability is lessened for those who work on the west side of campus and the amount of damage to vehicles increases with door dings and whatnot.
   a. When the dental school patients start coming we will restore the EM spots. Remember you can always park down. There is a method to the madness. There were some EM spots that were going unused so they were converted to student spots.

2. A few years back there was talk about lowering the parking costs for employees on campus. Instead, they seem to be steadily rising. Is this still a possibility or in the works? It was also mentioned in order to obtain a service vehicle tag, you must purchase an employee tag to get in
the garage. Is there any way to obtain a service vehicle tag without purchasing an employee tag?

a. Emily said this was an institutional question not an Emily question. She did say there are various things that are studied and analyzed that help in determining the costs.

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

There was no unfinished business.

Aaron Fields asked to make the following announcement: Tower Dining will offer it’s all you care to eat buffet for $5 every other Friday starting this Friday, Sept. 22nd.

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

Kristy advised that she was sent a request for a staff council representative to serve on the Faculty & Staff Data Advisory Council.

Kristy read the email and then gave the following details for recruiting:
- **Time commitment** – 60-minutes meeting once a month; sometimes bi-monthly
- **Participation** – staff voice, bringing staff perspective
- No data/analytical background necessary
- This committee is not creating new policies or procedures

Kristy said Lisa would send out an email to everyone and to please respond if interested. **UPDATE: Email was sent on 9/26/17 and we have secured a volunteer.**

**Agenda Item XVII: Final Remarks and Adjournment**
Kristy Beach

With no further business appearing the meeting was adjourned at 3:40 p.m. The next Staff Council meeting will be October 18th, 2017, at Campus Center CE 405.

Kristy reminded everyone to come to the Regatta and cheer on the SC Crew!