IUPUI Staff Council (SC)  
Minutes  
May 17th, 2017 ~ Campus Center CE 405 ~ 2:00-4:00 p.m.


Members Absent or Excused: Theresa Bell, Susan Bradley, Aimee Brough, Denise Brown, Ali Cotton, Mary Cox, Gary Curto, Caitie Deranek Stewart, Juletta Toliver, Cathy Zappia, Beth Young, Mary Westerbeck, Rachel Urso, Steven Thompson, Lee Stone, Janet Fulper, Erin Gladstone, Joe Goins, Wayne Hilson, and Patti Holt.

Agenda Item I: Welcome and Call to Order  
Jim Klenner  

IUPUI Staff Council President Jim Klenner called the meeting to order at 2:01 p.m.

Agenda Item II: Adoption of the Order of Business for the Day  
Jim Klenner  

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.

Katherine Schilling Mar 17, 2016 Informatics & Technology Nursing  
Alexander Djuricich Jun 14, 2016 Business/Medicine  
Judith Boyer Nov 11, 2016 IU Optometry – Indianapolis Eye Care Center  
William Harvey Nov 17, 2016 Law Dean 1973-79  
Homayoon Shidnia Dec, 2016 Medicine  
Ronald Ireland Jan 3, 2017 Science
Agenda Item IV: [Action Item] Approval of Minutes of the April 19th, 2017, SC Meeting
Jim stated that the April 19th minutes had been sent out and placed in the box account. He 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 April 19th minutes were approved as written and entered into record.

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 joked about giving us a public works 101 about how city projects go. The Michigan St. project is a city project and we have no real control over it. Why is that? Because the city is a public agency just like us. When they bid on a project and if parts don’t come in then they may work on something different. Weather is also a factor. We do have great partners within the city. She would like to give us exact information but she can’t always do that.
- Sign up for the traffic alerts. This is done through the police department.
- Sidewalks are being opened when they are safe to walk on.
- We’ve worked with the city to not do the tough stuff during the school year so they’re will be a lot over the summer.
- At the end of June, Blackford to West towards downtown. You will need to drive on north side of the street while the south side is under construction. The IT building pull off will not be accessible during this phase. At the beginning of August through the fall you will be driving on the south side while north is being done. This will affect drop-off and we are working with Andrea Engler in enrollment to work on that.
- They are still burying cables along West Street.
- Blackford will be paved and it will become a two way street at the end of the project. It’s a city street so we were promised that it wouldn’t be closed.
- Lansing St. is closed and will remain closed until school starts. Islands and medians are being fixed.
- Campus Center dock located in the back of the building will be closed on May 19 but will reopen on May 21st.
- There will be 3 hawk lights on Michigan.
- The traffic light at the corner of University and Vermont is acting up. It will go from working properly to flashing red. It’s been determined that the vibrations from the work being done in this area are affecting the signals operations. Be cautious when traveling near this intersection. The end date for this project should be the end of the month.
For Approval: 6-21-17

• Signals all the way to Port Allegro by the VA hospital may be affected along the way. IPL has to reroute power.
• This all relates to the Michigan St. project. Good news it’s on schedule.
• Next spring we will be landscaping Michigan like New York. Looking at designing some gateways.
• Redwood slats are being turned into furniture. It’s hip and interesting. It’ll be enough to make a difference, powerful, and have an impact.
  o Are the Herron students going to be a part of the furniture project? No, not at this time. It was discussed w/the dean but nothing was decided.
• This is the time of year that parking lots/garages are being worked on. The LV elevator is being replaced. The parking meter project will be underway. Lots of upgrades to stuff in the field. Vermont St. garage is complete.
  o Jim comments that the Lockfield Garage has a new traffic pattern and everyone seems to be in compliance.
• There is so much construction that excuse our mess signs are up in all the garages now.
• There was a bid bust on the parking project. It was twice as much as they thought. The time to bid parking lots is in January.
• When Michigan is finished. The pink line will have to have a new route. All the routes will need to be revised. Securing a consultant to redesign routes. The good news is that you can go two ways. This will improve the circulation.
• The flowers in the planters around campus will be replaced and the contractors are working on it. The flowers were planted to soon. It sounds like they didn’t expect there to be a frost.

Agenda Item VI: Report from the President
Jim Klenner

Jim reported the following:

Jim said that he reported at the Faculty Council meeting last week and they are now dismissed through the summer. Their next meeting will be in September.

Both the Faculty & Staff Relations committees met together briefly on April 26th. Top of the list of things that Jim and Marianne would like to work on is harmonizing the name that is fitting of both committees. They also want to look at the bylaws for both committees and propose some changes. Currently the bylaws don’t reflect these two committees collaborating and meeting together. Since both committees have discussions that affect both faculty and staff they feel like the bylaws should state that.

Jim said that Staff Council’s Welcoming Initiative proposal was not approved but we will reapply next year. He said that Stephen Hundley contacted him and requested to meet and discuss the review and on ways to strengthen our application.

Jim asked if anyone had any questions. No questions were asked.
**Agenda Item VII: Report from Human Resources Administration**

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

Juletta was unable to attend the meeting today. Camy filled in for Juletta and reported the following:

Camy referenced the Paid Parental Leave Policy and wanted to be sure that everyone was aware of this update:

**Paid Parental Leave Policy Update:**

*At the IU Board of Trustees Meeting on April 14, 2017, President Michael A. McRobbie announced a new Paid Parental Leave policy for eligible staff members. The policy was originally effective for birth or adoptions that took place on or after July 1, 2017. Upon further review, the university has decided to make this new Paid Parental Leave policy effective for birth or adoptions on or after April 14, 2017, the day it was announced by the President and supported by the Board of Trustees.*

Camy wanted to announce that the Staff Mentoring proposal for the Welcoming Initiative Fund was approved for funding. There were many FIAD staff and Staff Council reps that took part in the development of this proposal. Now we'll get the ball rolling and figure out what the next steps are.

Stay tuned...

The Employee center on One.IU will have a new look beginning May 18th. The features are the same but there is a new flavor to the functionality.

There have been questions about how staff/faculty are notified when there is a communicable disease identified on campus. We are in the process of outlining procedures that will be sent out to Deans, Directors, Dept. Heads, etc.. The rollout should be in the next month and we will hit it hard when the new academic year begins. EHS is point on these issues.

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

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

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

Miriam reported the following:

The Faculty Council had its last meeting on May 2nd. They are now dismissed through the summer and will reconvene in September.

The new name of the IU portion of the Fort Wayne campus will be IUFW. Purdue is separate. IUFW will be a regional IU campus and for reporting purposes part of IUPUI. Any IU program that is not considered one of the health sciences (nursing, dental education, medical imaging) will be Purdue University.
The state funding appropriation and its impact on schools is up in air because we don't know the state tax yet. It is late this year but that's normal for the late session.

Miriam referenced the article that had the complete list of the Welcoming Innovation Fund Proposals that were funded. Please click on the link below for the list:


Miriam said there is a new request of faculty and their use of Canvas. There is a minimum expectation that faculty post their syllabus to Canvas.

President Applegate made a report. There was a vote on whether to include more non tenure voting options. This did not pass. Looking at ways to include faculty in medicine, etc...

There is an ongoing RCM review underway. There have been no determinations of changes yet. One key issue is a request for more transparency of how university tax is assess and the funds used.

Boyd Bradshaw from Enrollment Management gave a power point presentation to the faculty. He shared the app on ONE.IU and it should apply to all campuses now. He talked about the common application beginning in 2019. He also refuted the rumor that if you don't get accepted to IU that you get dumped to IUPUI.

She asked if anyone had any questions. No questions were 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:

- The CTL task force gave their report to the faculty and they examined the report. Terri Tarr and Etta have chaired the implementation team. They are presenting about the current status. Their will be a report for the VC later this summer.
- There is a redesign of physical space at the CTL.
- There is an IU wide initiative of the activity insight digital measure that the faculty use for their annual reports. This will be the first time deans/chairs pull data out and not just put data in. They’ll look at publications for faculty data to be examined by deans and chairs.
- The existence of data and the appropriate use of the data. There is a working group for developing guidelines for the appropriate use of data. Michelle Hanson headed up this group because she deals with student data. Staff data may be requested or of interest.
- There may be an instance of someone requesting data. Will there be guideline restrictions to get the data that certain departments that work with faculty to get.
- We do a lot with examining student data. We haven't looked at faculty/staff in the past. We are in new territories. Michelle is looking at faculty retention we haven't looked at it
before and we do not have anything to compare it to. Since we have this data we should make sure it is used appropriately. Activity insight- if you have access to look across campus/school to run a report. Deans/designees have been given access to their school. No guidelines yet on who can have access. But this could be questionable. Schools should have the guidelines in place not sure that they do because this is new. There was a request to use this data to show who is doing community engagement. This is not appropriate use of this data. Be attentive to the data.

- Faculty who live remotely. There have been experiences of faculty who take positions but live in Florida and teach online and don’t engage properly. There are new guidelines now Deans can say things in writing.
- Units have new degrees/certificates. Run it by the VC or her before engaging in a degree proposal. A formal process is in place. It can be approved in 5 business days. If you give it to Margie she will circulate it through the appropriate channels.

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

**Agenda Item X: Meet the Candidates for Staff Council Executive Committee**

Kristy Beach, Second Vice President, beachka@iu.edu

Kristy reported the following:

Kristy asked that all the nominees that are present to line up for their introductions. Nominees that were present gave a brief introduction of themselves. Nominees were asked to provide a bio to Lisa by Tuesday, May 30.

Elections will take place via survey monkey June 1st - June 15th. Bios for each nominee will be available and sent out with the survey link. Nominees who are elected will be announced at the June 21st Staff Council Meeting!

**Nominee Slate for the 2017 Exec. Committee Elections**

**President Elect**

Kristy Beach - Dentistry  
Lindsey Mosier - IUSM  
Dana Gonzales - IUSM

**2nd Vice President**

Kristy Beach - Dentistry  
Lindsey Mosier - IUSM  
Alicia Gahimer - VC for Research

**Corresponding Secretary**
Beth Chaisson - IUSM

Member-at-Large - Will elect three (3)

Carol Dill - Dentistry
Beth Chaisson - IUSM
Lindsey Mosier - IUSM
Kristy Beach - Dentistry
Tuan Nguyen - EHS
Mansi Singh - Academic Affairs
Francine Epperson - IUSM
Teresa McCurry - UL
Stacy Robinson - IUSM
David Hanson - UITS
Nicolas Tabor - UITS
Lana Burt - ET
Etta Ward - VC for Research
Yolanda Taylor - HR
Phyllis Humphrey-Sarver - IUSM
Tiffany Simmons - CFS
Jessica Peveler - IUSM
Kimmaree Murday - UITS

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

Rewards & Recognition Committee:

R&R Committee has provided updated nomination and survey information to Lisa Elko for the following:

  IUPUI Staff Council Member of the Year
  IUPUI Staff Council Outstanding New Member
  IUPUI Staff Council Outstanding Committee Chair

Initial email will be sent to Staff Council members May 8 with nominations due May 31. These awards will be presented at the Staff Council Retreat on July 21st.

Staff Development Committee:

The Staff Development Committee met on April 25th to continue planning for the Staff Development Mini-conference. The first invitation for the 3rd Annual Staff Development Mini-Conference - Star Staff: The Talent Awakens went out on April 26th. As of Monday, May 1st we have 179 registered attendees. Please register and continue to encourage your constituents to
attend. Session description/resource information will be made available online on or before the 
Wednesday prior to the Mini-Conference (May 24th). If you are interested in volunteering during 
the Mini-Conference please contact Lindsey Mosier at lmosier@iu.edu.

The IUPUI Staff Development Grant evaluation team met on April 20th and approved 6 recipients 
for the April round of grant funding. The next deadline to be considered for grant funds is August 
1st; for more information please visit the Staff Council website and select the Awards and Grants 
page.

Special Events Committee:

I. 2017 Retreat - Woodstock Club, July 21, 2017
   a. Agenda – the agenda was discussed, adding an ice breaker. A tentative timeline will 
      be emailed to the committee. Ideas were discussed for the ice breaker and need 
      for name tags.
   b. Give-away items – Still waiting on some samples from Bright Ideas. Denise brought 
      selfie-sticks donated by UITS & will check on Adobe bags. IMCU is donating RFID 
      card holders.
   c. Activities
      i. Team building, games, breakout sessions - ideas for breakout sessions were 
         discussed. Kaitlin will contact Healthy IU for chair yoga and Lara from the 
         Woodstock Club re: outdoor activities.
      ii. Photo booth – confirmed for 3 hours in the afternoon
      iii. Painting – Kaitlin will follow up with Margie B.
   d. Speakers – Kaitlin will follow up with Lorrie and Etta, Aimee will contact Dr. 
      Westerhaus-Renfrow
      i. Lorrie Brown, Office of Community Engagement
      ii. Charlotte Westerhaus-Renfrow, Kelley School of Business
      iii. Etta Ward/Damon Spight

II. Next Blood Drive – Wednesday, July 19, 2017

Next meeting: Monday, June 12, 2017, 2:30 – 3:30pm, Coleman Hall, room 226

There were no other committee reports.

Agenda Item XII: Question and Answer Period
Jim Klenner

The following questions were submitted and answered prior to the meeting. They were not included 
on the agenda but included here for all to be aware of:

1. Do cars that park the Herron lot (#86) receive more than their share of dings and 
   scratches? Does that info get tracked? One staff member has accumulated a large
number of boo-boos on her car since starting to use this lot. We wonder if her bad luck is related to Question 2.
   a. I’m not aware of an above average amount of dings happening in this lot, but if anyone notices any type of damage to their vehicle, they are encouraged to contact IUPD.

2. By mid-afternoon, it seems that students are parking in EM parking spots. Are the lots patrolled by parking services throughout the day or mostly in the morning?
   a. Yes all lots are enforced all day long. I’ll ask our enforcement team to adjust their timeframes to check on this lot in the afternoons. Students may park in EM parking spaces, but not until 4pm.

3. From the "I just need to vent" file: It's pretty easy to find a parking space in the Herron flat lot (#86) and Lots #83 and #85 before 9am, but if you get to work later than that, it’s not uncommon to have to park all the way out at Lot #63. Or pay to park in the Sports Garage. When we’re already paying to park in a flat lot, it seems unfair to have to pay even more to park in a visitor garage on those days when we get to campus late or have to leave for an appointment and then come back. What if flat lot users got 5 garage passes each year, just for these instances?
   a. You are absolutely correct, that 9am mark is pretty close to about the time EM spaces within the core of campus begin to reach their capacity. Having a surface parking permit doesn’t necessarily guarantee you a close space (of course ‘close’ is a relative term as some folks purposely park out further to get those steps in ☺). The only sure way of guaranteeing a space close, is to purchase a garage permit. I realize they are more expensive but they do ensure you get a space anytime time of the day, including the days when you need to leave and come back to campus. If you were interested, the closest option would be Riverwalk Garage and is a little closer then lot 63. Another trick to finding parking, again, not necessarily right outside your door, are lots 71 and 69, in particular 69. There are spaces available all day long in this lot. Below is a snapshot of the area (red). Plus, on days when it’s cold or raining, you could catch the walkway in North Garage and walk inside.
4. Could you review the procedure for what to do when you learn that someone has something serious, like mumps or meningitis? Is there someone at the campus-level who should be notified or are the schools responsible for notifying their own staff, faculty, and students?
   a. They should contact ENHS. Rebecca Spratt the Director is preparing procedures that will be sent out soon to Deans, Directors and Department Heads.

5. The question was regarding if EM permits would be allowed to park in the Sports Garage. The following information provides an explanation of additional privileges that will be extended to employees for parking over the summer.
   a. 2017 Summer Parking - Additional Parking Privileges
      As Parking Services continues to identify solutions that create goodwill while promoting a welcoming environment, we would like to extend parking privileges to permit holders during the summer months. Given the number of open ST parking spaces that remain available in the surface lots and student garages during the summer months, we do not anticipate any challenges in ensuring spaces remain available for students attending summer classes.
      Allow the following permit types to park in ST (student) "surface" parking spaces:
         - North Campus "NC"
         - Campus Housing "CH"
         - Garage permit holders
      Allow EM permit holders to park in Barnhill and Gateway Garages

      More information will be sent to permit holders the week of May 22 including the start date for the additional privileges.

No other questions.

Agenda Item XIII: Unfinished Business
Jim Klenner

There was no unfinished business.

Agenda Item XIV: New Business
Jim Klenner

There was no new business brought forth.

Agenda Item XV: Final Remarks and Adjournment
Jim Klenner
For Approval: 6-21-17

With no further business appearing the meeting wasadjourned at 3:16p.m. The last Staff Council
meeting will be June 21st, 2017, at Campus Center CE 405.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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