IUPUI Staff Council (SC)

Minutes

December 14th, 2016 ~ Campus Center CE 305 ~ 2:00-4:00 p.m.


Agenda Item I: Welcome and Call to Order
Jim Klenner
IUPUI Staff Council President Jim Klenner called the meeting to order at 2:05 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.

William Huff March 29, 2016 Business
Vicki Slunaker April 2, 2016 Medicine - Dept. of Surgery
Charmaine Kremer April 8, 2016
LaShonna Brown May 10, 2016
Beth Ann Deem May 20, 2016
Carolyn Blackwell May 23, 2016 Nursing, Liberal Arts – History
Jodie Jarrett May 30, 2016 Dentistry
Elizabeth Dowell June 4, 2016 Medicine
Betty Glenn June 24, 2016
Agenda Item IV: [Action Item] Approval of Minutes of the November 16th, 2016, SC Meeting
Jim stated that the November 16th 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 that had been noted. With that the November 16th minutes were approved as written and entered into record.

Agenda Item V: Report from the President
Jim Klenner

Jim reported the following:

Jim says this is not only the last meeting of the year but Andrew's last meeting as well. Andrew accepted a new position and will remain with IU in Internal Audit but this position will take him to Bloomington. We will all miss him! He has given excellent input through the years and his service is truly appreciated. Best of luck to Andrew!

Lyndy Kouns will be serving out Andrews's member at large term. Lyndy was next in line with the highest number of votes. Lyndy is not new to staff council. She has served in the past. Thank you Lyndy for serving again!

Jim attended the Faculty Council meeting last week. He said there were a few interesting things discussed:

- Jim said he promised the Chancellor that he would remind everyone to go upstairs for the Chancellor's Winter Holiday Open House in room 450 following the staff council meeting.
- Jim shared that we all learned of the crimson card last month. It is one card that will cover all universities. The Chancellor was able to make IUPUI the lone exception of the Crimson Card. Our card will say IUPUI, it will have the Jaguar logo on it, and will work on all IU campuses. IUPUI will be the first campus to start using this new card. Timing will most likely begin in the fall with our students.
Questions:

1. Will the school of Medicine get this new card? Jim was not sure but thought that they would.
2. Will staff have to have the new crimson card programmed with their current Jagtag? Many Jagtags have authorization to many buildings/doors etc... and having to go through that process again would not be easy. Jim said the new crimson cards should come with the same access that staff currently have on their jagtag.

Agenda Item VI: Report from Human Resources Administration

Juletta Toliver, Interim Assistant Vice Chancellor for Human Resources, jtoliver@iupui.edu

Juletta reported the following:

On November 22, an injunction was issued to delay the December 1 effective date of the FLSA OT rule change. The news was received the day IU was closing the payroll that included staff transitioning to non-exempt status and the decision was made to move forward as planned, as the entire biweekly payroll would have been impacted. Employees affected by the change received a direct email regarding recent events and IU’s position. Continuing conversations on the subject are forthcoming. Juletta said that they have been monitoring this situation with their peers and decisions have been all over the place.

Anthem cards were sent out with the wrong effective date but the information on the cards seemed to be correct. New cards are being sent out. Positive comments were made that it’s nice to be able to use the same card for both appts. and prescription needs.

Juletta said she was happy to say that there has been some progress with the Grad tax benefit. There has been some testing and the results have been positive. She cannot say anything more than that at this time.

As the New Year approaches, Financial Management Services would like to make all employees aware of new important tax-related issues. This information is intended to serve as a checklist for employees for these important tax issues that could impact personal tax filings:

1. Register for DUO (Two-Step Login)

In an effort to mitigate identity theft and other IT security breaches, a two-step login process will be required for all employees via the Central Authentication System (CAS). The Duo enrollment must be completed to access information in your Employee Center - you can enroll by going to One.IU and searching for “Duo” and clicking “Two-Step Login (Duo).” For questions, please visit the UITS Knowledge Base or contact the UITS Support Center.

2. Update your home address
Review and, if necessary, update your home address in the Employee Information section of the Employee Center in One.IU.

3. **Update the Form W-4 and the Form WH-4 for Federal and IN State tax withholding**
   Be sure to complete a new Federal Withholding Certificate (Form W-4) for the 2017 calendar year if you have had any changes in your filing status. Please note that if you live or work in Indiana as of 1/1/17, you should have the correct county reflected on your tax form. For those employees working in Indiana, please submit a new State Withholding Certificate (Form WH-4) if you have had any change in your filing status or county of residence/employment. You can view and update your Federal and State tax forms in the Payroll & Tax section of the Employee Center in One.IU.

4. **Update electronic delivery for Form W-2**
   Employees may choose to update their consent for electronic delivery of the Form W-2. With this consent, employees are able to view their forms as a PDF file to download, save or print. Those who consent are able to access the form typically a week earlier than those who elect for paper copies of the form due to the printing and mailing process. You will be notified by email when the electronic W-2 is available to view. To update this status, go to the Payroll & Tax section of the Employee Center in One.IU. Please note - you must enroll in Duo in order to see your W-2 electronically (see above).

5. **Avoiding tax fraud and identity theft**
   The IRS is working diligently to avoid identity theft through tax returns and has posted information on the IRS webpage for taxpayers. Search “IRS Taxes. Security. Together” on the IRS.gov website for more information on how to protect your information and make sure you are not a victim of tax fraud or identity theft.

Juletta asked if anyone had any questions. There were none. She wished everyone a Happy Holiday!

**Agenda Item VII: [Information Item] Update on the Staff Council Winter Service Project**

Ed Wilkes

Kaitlin Bell introduced Ed Wilkes and he advised the following:

Ed said that they service their friends in Indy. They provide hot meals to approximately 350 people on Tuesday evenings and on Wednesdays they have a different route and feed around 150. Ed said during the week they take individuals to court, funerals, hospitals, etc.... wherever the need. He described where all the camps were around town and the reasons why some are on the streets and that it varies from divorce, addiction or just that a lot of people are only a pay check away from losing their homes. Ed was very thankful for the donations we were able to collect. He thanked us for the donations and said this will bring lots of smiles to many people.
Here are some photos that Kaitlin took of Ed’s van once all the donations were loaded up:

Agenda Item VIII: Update from the Associate Vice Chancellor for Facilities

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

Emily reported the following:

- Emily stated that her dept. has completed its move to the Health Sciences building on the 4th floor and it looks like an office and a real place to work. The old physical plant building has been turned over to Wishard. They have no plans for when the demo will happen but the plan is it will be demolished at some point.
- Michigan Street should be finished at the end of next year.
- West Street may be restricted to one lane for a long time. There are 8 Telecomm companies who have utility poles along West Street between Michigan and New York. All utility lines have to be buried underground. Lots of work and may not be completed until May.
- In May- Michigan and West Street work will begin and it will be a mess over there but it should mainly be during the summer.
- There will be some work around the ET building. There could be a water outage for maybe a day to get hooked in. No schedule at this time. Emily will let us know ASAP. This is not a university project so we don't have much control.
- Once a week they have been meeting for changes and any problems with the dental school extension. Utility work will need to be done and this will create a need to close 2 lanes of Barnhill. This will impede the usage of Barnhill on campus.
- There may be a shift of traffic lanes near the dental school renovation site. If you can, stay off Michigan Street. If you have to travel be careful, especially at night.
- There has also been some concerns about wind and the fencing that has been put up for the dental school renovation. It will be monitored daily and reinforced if needed.
- Dental school project is on schedule.
- Lot 80 is done other than benches will be added.
- Looking at redoing tower garage.
- Informal learning spaces have been neglected. There has been no method of tracking them in the past. About 90% of these spaces have been looked at. Looking at the quality. So a plan for regular replacement can be put in place moving forward. UITS, registrar and others all look at these spaces when they come up with furnishings to be sure all are in the loop. Taking before and after pics and there are dramatic transformations. Like to showcase renovations. The look is urban and cool.
The need for gender neutral bathrooms is being identified and looking at space to put them. Space has been found at the library for gender neutral bathrooms. The gap is in the science and engineering building. The rest of the campus is good.

There is a lot of work going on at the auditorium. There was a flood at one point. Work is 98% complete.

Looking at a recreation space in basement of campus center. Working with others to make this work.

Taylor Hall will have some work done over Christmas break.

Classroom security- thumb locks are being installed in every space that people can gather in. This should be done by July.

- Question: Are they going to do conference room doors as well? Emily says that is not on the schedule. You can request. Most office doors have a way to lock. This is a campus initiative and it’s big and expensive. We can’t digest these expenses all at once.

Still in process of acquiring new parking meters. This is a long process to get approved when you are working with the whole university. Trying to develop a standard for the whole university. Bid should be being selected today. Trying to acquire spots up next to buildings so visitors don’t have to park in a garage a long way away. You’ll be able to use an app to pay. Looking at the 88 spaces that have been allotted and making sure there in the right places.

Working on garage signage for 4 garages. Close to being done. We should be happy when it’s done there will be wayfinding in garages.

Lot 83 was closed the other day to put in plant material. Trying to finish that project.

Burying the utility lines on West Street will allow some cool new landscaping to be put in that will help tie the front part of campus to the rest. It should help the curb appeal appear more inviting. We will re-tree that area sometime in spring 2018. Plans are to plant something other than grass in the medians. Would like to add more plants some more attractive aspects. The Gateway will be rethought.

Question:
1. Who is replacing John Lewis? Emily said that she is not sure what will happen in the long run. She doesn’t think that there will be a replacement because that job was too much for one person. In the meantime - 70% will be done by Jim Stewart (school of medicine). The rest is being absorbed between others. Emily said that John is very happy with his new job and is closer to home to spend more time with his daughters.

Carol Dill wanted to thank CFS for getting the sidewalks etc… cleared so quickly on Tuesday.

Happy Holidays we appreciate all of you!

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

Miriam was not in attendance to give a report.
Agenda Item X: Update from Interim Senior Associate Vice Chancellor for Academic Affairs
Margie Ferguson, Interim Senior Associate Vice Chancellor for Academic Affairs, mferguso@iupui.edu

Margie reported the following:

- Margie said that she didn’t have a lot to report nothing formal. She was just checking in.
- The Vice Chancellor for Student Affairs has been announced. Eric A. Weldy was appointed.
- There are still searches for the Dean of University College, Associate Vice Chancellor for Undergraduate Education, and Vice Chancellor for Finance and Administration. We hope to hear announcements for these selections soon.
- First semester is finishing up.
- There has been lots of training going on for the new reporting tool, digital measures. Feedback has been mostly positive. Faculty has been receiving help with this new program. Margie says it is pretty easy to use. They will continue to have regular training and troubleshooting sessions.

Margie asked if anyone had any questions. There were none. She wished everyone a Happy Holiday with family and friends and a restful break.

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

Special Events Committee:

I. Community Outreach
   a. Winter Project - Flyer/Communication - the flyer for the winter service project was redesigned to better align with IUPUI values and Staff Council intent. It will be redistributed this week. Michelle Benberry will get approval from IU Communications on any future flyers or communications from Staff Council.
   b. Spring Partner - Animal shelter, other ideas - it was highly recommended that we assist Paw’s Pantry to serve IUPUI students, staff and faculty with food insecurity. Jim Fiddler will contact Paw’s Pantry to find out when the best time is to collect and deliver food items. It was suggested that this be done prior to spring break for students who don’t leave campus. Jim Klenner stated that the SEC should work with the IUPUI Office of Community Engagement in planning future outreach.

II. 2017 Retreat
   a. Budget - Jim Klenner confirmed that the budget has not changed from last year. There was a concern about the amount of items given away to attendees. Kristy Beach stated that most of the items were donated, and what was purchased was intended for other events throughout the year in addition to the retreat.
   b. Venue - Venues are still being considered, and the timing of the retreat was discussed. It was determined that July seemed to be the best time for everyone concerned, and Lisa Elko reminded the committee that July 21st was set as the
tentative date. Rachael Urso will look into Zip City, Kaitlin Bell will follow up with Crowne Plaza regarding parking. Other suggestions were Eagle Creek Park, Fairbanks Hall, and the Colts Complex. Kristy Beach suggested sending out a survey offering three possible venues to get feedback on what is preferred.

c. Themes - Themes were not discussed. This will depend somewhat on the venue chosen. Jim Klenner stated that some professional development needs to be included in the agenda. Types of teambuilding were discussed.

III. Holiday Party
a. Location - The December meeting will be held in the UL Auditorium. Food and drink will be set up in the lobby area.

b. Food - it was decided to stick with the sweet/salty theme. Plates and napkins will be added to the sign-up sheet which Rachael Urso offered to create. Lisa Elko will arrange for tables and check with Camy Broeker to see if her office will be providing hot chocolate.

c. Music - Kaitlin will follow up with Pam Ross who said she would contact vocalists or musicians on campus to ask if they could perform at the party.

d. Gift Exchange - A new, wrapped mug exchange will take place. Participation is optional.

Special Events Next meeting: Monday, December 12, 2-3pm, CF 226

Agenda Item XII: Question and Answer Period:
Jim Klenner

Questions:

1. On the Parking Services website it lists that they offer jump start, air for tires, gas assistance, however nowhere does it say that their services now end at 8:00 PM. I found out the hard way when I had a flat on campus after my class that ends at 8:40 pm. Parking Services either needs to advertise that they only offer these things until 8, or continue to offer them AT LEAST until the last PM class on campus!

Emily said that the stated problem was that the time availability was not posted on the website. She says it should be now. She is working on getting the hours extended. Follow up from Emily: Parking’s Motorist Assistance (jumpstart, etc.) will be running until 10 pm. As of Jan. 1st 2017.

Agenda Item XIII: Unfinished Business
Jim Klenner

There was no unfinished business.
Agenda Item XIV: New Business
Jim Klenner

Jim said that he has some new business but is going to wait until January to present it to staff council.

Agenda Item V: Final Remarks and Adjournment
Jim Klenner

Jim said that saying Happy Holidays may seem generic but it covers them all. The holidays are all centered around family, so go and enjoy yourself with family and friends. Also, please go upstairs to room 450 for the Chancellor’s Winter Holiday Open House.

With no further business appearing the meeting was adjourned at 3:02 p.m. The next Staff Council meeting will be January 18th, 2017, at Campus Center CE 405.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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