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


Members Absent or Excused: Kaitlin Bell, Michelle Benberry, Emily Clossin, Lainna Cohen, Jessica Davis, Venus Davis-Wallace, Jennifer Deppen, Carol Dill, Wayne Hilson, Patti Holt, Marjorie Hopper, Ranna Johnson, Jamie Owens, Joshua Peaslee, Greg Rathnow, Julia Rodgers, Chris Rohl, Mansi Singh, Kurt Snyder, Lee Stone, and Steven Thompson.

Agenda Item I: Welcome and Call to Order
Jim Klenner

IUPUI Staff Council President Jim Klenner called the meeting to order at 2:03 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: [Action Item] Approval of Minutes of the February 15th, 2016, SC Meeting
Jim stated that the February 15th 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 was one correction noted by Kristy Beach. That change was made and the revised minutes were uploaded to the Staff Council box account. With that the February 15th minutes were approved as written and entered into record.

Agenda Item IV: Report from the President
Jim Klenner
Jim reported the following:

Jim said he had one quick item. Jim referenced the presentation at last month's meeting given by Stephen Hundley & Christine Fitzpatrick regarding the Welcoming Campus Innovation Fund. Jim is developing a proposal on behalf of staff council for a memorial prominently placed on campus with four benches facing each other (sort of resembling The Knights of the Round Table). He’s going to look into having Sustainability make the benches. Jim will be working on this next week as the deadline is Friday, March 24th.

Agenda Item V: 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:

Margie commented that the last time she attended the staff council meeting she was preparing for her presentation for the search committee for the Senior Associate Vice Chancellor for Academic Affairs vacancy. Congratulations to Margie who was appointed effective March 1st.

IPFW is continuing their transition. It is a multifaceted process and probably affects your world in some way. There are lots of questions and complicated moving parts but we have the right people at the table to get it done.

Letters were sent out to applicants who applied for sabbatical leave to be taken during the 2017-18 academic year.

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

Agenda Item VI: [Information Item] Crimson Card Presentation
Rob Lowden, Associate Vice President of Enterprise Systems, rlowden@iu.edu

Rob gave the following presentation:
Motivations

- Increasing Safety and Security (e.g., Residence Hall Access)
- Implementing the IU Brand [http://brandiu.edu]
- Reducing Operating Costs
- Conforming to NIST standards (e.g., Visitor ID)

Future Card Systems

- Print Queue Software
- Card Systems
- Access Systems
- Phases
- Card Printing Software
- Access
- Online App
- Enterprise Calendars
- IU
- Spending Plan Systems
- ID Works

Patron Perspective

Current

- IU students, faculty, staff, alumni, and donors will only need one card to serve multiple purposes, including:
  - Official ID
  - Access
  - Payments
  - Parking
  - Future opportunities

Single Card System – Phase 1

- Go live: Mid-March 2017
- Phase 1 will consist of merging the following services to an Enterprise system:
  - Card production
  - ID cards
  - Current Online Spending Plan

Single Card System – Phase 2 & 3

- Phase 2: Summer 2017
  - In 2017 it is expected that students issued CrimsonCard (Summer 2017)
  - Centralized access to DTH Fusion (May 2017)
  - Consolidate Online Spending Plan to the universal CrimsonCard Plan (July 2017)

- Phase 3: Fall 2017 – Summer 2018
  - Re-casted patron (Students, Faculty and Staff)
  - Integration with Parking systems to pay for services using CrimsonCard plan (Digital parking meter and garage)

Future Opportunities

- Patron Online Photo Submission
- Smartphone app to pay for campus dining services using CrimsonCard plan
- Integration with Vending machines (Coke & snacks) using CrimsonCard plan for payment
- Integration with Parking system to pay for services using CrimsonCard plan
- Integration with Uber to pay for rides using CrimsonCard plan
- Build Loyalty/Rewards program using CrimsonCard
- Integration with external apps (ex. Leveraged Services Library Guest app)
- Room Reservation (ex. music practice or conference rooms in Residence Halls)
- Event Tracking
- Smartphone app to open doors in Residence Halls
- Many more possibilities...
Talking points and Questions:

- The idea of a card like the Crimson Card was first suggested back in 1986. There was a study completed in 2013-14 to move to a single id card. The study found by moving to one card we could save money on operations and overall cost savings.
- IUPUI will be the first campus to start using the Crimson Card.
- The Crimson cards will be similar to credit cards that have the new chips in them. When you use this card for the residence halls it is important to have a card that can’t be easily replicated.
- Each campus will have the same layout so campus police will know where to look on the cards.
- By having one card we will be reducing operation cost. At the rate we were going we were losing $½ million a year (collectively all campuses together).
- By moving to one card we will save 50k just on card stock.
- The new card serves 3 functions: identification, access, and commerce.
- You CANNOT puncture your Crimson Card. Sleeves will be available to attach to lanyards, clips, etc… Puncturing your card will deactivate the chip inside the card.
- You have 18 months (summer of 2018) to get your new Crimson card. Any campus can reissue you your card.
- The 6 digit proximity # needed to give access for readers is now located on the front of the card.

Will the staff/student id # be listed on the card? The Data Stewards have advised not to include the id #'s on the cards for everyone’s protection.

What if you are an employee and a student? There are 55 people who have 2 cards because they have a dual role. Your primary role will be the default on your card.

Will we be able to use the Crimson Card to pay for tickets and gift cards etc…? The campus plan is to phase out gift cards but we are working towards the university to get benefits that would apply to all IU employees. We may be able to negotiate with places like i.e. Kings Island to where you could just show your badge in order to get a discount. Commerce doesn’t merge until July 1st so you should be able to continue to purchase tickets and gift cards until then. Rob said that the Bloomington Kroger will accept the Crimson Card as payment and 5% goes back to the campus. In the future they are looking to expand beyond Kroger and the possibility of offering the crimson card to alumni.

What happens if you lose your Crimson Card? When you transition over to the new card you will need to go into the Crimson Card office with a government issued ID. There is no charge for your first card. If you lose your card or damage it, you will have to pay for a new one. The fee structure is still being worked through so that it is standard throughout all IU campuses. Be sure and call to report your card lost or stolen. Also, if the age of your photo is reasonable you won’t have to get a new photo. Post July 1 you will have the availability to upload your own photo if you would want to.
Will we still be able to use the Crimson Card as payment and have the funds come out of our paychecks? There is no intention to change that but we are verifying that it is still ok to keep that process in place.

Will the School of Medicine’s Crimson Card look different? That hasn’t been figured out yet. The layout will look the same. We have been working with them to see what information they want on the card.

Will our Crimson Card have the same access our Jagtag has? Yes, all current access will be cloned to your new card.

In the School of Medicine we take pictures of students at orientation. Is there a better way to share photos with this new card? Yes, just use the data steward for guidance.

When transferring jobs on campus do you have to get a new Crimson Card each time? Jagtag does have your department listed on the card. It is not a requirement that the dept. name be listed on the Crimson Card. If the dept. name is not listed then no you would not need to get a new card each time.

What if you have a dart card? We still have those and they can affiliate with whatever you need them to. The technology should still work.

Do you need to still print out a form for new employees to get them their Crimson Card? No form is needed only a government issued ID. As long as someone has completed their HR paperwork and are showing up in the system they should be able to get their card with no problem. Cards will be queued off of your preferred name. If you aren’t sure what your preferred name is or want to change it, please visit one.IU to make the change.

If you have questions, please visit the Crimson Card Website at: CrimsonCard.iu.edu or Email: CrimsonCard@iu.edu

Agenda Item VII: Report from Human Resources Administration
Juletta Toliver, Interim Assistant Vice Chancellor for Human Resources, jtoliver@iupui.edu

Juletta reported the following:

Juletta wanted to give an update on FLSA. As previously noted 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 have been ongoing.
UPDATE: With the injunction by the federal judge and our new administration not upholding this decision we will be converting those employees that were affected back effective April 9th. Supervisors, Deans, etc... should be having this conversation with their impacted individuals. The hope is to make the transition back as seamless as possible.

- Time off that has been earned prior to April 9th will be converted to ePTO.
- Compensation amounts will go back to the annual amount.
- Any comp time that's been accrued will need to be used prior to the April 9th pay period.
- This is based on the salary threshold not duties.

Agenda Item VIII: Report from Faculty Council Liaison
Miriam Murphy, Director, Ruth Lilly Law Library

Miriam reported the following:

- A report is being generated from the campus planning committee and the campus conversations between the faculty, chancellor and deans. But they didn’t want it to end there. These reports are being consolidated. A new set of questions is being drafted and those questions will be directed to the chancellor’s cabinet. Campus administration has been extremely supportive through this process. Some topics of interest are: communications, accountability and transparency. How can we recruit and retain faculty candidates?
- RCM is being looked at. Reports will not be shared. President McRobbie will let us know what will be modified.
- There has been discussion of adding the building codes back that had previously been removed from on-line maps and different systems etc.... Some of these system still require the codes and this has caused some confusion. Emily Wren was contacted and was made aware of the situation and will be working to correct this issue. Emily said that we have moved away from the codes and are just using building names. This will be a discussion item at the faculty relations meeting to see if the staff and faculty want to move forward together with this concern.
- Faculty are considering creating an ombuds team to assist faculty when they have employment difficulties.
- Faculty are considering two more changes: 1) Teaching professor is being considered as a new category. Labels are important. 2) Including non-tenure track faculty for purposes of voting at faculty council. Both of these issues will be voted on at the next faculty council meeting (have to be present to vote).
- The schools have been going through their budget hearing cycles and as part of that process the schools submitted reports on how they are meeting the 10 areas of the IUPUI Strategic Plan which will be posted on the web.

Agenda Item IX: Update from the Vice Chancellor for Finance and Administration
Camy Broeker, Vice Chancellor for Finance and Administration, cbroeker@iupui.edu

Camy reported the following:
Camy wanted to add to what Margie spoke about regarding the IPFW transition. Our board had to look at the financing of the programs that are moving over and the transfer of staff that will become IU. All are still dependent but likely. Our board had to approve, then Purdue’s board and now we are waiting to hear form the state. This is complex and intertwined and students will be breaking off. If this becomes effective it won’t be until the fall of 2018. This is due to the recruitment cycle being near and it’s difficult when it doesn’t have a name yet. Students who are in programs that will now be IU will become students of IUPUI. Purdue programs will stay there.

President McRobbie has asked for a review of RCM. The survey is out. If you have an interest in it, please let Camy know. There is normally a review of the RCM every 5 years or so. Typically to see what is working? How do we do RCM? Are there strengths or weaknesses? How does Bloomington do their version? We want consistent processes that make the most sense.

Camy wanted to give a heads up about a traffic alert for Michigan, California, and Blackford. It is going to be ugly and painful but so nice in the end. After Michigan becomes a two way street then they will work on Blackford.

Working on maybe extending the wide pedestrian path near Michigan/Blake through to the residence hall.

Anne Mitchell will be serving as Interim Director of the Office of Equal Opportunity. The search will kick off in the next week or so.

Gabrielle Bovenzi, Chief of Staff & Assistant Vice Chancellor for Administrative Services, is retiring at the end of the month and her position should be posted soon.

Camy will be traveling to St. Louis tomorrow night to watch the Lady Jags play in the NIT tournament. They came so close to making it into the NCAA tourney.

A question is asked about when the FSLA decision will be made public to those that are impacted? Deans and dept. heads have been notified and those conversations should be taking place. Please share if you have affected employees.

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

**Ad-Hoc Staff Development Committee:**

The Staff Development Committee met on February 24th to continue the development of the 3rd Annual Staff Development Mini-Conference- Star Staff: The Talent Awakens which will be on Friday, May 26th, 2017. Please save the date and initiate the conversation about this upcoming opportunity. More details to come...
Lindsey Mosier, Ad-Hoc Staff Development Co-Chair, wanted to give a small plug for the Staff Council Mini Conference. Lindsey advised of the date, theme, and to look for the save the date email coming soon. She asked if anyone was interested in helping with the mini conference in any way to reach out to her.

**Special Events Committee:**

I. Spring Project - Paws Pantry food collection - ends March 10th

II. Blood Drive - Wednesday, April 5, 10am-2pm Medsci Atrium, 10am-3pm Taylor Courtyard (2 bloodmobiles)

III. 2017 Retreat - Woodstock Club
   a. Agenda - An icebreaker will be added to the agenda.
   b. Theme - The committee decided on the early 1900’s, since that is the era of the Woodstock Club. Ideas were discussed. Kaitlin will put up a folder in Box with categories where committee members can add ideas and leave information found on the different categories.
   c. Activities
      i. Team building, games, breakout sessions - games of the era were discussed, several want to keep painting as an option.
      ii. Kahoot! Prizes? Several members are attending the Bright Ideas open house and will look for prizes.
   d. Speakers
      i. Lorrie Brown, Office of Community Engagement
      ii. Charlotte Westerhaus-Renfrow, Kelley School of Business - Aimee will contact Dr. Westerhaus-Renfrow about topics.

Next meeting: Monday, April 10, 2017, 2:30 - 3:30pm, Coleman Hall, room 226

There were no other committee reports.

**Agenda Item XI: Question and Answer Period:**

Jim Klenner

1. There have been questions about the EMS room scheduling tool and confusion around building names. They are wondering if it would be possible to have building codes listed next to the building names for easier booking.

   **UPDATE:** This question was not addressed at the meeting today because it was taken care of beforehand. After a few emails of getting in contact with the proper person the building codes have been added to each buildings name. Thank you to Nathan Byrer and Brian Fetter for taking care of this request so quickly!
2. We have concerned constituents reporting smokers in the bus/shuttle stop areas. Many smoker/employees walk to the plexiglass wind blockers of the bus stops during the winter months. This forces the bus riders to stand in the cold or to suffer the second hand smoke. What can be done? Who would we talk to?

*UPDATE:* Your inquiry about smoking is related to the city-owned, IndyGo bus shelters.

To quote from the [IndyGo website](#): "In compliance with city ordinances, smoking, which includes e-cigarettes is prohibited in IndyGo bus shelters and on the buses. It’s a punishable offense, and anyone can report you to the Marion County Public Health Department at 317.221.2000. We don't care if you smoke, just please walk at least 25 feet away from the bus stop or shelter so that others aren't stuck inhaling your smoke."

The [Tobacco-Free IUPUI](#) website can provide you additional information about where smoking on campus is allowed. Because IUPUI campus intersects with city-owned sidewalks and streets, smoking is allowed in those areas that are city-owned. [Click here](#) to see the map. Given that the IndyGo shelters are along those city streets, we specifically answer the question about smoking in the IndyGo shelter in the [FAQ section](#).

3. There is a concern from some constituents regarding traffic. Especially the newly paved area of lot 58, by Barnhill garage. The concern is regarding the high speed of many of the vehicles zipping through that stretch, headed usually towards New York Street. What can be done to slow folks down?

*UPDATE:* We can place 5 mph speed limit signs at the entrances like we have in garages. If these aren't effective, we can certainly look at other alternatives (ie communications, signs within lot, etc)

**Additional Questions/Comments asked at the meeting:**

Can there be more police presence during traffic hours for pedestrians? Please call 81900 if there are areas on campus where you think there could be a safety issue for our pedestrians.

It would be nice to have more speed limit signs posted as a reminder of what the speed limit is on campus.

Can we install security cameras across campus? There has been vandalism of vending machines lately. We do have some security cameras and will be adding more.

**Agenda Item XII: Unfinished Business**

**Jim Klenner**

Jim said that he hadn't received any emails or questions regarding the Bylaws change that had been proposed at the February meeting. Kristy read the proposed change:
For Approval: 4-19-17

**Proposed:**

Article IV. Council Officers and Executive Committee

Section A. Elections and Terms of Council Officers

A Second Vice President, Corresponding Secretary, and three At-Large Members of the Executive Committee shall be elected by a majority of the Staff Council voting representatives:

- prior to or during, but not more than 30 days before the June meeting of each odd numbered year from a slate of candidates prepared by the Nominating Committee. This vote may be conducted electronically as prescribed below,
- or taken by secret ballot at the June meeting.

A First Vice President and three At-Large Members of the Executive Committee shall be elected by a majority of the eligible Staff Council voting representatives:

- prior to or during, but not more than 30 days before the June meeting of each even numbered year from a slate of candidates prepared by the Nominating Committee. This vote may be conducted electronically as prescribed below,
- or taken by secret ballot at the June meeting.

The election of Council Officers if done electronically, will include a hyperlink to the ballot and shall be sent out to eligible Staff Council members no later than the first weekday in June with a voting period of two (2) weeks. The ballots shall identify each nominee by Executive Committee position sought, name and department. Each eligible Staff Council member may vote once for each open officer position. No candidate may receive more than one vote per ballot for each position sought.

With that the vote was called and the motion to make these changes was approved.

A few questions were posed as Jim stated we would begin this new procedure with the June elections. Lisa clarified that she would be sending out a survey monkey link to all reps and that she would receive the responses. There was also some concern that with last year’s election there was a problem with the link that was sent out. Lisa said that she would test the link before sending it out to reps to ensure there are no issues.

Allison Wheeler wanted to encourage anyone who doesn’t have a token to get one! Last week she forgot her phone at home and completing her work without it was challenging. It’s important to have a backup in case this happens to you. Someone suggested using their office phone as a token. Barb said that if you have a UniCom (i.e., Lync Phone) at your desk it is not recommended to use for security concerns.

Agenda Item XIII: New Business

Jim Klenner

There was no new business brought forth.
Agenda Item XIV: Final Remarks and Adjournment
Jim Klenner

With no further business appearing the meeting was adjourned at 3:50p.m. The next Staff Council meeting will be April 19th, 2017, at Campus Center CE 409.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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