IUPUI Staff Council (SC)
Minutes
April 19th, 2017 ~ Campus Center CE 409 ~ 2:00-4:00 p.m.


Members Absent or Excused: Susan Corrie-Franklin, Michelle Benberry, Tony Bernard, Amanda Briggs, Emily Clossin, Cassie Craft, Gary Curto, Jennifer Deppen, Erin Gladstone, Joe Goins, Wayne Hilson, Lans Jameson, Jim Klenner, Tuan Nguyen, Greg Rathnow, Heather Staggs, Lee Stone, Etta Ward, Beth Young, Miriam Murphy

Agenda Item I: Welcome and Call to Order
Barb Hanes

IUPUI Staff Council 1st Vice President Barb Hanes called the meeting to order at 2:03 p.m.

Agenda Item II: Adoption of the Order of Business for the Day
Barb Hanes

The agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item] Approval of Minutes of the March 15th, 2017, SC Meeting
Barb stated that the March 15th 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 two corrections noted and those changes were made and the revised minutes were uploaded to the Staff Council box account. With that the March 15th minutes were approved as written and entered into record.

Agenda Item IV: Update from the Associate Vice Chancellor for Facilities
Emily Wren, Associate Vice Chancellor for Facilities, ewren@iupui.edu
Emily introduced Bob True, Chief of IUPD, to talk about current security projects currently going on around campus.

Bob reported the following:

- 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.

- You may not be excited about this next topic. Things we are working on tend to be inconvenient but are done for the greater good, safety, and security of the campus. Some things are just needed....
  - Over the last couple of years you may have noticed card readers on exterior doors, suites, offices and labs. These readers are being updated to models that make it difficult to duplicate and counterfeit personal information. If you used to just wave your badge in front of the reader that process will no longer work. There have been lots of complaints. You now have to hold your badge in front of the reader not just wave it. If you have the new Crimson Card and the new reader, you will have to physically hold your card on the reader.
  - There are around 300 Emergency phones around campus and the good news is they are good phones but a lot of them don’t work. The sports garage next to the natatorium has phones from the mid 80’s. Once specific issues/problems are addressed with the affected phones we will begin to see major replacements of these phone across campus.
    - Question: How long will it take to repair/replace these phones? This is actively going on as we speak. Vendors as well UITS are specifically checking each phone for dial tones. Phones and parts are on order.
  - Thumb Lock Project - The thumb lock project is underway across campus. It used to be when an architect designed a room they would design it in a way that the door couldn’t be locked from the inside. Flash forward to today and being able to lock a door from the inside is a necessity. There have been issues with adding this feature to some doors around campus especially those with access readers. On this kind of door you cannot manually lock the door. We are working with engineers on solutions for this issue. This project will not only cover classroom doors but office suits and conference rooms as well.
    - Question: How can we make sure our room/suite is on the list? Theoretically all rooms should be on list. You can send Bob an email, rtrue@iupui.edu, and he can look to be sure the room in question is on the list.
  - Exterior video project - There are 35 cameras strategically placed around campus. This is so we can see whose coming/going on and off campus and what is going on in certain areas of the campus. This gives us a good tool to go back and look at in real time if and when the need arises. We can see some things optically but normally people show up as little pixels.

- IUPD - Over the years the dept. has grown dramatically. There were 51 people back when Bob started. In the 90’s it was down to 34. They were losing people because they couldn’t
pay them enough. Currently there are 49 employees. We have more PD employees on our
campus than in Bloomington. Bob said we should be impressed with the campus and the
strides they take for our safety and security.

Emily had a few announcements to make:

- She wanted to highlight 3 events that will be happening near/on/around campus:
  - 4/28 - Jagapalooza
  - 4/29 - Race for the Cure
  - 5/6 - Mini Marathon which also coincides with an Indy Eleven Game
    - 5:30 a.m. to 4 p.m. no vehicles can cross New York Street during this time.
    - Trying to figure out a way to communicate broadly to everyone and especially
      students who may have a final that day. [ 
    - Why the change? Look at current events (Ohio State University, Paris and
      Germany). People are using vehicles to hurt others these days and extra
      precautions need to be made.
- The traffic at Blackford/New York is dependent on the traffic at West and Washington.
  This does cause Blackford to back up. We won’t know until both Blackford and Michigan
  become 2 ways (they should open together) if this will help. Blackford will have dedicated
  turn lanes.
- 3 sneak previews:
  - We will be acquiring new meters that will be controlled by an app. These meters
    should supposedly be in by the start of school in the fall.
  - Over time when parking lots are made there are a number of spaces allocated for
    disabled, etc... There are clear laws we have to comply with. There is a report being
    run to see the utilization of these spaces. We should have the report by the end of
    the week and after we look at the report we may start to see some shifting of
    spaces.
- Working on signage for garages. Looking at branding the garages like the Vermont St. and
  Riley garages. We will start with the Wilson St. and University Hospital Garages and then
  move onto others.
- Emily mentioned an article that was in Inside IUPUI regarding new interactive maps that
  were created through Campus Bird and IU Communications. Some features these maps have
  are:
  - Walking, driving and biking directions from one place to another
  - The ability to search for specific departments within buildings
  - The ability to share a link for a specific location on a map
  - More options for printing or capturing a screen shot of a map
- Working with IU parking to start installing buttons in garages for employees to be able to
  push to get help via video when in need.

Question: Who owns the former tennis property? Anything planned for? The university owns it.
There has been no decision on what will be done with that area yet.
Agenda Item V: Report from the President
Barb Hanes
Jim was unable to make it to the meeting today. Therefore we will not have a president's report.

Agenda Item VI: Report from Human Resources Administration
Juletta Toliver, Senior Human Resources Director/Director of Financial Services, jtoliver@iupui.edu

Juletta reported the following:

President McRobbie just made an announcement from the Board of Trustees meeting about a new Paid Parental Leave Policy. We are still in the process of drafting the final policy language through the University Policy Advisory Committee (PAC) process, but I wanted to notify our HR Community about this new leave policy.

The new Paid Parental Leave policy will go into effect on July 1, 2017, and provide staff employees up to six weeks of paid parental leave following the birth or adoption of a new child. To be eligible, a staff employee must be appointed at 30 hours or more per week in a benefits-eligible position at Indiana University and have worked for at least one continuous year (12 months) prior to the birth or adoption of a child. The one continuous year (12 months) prior to the birth or adoption of a child must also have been worked in a benefits eligible staff or faculty position that is appointed at 30 hours or more per week. Full-time IU faculty are already eligible for paid parental leave following the birth or adoption of a child and should consult with their campus faculty affairs office regarding the faculty leave policy.

The Paid Parental Leave is available to be used for up to six months immediately following the birth or adoption of a child. If both parents are IU staff employees, each is entitled to take six weeks of paid leave. Employees are eligible for up to two parental leaves during the course of their career at IU.

This new parental leave does not does not reduce an eligible staff employee’s balance of paid leave such as PTO, vacation, income protection (sick time), compensatory time, or holidays. If an eligible employee also meets the eligibility requirements of the Family and Medical Leave Act (FMLA), parental leave will run concurrently with FMLA.

As President McRobbie noted in his announcement, the new policy will offer greater work/life balance for employees and allow parents to focus on their family during those important first few weeks following birth or adoption.

We will keep you updated progress of the policy and on the final policy language. Once that is complete, we will publish a FAQ to provide more information and details on the policy.
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.

An FAQ, information about eligibility, and a form to request the Paid Parental Leave can be found on the HR website at http://hr.iu.edu/relations/parental-leave.html. If you have any questions, please contact HR at recben@iu.edu or call (812) 856-1234.

HR will be hosting a 2 ½ day Rapid Recruitment Redesign workshop on May 23 (1/2 day), 24 & 25th. This is a way to collaborate with key stakeholders in the recruitment process and design a process that best meets the needs of the university. This process is being looked at based on the survey from 2015. Invitations were sent out to those who play a role in recruitment. They would like to have someone from each school represented. The focus will be on staff positions rather than faculty since HR is responsible for staff. The following are some factors that will be addressed at the workshop:

- What concerns do we have about the creation, posting, advertising, and timing of positions for applicants?
- What is the process? What are the requirements? Have we made sure OEO policies were covered?
- Look at what we are currently doing and then look at what we would like to do.
- There is talk of diversity and recruitment between the campuses but each campus has different needs. The focus needs to be on what the differences, needs, and populations are for each campus to figure out what will work best for all.
- Juletta said they are mindful that 2 ½ days is a commitment and for some that could be hard to attend the entire workshop but if possible they would like to have the same people there the whole time.
- Would like to have follow up with someone going through the process. Ask them what kind of onboarding is provided etc.…
- The intent is to walk about with solutions and new processes not to form committees etc...

Question: How will these new practices be communicated out to the community? Information will be posted on the HR 2020 website and be sent out via a communication line.

There will be a Naturalization Ceremony held at IUPUI in the Hine Hall Auditorium at 10 a.m. on April 27th. This is the first time ever this ceremony is being held here. 100 people from 38 countries will become citizens of the United States during this ceremony. Due to limited seating, members of the community are encouraged to watch a live broadcast of the ceremonies via streaming video at broadcast.iu.edu.
Agenda Item VII: [Information Item] University Club
Marianne Wokeck, Chancellor’s Professor of History & Director, Institute for American Thought, mwokeck@iupui.edu

Marianne reported the following:

Marianne wanted to extend an invite broadly to staff explicitly to the IUPUI University Club. It used to be a club for just faculty but a few years ago it created a division and there was a feeling of not wanting to be exclusive. So about ½ a year ago there was a change to make it just a university club open to every employee.

The University Club is located on the 2nd floor of Hine Hall Room 200. Annual dues are $40 and run on the academic calendar. Membership expires automatically on August 31st and renewal info is sent in July.

Benefits of being a member of the IUPUI University Club:

- Dine at the University Club five days a week (Monday through Friday) between 11:30 am and 1:30 pm in a quiet setting with good food and service.
- Full lunch buffet (includes soup*, salad bar, warm entrees, coffee or tea): $9.75
- Soup* and salad bar (includes coffee or tea): $6.45 plus

- Receive $2 off parking in the underground garage while visiting the University Club
- Join us for socials and seminars to expand your network of colleagues and friends.
- Rent the facility for departmental retreats; lengthy committee and board meetings; new student, staff, and faculty orientation events; and employee retirement celebrations. They are trying to keep the website up to date for times it is closed for events.

For additional information, please visit the website: http://universityclub.iupui.edu/. Thanks to Angie Harmon and others for keeping the website up to date!

Question:
Is there a day where non-members can come? There is a membership meeting in May. We will plan to initiate a membership drive and that could be a way to secure new members.

Agenda Item VIII: [Information Item] IUPUI Anchor Housing Program
Jennifer Boehm, Assistant Vice Chancellor for the Office of Community Engagement, jboehm@iupui.edu

Jennifer introduced Ken Hall from the Indianapolis Neighborhood Housing Partnership (INHP) and Ken gave the following presentation:

IUPUI Anchor Housing Program (INHP)

- Founded in 1988
- We enable people to become and remain long-term, successful homeowners through homebuyer preparation and lending
- We provide thought leadership, technical assistance, financial support and programming to community partners dedicated to neighborhood revitalization
- We serve more than 3,000 families annually
- Four Indianapolis locations

About INHP’s Mortgage Lending:

- First mortgages:
  - INHP portfolio loans
  - Private sector referral program
- Second mortgages:
  - Emergency home repairs
  - Home improvement
  - Energy efficiency

About INHP’s Additional Services:

- Pre-purchase advising
- Homebuyer education
- Post-purchase support

What is the Anchor Housing Program?

- Designed to help Marion County employers attract and retain employees, and encourage them to purchase or repair a home near their workplace.
- Partners: Indy Chamber of Commerce, The City of Indianapolis, LISC, selected group of Marion County nonprofit anchors.
- Supports existing homeowners
- Creates new homeowners
- Creates people who are invested in their community
- Reduces annual transportation costs
- Enables increased discretionary spending within the neighborhood
- Supports neighborhood revitalization

Program Benefit Highlights: For Homebuyers

- Up to $10K in down payment assistance*
- 5-Year forgivable loan
- Lender options (unbiased professional opinion)
- Up to $5K in repair assistance*
- 5-Year forgivable loan
- Exterior repairs only
- Roof replacement
- Siding and trim repairs
- Exterior painting
Windows, doors, etc.

*Includes INHP matching funds

Who’s Eligible?

- Must be in good standing; currently eligible for benefits; work primarily at IUPUI; and have a household income at or below 120 percent of Area Median Income, as determined by the U.S. Department of Housing and Urban Development
- **For homebuyers:** Employees willing to buy and occupy as their primary residence a home located within the program area are eligible for down payment assistance
- **For homeowners:** Employees who currently own their home and live in the program area are eligible for repair assistance

### 2016 HUD INCOME GUIDELINES: Marion County, IN

<table>
<thead>
<tr>
<th>HOUSEHOLD SIZE</th>
<th>120% OF AREA MEDIAN INCOME</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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</tr>
<tr>
<td>7</td>
<td>$99,360</td>
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<tr>
<td>8</td>
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### Neighborhood Boundaries

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Primary Streets</th>
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<tbody>
<tr>
<td>North</td>
<td>West 21st Street</td>
</tr>
<tr>
<td>South</td>
<td>West Michigan Street</td>
</tr>
<tr>
<td>East</td>
<td>West Street/MLK</td>
</tr>
<tr>
<td>West</td>
<td>North Tibbs</td>
</tr>
</tbody>
</table>
Application Process

- Visit inhp.org/IUPUI
- Click "Get started" button - https://www.inhp.org/anchorhousing/iupui
- Complete the form. NOTE: First-come-first-served. Go Live May 1 2017
- Open until April 31, 2018 or until funds are expended, whichever comes first.
- Questions? Call Ken Hall, director of business development and client services at 317-610-4641.

Questions/Comments:

Alicia went through the education class and said it was fascinating. She learned so much information and said this is a great resource.

If you are not able to meet the timeline will this opportunity come again? This is an inaugural launch and it is our hope and if the demand is such that we will be able to do another round.

Does the purchase price of the home have any impact on the income guidelines? The income is what it is no matter the amount of home.

A clarification is made that you must plan to live in the house as your primary residence to qualify.

**Agenda Item IX: [Information Item] Outreach Clinic at the Neighborhood Fellowship Church**

Paige Klemme, Student, pklemme@imail.iu.edu & Madallyn Warner, Student, madmwarn@imail.iu.edu

Paige gave the following presentation:

Paige introduced herself as the outgoing chair for Social Work and Jamesha Harris who is in charge of fundraising for the IU-SOC (IU Student Outreach Clinic).

"The IU-SOC is a non-profit student-run clinic dedicated to providing free medical care and other services to the underserved and uninsured of Indiana. We are able to fulfill this mission through the
hard work and dedication of Indiana University students and faculty, as well as the generosity of our supporters.”

The IU-SOC

- Serves the Near-East Side Community
  - This neighborhood is known for its diversity, strong relationships and sense of community.
  - 50% of the residents live at or below the poverty line.
- Medical Care - The backbone of the IU-SOC
  - IU-SOC provides free, primary care-based medicine for the underserved in the community.
  - All services provided by students at the IU-SOC are free of charge.

History

- Pastor Jim (Neighborhood Fellowship Church) and Dr. Sevilla (IUSM) partnered in efforts to improve access to healthcare
- 2008 - IUSM and Butler Pharmacy partnered
- 2010 - Dental and Law
- 2011 - Social Work (behind the scene by faculty prior)
- 2012 - Physical Therapy and Occupational Therapy
- 2013 - Optometry
- 2014 - Public Health and Nursing

Brief Description of the IU-SOC as a Whole

- Clinic is open every Saturday, from 10:00AM -2:00 PM
- Interdisciplinary clinic run by students
  - Medicine, Nursing, Social Work, Law, Physical Therapy, Timmy Foundation (front desk/registration) Occupational Therapy, Dentistry and Pharmacy
  - Prime example of an interdisciplinary student clinic and has gained national attention.
  - Students from Indiana University, Butler University and University of Indianapolis
  - Each discipline is supervised by a faculty volunteer.

The Role of Social Work at the IU-SOC

- Act as a Liaison Between the Client and Community Agencies
- Continue to Follow-Up with Clients to Reach Client-Focused Goals
- One on One Consultation
- Listen
- Guide Clients to Community Resources
- Assist in Completing Forms and Applications
Special Events Include:
- Grab Bag Event
- Birth Certificate Drive

Additional Resources:
- Full Day Bus Passes
- Single Day Bus Passes

Opportunities for Research and Growth

Society for Student Run Free Clinics
- February 2017: Anaheim, CA
- IU presenters from Medicine, Social Work, Nursing, Dentistry and Timmy Foundation

Upcoming at IU-SOC
- Additional space at IU-SOC
- Gala when new space opens
- Potentially open twice a week

Social Work
- EMR, new laptop, chromebooks, and printer/copier
- Month bus passes for newly employed
- Mental Health Services

Questions/Comments:

What do you need/want from Staff Council? You can help us by supporting our upcoming events:

- April 26th: City Barbeque Fundraiser (flyers are attached to handout - Lisa will also send out via email for reps to send to constituents).
- TBD (summer 2017) - Fan drive (box fans, pedestal fans, portable fans).
For Approval: 5-17-17

- TBD – Assistance Items Drive – Social Work and OT (reachers, bath mats, long handled sponges, sock aides, shoe horns)

Do you work with Paws Pantry? No we don’t but will look into for a future partnership.

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

Rewards & Recognition Committee:
Rewards and Recognition has not met since last fall when determining the winners of the awards given at the Convocation. The next task for the committee is to handle the internal Staff Council awards. Janet Fulper, chair, plans to reach out to Barb Hanes to discuss how the process was managed last year in the next few weeks since Barb was the chair of the committee last year. The arrangements will be made for a communications plan for later this spring and the committee will be prepared to review nominations in June.

Staff Development Committee:
The Staff Development Committee met on April 11th. The group discussed the upcoming mini-conference (Friday, May 26th) and brainstormed ideas for how to best direct speakers and additional breakout sessions. The group also discussed day-off volunteer opportunities. There are several volunteer spots that still need to be filled – if you are interested, please contact Lindsey Mosier at llmosier@iu.edu.

The April round of grant applications included 15 applicants, the highest number ever for a single round. This brings the total applicants for 2016-2017 to 31, also the highest since the process began in 2015. The evaluation team will meet on April 20th to make funding decisions.

Special Events Committee:
I. Update from Bright Ideas Meeting
   a.) Met with our Bright Ideas rep (Heather) and discussed items we were interested in purchasing for the retreat that could also be used for the health and benefits fair and other giveaways throughout the year. Our rep was going to send an email with all the items we were interested in along with pictures and prices. She is also going to send us some samples.

II. Annual Retreat
   a.) Agenda - looked over proposed agenda: need to clarify where ice breaker is on agenda (specifics of ice breaker, making sure we are adding items to the box acct. for the ice breaker) adding in breaks, will we have morning Kahoot questions as well as afternoon? If so, how many? How long are we allotting for these questions? Making sure Wi-Fi is available/maybe have Wi-Fi password printed on the agenda.
b.) Kahoot’s Questions – discussed possible questions, how many questions, making sure we have fun questions (thoughts of incorporating some questions regarding the swag we are handing out), as well as staff council questions and historical trivia questions to tie everything together.

III. Other Items?
   a.) Blood Drive – Results:
      - Medical Science - 43 participated  7 deferred  35 donated  2016: 28
      - Taylor Courtyard -50 participated  7 deferred  43 donated  2016: 34

Next meeting: Monday, May 8, 2:30-3:30, CF 226

Faculty & Staff Relations Committee:
1. Plans and Implementation of Staff Reorganization in Academic Units: Wokeck spoke of the School of Liberal Arts being under fiscal constraint with enrollment and revenue down. To receive assistance, University Human Resources used the new HR system - HR2020 - to look at departments and their structures to streamline staff usage. The school was found to be inefficient in how departments are run. A pod system has been developed by which staff are grouped by expertise and each department can use staff within the various pods for assistance. The staff and faculty have questions about how this new system is to work. Who supervises the staff and pods? Who sets priorities? Who does performance reviews? How is staff professional development permitted? There is a need for policies or procedures to guide this new function.

   a. Moffett said a challenge could be the job description and compensation. Wokeck said the pods allow for this, but what happened to those staff members who did not make it into pods they applied to?
   b. Miller asked where the pods were located. Wokeck said she did not know, but she did know that if her staff is moved from her area, there will be no one available to manage the flow of visitors into her department. She is located in a remote area with a reception area down a long hallway before reaching any offices.
   c. Westerbeck asked how projects are handled. Do staff see a project through from start to finish?
   d. Idrees asked if the pod method is a system wide structure. Who does the workflow documents?
   e. Hobson-Prater said satisfaction is key for both the faculty and staff. Faculty know their trajectory (i.e., tenure). Most staff have no career ladder. What do they do if they are not satisfied with their work in the pod? Do they leave the pod? In addition, what do staff do who are in cubicles and need to have confidential conversations. Are there areas they can go to?
   f. Are the pods for the School of Liberal Arts only? Wokeck believes the pod method will be used at other schools as well in the future.
   g. Wokeck suggested that at the next meeting, someone from HR2020 be invited to the meeting to discuss the pod method and address the questions asked today.

2. New Business:
a. Building Codes: Murphy is the chair of the Campus Planning Committee. The committee was asked to look at navigation around campus. They spoke with Emily Wren, associate vice chancellor for facilities, who said that the using of the two-digit building code is going away. IUPUI is the only campus that still uses them. Instead, everyone should begin using full building names (although CFS will still use the two-digit code on forms). People need to know where they are going on campus and what buildings are named. Campus visitors are confused by the codes. Wren is talking about building a phone app to help with navigation. The committee felt that people would not know to download an app, the app would be hard to see outside due to screen glare, and visitors should not have to download an app to get where they are going. Many felt regular signage and directional signage would be better. Another idea was to use quadrants (like some universities and the Indianapolis downtown does) or colors to help with directions. Nguyen suggested digital signage. Wokeck serves on the Welcoming Campus Committee and will take this information to them for their information. Daniels-Howell suggested that Wren speak to the Staff Council and Faculty Council on a regular basis with information on how signage is being improved. Since Wren already meets with the Staff Council, they could convey the information to the Faculty Council.

3. Next Steps:
   a. The next meeting is April 26, 2017, from 10 to 11 a.m. Location to be announced.
   b. Invite someone from HR2020 to talk about the pod method and address questions raised at this meeting.
   c. Coordinate with the Staff Council on reports by Emily Wren on campus signage. Report information to the Faculty Council.
   d. Use IU Box to disseminate information to the committee.

There were no other committee reports.

Agenda Item XI: Question and Answer Period
Barb Hanes

There were no questions submitted.

Agenda Item XII: Unfinished Business
Barb Hanes

There was no unfinished business.

Agenda Item XIII: New Business
Barb Hanes
There was no new business brought forth.

**Agenda Item XIV: Final Remarks and Adjournment**

Barb Hanes

With no further business appearing the meeting was adjourned at 3:50p.m. The next Staff Council meeting will be May 17th, 2017, at Campus Center CE 405.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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