IUPUI Staff Council (SC)

Minutes

September 28th, 2016 ~ University Library Auditorium ~ 2:00-4:00 p.m.


Members Absent or Excused: Sally Atcheson, Michelle Benberry, Susan Bradley, Aimee Brough, Lainna Cohen, Marlene Cox, Jessica Davis, Caitie Deranek Stewart, Dezra Despain, Juletta Toliver, Jim Klenner, Julia Rodgers, Mansi Singh, Kurt Snyder, Lee Stone, Steven Thompson, Liz Whitaker, Tim Roach, and Greg Rathnow.

Agenda Item I: Welcome and Call to Order
Barb Hanes

IUPUI Staff Council First Vice President Barb Hanes called the meeting to order at 2:04 p.m.

Agenda Item II: Adoption of the Order of Business for the Day
The agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item] Approval of Minutes of the August 17th, 2016, SC Meeting
The minutes of the August 17, 2016 were approved as written and entered into record.

Agenda Item III: Report from the President
Jim Klenner

There was no report from Jim as he was unable to make it to the meeting today.
Agenda Item IV: [Information Item] Staff Council Committee Chair Introduction
Barb Hanes, First Vice President, bhanes@iu.edu

Barb introduced the following committee chairs. When their name was called they stood up so everyone could put names to faces:

- Ad-Hoc Academic Affairs - Jamie Owens
- Bylaws - Tim Roach *(was not present)*
- Communications - Gary Curto
- Diversity Equity & Inclusion - Andrew Myers & Etta Ward
- Faculty Relations - Jim Klenner *(was not present)*
- Membership - Kristy Beach
- Rewards & Recognition - Janet Fulper
- Special Events - Kaitlin Bell & Carol Dill
- Staff Affairs - Kurt Snyder & Greg Rathnow *(neither were present)*
- Ad-Hoc Staff Development - Caitie Deranek Stewart *(was not present)* & Lindsey Mosier
- Ad-Hoc Sustainability - Jessica Davis *(was not present)*
- Ad-Hoc Technology - Scott Orr
- Ad-Hoc Web Adviser - Andrew Myer

Barb advised if you have not heard from your committee chair yet that you should soon.

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

Miriam reported the following:

Miriam apologized for missing last month’s meeting and formally introduced herself. Miriam’s role is to focus on the relationship and communication between the faculty and staff councils.

The IFC met and established some priorities under their new president, Rachel Applegate.

IFC Priorities:

- How One.IU will be impacting a lot of things on campus. There are a lot of aspects to be considered and technology is working on that.
- The School of Education will be looking at the whole core school concept on whether it will be going separate or staying a core school. This will be an ongoing discussion because it won't only affect the faculty but staff and students. The executive committee will be meeting with the faculty to make sure that their desires are met and discussing how splitting from a core school can be difficult and how this can benefit everyone.
- The relationship between IUPUI campus and the School of Medicine. There is a lot of change happening and the IFC executive committee is extremely involved. The concerns about these changes are not transparent and all are trying to figure out how to deal with these changes. All are attuned to them and trying to be informed.
Review of the RCM budget, about every 5 years there is a review of the RCM.

Agenda Item VI: [Information Item] The Political Engagement & Advocacy Group of IUPUI
Jennifer Boehm, Office of Community Engagement, jrboehm@iupui.edu

Jennifer reported the following:

Jennifer wanted to make us aware of a new group that previously existed under a different name:
- The Political Engagement Group at IUPUI is a nonpartisan group made up of faculty, staff, and students who are interested in and excited about not only supporting the IUPUI community in their political actions (i.e. voting, voter registration, candidates, and what is on the ballot like referendums...), but also are working to collaborate on and be strategic about our programming and events geared toward political engagement and advocacy.
- This working group will address identified needs and reach out often into the community to identify individuals and assemble groups to address specific issues (e.g. voter rights and education, public policy implications).
- This committee is made up of people from all across campus. Any faculty, staff, or student of IUPUI who is excited about and interested in our community's political engagement and advocacy channels can become a member.
- Upcoming events:
  - Debate Watch Parties – Oct. 4, Oct. 9 and Oct 19, 9-10:30 pm Campus Center TV Lounge
  - Mock Election – Wednesday, October 5, 11 -2, Campus Center Atrium
  - Voter Registration
  - Tabling on Marion County Transit Referendum – Wednesday, November 2, 11-2, Campus Center Atrium
  - Staff and student volunteers are available to present on voter engagement, contact jesmdavi@iupui.edu

Jennifer says to educate yourself before you vote. Make sure to get out and vote on election day or take advantage of early voting.

Jennifer also provided a handout with additional information. Please find it attached at the end of the minutes.

Agenda Item VII: Report from Auxiliary Services
Angie Hill, Director of Operations for Auxiliary Services, anhill@iupui.edu
Aaron Fields, Director of Business Development for Auxiliary Services,aatfield@iupui.edu

Angie reported the following:

Angie thanked the staff council for the opportunity to come and present as they have in years past.
Auxiliary Services is made up of 9 units:

- CYC
- Mail Services
- IU Natatorium
- Michael A. Carrol Track & Soccer Stadium
- Jagtag
- Event & Conference Services
- Barnes & Noble
- Food Services
- Miles Printing

IUPUI Dining Services:

- Healthy IU and Canteen Vending Services
  - Identified what are healthy snacks, where are they and how to choose them wisely. There are 10 piloted locations across campus. You can visit the aux services website to find out where they are. Look for vending machines with a stoplight. A snack that is labeled green (meets all 6 guidelines: fruit, vegetable, whole grain, dairy, or protein food) if it is labeled yellow (the main ingredient is a fruit, vegetable, whole grain, dairy, or protein food) if it is red (it does NOT meet all 6 guidelines and the main ingredient is NOT a fruit, vegetable, whole grain, dairy, or protein food)

- Composting at Tower Dining
  - Working with Jessica Davis in the Office of Sustainability. This initiative just started a few weeks ago and is being tailored after a program at Butler.

- Healthier For You Dining Options at Eat at IUPUI
  - Webtrition-What’s on the Menu
    - Visit the website to see what’s on the menu at all of food services locations. You can use webtrition to find out the nutrition information of different menu items and find out if you are making healthy choices.
  - Chef’s Laboratory
    - Is new this year and is available in tower dining to students, faculty, staff and the general public. It is a new concept featuring things such as: bakers crust, vegan & vegetarian options, gourmet salad bar, baked potatoes, comfort foods, all-American grill, stir fry, and much more.
  - To-Go Program
    - This program has been in place for 2 years now. To-Go hours are 10:30am-4pm. Meal plan holders are given one free To-Go container. Non-meal plan customers can pay $5 for a container.

- Monthly Fresh Produce Market
  - IUPUI’s Fresh Produce Market takes place from 11am-2pm on the 3rd Thursday of every month and is hosted by IUPUI Food Services at the Campus Center Food Court (first floor). The market has a large variety of fresh fruits and vegetables. Along with cooking demonstrations, limited tasting and recipes will be available for your palate’s delight.
Alicia Gahimer gave a plug for tower dining. Alicia and her crew are regulars and they often tease themselves because over the summer they don’t know where to eat. Alicia reminded us that those that attended the retreat received one of the green boxes and we should use it! Alicia commented to Angie about a situation she witnessed with a student being told she couldn’t order a baked potato a certain way and was told she couldn’t purchase it that way…Angie will follow up.

Angie said Auxiliary Services will have a booth at the Health and Benefits Fair and to be sure to stop by.

Jagtag:
- Use Jagtag for membership dues at Fairbanks Fitness
- Jagtag accepted at hospital pharmacies
  - Methodist, University, Riley and March Pharmacy
- Check out the website to see where all you can use your Jagtag as payment and what all perks and discounts are available to you.

Aaron reported the following:

IU Natatorium:
- The natatorium is going through a 5 phase $20 million renovation. 4 of the 5 phases are complete. Renovations began in 2015 and should finish in 2017.
- The instructional pool is closed until January 2017. Aquatic programs are postponed until the instructional pool re-opens. Lap swim is still open in the competition pool. Check website for schedule.
- You can buy memberships at the natatorium front desk. Staff/Faculty $83 per semester $61 for the summer. You can refer to the website for the schedule. Along with your membership you have access to the track.
- More programs will be coming soon… Like stand up yoga… Check website for details.
- Jagtag is accepted as payment for monthly membership fees.
- Locker rooms were renovated.
- At this time no renovations are being done at the track. A few years ago new turf was put in.

Question:
Will new opportunities come to the track?
Yes, they would like to attract more meets to the track. There are lots of competitors though. Avon High School has a nice facility and are a big competitor. It would be a great revenue source if they were able to secure more events.

Agenda Item VIII: [Information Item] Stop the Stigma: Mental Health Awareness Conference
Becky Walker, Director of Operations, Medical Student Education, IU School of Medicine, rebswalk@iu.edu
Monica Henry, Assistant Director, Finance and Administration, IUPUI Graduate Office/University Graduate School, mlhenry@iupui.edu
Becky reported the following:

Becky talked about the importance of addressing mental health needs. More than one in four people will experience mental health difficulties at one point during adulthood; however, many do not know or have the resources to receive help. In order to shine a light on mental health, bring more awareness to the IUPUI campus and the Indianapolis community and support the 2016 World Health Organization Mental Health Awareness Day. IUPUI HR is pleased to announce the upcoming STOP THE STIGMA: Mental Health Awareness Conference at the IPUI Campus Center.

- **STOP THE STIGMA**
  - Mental Health Awareness & Education Conference
    - Monday, October 10th
    - 8 a.m. to 4 p.m.
    - IUPUI Campus Center
    - Price: FREE
    - hra.iupui.edu/pages/stopthestigma.asp

- **Mental Health Resource Fair**
  - 20 local exhibitors
  - Stress management activities
  - Lunchtime yoga - bring your mat!
  - Chair massage - 12 to 4 pm
  - Mental Health Screenings - 10 am to 1 pm
  - Give-a-ways
  - Healthy Snacks

- **Show Your Support**
  - Attend the Mental Health Resource Fair
  - Wear Green on Oct. 10 to STOP THE STIGMA associated with mental illness
  - Attend one of the presentations or workshops
  - Share this information with your friends, family and colleagues
  - Join the conversation on social media using the hashtags: #StopTheStigma #JagsEmpowerJags

Please share this information with everyone you know on campus. If you have questions: please visit the website: hra.iupui.edu/pages/stopthestigma.asp

Please see Becky’s entire power point presentation at the end of the minutes.

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**Agenda Item IX: [Information Item] 2016 United Way Campaign**

Stephan Viehweg, Co-Chair United Way Campaign, sviehweg@iu.edu

Stephan reported the following:
Steve asked everyone to get out their phones and text the word “moment” to 51555 and then follow the link. After answering a series of questions, you will find out a little about yourself and what kind of person you are. Are you an advocate, a partner, an achiever, a connector, a setter, a uniter, a curator, a planner, a trend or a doer? Don’t wait for your moment make your moment. Steve was asking people to share what responses they were getting from the quiz. Most were experiencing issues because phone reception in the basement of the library is slow if at all.

Steve then took a group photo to tweet and put on the United Way Facebook page.

**Can you really make a difference?**
- If 5 people plus yourself gave $1 a week this difference could be possible:
  - Education- a child receives more than 1 month of high-quality pre-K
  - Income- 1 on 1 financial & employment coaching that can help a family reach financial stability
  - Health- a child receives 6 months of nutritious snacks
  - Basic Needs- a stocked food pantry for 1 week
- You can also select a specific agency that your money can go directly to. Visit the United Way website for a list of all the agencies. Then when you go to make your pledge you will have option to choose an agency.

**Upcoming Events:**
- October 29, 2016 - IUPUI Day of Caring
- October 31st, 2016 – Silent Auction & Fall Dessert Showcase in the Campus Center

**How can you stay connected?**
- Email: uway@iupui.edu
- On Facebook: IUPUI United Way Campaign
- On the Web: [http://www.unitedway.iupui.edu](http://www.unitedway.iupui.edu)
- Campaign Ambassadors

Steve gave an update on the United Way Luncheon that was held on Sept. 13th at the Campus Center. He said it was a success and a great event. Steve talked about how Raphael Sanchez (WRTV 6) and Raphael Sanchez (IPL CEO) were there to emcee and how much fun they were.

A United Way table was set up outside the auditorium with additional information, as well as samples of theme baskets that will be at the silent auction.

Steve’s United Way presentation is also at the end of the minutes.

**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 she didn’t have much to report. Just the normal beginning of semester stuff.

Margie reported that the university has changed the reporting mechanism for the Faculty Annual Report. Activity Insight is designed to reduce the burden of faculty data entry while assisting faculty with collecting, assessing, and sharing data as well as provide information about their academic, scholarly, and research efforts. All faculty should be using this tool with the exception of the School of Medicine. Training will be available through her office in November.

Agenda Item XI: Update from the Associate Vice Chancellor for Facilities
Emily Wren, Associate Vice Chancellor for Facilities, ewren@iupui.edu

Emily reported the following:

- Parking lots are still not complete. Lots 80 & 58 still need IPL polls pull out. That should start on Oct. 17. They are struggling to get it done because the lots will be out of service and are trying to work around the academic schedule.
- Vermont street looked better without the redwood. When its removed it will be redone. The redwood is being salvaged and will hopefully be used somewhere on campus. The idea and quality are good so it will be great to be able to reuse it. This should be complete by November.
- Dental school groundbreaking was last week. So that renovation is underway and should done for classes in 2018.
- Hine Hall Auditorium was awarded to be renovated so those plans will move forward. If you attend an event over the next year, you will see a difference.
- Thumb blocks are being installed in all classrooms to protect yourself and so that doors can be locked from the inside.
- Classrooms are a priority for renovations next year.
- In process of getting parking meters replaced. You will be able to use a mobile app like the parking meters downtown. Hoping to have them in by late fall.
- Taylor Hall will have the 2/3rd floor carpet replaced over Holiday break.
- Michigan street was approved by the board but it is a city project contract and it should be awarded but not sure of the date. Maybe near mid Oct. it will begin. We don’t know where construction will start or what lanes will be affected. There will be 3 hawk lights carefully positioned, as well as there will be a pedestrian and bike lane with a grass strip.
- Parking in Lockfield garage is horrible. Walnut and Wishard Blvd seems to be an issue. Emily will look into allocating police to help traffic along.
  - UPDATE: Emily followed up with IUPD- regarding the traffic problems created by the closure of Wishard Blvd and Walnut Street at University Boulevard. The inquiry was regarding the possibility of having traffic directed by IUPD-I in order to assist with the congestion at the end of the day. Evidently, 10th Street is so congested that, even if traffic flowed better when leaving the nearby garages, 10th Street back-up would keep traffic from moving off campus faster.
  - UPDATE: Wishard Blvd opened the day after our staff council meeting.
• Changing out building signage along Michigan with new designs.
• Declutter signage in garages. Branding and font hasn’t been consistent. Working on IU Health w/this initiative.
• Currently looking at how to keep the informal learning spaces that were made snazzy several years ago snazzy, since there is no plan or budget that currently exist for these spaces.

Question:
Why are some buildings open earlier/later than others?
Buildings are locked by their own hours and could be different from others depending on the building. Your Jagtag may give you access to enter your building in off hours but wouldn’t necessarily work for other buildings.

Agenda Item XII: Report from Human Resources Administration
Camy Broeker, Interim Vice Chancellor for Finance and Administration, cbroeker@iupui.edu

Camy spoke on behalf of Juletta, who was unable to attend the meeting today.

Camy reported the following:

Camy asked for a show of hands from those who attended and were recognized at the Chancellor's Employee Recognition Program. Lots of hands were raised. She thanked them for all their years of service and what a great program it was. Staff Council Award recipients were also recognized for their achievements: Pam Clark, Etta Ward, Landon Brothers, Julie Reagan, Jessica Davis and Delana Gifford.

Camy talked about the graduate tax benefit and said that progress is being made. If you take a course today, then you are taxed and it will show on your W-2. They are working on restructuring a new plan. Camy knows a plan has been drafted, and hopefully in the next month it will move forward. Her colleagues down south know she won’t stop now that she has seen the draft. We are close…

The week of October 10th communication will be sent to schools and then to employees for those who will be affected by the new FSLA threshold ($47,476). This communication will give those affected an idea of what this change will look like and what to expect. The transition will take place in November and will affect the November 20th payroll schedule. Camy wanted it to be known that this is a national issue not just a university issue. FSLA is not just a staff issue but an academic issue as well.

Camy is not aware of any benefits being affected. If she hears anything she will give a heads up.

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

Staff Development Committee-
The review committee for the Staff Council Professional Development Grants met and reviewed six applications for the August application deadline. Five of the six were chosen for funding. The next deadline is on December 1st and all members of the Staff Council are encouraged to make their constituents aware of this opportunity.

Agenda Item XIV: Question and Answer Period:
Barb Hanes

The questions below were submitted prior to the staff council meeting. Since Emily Wren was in attendance and both questions were facilities related she gave the indicated responses:

Questions:

1. Will UL get their bike racks back sometime? There are 700 new students on campus, they took away at least 4 racks with the entry way renovation, and our new bike rack proposal was shot down.

   UL has bike racks. For safety purposes, the bike racks needed to be scooted out by a few steps. This was necessary so students aren’t zooming up to the front of building.

2. I’m wondering who it is that makes the decision to close off Wishard Blvd & Walnut Street simultaneously? Today, I had to park behind the new dorm, and I had to walk clear to 10th Street to be able to access our building! I don’t mind the exercise, but it took about twice the time!! Also, I see they have co-opted the 15 or so parking spaces next to the Wilson Street garage for university vehicles. Seriously, where do they expect EMs to park?? I’ve worked other places in Indianapolis that had a 10-minute walk from the parking lot, but in those situations, the company paid for it. I wasn’t paying $600 a year for parking from which I cannot access the building in a reasonable amount of time or catch a shuttle when the weather is bad. The cost of parking continues to rise while the options for employee parking are shrinking, which is not good. I’m sure the staff council has taken this up with campus leadership in the past, but I think it is time to do it again.

   This was a corporate decision and there is a deal with Riley and it had to happen when it did. There is no choice for the service vehicles. These are Emily’s group and they need access to these vehicles so they can get out and fix things. Her operation moved from physical plant.

Agenda Item XV: Unfinished Business
There was no unfinished business.

Agenda Item XVI: New Business
Kaitlin Bell, Co-Chair Staff Council Special Events, kaitbell@iu.edu
Kaitlin discussed the Staff Council postcards that representatives are being given to hand out to their constituents. These postcards are different from last year as they have a perforated edge. Constituents can keep the portion with their representative’s information and then are encouraged to stop by the staff council booth at the Health & Benefits Fair and to turn in the other portion to be entered into a drawing for prizes. The representative with the most postcards turned in, will win something as well. Kaitlin was handing postcards out before and after the meeting. For any postcards that were not picked up, she will send them to representatives through campus mail.

Etta Ward, Co-Chair of Diversity, Equity and Inclusion, emward@iupui.edu
Wayne Hilson, Sr. Director of Diversity, Equity and Inclusion, whilson@iupui.edu

Etta wanted to bring to our attention that Westboro Baptist Church was planning a protest on campus next Tuesday, October 4th. In preparation of the protest there have been plans put in place for faculty, staff and students:

- Faculty and staff that want to participate in the peaceful gathering should plan to meet at Taylor Hall at 3pm.
- Beginning at 3pm in the LGBTQ+ Center a movie will be showing as an alternative to being outside and faculty and staff that do not wish to be outside are encouraged to hang out with students.
- CAPS will be available for those that need to talk, decompress, and find a safe space.

If you have any questions, please contact Tristan Vaught, Director of the LGBTQ+ Center, at 278-8333 or TNVaught@iupui.edu

Agenda Item XVII: Final Remarks and Adjournment
With no further business appearing the meeting was adjourned at 4:00 p.m. The next staff council meeting will be October 19th at University Library Auditorium.

Minutes prepared by Lisa Elko, Staff Council Coordinator
INAD 4058 / 274-4542 / scouncil@iupui.edu / www.iupui.edu/~scouncil/
Presentations:

Political Engagement Group at IUPUI

Stats:

2012 Presidential Election
74.4% of students registered to vote
67.6% of registered students voted (compared to 58% for Indiana)
50.3% of students voted

2014 Midterm Election
62.6% of students registered to vote
22.1% of registered students voted (compared to 30% for Indiana)
13.8% of students voted

The Political Engagement Group at IUPUI is a nonpartisan group made up of faculty, staff, and students who are interested in and excited about not only supporting the IUPUI community in their political actions (i.e. voting), but also are working to collaborate on and be strategic about our programming and events geared toward political engagement and advocacy.

The Political Engagement & Advocacy Group of IUPUI:

- In consultation with group members, IU Government Relations, and the IUPUI Office of Community Engagement identifies and prioritizes needs in outreach for supporting our community's political engagement and advocacy efforts.
- Develops strategies and utilizes a variety of mechanisms to communicate with audiences about key issues, as well as ongoing information about political engagement and advocacy services, plans, events, programs, policies, etc.
- Actively seeks opportunities to raise awareness about political engagement and advocacy both within the partnership/group and externally.

This working group will address identified needs and reach out often into our community to identify individuals and assemble groups to address specific issues (e.g. voter rights and education, public policy implications).

Membership/Composition: any faculty, staff, or student of IUPUI who is excited about and interested in our community's political engagement and advocacy channels.

School of Liberal Arts
School of Public and Environmental Affairs
Multicultural Center
Division of Student Affairs
Center for Service and Learning
Student Organizations

Upcoming events:

- Debate Watch Parties - Oct. 4, Oct. 9 and Oct 19, 9-10:30 pm Campus Center TV Lounge
- Mock Election - Wednesday, October 5, 11-2, Campus Center Atrium
- Voter Registration
- Tabling on Marion County Transit Referendum - Wednesday, November 2, 11-2, Campus Center Atrium
- Staff and student volunteers are available to present on voter engagement, contact jesmdavi@iupui.edu

National Affiliations:

- American Association of State Colleges & Universities’ American Democracy Project
- Civic Learning and Democratic Engagement Conference
- Tufts University National Study on Learning, Voting and Engagement

If you’re interested in learning how you can get involved in supporting IUPUI students, faculty and staff to be a more informed, active and engaged citizens, contact: Anne Weiss haweiss@iupui.edu, Jennifer Boehm jrboehm@iupui.edu, Office of Community Engagement, 317-274-5512

IUPUI United Way Campaign

Text moment to 51555 and follow the link
Mental Health Resource Fair

- 20 local exhibitors
- Stress management activities
- Lunchtime yoga – bring your mat!
- Chair massage – 12 – 4 PM
- Mental Health Screenings – 10 AM – 1 PM
- Give-A-Ways
- Health snacks

Educational Workshops

- Educational presentations open to the public (one-hour of continuing medical education credit offered at no fee)
- Training Workshops for IUPUI staff.
- Registration required - https://hra.iupui.edu/pages/stopthestigma.asp

*This activity has been approved for AMA PRA Category 1 Credit(s)™ by Indiana University School of Medicine.

Workshop Topics

- What is Depression? 8:15 – 9:15 AM, CE 409
- What is Psychosis? An Introduction to Schizophrenia and Bipolar disorder 9:15 – 10:15 AM, CE 409
- An Introduction to Addiction and Co-Occurring Mental Illness 10:30 AM – 11:30 AM
- What you Need to Know about Anxiety Disorders 11:30 AM – 12:30 PM, CE 409
- Creating a Culture of Mental Well-being in your Workplace 1:00 – 2:30 PM, CE 409
- Managing Mental Health in the Workplace / Crucial Conversations 3:00 – 4:30 PM, CE 409

Support #StopTheStigma

- Attend the Mental Health Awareness Resource Fair
- Wear GREEN to Stop the Stigma associated with mental illness
- Attend one of the presentations and workshops
- Share this information with your friends, families, and colleagues
- Join the conversation on social media #StopTheStigma and #JagsEmpowerJags