



# IUPUI STAFF COUNCIL

## Staff Council Minutes

February 19, 2020

Campus Center CE 409 ~ 2:00-4:00 p.m.

**Members and Guests Present:** Connie Anoskey, Leslie Albers, Cheryl Avery, Kristy Beach, Kaitlin Bell, Miranda Benson, Kim Bloodgood, April Briggs, DoMonique Brock, Aimee Brough, Beth Chaisson, Mindy Cooper, Mary Cox, Jeff Creasser, Cornelia Davis-Moore, Valerie Decker, Carla Ewing, Aaron Fields, Stacy Files, Alicia Gahimer, Julie Garringer, Sarah Glener, David Hanson, Patti Holt, Windi Hornsby, Lans Jameson, LaVerne Johnson, Ranna Johnson, Curtis Kester, Ina McBean, Jessica Moore, Lindsey Mosier, Kris Powell, Mansi Singh, Beth Skiles, Heather Staggs, Liza Sumpter, Kylee Sutton, Jennifer Watson, Carmen Wissmann, Biannca Yates, Beth Young, Lisa Elko, Camy Broeker, Juletta Toliver, Marianne Wokeck, Miriam Murphy, Margie Smith-Simmons, Margie Ferguson, Angela Reese, Gina Plummer, Gina Gibau, Ginger Arvin, Eric Hamilton, and Mark Volpatti.

**Members Excused:** Nick Anton, Joan Charlesworth, Jessica Darling, Angela DeCamp, Tricia Edwards, Tasha Gilson-Durham, Rachel Johnson, Emily Kempski, Teresa McCurry, Kim Murday, Tricia O'Neil, Kim Richards, Nicholas Tabor, Holly Thomas, and Cathy Zappia.

**Members Absent:** Erica George, Sara Griffin, Andrea Janota, Mike Lulgjuraj, Allison Wheeler, and Terry Wilson.

### **Agenda Item I: Welcome and Call to Order**

Kristy Beach, *President*, [beachka@iu.edu](mailto:beachka@iu.edu)

IUPUI Staff Council President Kristy Beach called the meeting to order at 2:05 p.m.

### **Agenda Item II: [Action Item] Adoption of the Order of Business for the Day**

Kristy Beach

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

### **Agenda Item III: [Action Item] Approval of Minutes of the January 15, 2020, SC Meeting**

Kristy stated that the January 15 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 said there were no changes noted. With that, the January 15 minutes were approved as written and entered into record.

### **Agenda Item IV: Report from the President**

Kristy Beach

Kristy provided the following update:

#### **IUPUI WBB Game:**

We still have 4 tickets available if anyone is interested. The game is Friday at 7PM vs. Milwaukee. This is a BIG game – with a win, we secure the #1 seed in the tourney! Also, Camy will be hosting a reception before the game. Please let Lisa know ASAP so she can add your name to the list.

#### **Staff Council Elections –**

Nomination emails for SC reps will be sent out on March 9. If you know of someone who is interested in joining staff council please nominate them and encourage your colleagues to make a nomination too.

#### **Staff Council Sponsorships -**

The 13<sup>th</sup> Annual Cesar Chavez Celebration Dinner is coming up on Saturday, March 28 at the Indiana Convention Center in the Sagamore Ballroom. Lisa sent out an email earlier this week. If interested in attending, please let her know.

At this time we would like to ask anyone who attended the MLK dinner to share about their experience. No one volunteered to share.

#### **Random Acts of Kindness –**

A **random act of kindness** is a nonpremeditated, inconsistent action designed to offer **kindness** towards the outside world. The phrase "practice **random kindness** and senseless **acts** of beauty" was written by Anne Herbert on a placemat in Sausalito, California in 1982.

- Each RAOK must be in person
- You must pass on the bracelet to the person receiving the RAOK

- The person receiving must be willing to post to IG or Twitter with the #iupuiraoak
  - If they are unable to, they must take a picture or write a brief description and send it to either Heather Staggs or Aimee Brough for posting.
- Examples of RAOK are:
  - Bringing in a coffee to a coworker
  - Bake treats for the office
  - Donate to a charity
    - Shelters
    - Food Banks
    - Riley Cheer Guild
    - Volunteer your time
  - Send an anonymous note to a coworker complimenting them

Kristy's Fun Facts: Did you know we had a Jaguar Hall of Fame?

- In order to recognize and honor those individuals who have made exceptional contributions to the achievements and prestige of Indiana University- Purdue University Indianapolis in the field of athletics, and who have continued to demonstrate in their lives the values imparted by intercollegiate athletics, the IUPUI Department of Athletics and the IUPUI)-Club established the IUPUI Intercollegiate Athletics Hall of Fame in 1993. The charter class was inducted in March 1994.
- The IUPUI Athletics Department announced the 2020 Hall of Fame Class, consisting of Alicia Brock (women's soccer), Jernisha Cann (women's basketball), Mitchell Gauger (men's diving) and Sharon Holland (meritorious).

Click [here](#) for more information.

#### **Agenda Item V: [Information Item] IU Bicentennial**

Margie Smith-Simmons, *Chief of Staff*, [smithsim@iupui.edu](mailto:smithsim@iupui.edu)

Margie provided the following update:

IU Bicentennial - Officially ends June 30, 2020.

The activities below are occurring in Indianapolis.

- **Beyond Boundaries** – In honor of the Bicentennial, 13 academic associations/organizations are holding their annual meeting in Indianapolis, of which many of IUPUI's faculty are members and will be attending. This is happening April 3-4 at the Indiana Convention Center.
- **IUPUI Time Capsule** – An event marking the burial of the IUPUI time capsule will take place on April 23 at 12pm in Magnolia Courtyard. More details to come.

- **Historical Marker Dedications** – Historical Markers highlighting significant events that occurred at IUPUI will be placed in a variety of locations in the months of May and June. There will be markers for Stannous Fluoride, Department of Social Service, Normal College, the Drunk-O-Meter, Herron, Indianapolis City Hospital, Riley Hospital and Ball Nurses’ Sunken Garden.
- **Bicentennial Alumni Reunion** – June 1-3 in Indianapolis and 4-6 in Bloomington
  - Activities include:
  - June 2 – An evening event at the MWLC on the History of Jazz.
  - Currently, the Bicentennial Office is working on programming for some community forums or conversations that will cover a variety of topics and they are tentatively scheduled for June 2-3.

For a comprehensive listing of Bicentennial activities happening statewide through June 30 visit [200.iu.edu](http://200.iu.edu)

There is a culminating event – the Bicentennial Celebration that will be taking place on Saturday, June 6 in Bloomington at the Fine Arts Plaza and will feature musical performances and entertainment.

#### **Agenda Item VI: Update from the Vice Chancellor for Finance and Administration**

Camy Broeker, *Vice Chancellor for Finance and Administration*, [cbroeker@iupui.edu](mailto:cbroeker@iupui.edu)

Camy provided the following update:

Camy wanted to ask a trivia question to piggy back off of Margie’s update. She asked if anyone knew where Magnolia Courtyard was located. No one seemed to know. It is located behind Lecture, University and Taylor Hall.

- The Chancellor gave his report to the community earlier this morning. Took a different approach this year and had more of a fireside chat with Q&A. There was a good turnout and a great opportunity to keep the community aware of the great work happening on our campus.
- Innovation Hall is on schedule. It is a tight timeframe but the plan is to have classes set for fall 2020. The priority will be making sure that classrooms and teaching labs are set.
- Ball Residence Hall is in first phase of renovation and is on schedule. Over the summer they will flip and begin the other side. Students who move in will be moving into the renovated space.
- The renovation of these buildings: Health Sciences, Dunlap, Bryce, Ott should be complete by the end of 2021. Exterior repairs and interior renovations will improve accessibility, efficiency, and safety.

- Speed limit is still an issue on campus and those conversations are still happening. You will see the digital radar signs coming soon to help everyone see how fast they are going.
  - Comments
    - Some signs are hard to see because of trees or location. Camy says they continue to work with the city on this. If you know of a specific sign or location, please let her know.
      - Blackford & Indiana. That one is not on our property but she will contact the city.
- WBB – with a win Friday night they secure the #1 seed. The Horizon conference tournament is here at the fairgrounds from March 9-10. Camy would like to get as many people there as possible. The men may get into the tournament as well but at this point they will have to play their way in.

Camy asked if there were any questions. No additional questions were asked.

### **Agenda Item VII: Report from Human Resources Administration**

Juletta Toliver, *Senior Director for Human Resources*, [jtoliver@iupui.edu](mailto:jtoliver@iupui.edu)

Juletta provided the following update:

- I-9 Update
  - As a reminder, the Form I-9 process is separate from background checks and other onboarding processes. The Form I-9 can be started once the individual has accepted the job offer.
  - Hiring managers are responsible for ensuring the I-9 is completed on time and should be aware that:
    - If Section 1 is not completed by the hire date, employees cannot start working.
    - If Section 2 is not completed within three business days of the start of work, employees must stop working until Section 2 is completed.
- MyVoice Engagement - Reminder for departments to continue working on Action plans. They are due May 1<sup>st</sup>.
  - Juletta plans to attend a future Staff Council meeting to discuss overall results and how we've grown since the 2017 survey.
- The IUPUI Staff Survey – coming soon for all staff; to be administered by IRDS.
  - For clarification this IS different than the climate survey that we had a presentation on at the January meeting. Results from the previous staff survey can be found [here](#).
  - The Internal Revenue Service has modified the 2020 Employee's Withholding Certificate, Form W-4, to bring it into better alignment with the provisions of the Tax Cuts and Jobs Act. As a result, employees who wish to modify their federal tax withholding must make changes using the new [2020 Form W-4](#). If you want

to maintain your current withholding status, you do not need to submit a new form.

Comment: Someone used the new tax calculator and said that it was pretty straightforward. It only took about 3 minutes (if you have the information ready).

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

Miriam Murphy, *Director, Ruth Lilly Law Library*, [mimirphy@iupui.edu](mailto:mimirphy@iupui.edu)

Miriam provided the following update:

IFC met on February 4<sup>th</sup> –

- The Chancellor shared his statement on the coronavirus.
- Next Gen 2.0 is looking for participants for its next cohort.
- The IFC DEI committee shared that just being aware that there are difficulties and then having conversations is the first step and is an improvement.
- Healthy IU shared results from their survey and smoking has remained persistently low. There has also been improvements with those that tested their blood pressure and checked for diabetes.
- Teaching professor discussions are ongoing.
- Margie Ferguson reported on the faculty census.
- John Watson reported that UFC created a task force for the faculty affairs committee. Trying to get more coordination between faculty communications and central administration. Tina Baich from University Library and Lin Zheng from the Kelley School of Business will represent IUPUI on this task force.
- The Ombudsteam had its first read. Faculty are unclear who they should go to OEO, HR, and Faculty Affairs, when looking to get resolution on grievances. Hopefully this team will serve as a channel to get them to the appropriate group.

### **Agenda Item IX: [Information Item] Bylaws Update**

Teresa McCurry, *Parliamentarian*, [tmccurry@iupui.edu](mailto:tmccurry@iupui.edu)

Teresa was unable to attend the meeting today therefore no update was provided.

### **Agenda Item X: [Information Item] Next Generation 2.0**

Gina Gibau, *Associate Vice Chancellor for Faculty Diversity and Inclusion*, [gsanchez@iupui.edu](mailto:gsanchez@iupui.edu)

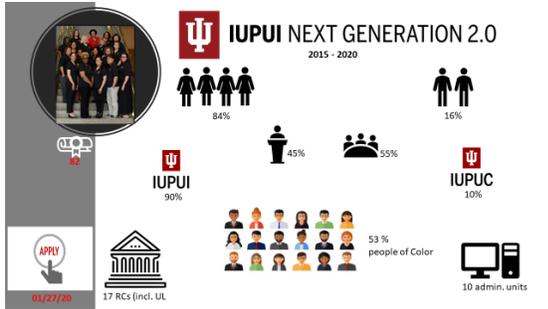
Gina gave the following presentation on Next Generation 2.0:



### CRITERIA

- FACULTY**
  - LECTURER/ASST. PROF. POST-DOSSER SUBMISSION: 5YRS
  - ASSOC. PROF.+ ASPIRING OR WITHIN NEW LEADERSHIP ROLE
  - ASSOC. PROF.+ NEW TO IUPUI: 2YRS
- STAFF**
  - ASST. DIR.+ OR COMPARABLE
- COST**
  - \$1,500, MATCHED

[\\*More Information here](#)



### ENGAGEMENT/Impact

"I am meeting people across campus and continue to challenge myself to gain new skills and strengthen the things I feel confident about."  
 "I had time to think about and evaluate my skills."  
 "Helped me see that I can't do this alone and should seek out a mentor."

"I am feeling more confident in my role as a leader and in seeking additional growth opportunities."  
 "It helps me think of strategies to lead my unit through change."  
 "I am getting a sense of the larger issues confronting the campus on a number of levels"

### ACCOMPLISHMENTS\*

Cohort	Awards/Honors National	Award/Honors Local	Promotions	Other
2015-16	5	4	12	7
2016-17	2	9	5	6
2017-18	-	-	3	10
2018-19	1	2	1	3

\*Some individuals received multiple awards and recognitions

### IMPORTANT DATES

- JANUARY 27, 2020: APPLICATIONS OPEN FOR 2020-21 COHORT
- MARCH, 15, 2020: APPLICATIONS CLOSE (@11:59PM)
- APRIL 27, 2020: NOTIFICATION OF SELECTED PARTICIPANTS
- MAY 19, 2020: CAPSTONE PRESENTATIONS OF 2019-20 COHORT, CAMPUS CENTER THEATER

Additional comments/information:

- Looking for men of color that are staff and faculty to participate. This is a need.
- This is open to Ft. Wayne faculty and staff.
- We've had participation from all but one school.
- When we graduate the current class in May. We will have had 123 people go through the program.
- Application process opened on Jan.27 and will close at 11:59 p.m. on March 15.
- There will be 21 participants for this next cohort.
- On March 6, Gina & Kathy will be in the faculty crossing for a Q&A for applicants.
- Striving for balance for reputation in underrepresentation and gender.

Questions:

- Is this only for academic units or could someone from UITS apply?
  - This is for anyone on campus as long as they are and an assistant director or above.
- Can more than one person within a unit apply?

For Approval: 3.18.20

- Yes, if the dept. is willing.
- Do you take nominations or applications?
  - Applications but you can nominate someone to apply.

There were no additional questions asked.

## Agenda Item XI: [Information Item] Dream Big Update

Angela Reese, *Work-Life Consultant, Healthy IU*, [anlreese@iu.edu](mailto:anlreese@iu.edu)

Gina Plummer, *Diabetes Prevention Program; Healthy IU Manager for IUSM*,  
[gcplumme@indiana.edu](mailto:gcplumme@indiana.edu)

Angela and Gina gave the following update on the Dream Big! program:

*Dream BIG!*  
A coaching program, created to encourage and support IUPUI staff, while they pursue their dreams.

- Inspire participants to dream.
- Encourage participants to pursue their dreams.
- Coach participants in setting strategies and goals as well as taking steps towards their dreams.
- Connect participants with other dreamers and resources.
- Celebrate and support participants.
- Resulting in participants living their dreams.

healthy.iu.edu

*Dream BIG!*  
**Second Cohort Dreams**

- Start MBA-HM program
- Weight loss
- Girls trip to Nashville
- BS in OLS+HBM Certificate May 2020
- Go on summer trip w/husband
- Get new job
- Get off high blood pressure medicine
- Create first will/estate plan (life is short!)
- Lifestyle diet change (plant based)
- Continue journey to become debt-free
- Pay off debt
- Lower A1C/more successfully manage diabetes
- Cross stitching
- Become an effective motivational speaker-stress management

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*Dream BIG!*  
**Mid-year Accomplishments**

- Attended glass blowing class and made an ornament
- Established monthly family gathering
- De-cluttering
- 4.0 GPA
- Numerous trips planned
- Went to Cabo, Mexico
- Painting house
- Down 25lbs
- Regularly attending yoga
- Sharing Smart Money Smart Kids podcasts w/kids
- Actively working on self-care
- Down 30lbs
- Improved sleeping patterns
- Consistent exercise and meditation
- Running 3 miles/40 minutes on treadmill
- Paid off \$500 in debt

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*Dream BIG!*  
**Our Dream Journey**

- Program adopted by IUSM, Radiology and Imaging Science for their staff
- IUPUI Campus Facility Services – July 2020
- Proposal to pilot on an IU regional campus

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*Dream BIG!*

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317-274-4594

Gina Plummer, NCHWC  
Dream Coach  
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Additional comments/information:

- Working on enhancing program by taking it university wide.

For Approval: 3.18.20

- For the 3<sup>rd</sup> cohort the focus will be on CFS staff.
- Once you've been through the program; you can be a leader for your unit, family, etc...
- There is a lot of interest from other regionals as well as some schools that want to start their own Dream Big! program.
- Looking at funding options on how they can continue to grow the program.

**Agenda Item XII: Update from the Senior Associate Vice Chancellor for Academic Affairs**

Margie Ferguson, *Senior Associate Vice Chancellor for Academic Affairs*, [mferguso@iupui.edu](mailto:mferguso@iupui.edu)

Margie gave the following update:

- Margie's office has been working on promotion and tenure and they've completed reviews of all the cases. There was a lot but not the most ever. They did a good job in a timely manner. The committee will be sending out the letters soon.
- Margie spoke of the launch of mentoring circles for faculty. These circles will connect faculty with mentors and colleagues.
- Academic Affairs is part of a new initiative to fund mentoring by schools that will be hosted in the faculty crossing. Over time they will be built out into different faculty groups.
- Dean Searches – The School of Law search has concluded and no announcement has been made yet. The School of Science search begins tomorrow and the School of Liberal Arts is coming up. Thank you to Stephen Hundley and his team for organizing all these searches.

**Agenda Item XIII: [Information Item] Staff Council Document of Interest Update**

Lindsey Mosier, *Second Vice President*, [llmosier@iu.edu](mailto:llmosier@iu.edu)

Lindsey wanted to provide an update on the Staff Council Document of Interest:

She thanked everyone for their collaboration and providing feedback and content. Within the next month Staff Council representatives will receive an email and will be asked to vote on next steps for the document.

Voting options will be:

1. Move forward with the proposed document, as written.
2. Provide an alternative Document of Interest for further discussion; that will be provided to the Executive Committee on or before March 18<sup>th</sup>.
3. Discontinue conversation related to the document.

This email will provide the latest version of the document with changes/feedback that were shared by SC representatives and Executive Committee members. Reps will be asked to review and vote; results will be shared at the March 18 Staff Council meeting.

**Agenda Item XIV: Standing, Ad Hoc, and Other Standing or University Committee Reports**  
Committee chairs (discussing committee goals/responsibilities)

**Special Events Committee:**

Present: Kaitlin Bell, Mary Cox, Lisa Elko, Tasha Gilson-Durham, Kris Powell, Jennifer Watson

- I. Welcome – The meeting started at 11:10am.
- II. 2020 Staff Council Sponsored Blood Drives – *UPDATED with secondary locations:*
  - April 8, 9:00-3:00 – Bloodmobile in Taylor Courtyard, R3- 2<sup>nd</sup> floor Atrium
  - July 15, 9:00-3:00 – Bloodmobile in Taylor Courtyard, MedSci Atrium (confirmed 1/15)
  - October 7, 9:00-3:00 – Bloodmobile in Taylor Courtyard, may have 2<sup>nd</sup> site be R3 2<sup>nd</sup> floor atrium again, but will wait to see how April event goes
- III. 2020 Retreat, Indianapolis Zoo
  - Breakout sessions
    - Tentative Agenda – Discussed topics to share with SC reps after the awards presentation
    - Healthy IU (Lisa) – waiting to round out breakout sessions before following up with Steven from Healthy IU
    - Behind the scenes tour (Sara G) – Sara’s contact is retiring so this is no longer an option
    - Animal Shows (KB) *2020 schedule not yet available- Kaitlin will reach out to Jackie to see if there is an estimate of when info will be available.*
    - Swag – discussed items sent to Lisa from Bright Ideas: water bottle holder, blankets, tote bags, coaster with calendar imprint
    - RSVP – sent out the first week of June, deadline to respond June 26<sup>th</sup>.
- IV. Vendor Show – Bright Ideas, March 4<sup>th</sup>
- V. Spring Service Project – Email from Kortney @ Christamore House suggested a 2-hour project for 10-12 people. Kaitlin will respond requesting a half to full day project for up to 20 people.

Next meeting: Tuesday March 10<sup>th</sup>, 11am-12pm, AD 4043

**Communications Committee:**

The Communications Committee met on 2/3/2020.

For Approval: 3.18.20

- Taking training in February to gain access to Salesforce
- Random Act of Kindness idea approved and moving forward
- Developing survey to learn more about SC representatives
- Creating a proposal to present to SC Executive members to be on One.IU

Our next meeting is set for 3/2/2020.

### **[Ad hoc] Staff Development Committee – Mini Conference**



IUPUI Staff Council invites you to present a 45-60 minute workshop proposal for the 2020 Staff Development Conference. This year's conference theme is "2020 Vision: Leading from the Inside Out" and will be held on Friday, May 22<sup>nd</sup> from 9AM-2:30PM at Hine Hall.

We are seeking proposals that promote creative and positive career development in support of conference learning objectives.

**Email your proposal to: Jeff Creasser, [jcreass@iupui.edu](mailto:jcreass@iupui.edu) no later than Friday, March 20, 2020.**

Information for registration will be provided at a later date.

Questions? Email Jeff Creasser: [jcreass@iupui.edu](mailto:jcreass@iupui.edu), Leslie Albers: [lealbers@iu.edu](mailto:lealbers@iu.edu), or Patti Holt: [pholt@iu.edu](mailto:pholt@iu.edu)



There were no other written committee reports.

### **Agenda Item XV: Question and Answer Period**

Kristy Beach

Kristy received the following questions:

1. I've heard that faculty are being offered a stipend to attend DEI trainings. I wonder if staff are eligible to be paid for attending this kind of training also.
  - a. Juletta and Margie Ferguson both commented that they have not heard about this.
2. Why is a speaker that is touting "Racial Healing" deliberately excluding the majority of people on campus? Don't they need to heal also?
  - a. This question is referencing the Racial Healing Project at IUPUI that is taking place in April. I believe the person asking the question is referencing the fact that the schedule is not open to everyone and that it seems to contradict the messaging behind the project.

Juletta said that she would reach out to Dr. Dace to address both of these questions as they are both initiatives from her office.

No other questions were asked.

### **Agenda Item XVI: Unfinished Business**

Kristy Beach

Kristy wanted to address the emails she received after the email she sent out to SC reps concerning the Chancellors statement on the coronavirus.

Kristy said that she doesn't expect everyone to drop what they are doing when they receive emails asking for distribution to constituents. She does expect that they will be sent out in a reasonable amount of time especially when they are from the Chancellor.

She also shared that she has been on Staff Council for 10 years and acknowledges that we do send a lot of emails but email is our only source of communication that everyone uses. She asked if we were to send out all our information by Twitter, Facebook, or Instagram would everyone see it? Hence the reason why email is our main source of communication.

Comments that came from the discussion:

- I didn't like the tone of the email.
- There was no clear turnaround time.
- I felt like you were embarrassed and you took it out on us.
- Can there be a tiered email system?
- If an email needs to be send out quickly then it needs to be sent with high importance.
- Are we still planning to use Salesforce to send messages on behalf of Staff Council?
  - We are planning to use Salesforce to send some Staff Council emails. We will be focusing on Staff Council events only (mini-conference, PD grants, blood drives). Messaging that comes from other sources that we are asked to send out will not be sent via Salesforce.
- Yes, we do send and receive a lot of emails. The problem is when asked to distribute from others we don't always know who has already received the communication. In turn, sometimes messaging is duplicate and received via many sources. You can however just delete the messages when you receive them.
- Margie Smith-Simmons shared that when she was a part of Finance and Administration she always received communications from her SC rep but since moving to the Chancellor's office she rarely receives any.

For Approval: 3.18.20

- We are aware that communication is an issue not only for Staff Council but for campus in general. We are continuously looking for ways to improve. If you have any ideas, please reach out to the communications committee.
- Aimee said there are 3 main responsibilities we ask of our SC reps: distribute emails to your constituents, represent your constituents, and attend the monthly meetings.
- You may agree or disagree but it's our job to pass the information along to our constituents.

To stay on time with the agenda Kristy said that we will continue this conversation at a later time.

**Agenda Item XVII: New Business**

Kristy Beach

There was no new business to report.

**Agenda Item XVIII: [Action Item] Final Remarks and Adjournment**

Kristy Beach

With no further business, appearing the meeting was adjourned at 3:50 p.m. The next Staff Council meeting will be March 18, 2020 in CE 409.

Minutes prepared by Lisa Elko, Staff Council Coordinator  
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