

## **IUPUI Staff Council (SC)**

### **Minutes**

**January 15, 2014 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Charles Akerland, Alyce Archie, Margo Barton, Kaitlin Bell, Michelle Benberry (alt: Janie McKinney), Victoria Bills, Russell Black, Landon Brothers, Denise Brown, Rob Bullock, Tina Carmichael, Kristy Chapman, Wade Chatmon, Pam Clinton, Ben Cockrum, Karen Dace, Venus Davis-Wallace, Caitie Deranek, Teri Duell, Natalie Edwards, Alicia Gahimer, Barbara Hanes, Todd Herring, Patti Holt, Phyllis Humphrey-Sarver, Felicia Jackson, Betty Klein, Jim Klenner, Lyndy Kouns, Summer Layton, Karen Lee, Lodema Lines, Cortnee Martin, Laura Masterson, Teresa McCurry, Greg Mobley, Matthew Moody, Kevin Mouser, John Murray, Andrew Myers, Kristi Palmer, Mary Pat Poskon, Melanie Pride, Dawn Rhodes, Tim Roach, Liz Rybak, Tanika Scott, Damon Spight, Lee Stone, Carleen Thompson, and Etta Ward

**Members Absent or Excused:** Rose Baker, Matt Borden, Nicole Collins, Rita Flynn, Kendra Hein, Susan Hill, Leslie House, Rochelle Hudson, Rachel Limbach, Mary Lindop, Margie Martinez, Brady McManama, Christen Mumaw, Kasey Myers, Kitty O'Doherty, Larra Overton, Jenny Perrino, Carol Riley, Michael Sprinkle, Susan Steele-Moore, Yolanda Taylor, Lindsay True, Jack Waggoner, Samantha Walters, and Louise Watkins

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

IUPUI Staff Council President Lee Stone 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 the Minutes of the November 20, and December 18, 2013, Meetings**

The minutes of the November 20, and December 18, 2013, Staff Council meetings were approved and entered into record.

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

Lee Stone

Stone reported on the following:

- Victor Osuna, Director of Employee Relations, met with the SCEC and spoke of the creation of a career ladder to help academic advisors advance in their careers. They hope to use the method as a model for the rest of the university in advancing employees and supporting promotion.
- The Strategic Directions Steering Committee has met and is beginning to work on the implementation process of the plan.
- Stone is meeting with several groups to begin planning the Intergroup Dialogue (IGD) session on HJR3 (formerly HJR6) and its implications. This will be a time for all staff to get together to share their thoughts. Following the first session, another IGD session will be held for the SCEC, the LGBTEC, and possibly the IFC-EC for continued discussion.
- Thanked VC Rhodes and leadership for the two days off due to weather to protect all who work and live here.

#### **Agenda Item V: Report from the IUPUI Faculty Council Liaison**

Kristi Palmer, Faculty Council Executive Committee Member

Palmer reported on the following:

- Dan Griffith (Director, Intergroup Dialogue and Civil Community) and Kim Kirkland (Executive Director, Office of Equal Opportunity) will meet with the IFC-EC to discuss the campus civility statement update.
- There is a need to increase the number of faculty members serving on the student Hearing Commission due to the increased student presence on campus.

**Agenda Item VI: [Information Item] Report from Human Resources Administration (HRA)**

Alyce Archie, Team Lead, Benefits

John Murray, Director, Employment and Compensation

Archie and Murray reported on the following:

- Archie spoke about the HRA satellite office dates and locations for 2014 (handout appended to these minutes). The satellite office allows employees to meet with a benefits specialist in a central location. She asked for the members to get the word out about this for increased participation.
- An outreach events calendar for 2014 is being constructed. Some of the sessions included are the HDHP, tuition benefit, and supplemental retirement programs. They welcome suggestions from employees on presentations that can be done. The presentations are most often done in the Campus Center, but they will go to other locations if requested.
- She has been working with UHRA on the retirement readiness program. A [calculator tool](#) is available on the UHRA website for employee use. A presentation on retirement readiness will be done in April; one in the morning and a repeat session in the evening. A preretirement symposium will be given to employees who are five years away from retirement and receive an invitation. The symposium will be on March 27, from 9 a.m. to 4 p.m.
- The Health and Benefits Fair is Friday, October 31 from 9 a.m. to 4 p.m.
- Murray said the university is switching background and I9 checks from HireRight to GIS. The cost of the background checks will go down significantly. With the switch to another vendor, training will begin the week of January 20. Training will be done on both the background check and I9 check. This is a university-wide conversion. GIS will go live on February 3. Question was asked if the I9s currently with HireRight transfer to GIS. Murray said it would. I9 checks will need to go through HireRight until the exact cutoff before the change due to federal guidelines.
- HRA is working across all HR departments to form a calendar of events/programs to be sure all information is included in one location.
- Strategic Plan: How do we help drive the staff impact related to the plan? We are working ahead to create tracking information when there is staff turnover to make the transition go more smoothly.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes reported on the following:

- The Office of Emergency Preparedness and campus police have asked for feedback on the snow event that occurred last week. Rhodes asked for comments. An employee that works at Riley under an IU Health supervisor was made to come into work while the campus was closed because the ROC was open. The employee was not deemed critical staff, but was told if the ROC was open, she should be present. She was reprimanded for trying to show university policy on campus closings. Rhodes asked that the information be shared in an email with her so she can address the situation. Another member would like to have been given the policy along with the closing notice. Another asked if UITs was included in the weather closings as some employees work across different campuses. Rhodes said geographically, when the campus is closed, people are not supposed to come to campus whether they are UITs or not. She will share the information with Stacy Morrone about the concern to see if she can address it. Walking from the Barnhill parking

garage to the hospital was difficult. The hospital side was salted, but poorly salted on the university side. A question was asked if the campus closed due to the temperature, the snow, or both. Rhodes said there is no temperature policy, and the decision was based on many things including whether employees could make it onto campus safely or not.

- The campus will take control of Wishard property on January 31. The Wishard Parking Garage has already been given to us, and its name will be changed eventually. When the buildings are turned over to the campus, Campus Facility Services will have a huge responsibility to make the buildings clean and safe. Regenstrief and Myers Building tenants will stay in place. To reduce costs, once decisions are made on the buildings that need to come down, they will come down as soon as possible.
- A task force on parking has been meeting to discuss changes to be made since the campus did not privatize. A plan will be given to the Board of Trustees at their February meeting. The charge to the task force was to find a way to manage parking to equal the type of funds that would have been made if privatized. As approval comes from the trustees, communication will be sent out to everyone. Parking prices will go up. Will security increase as we grow parking? The police staff has been increased over the past few years and is only one member short of a full police force. If there is a concern about a certain lot or safety, contact Bob True. Safe Walk is available for employees or students and visitors if they feel they need assistance to their car (<http://www.police.iupui.edu/Safewalk.html>).
- Is there any thought about making some green space between Herron and the canal parking lots? Rhodes said no as the master plan shows that as green space and not parking.
- The University Building which will house administration and a few schools will break ground in February and will be finished in 18 months. It will be located in the parking lot between the Lecture Hall and the ES building. The handicapped parking spots that occupy the parking lot will need to be moved. Parking Services is working on that plan.
- Is there any thought about making the parking permits the same among all campuses. Rhodes said the task force is addressing this. However, there is already a way to park on other campuses without having to purchase a second permit. Coding is different on campuses, but if you know the codes for the different campuses, your permit will be accepted. Parking Enforcement (within Parking Services) has the codes and can share them with you.
- Outside the Walnut Street Garage, there is a gravel area at the back of the garage behind the elevators where people used to smoke when Wishard employees parked there. There are a lot of cigarette butts there now. Can someone clean up the area? Rhodes will share that with the appropriate people.
- Will there be anything done with the green space in front of NIFS? Perhaps in the future.
- Students are still smoking on campus even in front of the no smoking signs. Rhodes said there is a smoking task force that is working on this. Some areas on campus are city streets and smoking is allowed there. There has also been cessation activities to help people quit. Citations are supposed to be written; however, stopping to write a ticket for smoking isn't as high a priority as other issues the police need to work on. She encouraged others to talk with people they see smoking. The more voices to help with the process is appreciated. The task force is creating a map of places people can smoke on this campus. There was a suggestion to make facilities along the street where people can smoke to keep them out of the areas where they cannot smoke. Some students have said they should be able to smoke because they have seen faculty or staff smoking. She encouraged HR to send a notice to employees about the policy and encourage people to support the policy. Thompson said HR has promoted Healthy IU initiatives and smoking cessation through benefit information, but felt it wasn't the unit's responsibility to monitor it.
- What about bicycling enforcement? Rhodes said she wasn't aware of any rules for this. The campus wants to build bike paths as part of the master plan. She will give the information to others who are working on this.

### **Agenda Item VIII: [Information Item] Vice Chancellor for Diversity, Equity, and Inclusion**

Karen Dace, Vice Chancellor for Diversity, Equity, and Inclusion

Dace hopes to have more opportunities to visit the council in the future. Since her arrival in September, she has been meeting with campus and community people on how her office can be supportive and collaborative. Her philosophy is that her office is a resource. She is interested in hearing from people with ways to support others. Since her arrival, she has been searching for a director for the Multicultural Center. On January 1, Khalilah Shabazz was appointed.

This month, the division will have a retreat to work on goals and a mission statement that represents what they do and how they want to be seen. Another retreat will be held in April that will lead to some restructuring in the office so duties and reporting make more sense.

They will be involved in creating a diversity plan for the university that will be comprehensive. It will require participation from everyone and once the plan is created, input will be requested. It is important for diversity to be successful. To do that, everyone's buy in and support will be needed.

She believes there is an improved relationship with IUB and their office of diversity. She participates in monthly teleconferences to learn what is happening on other campuses and how IUB can help everyone with their plans.

#### **Questions:**

- Ward asked if the unit will reach out to other units that have had collaborations in the past. Dace replied they would be and that Zeb Davenport created a document showing the collaborations and who asked for funding and what it will be used for. She wants to add to the form the vision and goals so that when funding is requested, they can have information at hand on how it can be done.
- Are there particular items you see that needs to be done on this campus? She responded that there are great things happening on campus and other things that could be happening. She has some ideas of what could happen on campus, but without having conversations with others first, she does not want to initiate them. What works on other campuses does not always work on all campuses. The strategic plan will play a part in the ideas she has.

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

The following committee report was given orally:

- Membership Committee (Alicia Gahimer, Chair): Staff Council Awareness Month is coming up in March. She would appreciate ideas or suggestions for this year's project. The Membership Committee reviews each year the number of representatives on the council. Last year, the membership was reduced to try to make it more reasonable. She asked Rhodes if the campus would still lose employees to IU Health. Rhodes said there will still be changes, but she doesn't know the numbers. A survey will be constructed that will be sent to the representatives to see how the reduced number has affected their work for the council. Rhodes asked how the change of UITS employees affects their representatives on the council. Gahimer said the list of IUPUI employees we get from HR gives their names. As long as we receive their names from HR, the council will represent them.

The following committee report was submitted in written form (no changes made to the report):

- [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee met on November 26<sup>th</sup>. The committee discussed the change in schedule for the newsletter and that

we need to be sure that the member feature is completed the month before. Members volunteered to write the feature through February and generated ideas for featured members through March's newsletter. Please send any suggestions for potential featured members to Caitie Deranek at [cderanek@iupui.edu](mailto:cderanek@iupui.edu). The Bloomington Professional Council has shared their documentation for staff development grants. These materials will be edited to share with the Executive Committee at their February meeting. SDC members also reviewed the Urban 15 report's information regarding staff development, tuition fees, and retirement benefits. The information is very comprehensive, so additional research is not required. SDC members have offered to help the Staff Affairs Committee complete the report by early 2014 for wide distribution. Finally, the Committee discussed the Staff Council Leadership Training opportunity in June. Names for potential facilitators were considered and the group brainstormed ideas for activities and foci. Ideas included leading up and identifying your leadership style. The group also felt it would be beneficial to invite Deb Dunbar to come to a Staff Council meeting to share about university-wide training and organizational development activities, particularly given the difficulty with filling the position in IUPUI's HRA. The committee will meet again at the end of January. The main point of discussion will be the implementation of the Staff Council Awards for 2014 and other ongoing projects.

#### **Agenda Item X: Unfinished Business**

There was no Unfinished Business.

#### **Agenda Item XI: New Business**

- At the start of the spring semester, there were police to monitor the lights at Michigan and New York Streets to have traffic flow easier. Will the police be doing that again? Rhodes said the campus only does that in the fall. Although traffic is heavy in the spring semester, fall is heavier.
- A member asked if the city communicates with campus about busses parking on the street in front of the Marriott. Rhodes said the police are notified if there is a parade or something that changes the traffic pattern. Bullock said the city gives them a permission to park busses there. Rhodes said she will talk to Bob True about this to see if he can communicate with others on the timing of the bus parking.

#### **Agenda Item XII: [Information Item] Healthy IU**

Patty Hollingsworth, Director

Website: <http://www.iu.edu/~welliu/>

Hollingsworth reported on the following:

- Highlighted all the information on the handout appended to these minutes.
- A fresh produce market will be done in February at the Campus Center Food Court. If it is successful, they may try to do more of these.
- Health Screen: Full-time employees are eligible for a free health screen with a \$100 incentive (after tax). Information to register is on the handout. A question was asked if this will become an annual screening. She replied it is at this time and spoke of a [survey](#) that was done university-wide about health. She felt the [results](#) were fascinating, and she suggested having Lisa Staten here to talk about them. Stress and social support were listed as high concerns. She will be giving a health plan to the trustees in June and hopes screening can be done more often.
- What is the screening information being used for? Is it being used to gauge future health plan costs? Hollingsworth responded no. When she first came to IU, there was a plan to do that, but that was not a good experience and the plan was discarded. Rhodes said that as employees become healthier, the cost to the university becomes less, which translates to a smaller amount of cost to employees.

For Approval: 2-19-14

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

With no further business appearing, President Stone adjourned the meeting at 3:25 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee

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## 2014 Benefits Satellite Office Schedule

Date	Time	Location
January 21 <sup>st</sup>	1:00 – 4:00 pm	Campus Center - 305
February 18 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center – TBD
March 18 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center – TBD
April 15 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center - TBD
May 20 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center – TBD
June 17 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center - 268
July 15 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 309
August 19 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305
September 16 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305
October 21 <sup>st</sup>	1:00 – 4:00 pm	Campus Center - TBD
November 18 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305
December 16 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305

- ❖ Satellite Offices provide a central location on campus for employees to meet with a Benefits Specialist. The specialist will be available to answer questions and assist with online entries.
- ❖ Open Enrollment Sessions and Additional Satellite Office Sessions will be added in November to assist with open enrollment questions.

# IUPUI Wellness Coalition Update

## **FREE Health Screenings at IUPUI Health Services**

Full time IUPUI employees and students can schedule a free biometric screening at Coleman Hall ,278-LIVE (5483). Have your ID number ready. Fasting for 10-12 hours before your screening is necessary. Students call Campus Center Student Health 274-2274. Flu shots are also available.

## **Diabetes Prevention Program**

The Diabetes Prevention Program is a 16-week evidence-based lifestyle change program designed to reduce the risk for developing type 2 diabetes. FREE to IU employees. Begins January 15, Noon-1 at the Campus Center. To register go to: <http://www.iu.edu/~welliu/Classes/IUPUI.shtml> or call 855-269-0002.

## **Encouraging Healthy Families Study**

Diabetes Translational Research is looking at nutrition and lifestyle classes that decrease risk factors in families at risk of developing diabetes. This study is not testing any medications. Women who have a child between age 8 and 15 and with one of the following: gestational diabetes, gave birth to a baby weighing 9 pounds or more, currently overweight, or pre-diabetes are eligible for the study. If you are interested call 317-278-0901 or email [dtrc@iupui.edu](mailto:dtrc@iupui.edu) for more information.

## **INShape IUPUI**

INShape IUPUI will once again offer a 6 week personal training program during the spring semester. For more information visit: <http://petm.iupui.edu/affiliates/INShapeIUPUI/>

## **Mindful Way to Stress Reduction—*Remaining Calm in the Midst of Chaos***

This program focuses on: recognizing and addressing stressful situations effectively “on the spot”; managing chronic stress; improving focus and communication and enhancing mind-body wellness. To see if this 10 session class meets your needs, attend the orientation January 8, 2014 at 4:45. To register go to : <http://www.iu.edu/~welliu/Classes/IUPUI.shtml>

## **Sustaining IUPUI—Bike Maintenance Stations**

Bike maintenance stations are now available at the School of Public and Environmental Affairs breezeway, south end; Campus Center, by the bike racks at the south side of the building and the east side of Hine Hall. For more information about this and other IUPUI sustainability initiatives go to : <http://sustainability.iupui.edu/>

## **Individual Nutritional Counseling**

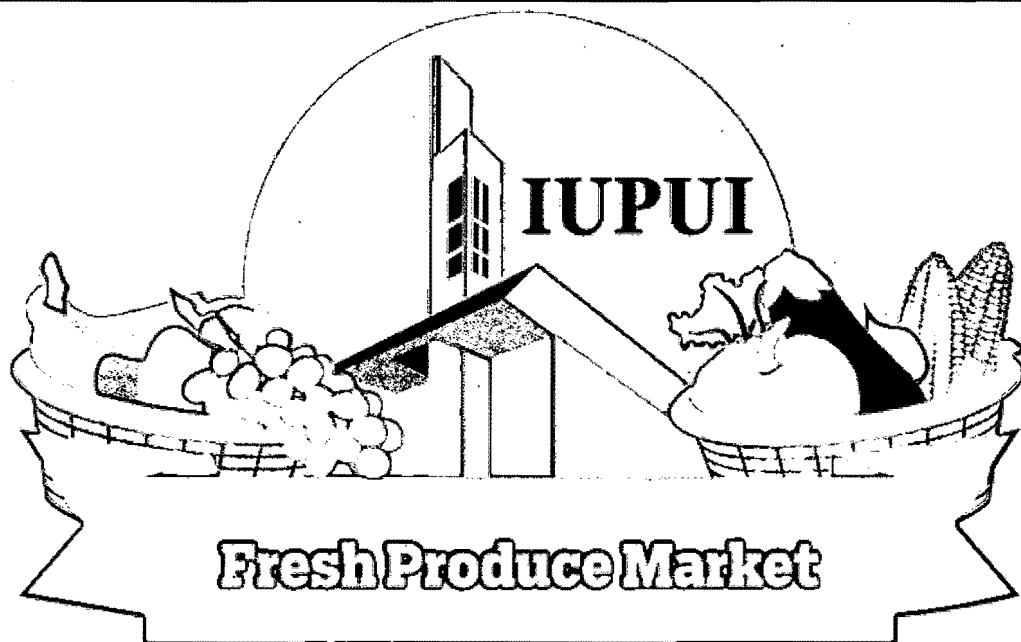
If you have questions about foods, we have the answer. Elin, our wonderful Registered Dietitian (RD), can address questions you may have about fiber, salt, vegan and vegetarian diets, protein, weight loss and more. 1:1 nutritional counseling is free for employees by appointment. Call: (812) 855-4948 (5-4948 if from a campus phone). Sessions are on the IUPUI campus monthly and last approximately one hour.

## **Campus Recreation Fitness Programs**

IUPUI campus recreation offers a number of group fitness classes including mid-day yoga. For more information go to: <http://studentaffairs.iupui.edu/health-wellness/campus-rec/index.shtml>

# YOUR HEALTH MATTERS TO US.





**FRIDAY, OCTOBER 25TH 10:00 AM-3:00PM**

**CAMPUS CENTER FOOD COURT, FIRST FLOOR**

**LARGE VARIETY OF FRESH FRUITS AND VEGETABLES**

**LOCAL PRODUCE AVAILABLE**

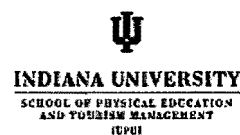
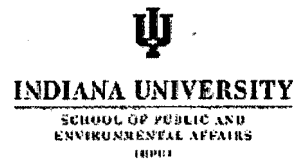
**IUPUI Campus Supporters:**



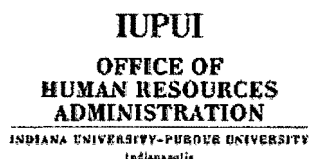
**AUXILIARY  
SERVICES**



**IUPUI**  
FOOD SERVICES



**IUPUI Campus Health**



**IU School of Medicine  
Wellness Committee**