

IUPUI Staff Council (SC)
Minutes
November 18, 2015 ~ CE 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Rose Baker, Kristy Beach, Kaitlin Bell, James Bellamy, Tony Bernard, Camy Broeker, Aimee Brough, Denise Brown, Loren Bumbalough, Emily Clossin, Kerry Dabbs, Venus Davis-Wallace, Caitie Deranek Stewart, Dezra Despain, Carol Dill, Jen Dowling, Jose Espada, Carla Ewing, Rita Flynn, Margo Foreman, Janet Fulper, Dana Gonzales, Dan Hall, Barb Hanes, Lans Jameson, Jerri Jarvis, Ranna Johnson, Todd Kirk, Jim Klenner, Lyndy Kouns, Melissa Lavitt, Karen Lee, Dan Mathew, Greg Mobley, Kevin Mouser, Christen Mumaw, Andrew Myers, Tuan Nguyen, Scott Orr, Jamie Owens, Kristi Palmer, Greg Rathnow, Tim Roach, Chris Rohl, Pam Ross, Liz Rybak, Mansi Singh, Kurt Snyder (alt: Debbie Wieckert), Matthew Wade, Mary Westerbeck, Terry Wilson, and Cortnee Yarbrough

Members Absent or Excused: Julia Backus, Michelle Benberry, Greg Brenner, Elizabeth Bunge, Lainna Cohen, Kimberley Coles, Susan Corrie, Laura Heathers, Lodema Lines, Matthew McKay, Camille Meyer, Lindsey Mosier, Deborah Neary, Brianne Nickel, Yolanda Taylor, Rachael Urso, Etta Ward, and Louise Watkins

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Jim Klenner called the meeting to order at 2:00 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: Report from the President

Jim Klenner

President Klenner reported on the following:

- Senior Associate Vice Chancellor for Academic Affairs Melissa Lavitt has announced she is leaving IUPUI for a position at the University of Washington-Tacoma. She will serve as their executive vice chancellor for academic affairs. Professor Margie Ferguson will be taking over her role on an interim basis for two years. Ferguson currently serves as IU's assistant vice president for statewide academic relations.
- He introduced new Staff Council Members: Loren Bumbalough, Kim Coles, Tuan Nguyen, Matthew Wade, and Lainna Cohen.
- A complaint was received by a staff member regarding the postcards given out by unit representatives during SC Awareness Week. The postcards were to be used for the members to get in touch with their constituents and to introduce themselves. The staff member wrote to say the postcards were a waste of funds. Klenner said the postcards were, in general, well received and felt the effort was effective. Many of the postcards were returned to the SC information booth at the Employee Health and Benefits Fair to be entered into several drawings. Klenner read the response he sent to the staff member. The response included an invitation for the staff member to join the council to help make a difference.
- The Staff Council Committee on Diversity, Equity, and Inclusion has purchased two tickets for students and two tickets for committee members to attend the Dr. Martin Luther King, Jr., Celebration Dinner in January 2016. The council also sponsored an ad for the program book. As has been done in the past, these sponsorships help bring attention to the Staff Council's position on diversity and show support to the groups holding the events.
- Felicia Jackson resigned her position as corresponding secretary on the council. Louise Watkins was appointed in her place. Watkins has served on the Executive Committee in the past.
- November 17 was the installation of Chancellor Nasser Paydar.

- Chancellor Paydar asked Klenner to read the following statement about academic freedom to the SC members.

A Place for All Voices at IUPUI

As an educational institution, IUPUI is committed to cultivating an environment where a broad spectrum of ideas and matters of importance to our community and the world can be expressed and different viewpoints respected. To this end, when people or groups utilize our public spaces, our goal is to create a forum for dialogue, allowing the free expression and exchange of ideas, which has no bearing on whether or not we condone those ideas. Such open dialogue is central to our educational mission—and that of college campuses across the United States—insofar as it fosters a climate of acceptance, mutual respect, academic freedom, and civil discourse that acknowledges and gives voice to multiple, potentially conflicting ideas, experiences, and beliefs.

- Klenner met with Associate Vice Chancellor for Facilities Emily Wren to talk about participation in being proactive in communication regarding parking. Recently, a staff member complained that the SC was not doing anything to make parking better for staff. He reiterated that the council cannot change parking, but can help make suggestions to improve it, and that is what the council has been doing. Wren asked for participation from the council on better ways to communicate to the staff regarding parking. She wants to be proactive rather than reactive. Myers and Kouns agreed to join Klenner and Wren for the discussion.
- November 20, 2015, is the last day to choose healthcare benefits for 2016.

Agenda Item IV: Update from the Interim Vice Chancellor for Finance and Administration

Camy Broeker, Interim Vice Chancellor for Finance and Administration

Broeker reported on the following:

- Space has been identified in Taylor Hall for a LGBTQ Center. She is working with UITs as the space is the current technology center, which will need to be moved. A director for the center has been posted with Human Resources.
- Fourteen single use restrooms have been identified on campus that will become all-gender restrooms. “All-gender restrooms are open to everyone regardless of gender expression or identity. This provides all students another option that may enhance their feelings of comfort and safety.”¹ The campus will continue to look at ways to add additional all-gender restrooms around campus. The restrooms can be used at staff members’ option and is not meant to be restrictive. There will be some facilities labeled family friendly (with changing tables for infants) that will be used for this purpose as well. She shared final signage for the restrooms. Those restrooms that are ADA enabled will have an appropriate symbol on the signage as well. A question was asked about why the restrooms could not be identified as just “restroom.” Broeker said that was considered, but it did not convey what was wanted to be conveyed.

Agenda Item V: Report from Human Resources Administration

Camy Broeker for Juletta Toliver, Interim Assistant Vice Chancellor for Human Resources

Broeker reported on the following:

- Anyone who receives health insurance through the university will need to fill out IRS Form 1095C this year and file with their taxes. The form is part of the requirements for the Affordable Healthcare Act. The form will be mailed to employees this year, but will be available electronically next year.

¹ *Inside IUPUI* November 17, 2015: http://inside.iupui.edu/headlines/2015-11-17-headline-all-gender-restroom.shtml?utm_source=2015-11-17&utm_medium=enewsletter&utm_content=Open-to-all&utm_campaign=2015-inside-iupui-distribution

A question was asked if you have to wait until the form is received to file taxes. Broeker said you do not have to wait. She is creating an FAQ to go along with the form. Communication will be sent out to let everyone know about the form.

- Kerri Dabbs, director of organizational development and training, reported on the results of the survey she gave to Staff Council members last year about what programs would be useful to staff. One of the items suggested was supervisor training. In January 2016, the Institute for Supervising Excellence will begin. A cohort of 20 people will be selected for the institute which will include 12 in-person sessions. The application and information will be posted on the HR website following the SC meeting. A question was asked about whether the program was for aspiring or established supervisors. Dabbs said the first cohort will be for established supervisors. To find more information about the institute, go to www.hra.iu.edu and look under the organizational development section. She is hoping to add other programs to the list of courses next year. The facilitators for the institute will be Dabbs and Deb Dunbar. The electives will be done by various persons across the campus and university. The institute could be used to obtain continuing education credits needed by various accrediting bodies.
- Broeker asked the members to let her know if they feel they are not getting supervisor support to participate in professional development activities as the chancellor is serious about staff getting the opportunities they need to advance.

Agenda Item VI: Report from the Chancellor's Academic Liaison

Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

Lavitt reported on the following:

- She would like to have a "fix" for Edossier usage or a better opportunity for training and support for next year. She invited members to call or email Christy Cole or Gail Williamson if they would like to meet with them or call for support.
- More workshop support for department chairs is coming. The department chairs attended a session in October on personnel problems and procedures. They received a binder of policies, which was well appreciated. If there are department chairs who did not attend, let her or Lori Klosterman know and a binder will be sent.
- As noted earlier, Professor Margie Ferguson is replacing her as SAVC when Lavitt leaves next month for the University of Washington Tacoma. She expressed her thanks to the council.

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

- Bellamy thanked Mansi Singh for creating the ad for the MLK brochure submitted by the Committee on Diversity, Equity, and Inclusion.
- Special Events Committee: Bell reported on the postcards for SC Awareness Week. She gave the following results:
 - With all the contributions from the SC members of school swag items, ten gift bags were made for the drawing. Drawing winners were Tho Le, Shawne Mathis (Lyndy Kouns, rep), Vanessa Anderson (Lindsey Mosier, rep), Teresa Holland (Liz Rybak, rep), Louise Watkins (Jamie Owens, rep), Tuana Ivy (Julie Backus, rep), Starla Officer (Mansi Singh, rep), Nicole Guerrettaz (Carol Dill, rep), Novell Graves (Pam Ross, rep), and LaSonya McGraw (Veronica Rog, rep).
 - Over 200 cards were dropped off at the SC booth representing 34 representatives.
 - The representative with the most postcard returns was Greg Rathnow with 24. Runner ups were Pam Ross (19), Lyndy Kouns (13), and Lindsey Mosier (12). Rathnow was given a pen set as a prize.

Written reports by committees are as follows (unedited):

- Committee on Diversity, Equity, and Inclusion (James Bellamy, Chair): The committee met on November 12, 2015, and continues to meet bi-weekly. They received sponsorship for the 47th Annual Celebration of Dr. Martin Luther King, Jr. A limited number of tickets will be purchased for the event as well as an ad placed in the brochure. The event date is January 17, 2016. The committee continues to support campus diversity efforts and they collaborate with relevant committees to enhance awareness and offer support.
- Communications Committee (Liz Rybak, Chair): Advertisement went out for the fall blood drive. Todd Herring vacated his Staff Council position and role on the Communications Committee. He has taken a job that is Bloomington-based.
- Staff Affairs Committee (Lyndy Kouns and Kurt Snyder, Co-Chairs): The Staff Affairs Committee met to discuss the following items:
 - Urban 15 Update: In the previous fiscal year the committee compiled some comparison information from other schools. We now need to summarize that and dig a little deeper on some items. Kurt said that he could take the lead on Tuition Reimbursement and Maternity Benefits. Other committee members will review and select an area for analysis.
 - Staff Peer Review Proposal: We discussed the staff peer review proposal as presented by Lyndy. Members will review it and provide feedback.
 - Good Idea Incentive: We discussed the “good idea incentive” proposal that was presented to the Staff Council Executive Committee during the previous term. Based on their feedback we need to simplify it. Kurt said that he would take the lead on the revisions to present to the committee. It was suggested to discuss the proposal with Camy for input.
 - Review changes to staff survey: We reviewed the staff survey one last time. Lyndy said she would take the lead on working with the Staff Council President and Karen to get it out.
 - Director of HR Hiring Process: The committee discussed their frustrations related to delays in hiring a new head of HR for IUPUI and how we might communicate the increasing level of concern.
- [Ad Hoc] Staff Development Committee (Lindsey Mosier and Caitie Deranek-Stewart, Co-Chairs): The Staff Development Committee is beginning to identify logistics for the 2nd Annual Staff Development Mini-Conference. If you, or someone you know, would be interested in presenting at the conference please reach out to Lindsey Mosier, llmosier@iupui.edu. As a reminder the deadline for the next round of grant funding is December 1. Please go to <http://www.iupui.edu/~scouncil/awards/grant.html> for more information.
- [Ad Hoc] Technology Committee (Scott Orr, Chair): At the request of UITs, our committee read through the draft updates of IU Policies DM-1 and DM-2. These policies concern the handling of sensitive data both internally and externally. The policies as written follow best practice standards so no additions, corrections or concerns were raised.

Agenda Item VIII: Question and Answer Period:

- Kim Coles to Melissa Lavitt: Regarding the Higher Learning Commission’s (HLC) mandate for faculty to have master’s degrees, will there be communication to those who do not have a master’s? Lavitt said the new policy from the HLC will take effect in 2017. They are asking for a master’s or 18 credit hours of mastery in the class they teach. The deans were concerned about this. The fine print spoke about tested experience: 1) based on the exception to the degree taught, the schools need to develop a policy on “tested experience” and should be endorsed by the faculty governance in the schools, and 2) The schools now have the opportunity to update their adjunct teaching force using the mandate. This gives the schools the ability to decide who is qualified to teach. If we come up with a template on a policy, or whomever comes up with one first, it will be shared with others.

Agenda Item IX: Unfinished Business

There was no unfinished business.

Agenda Item X: New Business

Jim Klenner

Klenner will meet with Emily Wren and SC members to be proactive in communication regarding parking. He asked the members to help with brainstorming and welcomed comments by email or phone.

Agenda Item XI: [Information Item] Open Access

Kristi Palmer, Associate Dean of Digital Scholarship

<https://scholarworks.iupui.edu>

Palmer began by explaining open access means “freely available.” Academic research has the expectation by funders that its findings will be published widely and be made freely available. Faculty still need to publish in refereed journals; however, ScholarWorks gives faculty a place to put their scholarship and research findings in a place that can be made available to all who access it. Students who complete their thesis work submit a copy to the library where it sits on a shelf and is rarely reviewed. ScholarWorks gives the students an opportunity to begin their publishing career as the thesis is catalogued in ScholarWorks and is viewed as publication. Palmer knows staff are publishing, but they may not know they are eligible to put their publications in ScholarWorks as well. The library created a collection called Open Access Works by Staff as they found staff already had some publications listed in the database. She shared the link to former SC president Lee Stone’s master’s thesis. When you review the link, you can see how many times people have clicked on the document and from what point in the world. The software used to support this moves items to the top of search lists as items are shown in Google Scholar. She said the most important benefit is that the link assigned to the work once entered in ScholarWorks will not change as they are assigned a URI instead of a URL. URI links never change.

With traditional ways of publishing and searching online for documents, it may take some time to boost your work higher in the search order. With ScholarWorks, you get published more quickly and statistics are shown more quickly. This boosts your impact.

ScholarWorks is connected to CAS authentication. To submit a document to the staff collection (first upload only), email digschol@iupui.edu. You will then be given an opening for submission.

The IUPUI Faculty Council passed an open access policy last year just as many other universities have done. The University of California recently passed a policy that will allow everyone to publish. Palmer met with the Staff Council Executive Committee about proposing an Open Access Statement of Support that speaks to the council’s support of open access and the ability for staff to submit their scholarly works. If the statement is passed by the SC, the council would be the first body in the country to have such a statement.

The proposed statement is as follows:

Open Access Statement of Support

Preamble

IUPUI is a community of scholars committed to disseminating and sharing the intellectual fruits of their research and scholarship. At IUPUI, the scholarly community includes staff, faculty, students, and community members. In recognition of their commitment to and participation in IUPUI’s research and teaching mission, and in an effort to enhance the wider recognition of staff scholarly contributions and impact, the IUPUI Staff Council encourages all IUPUI staff authors to: support a more sustainable and inclusive system of scholarship and to reduce information inequality; to employ technologies that can

preserve copies of their works as part of the IUPUI record of scholarship for future study; and to use the services available at IUPUI to provide full-text online discoverability of their scholarly works.

The IUPUI Staff Council desires to join the efforts of the IUPUI Faculty Council and be a lead in the nation of staff-initiated and adopted open access statements. In keeping with the above values, the IUPUI Staff Council endorses the following Statement of Principles.

Statement of Principles

The IUPUI Staff Council:

- Advocates for the dissemination of research and scholarship as widely as possible. We believe that open access to all scholarly research is a public good. We affirm that the products of IUPUI staff-authored scholarship are valuable contributions to the IUPUI body of work and should be retained and distributed as such in IUPUI's openly accessible institutional repository, IUPUI ScholarWorks.
- Endorses the principles of open access because we recognize the advantages of free access to new knowledge for the authors, the university, students, researchers, and the community.
- Encourages IUPUI staff authors to retain copyright to their work through negotiation with publishers if necessary. This retention facilitates open access to all including in-class use by IUPUI students and sharing through IUPUI's institutional repository, IUPUI ScholarWorks.
- Strongly encourages IUPUI staff authors to make available a digital copy of their scholarly work, at no charge, to the IUPUI University Library, in one or more standard formats (such as PDF). In making their work available here, authors grant to IUPUI the nonexclusive permission to make publicly available their work for the purpose of open dissemination.

University Support

The IUPUI Staff Council understands that the university, through IUPUI University Library, already facilitates this process and provides sufficient information and expertise to accomplish the goals of open access with the minimum inconvenience and expense to the author(s). The IUPUI University Library will make the scholarly works it receives available to the public in IUPUI ScholarWorks. If an IUPUI staff author requests an embargo, the IUPUI University Library will embargo the scholarly work for the requested time period, before making it available to the public.

Roach asked what the qualifiers are for submitting. Palmer said the library thinks about scholarship as being broad. Drawings would count if done for a scholarly purpose. Before an item goes live in the system, a library staff member reviews the information to see if it fits the definition of scholarly work. Articles and newsletters are considered scholarly work. Anything you believe that would be of benefit to people doing your same job would be eligible.

Roach asked if the library is staffed appropriately to receive the volume of information that may be receive. Palmer responded affirmatively.

Klenner asked for a motion to approve the Open Access Statement of Support. A motion was made, seconded, and passed.

Agenda Item XII: Report from IUPUI Faculty Council Liaison

Kristi Palmer

There was no report.

Agenda Item XIII: Report from the Undergraduate Student Government

Chaz Rhoutsong, Vice President

Rhoutsong reported on the following:

- The USG put in a bid and received it to hold the 2016 Student Government Coalition Conference at IUPUI. Universities around the state will come to IUPUI to learn from each other and provide a place for collaboration.
- The Housing Stability Act was passed.
- The “It’s on Us” pledge drive was last week. The USG and Graduate SP office has flyers in the window from students about what it means to consent.
- The all-gender restroom additions are exciting, but there is still work that needs to be done for the LGBTQ community. There is a hashtag on twitter that says “I am unseen.” The USG is working with those students to be seen.
- If there is anything departments need that can involve students, let them know. They want to collaborate.

Agenda Item XIV: Final Remarks and Adjournment

With no further business appearing, the meeting was adjourned.

Minutes prepared by Staff Council Coordinator, Karen Lee
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