IUPUI Staff Council (SC)

Minutes

September 23, $2015 \sim UL$ Lilly Auditorium $\sim 2:00 - 4:00$ p.m.

Members and Guests Present: Julia Backus, Rose Baker, Kristy Beach, Kaitlin Bell (alt: Courtney Henderson), James Bellamy, Tony Bernard, Camy Broeker, Aimee Brough, Loren Bumbalough, Emily Clossin, Kim Coles, Susan Corrie-Franklin, Niki DaSilva, Venus Davis-Wallace, Jeff Dean, Carol Dill, Jen Dowling, Carla Ewing, Aaron Fields, Rita Flynn, Margo Foreman, Janet Fulper, Dana Gonzales, Barb Hanes, Laura Heathers, Angie Hill, Lans Jameson, Ranna Johnson, Todd Kirk, Jim Klenner, Lyndy Kouns, Karen Lee, Lodema Lines, Layne Maloney, Dan Mathew, Matthew McKay, Greg Mobley, Lindsey Mosier, Kevin Mouser, Andrew Myers, Deborah Neary, Scott Orr, Jamie Owens, Dawn Rhodes, Tim Roach, Veronica Rog, Chris Rohl, Pam Ross, Liz Rybak, Mansi Singh, Kurt Snyder, Lee Stone, Rachael Urso, Etta Ward, LaTika Webster, Mary Westerbeck, and Nancy Wright

Members Absent or Excused: Michelle Benberry, Greg Brenner, Elizabeth Bunge, Caitie Deranek Stewart, Dezra Despain, Jose Espada, Dan Hall, Todd Herring, Felicia Jackson, Camille Meyer, Christen Mumaw, Brianne Nickel, Greg Rathnow, Yolanda Taylor, Terry Wilson, and Cortnee Yarbrough

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: [Memorial Resolution] Marilyn "Jay" Wright

A moment of silence was observed by the assembly, and the attached resolution was entered into the record.

Agenda Item IV: Approval of the Minutes of the August 19, 2015, SC Meeting

The minutes of the August 19, 2015, Staff Council meeting were approved and entered into the record.

Agenda Item V: Report from the President

Jim Klenner

President Klenner reported on the following:

- Committee chair orientation was held at the last Executive Committee meeting. The committee assignments/goals for the coming year were presented to the chairs for action.
- The Harvey Milk Dinner will be in October. The SC will sponsor a quarter-page ad and purchase two tickets for the staff. The council will also purchase two tickets for students who cannot afford to attend.
- The Chancellor's Employee Recognition Ceremony was on September 16. The theme was historical events. Kevin Mouser, parliamentarian, was celebrated for his 25th anniversary. The members applauded his service. Klenner thanked those on the committee who participated in the planning.
- The IUPUI Regatta was September 19. In the coed division, the School of Science alumni won. In the women's division, the IUPUI women's swimming team won. In the men's division, the IUPUI men's swimming team won.

Agenda Item VI: [Information Item] Student Representative

Niki DaSilva, USG president

DaSilva reported on the following:

- Support and Awareness for Non-Binary Shared Restrooms: The USG is working on legislation to support gender neutral restrooms so that students are comfortable when identifying a restroom they can use. This includes the location of the restrooms and making space available in each building.
- IUPUI Class Ring: The USG is working with Herff Jones to have an IUPUI specific class ring. Four designs have been submitted, and voting will occur to determine the winning design. The rings will not be gender specific so that anyone who chooses, can purchase a ring.
- Sexual Assault Prevention Orientation: The USG promotes the It's On Us Campaign. They have been working with the Office of Health and Wellness Promotion to promote sexual assault prevention month as well as proposing a Title IX policy that instructors can list on their syllabi. They also support the It's On Us Student Leader Conference.
- IU Day at the State House
- Every year the president of USG is asked for representatives on various campus committees. In the past, students have been assigned committees with no real follow-up. This year, the USG is being more proactive with the students and having them be a part of the student government as well as participate on the committees. She asked how the students could help the Staff Council. Klenner said it would be helpful to identify things that affect staff as well as students. For example, the restroom issue for gender neutral students can also apply to staff. Perhaps the council can help with that. Klenner said the SC is asking for an update on what the USG is doing; not necessarily what they can help us with. He asked if they are working with the faculty on any of the initiatives. DaSilva said she is working with the Sexual Assault Prevention Intervention and Response board on wording the sexual assault prevention policy. She is also working with the Faculty Council Academic Affairs Committee on this. She wants to be sure the initiative complies with IUPUI policy.

Ouestions:

- As we talk about gender neutral restrooms, we should also remember we have little people on campus who have difficulty with finding restrooms, too. The School of Education lowered the paper towel holders to help with this. The members suggested DaSilva think about that population as well. Rhodes said in terms of the gender neutral restrooms, the campus needs to do more. Along with identifying the location, the signage should be considered as well.
- How many people will be served with the new restrooms? DaSilva said she did not have data to share. The restrooms can be used by anyone, but they are designated for those persons who do not feel comfortable using the normal restrooms. Has the campus supported this? She said the campus is supportive of the legislation they are writing.

Agenda Item VII: [Information Item] United Way

Jeffrey Dean, United Way Campaign Chair LaTika Webster, Campaign Project Manager http://unitedway.iupui.edu/

Dean said the campaign was kicked off with a luncheon with "celebrity" servers. The mission of the United Way (UW) is to learn, earn, and help people lead healthy and safe lives. He encouraged everyone to donate to the campaign no matter how much. \$50,000 had been raised so far. Webster said the campaign goal this year is \$300,000. Last year, the UW began a campaign called "New You." She spoke of an impact report on this initiative as well as the past campus campaign. Dean said he would be happy to meet with schools/units to talk about the campaign.

Questions:

- What happens to first time givers and for those who decide to increase their donation? If you are new giver, Eli Lilly will match it 2 to 1. For those who are increasing their donation, a portion of their gift can go further with support from Lilly. Key Club givers are at the \$1,500 level. There are many matching programs to increase our impact.
- Is there is a place to see what organizations the UW donates to? Epledge is the online site where you can designate. IUPUI has a donation page that lists approved agencies. If a 501c3 organization, you can donate to that organization for a small fee should that be the charity of your choice. Webster said Lilly will only match the undesignated dollars.
- Where does the money go? Is it going to the right place? Charity Navigator is a service that measures how the UW uses its money. They received 4 out of 4 stars in placement of funds.

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

Dawn Rhodes, Vice Chancellor for Administration and Finance

Rhodes reported on the following:

- Responsibility Center Management will be revised. Chancellor Paydar has identified changes he wants to make in the schools and they are working on them.
- Banded tuition will begin in fall 2016. Students taking between 12 and 18 credit hours will pay the same rate. Credit hours below 12 or above 18 will be priced per credit hour. The campus is looking at what kinds of scholarships or other aid is needed to put in place when the price point is decided.
- The Midwest Student Exchange program allows nonresident students in seven states to pay 150% of the instate tuition rate. This will be a tool to recruit out of state students as tuition will be more affordable.
- The search for the human resources executive director is underway. The position has been advertised and the search committee will do phone interviews on Friday. A search firm is leading the progress.
- The New York Street conversion should be finished toward the end of November. A decision has not been made on when to open the street to two-way. We do not want to do it finals week, but will probably open it shortly after it is ready.
- A town hall meeting regarding the movement of Michigan Street to a two-way street will be on September 29, at 4:30 p.m., in AD 1006.
- In University Hall, an initiative is underway to do more recycling. Building occupants have recycle bins the size of garbage cans and a really small garbage can. The recycling can will be emptied three times a week, and employees will empty their own trash. A dumpster dive was done earlier in the week for the building where it was found 15% of garbage could have gone to recycling. 57% of garbage can go to recycling campus-wide, so it was felt the initiative was doing well.
- The University Hall open house is on October 8, from 3:30 to 5 p.m. A dedication of the building will be in the campus center from 5:30 to 6:30 p.m. Tours of the building will occur during the open house.

Questions:

- What qualifications are you looking for in future buildings for the recycling initiative? Rhodes said an entire building must make the change. They do not want to implement the change in areas where people will not believe in the program. Jessica Davis, sustainability director, will implement a plan for the future.
- Is banded tuition for professional schools? No, just for undergraduates.
- Will you address the change in parking in the Sports Garage moving to student parking, but not including employee parking. Rhodes said the campus is in the second year of parking changes since

privatization was declined. EM parkers have been able to park in the Riverwalk and Sports Garages without paying the additional premiums until recently. We tried to change to having people paying the premium rate. Our Herron students are different as they carry heavy items that they cannot take on buses or are hard to walk with. Students are able to park in the Sports Garage on some levels without paying an additional premium. The Herron students were late to class because they could not find close enough parking where it would not ruin their medium and still get to class on time. EM parkers who paid to park in the Sports Garage were moved to the Riverwalk Garage. Persons parking in the Riverwalk Garage who do not pay a garage premium can no longer park there. Sherri Eggleton, director of parking services, should receive any parking concerns. She can help employees understand the changes mentioned. IUPUI has a standing contract with NCAA and NIFS that states some Riverwalk Garage spaces will remain empty for use by these areas.

- What kind of changes will there be in RCM? RCM is a budgetary model of how money is distributed to schools and how discretionary funds is generated for the chancellor. Chancellor Paydar changed the model and will be giving the funds back to the schools. There will be a smaller discretionary fund so that more dollars can get back into the schools hands. Enrollment will still be the determiner for how much funds are given to the schools.
- Is there a plan to create a fitness facility for faculty, staff, and students? Can the campus partner with NIFS? Rhodes said the campus already has a partnership with NIFS. It is hoped a facility is a priority in the bicentennial campaign. DaSilva said a survey has gone out to 2,000 students regarding health and wellness and the USG will report the findings to the Board of Trustees.

Agenda Item IX: [Information Item] Reports from Auxiliary Services and Event and Conference Services

Layne Maloney, Associate Vice Chancellor for Auxiliary Services Nancy Wright, Director, Event and Conference Services Angie Hill, Director, Operations Director, Auxiliary Services Aaron Fields, Business Development Director, Auxiliary Services

The presentation is appended to the minutes. The following are some of the highlights from the presentation:

- The Center for Young Children (CYC) now includes a STEM program which provides education in the STEM areas for the students. There is one place left in the program.
- Art Smith replaced Chris Yeadon as Food Services Manager. Smith comes from the restaurant sector with 20+ years of experience.
- Webtrition and nutritional labeling is now part of www.dineondcampus.com/IUPUI. The program will provide nutritional information to help you make better food choices. The Chartwells team will be introducing a phone app to give you the same information in the near future.
- Take-out service is available through Tower Dining. Green usable containers can be purchased for \$5. To sign up for the service, complete a form at the cashier station. The container can be filled up, but the lid has to be able to close. You can bring the container back to Tower Dining the next time for a new one.
- The Text and Tell Feedback Program is a tool that gives the dining service program direct feedback.
- A food services survey will be sent to all faculty and staff to measure satisfaction.
- IUPUI Food Advisory Committee: The Faculty and Staff Councils will have representation on the committee that addresses and discusses all matter of food compliance, safety, etc. They meet in April and October each year. Karen Lee will be the representative for both councils.
- The IUPUI Catering team provided a complementary reception at this meeting.
- The \$20 million renovation of the Natatorium is slightly ahead of schedule. Phase 1 has been completed and included roofing, tile decking, and widening diving platforms to comply with FIMA diving regulations. Phase 2 is underway and includes new pool pumps, sand filtration system,

locker rooms, and pro shops. Phase 3 will include new seating. Painting in the main building is Phase 4.

- IUPUI Event and Conference Services is available to help with conferences and meetings both on and off campus. They work with hotels off campus to help get the best price.
- The Kelley School of Business has renovated meeting space in Hine Hall that is available to reserve.
- Special events are defined as "A non-reoccurring or one-time event within a 12-month period that requires services of facilities of any university department or school." To hold an events on campus, you need to fill out an application regarding the event and move through the approval process.
- Miles Printing is celebrating their one-year anniversary on campus. They have fast turn-around service.

Questions:

- If an event is annual, does the event application need to be filled out each time? Yes.
- Does Miles Printing provide captioning services for video? Maloney said she did not know the answer, but would find out.
- Can you keep the reusable food container? Yes, you keep it. You pay the regular price when entering the dining facility, and fill up the container. A sustainable cup has not been selected yet; however, there may be one next year.
- How many people are enrolled in the reusable container program? There are 350 meal plan students and less than 20 faculty and staff. Communication will be going out about the program soon.
- Snyder said Wright and staff do a great job with events, but with Chartwells, he feels options are limited. The School of Medicine does many events and the limited options are a problem. Hill said Chartwells is coming out with new menus with tiered pricing around January 1. The contract for exclusivity still holds. Rhodes said the campus has a contract with Chartwells. The campus put no money into Tower Dining and therefore needs to be able to give Chartwells the service. To have robust dining, we need to invest in one vendor. Can the vendors in the Campus Center be used for catering? Hill said the vendors are part of Chartwells and the use of them for catering will be part of the new menus and services.

Agenda Item X: Report from Human Resources Administration

Camy Broeker, Associate Vice Chancellor for Finance

No report as items were covered under other business.

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

- Special Events Committee: Ross said SC Awareness Week would be handled differently this year. Each representative will receive postcards to reach out to their constituents. If the staff bring their cards to the SC booth at the Employee Health and Benefits Fair, they will receive a "fabulous" prize. Members were asked to bring school swag to the next meeting to donate to the prize. People who come to the booth also receive a cell phone stand/cleaner.
- Klenner said the Faculty/Staff Relations Committee will meet on Tuesday.

Agenda Item XII: Unfinished Business

There was no Unfinished Business.

Agenda Item XIII: New Business

- The Budgetary Affairs Committee will plan money expenditures for the academic year.
- A public comment section will be added to the agendas for meetings to give time to those who are not members to participate in the meeting and ask questions.

Agenda Item XIV: [Information Item] Remarks from the Chancellor

Nasser Paydar, Indiana University Executive Vice President and Chancellor of IUPUI

Paydar reported on the following:

- Paydar's first meeting as chancellor was with the Staff Council Executive Committee. He will begin meeting with the leadership of the SC each month, just as he does with the IFC. He spoke about the importance of communication.
- Strategic Plan: What should we be focusing on? He wants to focus on:
 - Increasing academic excellence and student success: We need to devote more energy and funding, as well as the diversity of students coming to campus. We are planning to add needbased financial aid. Faculty and staff development and research; diversity of faculty and staff is included in this area.
 - Deepening our community engagement: There are 18 anchor institutions in the Indy area. They
 hire many people and have huge budgets. They work to make our neighborhoods better and
 work with economic development. We need to find ways to be a more welcoming campus.
 - Create and make IUPUI more unified: We need to give the same messages, have the same policies, etc. We need to brag about ourselves. We need to tell the community about the outstanding faculty and staff who work here.
- We need to commit resources to each of these focus areas.
- Finance:
 - We will be changing RCM to see how we can make it easier for schools/units to know what their budget is.
 - o Banded tuition: 12-18 credit hours at one fee. We need to get students to take more credit hours and with a flat rate; it will encourage them to do so.
 - Space: We are looking at bringing units that are located off campus back onto campus. How much will it cost? We will be doing a space cost analysis.
 - o Fall Enrollment: We had the highest number of freshmen this year. The number of underrepresented groups rose. Latinos were the highest increase. We have formed a task force to bring more underrepresented populations to campus.
 - o Research, \$388 million was brought by the campus about \$340 million was brought by the School of Medicine.
 - Transfer students are dropping a little bit. When the economy moves up, part-time students in Ivy Tech goes down. Overall the campus is doing great.
- Employee Recognition Ceremony: Paydar attended and thought it was great.
- October 8 is the open house for University Hall. 3:30-5 p.m. The dedication will be at 5:30, with another open house at 6:30.
- Installation/inauguration of Chancellor Paydar will be on November 17 at 2 p.m. A reception will be after the ceremony.
- He is accessible and accepts questions from the staff.

Questions:

• Can you talk about unification and the School of Medicine? Paydar said the School of Medicine is larger than the entire campus combined. Schools of Medicine are typically bigger at all universities. The dean of medicine usually has two titles. At IUPUI, the dean is a dean and also the vice president for clinical affairs. There is a larger connection between the president of IU and the dean of School of Medicine. There are resources in the school that enable them to do a little bit more or do different things that other schools can do. Can we not look at the processes behind the scenes, efficiencies, and resources, and delegate some authorities behind the scenes? Accreditation is through IUPUI.

We are connected with one another. IUPUI cannot be accredited without the School of Medicine. We are looking to see if there are things we can do to make it better. We have done this with other schools in the past.

• With unification, will we begin to see the Jaguar separating itself from the Hoosier affiliation? Paydar said schools have different policies than others. He gave the grade forgiveness policy as an example. Annual reporting is done by each school. Can we do an annual report for the entire campus? It's those kinds of things he is referring to as unification.

Agenda Item XV: Final Remarks and Adjournment

With no further business appearing, the meeting was adjourned.

Minutes prepared by Staff Council Coordinator, Karen Lee AD 5002S / 274-2215 / scouncil@iupui.edu / http://www.iupui.edu/~scouncil

Memorial Resolution on behalf of Marilyn "Jay" Wright April 3, 1949 – August 12, 2015

Marilyn Jane (Miller) Wright affectionately known as Jay to some family, friends, and co-workers, was the middle child born to Henry and Minnie (Whiteside) Miller Brown on April 3, 1949, in Knoxville, Tennessee. Both parents preceded her in death. Marilyn was also blessed to have had a wonderful stepfather Daniel L. Brown of Knoxville, Tennessee.

Although Jay was born in Knoxville, Tennessee, she grew up in South Bend, Indiana and was educated in the South Bend Public Schools: Perley Elementary, Jefferson Jr. High School and was a 1967 graduate of John Adams High School. Jay attended Vincennes University and Indiana University Purdue University at Indianapolis.

Jay was employed at IUPUI for a total of over 44 years starting at the old campus working at the University Library. She worked for over 37 years at the Indiana University Robert H. McKinney School of Law. During that time she was a member of the IUPUI Staff Council at its on-set, serving three terms. Her hard work and ceaseless contributions to the law school were recognized when she was awarded the IUPUI Spirit Award in 2001. She was 'mom' to generations of students and staff at the law school.

She was an active volunteer for the CAACW, Consortium of African-American Christian Women. She was a member of the South Bend Eastside Reunion Planning Committee from 2008 through 2011. During the 1980s, she also operated her own business, The Wright Loose Leaf Filing Service, through which she serviced law firm libraries and practicing attorneys by maintaining their loose leaf services.

Jay loved reading and writing and kept many journals during and after her participation in various writers' groups throughout Indianapolis, She also loved creating personalized greeting cards for friends and family.

Jay is survived by her wonderful husband of 46 years, Nathaniel; two sons, Steven and Timothy, Sr. (Marie); three step-children, David (Cynthia) Wright, Cheryl Shannon, and Jazz Wright; eleven grandchildren, and three great-grandsons, all of Indianapolis. Her siblings, who she always said were her best friends, Maurice Miller (Dalayna) of Indianapolis, and Marian Miller (Brent) Nicks-Walker of South Bend.

THUS, BE IT RESOLVED that this memorial resolution be placed in the minutes of Indiana University Purdue University Indianapolis Staff Council with a moment of silence observed in her honor.

Adopted by the IUPUI Staff Council at their meeting on September 23, 2015



Staff Council Meeting

September 23, 2015



Division of Finance and Administration

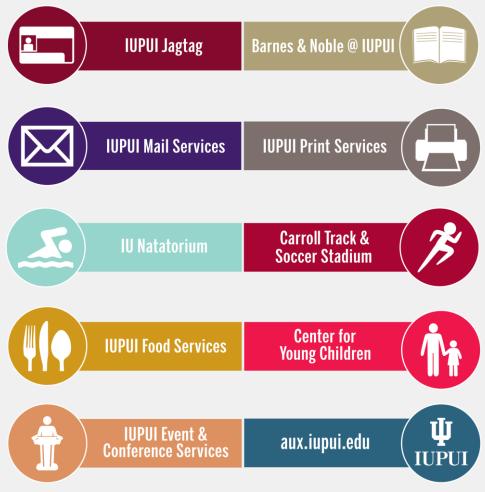
laymalon@iupui.edu

Layne I. Maloney, FMP

Associate Vice Chancellor Indiana University-Purdue University Indianapolis Office of Auxiliary Services Hine Hall, IP 100



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Today's Topics:

- IUPUI Center for Young Children STEM Layne Maloney
- IUPUI Food Services To-Go Program, etc. Angie Hill
- Natatorium Renovation Layne Maloney
- IUPUI Event and Conference Services Nancy Wright
- Miles Printing Video Production Services Layne Maloney





IUPUI Center for Young Children

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IUPUI Food Services

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Updates:

- New Regional District Manager Art Smith
- New Outtakes formerly Jag Connection
- Webtrition and Nutrition Labeling

New Programs:

- Tower Dining To-Go Program
- Text and Tell Feedback Program







IUPUI Food Services

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Up and Coming:

- NACUFS Customer Satisfaction Survey – Oct. 26 – Nov. 25
- IUPUI Food Advisory Committee







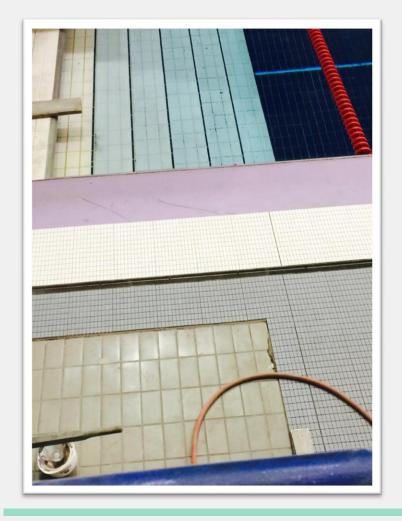
March-July 2015

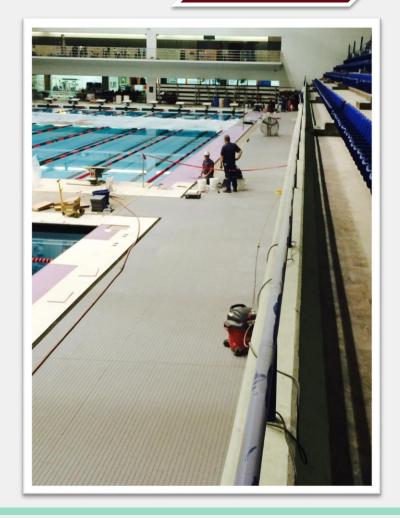
IU Natatorium

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IU Natatorium

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March-July 2015

Phase 1









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August-October 2015

Phase 2











IU Natatorium

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Nov. 2015-March 2016

March-May 2016

Phase 3 Phase 4

Phase 3:

- New Seating
- HVAC Work Completed

Phase 4:

- Interior Painting in main natatorium
- REOPENING MAY 23, 2016







An Auxiliary Services Department

Division of Finance and Administration

Our Mission:

IUPUI Event & Conference Services plans and coordinates meetings and events for the university community, as well promotes and hosts local, regional, national, and international educational events that are highly relevant to the academic mission of the university.





An Auxiliary Services Department

Division of Finance and Administration

Our Services:

- 1. Catering
- 2. Facilities and Site Selection
- 3. Accommodations
- 4. Logistics
- 5. Budgeting
- Meeting Design and Planning
- 7. Marketing Support
- 8. Technology
- 9. Summer Conferences
- 10. Promotional Products
- 11. Management







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Special Event Process:

A non-reoccurring or one-time event within a 12-month period that requires services or facilities of any university department or school.







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Special Event Process:

Submit Your Special Event Application

ECS receives and shares applications with campus stakeholders

Stakeholders review and approve all applications IUPD, Student Involvement, CFS, Parking Services, INLOC, EHS, Purchasing, Food Services, Emergency Management

Once Approved, Compliance Documentation Generated

Your Event Day!





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Our Team:

Nancy Wright, CMP

Director, Events and Conference Services

Maureen Bowling

Events Business Development Manager

New Position - TBD

Special Events Business Development Manager

Nathan Sparks

Technical Services and Facility Operations Manager

Gabe Adams

Technical Services and Facility Operations Coordinator

Two Part-time student employees and one Events Intern.





An Auxiliary Services Department

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Recent Testimonial:

"The IUPUI Conference and Event Services Team assisted me in coordinating Chancellor Bantz VIP Legacy Dinner for the Office of Community Engagement in June, 2015...with their guidance and leadership, we were able to pull off one of the most successful events I have experienced in my 20+ years at IUPUI."

Teresa A. Bennett
Assistant Vice Chancellor for Community Engagement
Executive Director, Professional Development and Corporate Education





IUPUI Miles Printing

An Auxiliary Services Department

Division of Finance and Administration

Celebrating One-Year Anniversary







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THANKYOU!





