

IUPUI Staff Council (SC)
Minutes
December 16, 2015 ~ CE 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Julia Backus, Rose Baker, Kristy Beach, Kaitlin Bell, James Bellamy, Tony Bernard, Camy Broeker, Aimee Brough, Denise Brown, Elizabeth Bunge, Emily Clossin, Lainna Cohen, Kimberley Coles, Susan Corrie, Jessica Davis, Venus Davis-Wallace, Carol Dill, Jen Dowling, Jose Espada, Carla Ewing, Margo Foreman, Janet Fulper, Dana Gonzales, Dan Hall, Barb Hanes, Laura Heathers, Lans Jameson, Jerri Jarvis, Ranna Johnson, Todd Kirk, Jim Klenner, Lyndy Kouns, Karen Lee, Lodema Lines, Dan Mathew, Matthew McKay, Greg Mobley, Lindsey Mosier, Kevin Mouser, Deborah Neary, Tuan Nguyen, Jamie Owens, Greg Rathnow, Kati Reeves, Chris Rohl, Pam Ross, Liz Rybak, Mansi Singh, Kurt Snyder, Lee Stone, Yolanda Taylor, Juleta Toliver, Rachael Urso, Matthew Wade, Louise Watkins, Mary Westerbeck, Terry Wilson, and Cortnee Yarbrough

Members Absent or Excused: Michelle Benberry, Greg Brenner, Loren Bumbalough, Caitie Deranek Stewart, Dezra Despain, Camille Meyer, Christen Mumaw, Andrew Myers, Brianne Nickel, Scott Orr, Tim Roach, and Etta Ward

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: Staff Remembrance

A moment of silence was held for staff who had passed away during the past six months. The following staff were remembered:

Name	Date of Death	School/Department
Marilyn Bartlett	March 25, 2015	Medicine
LaForrest Garner*	April 9, 2015	Dentistry
*Also a faculty member.		First Campus Ombudsman
Wilma Harmon	April 19, 2015	Nursing
		Student Health
William Chumley	May 2, 2015	Liberal Arts
		Purchasing
William Denton	May 14, 2015	Police Department
Dorothy Peek	May 27, 2015	Liberal Arts
Melvin Wilkinson	June 27, 2015	
James Umphress	July 12, 2015	Physical Education
		Payroll
Donald Elder	July 19, 2015	Philanthropy
Amber Pratcher	July 20, 2015	IT Training
		Enrollment Services
Kenneth Allen	July 27, 2015	CFS – Locksmith Shop
Tijen Oen Oei	August 2, 2015	Medicine
Edward Thomas, Jr.	August 7, 2015	Medicine
Marilyn “Jay” Wright	August 12, 2015	Law
Barbara McKay	August 18, 2015	CFS
Norman Merkler	August 20, 2015	Science
Alp Berker	September 16, 2015	Engineering and Technology
Daniel Saunders	September 17, 2015	
Paula Bowes	September 25, 2015	Liberal Arts

Samual Roberson

September 28, 2015

Herron School of Art and Design

Agenda Item IV: Approval of the Minutes of the September 23, October 21, and November 18, 2015, SC Meetings

The minutes of the September 23, October 21, and November 18, 2015, SC meetings were approved as written and entered into record.

Agenda Item V: Report from the President

Jim Klenner

President Klenner reported on the following:

- Open Access Statement of Support: The statement was approved at the last meeting. The SC agreed to add the Executive Committee signatures to the statement; however, it was mentioned after the vote that it was not good to have signatures on a document on the Internet. Therefore, only the printed names were listed on the final document.
- The three top officers meet monthly with Chancellor Paydar. At the last meeting, Paydar announced that Commencement will be changed to have one Commencement ceremony, and it will be held at Lucas Oil Stadium in the spring.
- Klenner announced the staffing change for the SC office. Karen Lee has been promoted and will no longer be coordinator for the Staff Council. Kati Reeves, Office of Finance and Administration, will take over the duties immediately with Lee working alongside her as she trains.

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

Camy Broeker, Interim Vice Chancellor for Finance and Administration

Bob True, Chief of Police

Chief True spoke about the campus robbery incidents occurring on December 15. He encouraged everyone to sign up for IU Notify so that they are informed of a campus emergency. He then spoke about the incidents. There was an armed robbery in Lockefield Green in which the person left the scene and traveled down Blake Street toward campus. A notice was sent out through IU Notify to take shelter. The person was not caught. In the early evening, another armed robbery occurred in the same area with the person leaving the scene and heading down Blake Street. IU Notify was sent out again. A third robbery occurred around St. Clair Street with injuries. The third time the person(s) left the scene and traveled away from campus. The original victim was an IUPUI student, but the other two were not. It was thought all three incidents may have been carried out by the same people. Universities are required by law to send emergency notifications if there is danger close to campus. All the incidents fit that description.

What does “lockdown” mean vs. not being required to stay in a building? The library was locked; however, the other buildings were not locked. How can you determine who is safe? True said media has used the term lockdown, but it is hard to lock down a university. During the incident over a year ago where it was said a person with a “long gun” was on campus, this subject was discussed at length. Ultimately, you are responsible for your own safety. We cannot keep you from doing something unless you are bringing harm to someone else. With new administration, the discussion will again happen in the future. He does not know of a campus that has a good handle on “lockdown.”

Will there be more training? True said he would love to do that. If the council would like to have some kind of safety training, the police department would like to help. Just call and ask for safety training.

Have the IU Notify messages been reviewed? True said the messages have been reviewed and could be done better. Each time a message goes out, a message goes to email, phone, and text. Each time a message

is sent, a group of people gather together at noon to discuss the incident. They are focusing on three emergency messages – active shooter, person with a gun, or a dangerous situation. Yesterday’s incident was a “person with a gun.” It was a robbery, but that does not mean it would not deteriorate into an active shooter incident.

The last message did not say “all clear,” but “final update,” but the person had not been caught. How do you determine when it is safe to leave a building if the person was not caught? True said there were about 20 people meeting to discuss the incident as it was happening, communicating with police, and watching social media. During the second set of incidents, we spent a lot of time and actually stopped people to talk to them. The victim was not able to identify anyone that was shown to him to identify. We kept many police on duty during the night.

True spoke about locking doors to building. If a shooter wants to get in, he can break glass to get in. If we lock doors, persons who are outside with the bad guy cannot get in a building to safety. Broeker said a conversation will be had about this again because different buildings have different policies. There needs to be some consistency. We do not have the resources during an incident to provide escort services. While we have asked persons to stay inside, an escort will not be sent out.

Every time a message is sent, it reaches 50,000 people. You cannot opt out of the service if you do not want to receive messages after 5 p.m. and into the evening. It is all or nothing.

Hanes said one of the messages said to wait for the “all clear,” but the “final message” did not say “all clear.” That was confusing to some people.

Will people be encouraged to not lock the buildings? Broeker said the policy committee will be talking about that.

Do you keep track of response times by the police? True said we cannot easily do that now, but sometime next week, we will. For now, it depends on the day of the week or time. During the mid 80s, the department had 51 officers. The number dipped during the 90s, and we are now back up to the 40s. We are focused on safety for the people around campus.

Do university policemen wear guns? True said yes. University police have the same authority and certifications as officers in the state of Indiana. The IU police academy takes 40 full-time IUPUI students each summer. When they graduate from the academy, they are a certified police officer. The IU police have jurisdiction anywhere in the state.

Is there any logistical precedence of where the crimes were committed? The police have a person who looks at these patterns. We have spoken to him and the robbery detectives. We think the same person was involved in all three, with two people added during the last one.

There is a university policy that says even if you have a permit to carry a concealed weapon, you cannot bring your gun on campus. Only police officers are exempt. The only other codicil is for research purposes.

What if you bring your gun with you and you have forgotten? True said they used to have something to lock guns in for that purpose; however, they do not do that any longer. We have had a significant amount of guns stolen in cars on campus. If you work outside the university or a school system, state law says you can bring it with you on that property and lock it in your car.

Are lookout towers in the campus future? True said they have not talked about it. Ivy Tech used to have them. They are very personnel intensive. IUPUI is moving to have more cameras, but the campus is large. We will never have enough cameras to show every possible place.

Thanks was given to the police for all the messages to keep everyone informed.

Broeker reported on the following:

- Thanked Chief True and the officers for their work saying the campus has true professionals responding for everyone's safety. The campus will always err on the side of safety. Since it was finals time, we met with the academic deans to rectify any problems with disruptions.
- New York Street: It is likely the conversion to a two-way street will take place next week, possibly as early as Monday. Backus spoke about the curb on the corner of White River Parkway and New York in that you have to swing way out to turn. Another member said the issue was resolved with lane markers.
- How will the lights sync on New York Street? Broeker said a hawk light will be used in the area by the ES building and is activated by pedestrians to allow safer passage. There will be two more installed during the Michigan Street conversion. Broeker encouraged everyone to use crosswalks.

Agenda Item VII: Report from Human Resources Administration

Juletta Toliver, Interim Assistant Vice Chancellor for Human Resources

Tolliver reported on the following:

- She is working on communication that will go out to everyone about the incidents discussed by Chief True and how staff timesheet approval will happen for those who had to stay later or were not able to come in. There will be a code for those not able to work. If you were able to work, your time will be shifted.
- Taxation on graduate classes: Tolliver has been in contact with the benefits office. They are looking at the feasibility of removing the taxes associated with graduate tuition remission with an outside consultant and inside with the tax office and system officers. They are looking at the complexity to doing a new benefit or "show stoppers." There is no timeline at this time. Broeker said this item will continue to be discussed until there is a solution.
- Year-end communication from HR and Payroll: IRS Form 1095c is document you provide to the IRS that shows IU has offered you healthcare coverage and you are taking it, or not. The form will be sent in paper format this year and sent at the end of January or early February.

Agenda Item VIII: [Information Item] Update on the Foundations of Excellence Transfer Project

Cathy Buyarski, Associate Dean for Student Affairs

Buyarski spoke to the appended presentation and highlighted the following:

- Last year, the campus partnered with the Gardner Institute on transfer students.
- 30% of IUPUI students are transfer students. The percentage is a little lower this year, but she thinks it will go back up.
- Transfer students have an average GPA of 2.97. They contribute to the diversity as 30% are students of color. While they are 30% of the incoming students, they are 43% of IUPUI graduates. Transfer students are really important for this campus.
- Over half of transfer students will graduate over six years. They bring in 40 credit hours. It should not take students six years to graduate. There is a disconnect from when the transfer students come in and when they leave. They may have more life issues that mess with retention and graduation.
- Philosophy Statement, "IUPUI serves ALL students." Students should have the opportunity to entry and access to graduation. Transfer students are often not thought about on college campuses and

are quickly becoming the majority on campuses. To enact this statement, everyone on campuses needs to be committed to transfer students.

- We looked at many aspects of transfer students to create our report. A report card was done on the nine foundational dimensions. 117 individual recommendations were organized by theme with 28 primary recommendations and 11 secondary recommendations.
- We have a three-year action report and action teams to begin work on the recommendations.
- Over half of transfer students are admitted to University College. We are looking at the admissions policies to admit them directly to their schools. We are also looking at the process for transfer credit.
- There is a small number of transfer students living on campus. As we know students who live on campus are more successful, we will look to provide more opportunities for them to live on campus.
- This spring, we will highlight transfer students in *Inside IUPUI* and other ways to bring about more awareness of transfer students.

Questions:

- How do you integrate the affinity groups into the fabric of transfer students and the services provided? Buyarski said the entire campus needs to be transfer-friendly. This comes under the umbrella of the culture of the campus. The question is deeper than where we are ready to go right now. The campus is judged on first-time, full-time students for funding. So, the first step is to make transfer students visible on campus. Then, once we have a campus culture that acknowledges they are here, we need a structure where students feel welcome for whatever that feels like for the student. We are aware of the need and are working on it.
- What is the definition of “transfer?” Transfer is a big umbrella term. If a student earns credit during high school, because they have never been enrolled on a campus before, they are considered a new student. A transfer student is anyone who earned college credit after graduating from high school. There are external and internal transfers as well. This project focused on external transfers.

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

- Special Events Committee: At the end of the meeting, bring your coffee mug to the front table for judging. There is a prize.
- SC Committee on Diversity, Equity, and Inclusion: Bellamy, committee chair, spoke about a possible Diversity Resource Fair. In 2013, there was a fair that was not well attended. The committee has been talking about holding another fair in 2016. The committee wants to survey staff before making a determination to hold one. The survey will ask the staff if they attended the last fair and if not, why not. Would they want to attend another one? The committee is open to suggestions on how the fair should look. They welcome feedback. He will be meeting with Lindsey Mosier to talk about partnering with the Staff Development Mini Conference next year.

Written reports by committees are as follows (unedited):

- Special Events Committee (Kaitlin Bell and Carol Dill, Co-Chairs): The Special Events Committee is hosting a holiday party at the December 16 SC meeting. Kaitlin will send out a reminder to the SEC and SCEC members to sign up for something to bring for the refreshments. The SEC agreed to hold the 2017 SC Retreat at the Indianapolis Zoo. This will be brought to the SCEC on December 9 for their approval. The spring and summer 2016 blood drives have been scheduled. Rachael Urso offered to send emails to med students to get the word out. The next meeting will be on January 11, 2016, from 3 to 4 p.m., in CF 226. A spring service project and the retreat keynote speaker will be discussed at the meeting.

For Approval: 2-17-16

Agenda Item X: Question and Answer Period:

There were no questions.

Agenda Item XI: Unfinished Business

There was no Unfinished Business

Agenda Item XII: New Business

Jim Klenner

A question was asked about whether there was word on the domestic partnership benefits mentioned at a previous meeting. Klenner said that was voted on and approved by the Board of Trustees. The persons currently receiving the benefit will have it through 2016. On January 1, 2017, the benefit will be phased out.

Agenda Item XIII: Report from the Undergraduate Student Government

There was no report.

Agenda Item XIV: Final Remarks and Adjournment

With no further business appearing, the meeting was adjourned. The Special Events Committee and Executive Committee hosted holiday treats and hot chocolate to the members and guests.

Minutes prepared by Staff Council Coordinator, Karen Lee
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Foundations of Excellence: Transfer Focus

Moving into Action
2015-2018

Why Transfer Students?

Students who begin at IUPUI as transfer students are an important part of our student population

- 30% of new admits to IUPUI in fall 2014 were transfer students (24% in 2015)
- Transfer students are good students; average transfer GPA of fall 2014 admits was 2.97
- Contribute significantly to the diversity of the campus with 30% of fall 2015 transfer students being non-white
- 43% our graduates are transfer students (FY 2013)

Their success is not as great as expected

- Over one quarter of transfer students will leave IUPUI after one year of enrollment (26.5% of transfers entering in fall 2013)
- Just over half will graduate in six years (52.2% of transfers entering in fall 2008)
- Transfer students have more external to school time commitments compared to first-time beginners such as working for pay off-campus, caring for dependents and household responsibilities (2014 Entering Student Survey)

Our Approach to Transfer Students

- ▶ IUPUI Transfer Philosophy Statement

As an urban research institution, IUPUI is deeply committed to the educational success of all students. As part of this commitment, students who transfer to IUPUI will experience coordinated, holistic and developmentally appropriate support as they transition into and through the university. As they pursue their degrees, they will be intentionally connected to high-quality curricular and co-curricular learning experiences and provided continuous access to support services. Their student experiences will be based on a theoretical framework that supports the unique needs of transfer students. These experiences will enhance their academic and social integration, and commitment to attain academic and career goals.

- ▶ The entire campus must be committed to and involved in supporting the success of transfer students.

What We've Accomplished

- Rigorous, data-driven institutional self-study conducted in conjunction with the John N. Gardner Institute for Excellence in Undergraduate Education
- Results in an action plan for improvement which has been developed through thorough examination and guided by national experts
- Key to success is extensive engagement of the campus community; had over 150 faculty, staff and students as well as *reps from Ivy Tech Central Indiana* participating in one of eight committees

9 Foundational Dimensions®

Philosophy

Organization

Learning

Faculty

Transitions

All Students

Diversity

Roles & Purposes

Improvement

Results

- ▶ Dimension Reports & Recommendations were due in February
- ▶ Dimension Report Card
- ▶ Grouped all 117 individual recommendations into areas of recommendations:
 - ▶ Campus Culture & Structure
 - ▶ Admissions & Credit Evaluation
 - ▶ Advising
 - ▶ Communication
 - ▶ Policy
 - ▶ Engagement & Student Support
 - ▶ Orientation
 - ▶ Curriculum
 - ▶ Data
- ▶ 28 Priority Recommendations; 11 Secondary Recommendations

ACTION AREA	RECOMMENDATION	TIMELINE	LEADERSHIP
Campus Culture and Structure	Widely distribute philosophy statement; include in relevant publications and websites	2015-16	Office of Transfer Student Services Passport Office
Campus Culture and Structure	Re-establish Council on Transfer Students	2015-16	Office of Transfer Student Services
Advising	Enhance advisor training on transfer students	2015-16	Campus Advising Council
Policy	Revise University College 60 hour policy to support transfer student programs	2015-16	Academic and Career Development University College Faculty
Engagement and Support	Conduct campus-wide audit of programs and services to support transfer students	2015-16	Council on Transfer Students
Orientation	Extend orientation program and create alternate delivery systems including online modules	2015-16	Action Team
Data	Develop key performance indicators and benchmarks for institutional progress on transfer students	2015-16	Action Team
Campus Culture and Structure	Develop and implement an annual well-targeted communications plan to inform faculty and staff about transfer students	2015-16: Focus on Data 2016-17: Report FoE Actions to Date 2017-18: Report FoE Outcomes	Office of Transfer Student Services Office of Communications and Marketing
Admissions and Credit Evaluation	Revisit school-based admissions policies for transfer students; determine which transfer students are best served by University College	2015-16: Gather and examine data 2016-17: Plan 2017-18: Implement	Action Team
Engagement and Support	Explore increasing housing for transfer students including the development of a living-learning community	2015-16: Study Issue 2016-17: Develop Plan 2017-18: Pilot	Action Team
Communication	Develop one stop shop integrated website and print materials for perspective and enrolled transfer students	2015-16: Website 2016-17: Printed materials	Action Team

ACTION AREA	RECOMMENDATION	TIMELINE	LEADERSHIP
Admissions and Credit Evaluation	Improve transfer credit articulation by refining the credit articulation process, creating a robust database of transfer credit viewable by prospective students and creating an SIS profile for prospective students	2015-16: Improve transfer credit processing 2016-17: Access for prospective students 2017-18: SIS profile for prospective students	Action Team
Campus Culture and Structure	Hold annual Transfer Symposium for faculty and staff	2016-17	Office of Transfer Student Services
Advising	Develop effective use of advising holds to support transfer students	2016-17	Campus Advising Council
Engagement and Support	Scale-up existing effective transfer student support programs	2016-17	Council on Transfer Students
Orientation	Host academic school orientations for transfer students	2016-17	Council on Transfer Students Academic Units
Orientation	Deliver post-orientation communication to transfer students from schools	2016-17	Council on Transfer Students Academic Units
Data	Create and disseminate regular reports on transfer students (campus aggregate data)	2016-17	Action Team
Data	Create and disseminate regular reports on transfer students (school-level data)	2016-17	Action Team
Engagement and Support	Create targeted opportunities for transfer students including school based honors programs	2017-18	Council on Transfer Students
Curriculum	Examine possibility of required transitional program/course for transfer students	2017-18	Action Team
Curriculum	Monitor the impact of the Statewide General Education Core and Transfer Single Articulation Pathways on transfer student enrollment and success	2017-18	Undergraduate Affairs Committee