

**Minutes**  
**IUPUI Staff Council**  
**Wednesday, March 16, 2016**  
**2:00 – 4:00 p.m. ~ CE 405**

**Members and Guests Present:** Rose Baker, Kaitlin Bell, James Bellamy, Michelle Benberry, Tony Bernard, Camy Broeker, Aimee Brough, Denise Brown, Loren Bumbalough, Lainna Cohen, Venus Davis-Wallace, Dezra Despain, Carol Dill, Jennifer Dowling Wiley, Jose Espada, Carla Ewing, Margie Ferguson, Janet Fulper, Carlos Garcia, Daniel Hall, Barb Hanes, Kim Hannel, Laura Heathers, Joe Hunt, Lans Jameson, Ranna Johnson, Todd Kirk, Jim Klenner, Lyndy Kouns, Karen Lee, Dan Mathew, Camille Meyer, Taylor Leonard, Andrew Myers, Deb Neary, Tuan Nguyen, Scott Orr, Jamie Owens, Dr. Rod Perry, Kati Reeves, Vanessa Richards, Chris Rohl, Liz Rybak, Mansi Singh, Kurt Snyder, Juletta Toliver, Chief Bob True, Rachael Urso, Etta Ward, Louise Watkins, Terry Wilson, Emily Wren, Cortnee Yarbrough,

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

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 reported.

Klenner reported on two issues that had been addressed to Staff Council and were resolved with the cooperation of Staff Council reps. One was the reinstallation and repair of the smoking butler outside of the ICTC building. Another was the placement of the campus map sign on Michigan and the problem it causes for seeing traffic before crossing. Sign has since been moved.

Klenner reported that Indiana State Dept. of Health has declared an outbreak of mumps on IUPUI campus as 3 cases have been confirmed.

**Agenda Item IV: [Information Item] Dress for Success**

Andrea Cowley, Associate Director, Dress for Success

Cowley presented on behalf of DFS and informed the group of what they do. Provide professional attire, job search and retention counseling services for women. Serve about 1400 women per year. Staff Council will participate in the Bring One Suit Week during week of April 20 meeting. Focus of this donation drive is suits and professional blouses and dresses. They do have drop off twice a month at their offices located across from the Central Library. Donations of suits and blouses can be donated to any Classic Cleaner during their regular hours. Danny's Closet of Hope provides similar resources for men. More info and volunteer opportunities can be found at [www.indydfs.org](http://www.indydfs.org).

**Agenda Item V: Report from Human Resources Administration**

Juletta Toliver reported.

Toliver reported that staff survey will be sent out on March 21.

Minimum wage will be increased to \$10.50 effective July 1 for all temporary and appointed staff. More info will be sent out on how to make those adjustments via edocs.

Retirement symposium will be held on May 17 at IUPUI. Invitations will be sent to those eligible for IU retirement. Event will be held in Campus Center in 450 A, B, and C. More info can be requested by emailing [benefits@iupui.edu](mailto:benefits@iupui.edu).

**Agenda Item VI: [Information Item] Campus Safety and Emergency Preparedness Procedures**  
Chief Bob True, Chief of Police IUPD-IUPUI, Interim Superintendent of Public Safety for IU, [rtrue@iupui.edu](mailto:rtrue@iupui.edu); Carlos Garcia, IUPUI Director of Emergency Management and Continuity, [garcia@iu.edu](mailto:garcia@iu.edu)

Garcia and True gave updates on public safety, alerts and warnings, terms and definitions, “run, hide, fight,” personal preparedness, etc.

Garcia discussed IU Notify and how it functions to alert the campus community of situations on campus. True clarified that cell numbers entered for primary contact number are not automatically set up for text messages unless that is specifically designated. IU Notify is an opt-out service. IUPUI employees cannot remove work emails or office phone numbers. IU Notify is used when notification is required as dictated by the Cleary Act. True provided detail on the process of message development for communication through IU Notify. Garcia also described the review process that takes place the day after the event to review the communications that are sent out.

Garcia defined some commonly used terminology that will be used in campus communication describing incidents or situations on campus or providing instruction for what to do in those situations. Active assailant training is available through Emergency Management. Contact Ryan Chandler for more information or to schedule training session.

True provided updates on campus improvements that have been made to increase safety – general classroom doors being lockable from the inside. Looking at department classrooms now to provide that upgrade.

Garcia notified SC of the evacuation drills that will be performed in September. This year some hallways, stairwells, exits, etc. will be blocked to force changes in patterns.

Garcia and True discussed personal preparedness tips and additional training through Marion County government offices.

Chief True discussed and updated SC on the armed robbery incident that occurred in December around Lockefield Gardens and a home invasion that occurred in Lockefield Gardens in January. IU Notify was used to alert campus in both instances. He discussed some of the considerations that go into making the decision to make a notification using IU Notify.

**Agenda Item VII: [Information Item] Introduction of Dr. Roderick Perry, IUPUI Athletic Director**  
Dr. Roderick Perry, Director of Athletics, IUPUI, [perryrd@iupui.edu](mailto:perryrd@iupui.edu)

Dr. Perry provide his background and provided the current status of the athletic department at IUPUI. He provided information on the placement of student athletes in various areas of campus. He discussed his philosophy on what makes a successful athletic department. Current cumulative GPA is 3.3 (after fall 2015 semester) – highest ever.

He gave an update on some upcoming events and focuses for the athletic department. Ways to get involved – support student athletes, recognize the brand, encourage others to attend events and support the student athletes.

Question was raised about planned expansion of current programs and any potential addition of programs. Current plan is to be sure to fully fund existing programs, but they are always looking at potential expansion.

**Agenda Item VIII: [Information Item] Report from Chancellor's Academic Liaison**  
Margie Ferguson, Interim Senior Associate Vice Chancellor for Academic Affairs, [mferguson@iupui.edu](mailto:mferguson@iupui.edu)

Promotion and tenure – Ferguson gave update on status of reviews and activities of the promotion and tenure committee. A question was raised about the demographical breakdown of faculty on campus. Ferguson updated that collection of this data is underway and the building of a dataset has been requested by the Interim Executive Vice Chancellor. Ferguson expressed that her concern is not only with recruitment but with retention of faculty cohorts demographically at time of hire and at review periods. Ferguson also reported that Sherry Queener has been asked to review failed dossiers over the past 10 years to try to uncover some commonalities that are missed in year to year evaluations.

eDossier – new system being used by faculty to submit dossiers for promotion. Some of the challenges that were realized once this was adopted from Bloomington are being corrected for next year.

New version of the Faculty Annual Report package will be a vended product versus the FAR program used in the past. New product will allow for more data collection – Activity Insight. Basic package will be used the first year and then customized for future years.

**Agenda Item IX: [Information Item] Update from Parking**  
Camy Broeker, Interim Vice Chancellor for Finance and Administration, [cbroeker@iupui.edu](mailto:cbroeker@iupui.edu); Emily Wren, Associate Vice Chancellor for Facilities, [ewren@iupui.edu](mailto:ewren@iupui.edu); Sheri Eggleton, Director of Parking Services, [seggleto@iupui.edu](mailto:seggleto@iupui.edu)

Broeker discussed the report presented by WISH-TV which looked at the situation of patient parking on medical centers at IUPUI. She provided more background to the entire interview and what was not included in the aired interview.

Eggleton provided a presentation on the parking dollars that are received by IUPUI Parking Services and what expenses are incurred by PTS. Wren also provided context to the numbers provided to explain that since the majority of IUPUI parking (67%) is garage parking the infrastructure, utilities, depreciation, and debt pay down cost is more than campuses that have the majority of their parking in surface lots. The

shuttle service also creates an additional cost not recognized on many other campuses.

Question was raised about the total representation of dollars from parking. Is parking revenue being used for other projects on campus? Broeker responded that parking dollars are used for parking expenses only, not to fund other projects on campus. Wren provided some update on improvements and enhancements that are being planned.

Suggestions were made regarding communication related to parking costs (revenue and expenses) at IUPUI.

Broeker also addressed the directive of the IU Board of Trustees for parking to make money. Broeker acknowledged that this is a balancing act that IUPUI is working hard to achieve – how to set rates competitively and not create unnecessary hardships for employees and students. Currently, any money “made” gets directed back into parking.

A question was raised about the future of the land formerly occupied by the AO Building. It was originally looked at as a temporary lot, but that became more difficult to execute that plan.

Eggleton also discussed the upcoming changes to parking rates. Rates will increase in FY 16-17, however the increase will not be as great as in the past. Construction on Michigan Street and removal of a couple of lots for updating will take some spaces out of service. Question raised about why the increase is not consistent across all permit categories. That is related to continuing to try to achieve parity with peer institutions and try to maintain a proximity in price between garage and surface lots.

Question was raised about consideration given to evaluating parking rates as a percentage of salary ranges. Wren responded that it is difficult to do that when it is the same product being used by employees regardless of salary range. Broeker also discussed difficulties that would occur trying to manage changes to salaries, provide the services requested and still work toward achieving the directive of the BOT.

Eggleton also discussed the option of a multi-year (4) permit being available beginning in July 2016. Does not lock in rate at time of purchase. Does not lock the user into that permit for the length of the permit. Carpool and Service Permits will not be available as part of the multi-year permit options. Communications (to include Frequently Asked Questions) will come out at the end of March. Permits will go on sale June 1. Beginning July 1, parking designations on the Bloomington campus will align with IUPUI designations. Updates have been done with the HRMS system to identify university employees on other campuses to be sure they are properly identified and permitted.

Broeker updated on personnel searches on campus – new Dean of Informatics starts July 1. Dean and VC of IUPUC is nearing the end. Search for Exec. VC for Acad. Affairs, and Enrollment services and Dean of Health and Rehab Sciences will begin soon.

**Agenda Item X: Update from Associate Vice Chancellor for Facilities**

Emily Wren, Associate Vice Chancellor for Facilities/Chancellor’s Administrative Designee Alternate, [ewren@iupui.edu](mailto:ewren@iupui.edu)

Wren clarified the roles of the Building Coordinators and Building Emergency Coordinator.

For approval 4-20-16

Classroom committee is meeting to identify additional classrooms for new furnishings.

Health Sciences building first floor improvements is done. Creates a more welcoming, inviting space for students.

Public information meeting about Michigan Street project occurred. No start date has been identified. Plans are available for review.

Vermont Street Garage re-facing will happen in July or August. Wilson Street Garage awning is being repainted.

Dental School addition is on track. Vermont Street Garage will be used for patient parking.

Wishard demolition and finishing is in final phase.

Ball Gardens is scheduled to be done by April 30.

Indy Eleven begins new season April 9.

Space has been identified on campus for the Physician's Assistant program.

Parking lot renovation project and improvements to technology around parking services are out for bid.

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

Submitted as written reports following this agenda unless business needs discussed in person.

Klenner directed members to the Membership Committee report regarding upcoming elections.

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

Kristi Palmer, [klpalmer@iupui.edu](mailto:klpalmer@iupui.edu)

Palmer was not present.

#### **Agenda Item XIII: Report from the Undergraduate Student Government**

No representative present.

#### **Agenda Item XIV: Question and Answer Period.**

Nothing submitted.

#### **Agenda Item XV: Unfinished Business**

None reported.

#### **Agenda Item XVI: New Business**

None reported.

#### **Agenda Item XVII: Final Remarks and Adjournment – Next Meeting: April 20, 2016, CE 409**

Jim Klenner adjourned the meeting at 4:07.

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## Committee Reports:

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### Staff Council Committee on Diversity, Equity and Inclusion (SCDEI)

- Lainna Cohen was introduced to the present members.
- Discussion: Staff Council meeting. No update
- Discussion: Cesar Chavez Dinner.
  - Ad – The committee approved final version of ad, no update.
  - Tickets – It was recommended to give 1 ticket to an undergraduate student and 1 ticket to a graduate student. We also have 2 staff tickets available.
- Discussion: 2016 Diversity Resource Fair survey/mini-conference.
  - Speaker – Dr. Charlotte Westerhaus-Renfrow has agree to speak during the mini-conference.
  - Giveaways – The committee suggested contacting Bright Ideas in regards to getting price points on possible giveaways. Some items that were suggested are: water bottles, duel pen/stylus/laser, ear buds.
  - Diversity Resource Fair – Tuesday, June 7, 2016. The committee will continue to discuss the logistics of the Fair as more information becomes available regarding the venue, space and other details.
- Upcoming events.
  1. 9th Annual Cesar Chavez Dinner – March 25, 2016
  2. Staff Development Mini-Conference – Tuesday, June 7, 2016
- Other updates:
  - The Latina Faculty/Staff Council – The committee met on 2/17/16.
    - Survey – only 3 responses were received out of 250.

### Staff Council Committee for Special Events

1. Staff Council Sponsored Blood Drive – April 7th, 10am-2pm. Kaitlin has secured Taylor Courtyard and the MedSci atrium. She has also asked Liz Rybak to broadcast this event through IU Communications.
2. Spring Service Project – No response from the Office of Veterans & Military Personnel. Kaitlin presented other options for a service project. The committee selected Dress For Success. The April clothing drive happens the week of our April SC meeting. Kaitlin will see if someone from DFS can come speak at the March SC meeting.
3. 2016 Retreat –
  - Agenda – Kaitlin presented a draft agenda for the day
  - Keynote speaker – Kaitlin has reached out to Patricia Clark, Dept. of Biology to be a guest speaker. She has also contacted the Office of Sustainability to present at the retreat
  - Break-out ideas – Margie Beiswanger is available to lead a painting session. Other ideas discussed were chair yoga, an educational discussion led by a zoo volunteer, exploring and scavenger hunts in the zoo, and a dolphin show
  - Items for SC reps – the committee discussed getting items that support sustainability. Rachael and Carol will attend a vendor event next week to get ideas for items
  - Guests – Kati will see if Chancellor Paydar plans to attend. Kaitlin will see about having Jags or Jaws present.

### Staff Council Membership Committee

#### Elections:

- Unit Reps: We plan to leave the unit representative structure the same for this year. We have made a lot of changes in the past couple of years and we would like to see how it works as is this year. Kati will send emails to schools and units soon to solicit nominations. Voting will take place in late April.

- Officer Elections: a solicitation for nominations will go out via a survey monkey so that people can anonymously nominate someone (or themselves). There will be three open lines for every open position so there will be plenty of room to write in. When someone is nominated, Kati will email them and ask them if they accept their nomination and at that point they would be required to provide a 200 word or less bio. This will be included in the voting materials and on the slate. Slate will be read in May and voting will take place in June.

Minutes prepared by: Kati Reeves, Staff Council Coordinator  
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