

IUPUI Staff Council (SC)

Minutes

November 16th, 2016 ~ University Library Auditorium ~ 2:00-4:00 p.m.

Members and Guests Present: David Adams, Sally Atcheson, Jodie Bailey, Kristy Beach, Kaitlin Bell, Theresa Bell, Susan Bradley, Amanda Briggs, Aimee Brough, Denise Brown, Loren Bumbalough, Emily Clossin, Susan Corrie-Franklin, Ali Cotton, Mary Cox, Cassie Craft, Gary Curto, Jessica Davis, Jennifer Deppen, Caitie Deranek Stewart, Lisa Elko, Julia Rodgers, Chris Rohl, Pam Ross, Adam Siurek, Kurt Snyder, Heather Staggs, Steven Thompson, Rachel Urso, Etta Ward, Louise Watkins, Mary Westerbeck, Allison Wheeler, Beth Young, Cathy Zappia, Doug Tingley, Lauren Lauzon, Carol Dill, Carla Ewing, James Fiddler, Janet Fulper, Erin Gladstone, Shelanda Graham, Barb Hanes, Patti Holt, Marjorie Hopper, Lans Jameson, Ranna Johnson, Jim Klenner, Ina McBean, Kevin Mouser, Andrew Myers, Tuan Nguyen, Scott Orr, Jamie Owens, Tim Roach, Miriam Murphy, Juletta Toliver, Emily Wren, Cathy Lusch, Chancellor Paydar and Becky Wood.

Members Absent or Excused: Michelle Benberry, Toney Bernard, Lainna Cohen, Marlene Cox, Venus Davis-Wallace, Mansi Singh, Lee Stone, Liz Whitaker, Alicia Gahimer, Jennifer Dowling-Wiley, Joe Goins, Wayne Hilson, Greg Rathnow and Margie Ferguson.

Agenda Item I: Welcome and Call to Order

Jim Klenner

IUPUI Staff Council President Jim Klenner called the meeting to order at 2:03 p.m.

Agenda Item II: Adoption of the Order of Business for the Day

Jim Klenner

The agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item] Approval of Minutes of the October 19th, 2016, SC Meeting

Jim stated that the October 19th minutes had been sent out and placed in the box account. He then asked if anyone had any clarifications or any requests for revisions, changes, misspellings or, punctuation errors. Lisa stated that there was a correction noted by Allison Wheeler and it was a typo and the change had been made and uploaded to the Staff Council Box account. With that the October 19th minutes were approved as written and entered into record.

Agenda Item IV: Report from the President

Jim Klenner

Jim reported the following:

Jim wanted to remind everyone about Holiday Night and to refer to the back of agenda for the flyer and details. He said this event is always a lot of fun. Jim also mentioned that staff council was going to assist with a \$5 discount for the first 25-50 tickets purchased. The chancellor has come up with some additional funding, so there is no limit to how many faculty and staff members that can benefit from this discount.

Jim referred to an email that was sent out via Jagnews about the IUPUI women's basketball team playing at the Jungle on Wednesday, Nov. 16, at 7 p.m. All fans can receive free admission by bringing a nonperishable food item, benefiting someone in need this holiday season. Admission is free for IUPUI students with a valid Jagtag.

Agenda Item V: Report from Human Resources Administration

Juletta Toliver, Interim Assistant Vice Chancellor for Human Resources, jtoliver@iupui.edu

Juletta reported the following:

Open enrollment is now closed. Juletta asked if there was any feedback, questions, concerns or problems. There were no responses.

FLSA is at the point of conversion. Those that are impacted will convert to biweekly pay periods beginning Nov. 20th. Once the impacted individuals start using these timesheets they may not see their PTO balances right away. It may take a pay period or two to have all this information up to date. It's suggested that they print out their PTO balances on Fri., Nov. 18th to have an idea of how much time they have.

There is still no news on the grad tax issue. Juletta wants everyone to know that they are not letting it go, but she is not here to give a date that it is going to happen either. Camy will also not let it go. A rep asks "What is the hold up?" Juletta says that they are told it's a manual process and it's complicated. They want it to be electronic and Juletta says that we have offered the resources to assist with that and asked if that would help? So that is on the table... They have gone through the check list and legal counsel and all is good there. It's the implementation that is causing the delay.

Update on IU Ware- When faculty retire they are able to retain their IU email account and the use of IU Ware. Unfortunately staff do not have this option when they retire. Juletta wanted everyone to know that this is not an IU decision but a Microsoft decision. When Microsoft was asked why just faculty and not staff. There was no answer given.

Questions:

1. **Is there somewhere you can look that spells out the differences between faculty and staff?**
Juletta says not currently. There is a benefits page. When you're talking about things like

software. Those website are not all managed by HR. UITs manages software. Juletta said it would be great if all that information could be together in one place.

2. **Are the benefits for retirees in Bloomington different than here at IUPUI?** Juletta says no. Benefits are the same regardless of campus.

Agenda Item VI: Update from the Associate Vice Chancellor for Facilities

Emily Wren, *Associate Vice Chancellor for Facilities*, ewren@iupui.edu

Emily reported the following:

- Emily starts off asking if anyone hears a small whiney sound. She says that's the sound of a chainsaw on Michigan Street cutting down trees. But don't worry all the good trees will be relocated. The Michigan Street project is proceeding. As you can see there are a couple of lanes that are blocked off. This is the most restricted it will get with the possible exception of a late night or weekend. By this time next year we should be discussing when we will start using Michigan as a two way street.
- Citizens is doing some work at University/Michigan. This work needs to be completed before road work can begin. Hopefully pedestrians will be able to get through without too much trouble over the next 6 weeks.
- West Street may be restricted to one lane for a long time. There are 9 Telecomm companies who have utility poles along West Street between Michigan and New York. All utility lines have to be buried underground. This is not a University project, so we have no control over the bottlenecking that occurs.
- Ric Burrous has written a story in the Nov. 15th edition of inside IUPUI educating everyone about the changes in the campus tree population.
- Lot 83 is still in the process of replacing trees.
- Lot 80 has all the trees it's going to get.
- After 46 years Campus Facility Services has moved... They recently completed their move to the Health and Sciences building. Emily was very proud of her staff who were able to stay open during this transition.
- Vermont Street will be done in January. The redwood have been stored and their reuse is interesting. Emily says she can't say what it is exactly because the plan hasn't been finalized.
- Extend Vermont to a green space? This will not happen for a while. Maybe eventually.
- PETM will be celebrating its 150th anniversary and instead of having a Gala they are contributing to enhancing the 2nd floor garden at the end of the gerbil tube.
- The Veterans Affairs project will be finished by May and the move will take place over the summer.
- Hine Hall Auditorium renovations should be finished by the end of February.
- The class room locking project is still in progress. The thumb locks are being installed so that doors can be locked from the inside in case of an intruder.
- The Natatorium continues construction. Yes, there was a leak in the roof that required a fix and it did affect work.
- Taylor Hall's carpet is being replaced over Winter Break.

- Quick classroom updates- tiny spaces around campus (Nursing, Hine Hall, SPEA) are being converted into larger rooms and getting new furnishing and tech. This will better utilize these spaces. After all of these spaces have been assessed, Emily says they would like to get these spaces on a schedule for updates as needed.
- In process of acquiring new parking meters. Up next to buildings so visitors don't have to park in a garage a long way away. You'll be able to use an app to pay. This is a long process to get approved. Looking at the 88 spaces that have been allotted and making sure there in the right places.
- Referendum was approved to enhance INDYGO system. Looking at traffic and transportation.
- Signage for all parking garages is being evaluated.
- Informal learning spaces have been neglected. There has been no method of tracking them in the past. About 90% of these spaces have been looked at. Looking at the quality. So a plan for regular replacement can be put in place moving forward.

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

Nasser Paydar, *Indiana University Executive Vice President and Chancellor of IUPUI*, paydar@iupui.edu

Chancellor Paydar reported the following:

The Chancellor thanked Emily for speaking. He said that anything he says will be better than parking. Lots of laughs from audience.

Chancellor Paydar asked how many of us were present at the State of the Campus address a few weeks ago. There were only a few hands raised. He then asked how many watched via live stream. There were a lot more hands raised this time.

If you didn't have the chance to see the Chancellor's State of the Campus address and would like to, please use the following link to watch:

http://www.indiana.edu/~video/stream/launchflash.html?folder=radio&filename=soc_20161101.mp4

Chancellor Paydar said that he started off his State of the Campus Address saying that in a week we will be picking a president. Depending on who gets elected, the next four years for our country will look dramatically different. But our commitment to our community, faculty and staff will go on.

The Chancellor has been a part of ten elections. He says elections have consequences. Whoever wins... it will change student lives, taxes, funding, it will all change. But it doesn't have to change how we treat each other. Even if we argue, we do it civilly that does not change. We want to be sure we are welcoming everyone from everywhere. It's ok to disagree as long as we do it respectfully. We all need to commit to being respectable to others regardless of views.

What will remain the same is our commitment to excellence to our students who will be living, learning and earning in an increasingly global environment. To best serve these students, we in higher education must continue to focus on our strategic priorities.

This fall we welcomed nearly 30,000 students to IUPUI. Included in that total was our largest and most talented freshman class ever. That class marked record increases in our minority student population as well.

IUPUI remains dedicated to educating Hoosiers. In fact, nearly 88 percent of IUPUI undergrads come from right here in Indiana. We continue to educate more students and more diverse students so that the IUPUI student body has the widest variety of perspectives and backgrounds from Indiana and beyond to enrich our intellectual environment. With this goal in mind, IUPUI joined the Midwest Student Exchange Program this fall. We are opening doors of opportunity for Midwestern students who save tens of thousands of dollars in student debt thanks to this program. Since joining this year, we have seen a 60% increase in student enrollment from member states.

In addition to programs like this, scholarships are vital tools in our recruitment strategy. As a campus, in the last year we have doubled need-based aid and added to merit scholarships to recruit high-achieving students including underrepresented minority students.

Our 4-year graduation rate rose from 21% to 25% in the past year and our 6-year graduation rate has increased from 45% to 47.5%. We know we need to significantly improve these rates, and we are working towards that goal.

This May at our first graduation ceremony held at Lucas Oil Stadium, we awarded over 7,000 degrees. The majority of those graduates are staying right here in Indiana to live and work.

There are major changes happening with leadership. We are continuing to build the leadership team through a number of current national searches including:

- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Affairs
- Dean of University College and Associate Vice Chancellor for Undergraduate Education
- Dean of the School of Health and Rehabilitation Sciences.

Also, Kathy Johnson accepted the role as Executive Vice Chancellor and Chief Academic Officer. She brings a great deal of knowledge and experience to that position, and I am grateful for her continuing service. Kathy is also the first female to serve in this role.

The power of IUPUI reaches its full potential only in combination with the community, and we are working hard to better share our story with that community. To that end, we have undertaken a coordinated and strategic campaign to strengthen and spread the IUPUI brand. That includes producing an annual report targeting decision-makers in the city and surrounding areas. It includes bus wraps that put IUPUI on a fleet of IndyGo buses. And it includes IUPUI's first ever major digital and television advertising campaign. The television campaign, in particular, targets Indiana markets as well as Chicago cable.

In 2018-19, IUPUI will be marking their 50th Anniversary. A steering committee has been formed to help plan this celebration. This celebration will not only honor the campus's history but also to recognize all of those who have a role in shaping this institution. With that in mind, the chancellor invites us all to visit his website at chancellor.iupui.edu and click on the 50th anniversary button to offer our suggestions for signature events.

This anniversary celebration is closely tied to the Welcoming Campus Initiative, another milestone in the life of this campus. Launched last spring, the Welcoming Campus Initiative asks faculty, staff, students, alumni, and the community what it means to be a "welcoming campus." For this kind of initiative to work, we need a collective, campus-wide effort that draws together the best ideas—from campus gateways to lecture series, from mentoring projects to campus wayfinding, and so much more. I am delighted to announce the \$1 million IUPUI Welcoming Campus Innovation Fund. This fund will provide internal grants of up to \$25,000, with a match by the proposing unit, to support implementation of recommendations emerging from the Welcoming Campus Initiative. The goal is to strengthen our campus community in ways that we can sustain and that will make a powerful difference in the lives of IUPUI faculty, staff, students, alumni, and the broader community.

Questions:

With this initiative is there any discussion about maintaining the IUPUI brand and not IU as a whole? Chancellor Paydar responds, we are IUPUI. We are jaguars! He wants to put a big jaguar between tower and Hine Hall. The Chancellor says there are traditions to be built. But we are a part of IU. We are an IU campus and all decisions are IU. But we have to maintain both while keeping our identity.

The Purdue aspect seems to be is downplayed. Can it be more visible? University is IU's budget and IU deals with it all. Purdue has doubled its research over the years. The Chancellor says it is not hurting Purdue using the IU brand.

Agenda Item VIII: Report from Faculty Council Liaison

Miriam Murphy, Director, Ruth Lilly Law Library, mimurphy@iupui.edu

Miriam reported the following:

The Faculty Council had a meeting with the chancellor's cabinet. It was very well received. The biggest request that came from it was that they wish they had more time.

The following are the proposed Campus Conversation Questions for the Members of the Chancellor's Cabinet. There are five themes for discussion, within each theme there are one or more questions. The Campus Planning Committee, Budgetary Affairs Committee, and the Executive Committee are all interested in how these issues affect your unit.

1. Faculty and Staff Protection and Concerns

- a. Are there emerging faculty/staff concerns we need to be mindful of?
2. Budget Issues
 - a. How do you see the current RCM model affecting your unit's ability to plan and respond to changing circumstances?
 - b. How would you improve communication with the campus budgetary authorities?
 - c. What impact on your unit do you see resulting from:
 - i. Campus' investment in diversity recruitment initiatives?
 - ii. Changes in Chancellor's Reallocation?
3. Shared Services
 - a. Over the past several years there has been a movement towards harmonizing/centralizing some services at the university level in order to create efficiencies. How has this shift impacted areas that you lead?
 - b. Has the shift to more centralized services led to changes in what staff in your areas are responsible for?
 - c. What do you see as the biggest opportunities and threats associated with centralization of services?
4. Financial Concerns
 - a. What are the most pressing concerns related to your unit at this time?
 - b. What are the most compelling opportunities for fundraising or external grants/contracts?
 - c. What are the implications of the Grand Challenge Initiative (in the first and subsequent rounds) on your unit, if any?
5. General Question
 - a. What is (everyone's) perception of the purpose of the campus conversations? What changes have been implemented in the past as a result of previous campus conversations? How might they be improved going forward?

Miriam will continue to provide feedback as these campus conversations continue over time.

Agenda Item IX: [Information Item] Update from the Office of Sustainability

Jessica Davis, Director, IUPUI Office of Sustainability, davis.jg@iupui.edu

Jessica reported the following:

Jessica was asked to attend the staff council meeting today to talk about the Sustainable Campus Competition that IUPUI and Butler (McKenzie Beverage) participated in together.

In September 2016: AASHE + Kimberly Clark announce award.

\$50,000 is available in the following areas:

- Climate change
- Energy reduction
- Water reduction
- Waste reduction

For Approval: 12-14-16

- Food waste

Jessica & McKenzie focused on food waste:

- In 2014, more than 38 million tons of food waste was generated, with only 5.1% diverted from landfills and incinerators for composting
- EPA estimates that more food reaches landfills and incinerators than any other single material in our everyday trash, constituting 21.6% of discarded municipal solid waste
- Americans waste 40+% of food produced; 210 lbs/person/year

The Problem: Food Waste

- IUPUI + Butler University
 - Cost of hauling food waste is too high
 - Stuck at low level of service

Here is the process that Jessica & McKenzie followed for the competition:

1. IUPUI + Butler Sustainability meet with Food Services + Ray's Trash
2. Apply for first round of funding (226 applicants)
 - High level overview
3. Invited to apply for second round (20 applicants)
 - Video + budget
4. Invited to present live at AASHE Conference (3 finalists)

Here is the link to the video that Jessica & McKenzie submitted for the conference:

<https://www.youtube.com/watch?v=1bmcEOVqyG4>

IUPUI & Butler won the \$50,000 prize!

Other Sustainable News:

Sustainability Speaker Series

- Student Sustainability Council has \$18,000 to start a speaker series
- We'll be partnering with them to help identify speakers to bring to campus

Continuing Education:

- Master gardener
- Beekeeping
- Bike maintenance
- Urban chickens

Buzzworthy News: Bees have arrived at IUPUI

- Beekeeping Basics Short Course
 - Friday, Nov 18 from 11-12
 - New York Street Garden
 - Rain location: Taylor Hall 3171
 - Hear from:

For Approval: 12-14-16

- Dr. Steven Blanchard, School of Dentistry faculty + urban beekeeper
- Katheleen Prough, Indiana State Apiary Inspector
- Madison Mohr, IUPUI student

Greening IUPUI Grant

- \$50,000 available to IUPUI faculty, staff, and student to fund ideas that promote campus sustainability
- Application opens December 1
- Previously funded ideas:
 - Bee hives on campus
 - Zero waste initiative @ Natatorium
 - Bike maintenance stations
 - Water bottle refill stations

Here is the link to apply: <https://sustainability.iupui.edu/resources/greening-grant.asp>

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

Sustainability Committee:

The Sustainability Committee had a meeting on October 27th and discussed the following:

Mission of group is to support the creation of a culture of sustainability at IUPUI.

We will be focusing on two strategic priorities:

- 1) Professional development and social opportunities
 - Partner with the Student Sustainability Council (SSC) to create a campus sustainability speaker series
 - Would like to kick off the event with a high profile speaker
- 2) Continuing education
 - Offer certifications in sustainability topics like: urban gardening, beekeeping, etc...

We will be soliciting feedback from staff council over the coming months to determine areas of interest.

Agenda Item XI: Question and Answer Period:

Jim Klenner

Questions:

1. There is a constituent that parks in the surface lot somewhere close to where the old AO Building was located. She asks: "Are they going to put in a sidewalk before winter? Right now, I have to walk through wet grass to get to a sidewalk. I'm concerned that when it snows, I'll

have to trek through that to get to work." Emily said there isn't time before winter to put one in but there are plans for a sidewalk come spring. She suggest to use the main sidewalk until then.

2. Apparently there's a lot of grassy stuff at the northwest corner of Ohio and Blackford making it hard to make that turn. Could someone trim back the greenery? Emily said this had been taken care of already.

Agenda Item XII: Unfinished Business

Jim Klenner

There was no unfinished business.

Agenda Item XIII: New Business

Jim Klenner

Barb wanted to talk about the CAS and DUO Token two step log in. Many are already using a token but for those that are not she wants to be sure that they are equipped and understand why. There was an email sent out with locations and times for table events. As an increased security measure please note that anything requiring a CAS login will also require a duo token beginning the 1st of the year. If you cannot attend a table event and are not going to use your device as your token. There is a walk up window you can go to and get your token. Tokens are no longer being purchased by departments. Please share this information with your constituents.

Questions:

1. How easy is it to use? Barb says very easy and explains process. The mobile app is very user friendly.
2. Are the tokens that are being distributed the same as the one people currently have? They are new but work the same.

Jim pointed out that there were some incidents that have caused this increased security measure. There were a few emails that were received and people's identities were compromised. Individuals were able to login in to employees accounts and change their bank account information. This new process is for our protection.

Jim also added that if anyone has any ideas for the chancellor, please bring them up. We don't want to waste this opportunity.

Agenda Item XV: Final Remarks and Adjournment

Jim Klenner

With no further business appearing the meeting was adjourned at 3:43 p.m. The next Staff Council meeting will be December 14th, 2016 at University Library Auditorium.

Minutes prepared by Lisa Elko, Staff Council Coordinator
INAD 4058 / 274-4542 / scouncil@iupui.edu / www.iupui.edu/~scouncil/