

## **IUPUI Staff Council (SC) Minutes**

**October 16, 2013 ~ Campus Center, Room 450B ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Charles Akerland, Alyce Archie, Margo Barton, Kaitlin Bell, Michelle Benberry, Victoria Bills, Landon Brothers, Denise Brown, Rob Bullock, Tina Carmichael, Kristy Chapman, Pam Clinton, Ben Cockrum, Caitie Deranek, Aron DiBacco, Teri Duell, Mary Fisher, Natalie Edwards, Rita Flynn, Margo Foreman, Alicia Gahimer, Barbara Hanes, Todd Herring, Patti Holt, Leslie House, Phyllis Humphrey-Sarver, Felicia Jackson, Betty Klein, Jim Klenner, Summer Layton, Karen Lee, Rachel Limbach, Mary Lindop, Cortnee Martin, Laura Masterson, Colleen McCormick, Teresa McCurry, Brady McManama, Greg Mobley, Matthew Moody, Kevin Mouser, Andrew Myers, Kasey Myers, Kitty O'Doherty, Victor Osuna, Larra Overton, Mary Pat Poskon, Melanie Pride, Dawn Rhodes, Tim Roach, Liz Rybak, Tanika Scott, Damon Spight, Susan Steele-Moore, Lee Stone, Carleen Thompson, Etta Ward, and Louise Watkins

**Members Absent or Excused:** Rose Baker, Russell Black, Matt Borden, Wade Chatmon, Nicole Collins, Kendra Hein, Susan Hill, Rochelle Hudson, Lyndy Kouns, Pamela Lovejoy, Lodema Lines, Margie Martinez, Christen Mumaw, Kristi Palmer, Jenny Perrino, Carol Riley, Jan Smith, Michael Sprinkle, Yolanda Taylor, and Lindsay True

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

IUPUI Staff Council President Lee Stone called the meeting to order at 2:06 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: [Action Item]: Approval of the Minutes of the September 25, 2013 Meeting**

The minutes of the September 25, 2013, SC meeting were approved and entered into record.

### **Agenda Item IV: [Information Item] Report from Human Resources Administration (HRA)**

Carleen Thompson, Assistant Vice Chancellor for Human Resources

Thompson reported on the following:

- Thanked the members of the SC who helped with the Chancellor's Employee Convocation and the recent search for the director of employee relations.
- Introduced Victor Osuna, Director of Employee Relations. His focus will be on initiatives with the strategic plan and forming a partnership with management relations. He came from Wishard Hospital where he held the same role and has over 25 years of employee and labor relations. Mr. Osuna said he was impressed with the care and concern of the persons who asked questions about staff issues during the interview process.
- Recruiting for the director of occupational development and training. The search committee has been formed and will begin meeting next week to review the applications received and screening them to pare the list down. Interviews will begin in the next few weeks.
- Attending the October 25 Employee Health and Benefits Fair. Archie spoke of the new presentations this year. Healthy IU and Auxiliary Services will have the Fresh Produce Market. Bicycle Garage Indy will have information about bicycles, bicycle safety, cultural trail, and family wellness. Work/life will have a presentation on working with seniors (including frauds and scams in Medicare). Retirement Readiness will be discussing the Retirement Readiness Calculator (an online tool to help you gauge whether you can afford to retire). Georgetown Market will talk about the benefits of juicing.
- Archie said open enrollment information is available on the website. The first presentations on any changes will be at the benefits fair. Susan Brewer will talk about the new items in the insurance

package. IUPUI HR Benefits will give presentations throughout the campus as well following the fair. A team member will be located in the Campus Center each week to answer questions.

#### **Agenda Item V: Update from the Vice Chancellor for Finance and Administration**

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes reported on the following:

- Welcomed Victor Osuna to the campus.
- The Board of Trustees meet on October 17 and 18. The agenda includes the construction of University Hall and an arrangement with the National Institute of Fitness and Sports (NIFS) for student use. University Hall will be the building that replaces the AO building and includes university administrators, the Lilly Family School of Philanthropy, and the School of Social Work. It is expected they will approve the building, with groundbreaking in January and construction taking about 15 months to complete. The building will be in the parking lot next to the Lecture Hall. A deal has been made with NIFS for student recreational use in the building. The arrangement with allows student participation for \$25/month or \$38/month depending on usage. This is a greatly reduced fee for students with the campus picking up some of the cost. It is a pilot project.
- On July 1, the Department of Environmental Health and Safety was moved to a university-wide department. The sustainability office is still connected to this campus. There is a dotted reporting line with the Police Department with a solid reporting line to the University Policy Department. Both budgets (EHS and Police) are remaining with the campus at this time.
- There will be a continuing emphasis on how the campus reduces costs and integrates revenue streams. Higher education continues to be challenged. Tuition is increasing at a faster rate than health care, which is not a sustainable model. Committees will be formed to see how the campus can slow costs, etc.
- Question: When does the NIFS contract begin? Rhodes said she hopes it will still be this semester.

#### **Agenda Item VI: Report from the President**

Lee Stone

Stone reported on the following:

- The Board of Trustees will be discussing the privatization of parking at their meeting this week. There has been a decision made and the recommendation will be heard at the meeting.
- On October 8, the Task Force on Staff Talent met to review the latest draft of the strategic plan. Both the faculty and staff task forces will meet on October 18 to review the revised draft combining the work of both task forces.
- The Staff Survey has been sent out, and he hoped everyone was able to participate. The survey was reviewed by the Staff Council before it went out in final form. The findings will help us to be able to find out what we do well and what we need to do better.
- The *Informed Employee* has been sent out and includes the new health insurance rates. He encouraged everyone to attend the benefits fair to hear the presentations on what is included.
- Human Resources has asked for assistance with putting on the fair. To help, contact Charlotte Mahin.
- Phyllis Humphrey-Sarver and Yolanda Taylor are the new co-chairs of the Staff Council Committee on Diversity, Equity, and Inclusion.

#### **Agenda Item VII: [Information Item] Update: Office of Sustainability**

Colleen McCormick, Director

McCormick spoke to the presentation appended to the end of the minutes.

Questions:

- Is sustainability in Plan 2025? McCormick said sustainability was in the plan, then taken out, and will be worked back in, but she is not sure where.

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

The following committee reports were given orally:

- The blood drive will be November 6 (information is in the Special Events Committee Report).
- The Membership Committee will be staffing the SC table at the Health and Benefits Fair. Set up is between 8:30 and 9 a.m. Let Gahimer know if you are able to help at the booth. The booth will be up until 3 p.m. Members will be talking about the SC and distributing giveaways.

The following committee reports were submitted in written form (no changes made to the report):

- **Academic Affairs Committee Report** (Laura Masterson, Chair)  
The Academic Affairs Committee had our first meeting on Friday, Oct. 4. Our current focus is on identifying issues where the committee can really make a difference, while also narrowing down our ideas from last year. We are also working hard to make the session sponsored by our committee on December 18, “Working Relationships Between Faculty and Staff,” a success. Our goal is to ensure the information is relevant to all staff and provides support that isn’t provided elsewhere.
- **Special Events Committee Report** (Kristy Chapman and Cortnee Martin, Co-Chairs)  
The Blood Drive will be on Wednesday, November 6 at Taylor Hall (Bloodmobiles) from 10:00a – 3:00p and in the MedSci atrium from 8:00a – 1:00p. We are working on the details for the December Meeting/Holiday Party and coordinating a toy drive – more details coming soon.
- **Staff Affairs Committee Report** (Barb Hanes, Kevin Mouser, Co-Chairs)
  - The Staff Affairs Committee met on October 3. Members introduced themselves and shared their interest in serving on the Committee. The Committee responsibilities as defined by the Staff Council Bylaws were discussed. Following an open discussion, the following concerns were identified for future attention by the Committee: 1) Campus Smoking Policy Enforcement, 2) Continuing Education/ Staff Scheduling Flexibility, 3) Sharing of Paid Time Off Among Staff, 4) Merit Raises/Performance Evaluations. Committee members volunteered to serve on one or more Subcommittees devoted to these concerns. The Committee discussed polling campus staff in an effort to identify any other significant concerns that may require attention by the Committee.
  - Staff agreed to research key information on sister Urban 15 Universities for use by the Staff Council Executive Committee/Staff Council President. (The Urban 15 Universities include: Cleveland State University, Georgia State University, University of Cincinnati, University of Illinois, Chicago, University of Massachusetts, Boston, University of Alabama at Birmingham, University of Missouri, Kansas City, University of New Orleans, University of Pittsburg, University of Missouri, St. Louis, University of Wisconsin, Milwaukee, Temple University, Virginia Commonwealth University, Wayne State University, Portland State University).
  - The Committee agreed to meet monthly moving forward.
- **Staff Development Committee Report** (Caitie Deranek, Chair)
  - The Staff Development Committee met on September 24<sup>th</sup> and discussed several items, including the Staff Council Member Features. One of the pieces of feedback from the Retreat in July was that Member Features should be on the website as well as the newsletter, so we plan to work Karen to see if that is possible. The idea of expanding the feature idea to include all staff was mentioned and the committee is considering whether that is feasible.

- SDC is generating a list of points to research at IUPUI's peer institutions on three main points of focus this year: retirement benefits, tuition fees, and training programs. When the committee meets on October 22<sup>nd</sup>, we will look at the list and cover any gaps, then begin research. Results will be shared with the Staff Council and actions steps will be considered.
- Continuing research into fundraising has generated interesting differences between IUB and IUPUI support for staff development. More information on this point will follow in coming months.
- **[Ad Hoc] Web Committee** (Andrew Myers and Matt Borden, Co-Chairs)
  - The web committee met two weeks ago. In that meeting the committee felt like the following items are the most pressing needs for Staff Council:
  - The Staff Council Directory: The gears are moving on this and the committee is starting to draft out the structure of this and will begin coding shortly.
  - The Contact Us Page: We are going to try and create a more central location and conscience form for people to submit feedback/questions/comments in an anonymous way. Our thought is a person would come to this page and choose to submit this in an anonymous or known fashion.
  - Site Navigation: The committee members are starting to take a look at how the current site is laid out and will be recommending changes for this. Our emphasis is to make a site that staff council, staff, and outside individuals can come to and find the information they need in the quickest way possible.
  - Any advice or ideas, please direct to Matt Borden ([mtborden@iupui.edu](mailto:mtborden@iupui.edu)) or Andrew Myers ([agmyers@iupui.edu](mailto:agmyers@iupui.edu)).

#### **Agenda Item IX: Unfinished Business**

There was no Unfinished Business.

#### **Agenda Item X: New Business**

There was no New Business.

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

Kristi Palmer, Faculty Council Executive Committee Member

No report.

#### **Agenda Item XII: Report from the Chancellor's Academic Liaison**

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Congratulated everyone who was involved in the strategic planning process. The report has gone back to the committees for final tweaking including metrics to measure progress on the efforts.
- A search is being conducted for a Senior Associate Vice Chancellor for Academic Affairs. The position is the one currently held by Fisher with a new title. Candidates are coming to campus, and she encouraged the members to attend the open meetings. The first candidate came last week, and three more external candidates are coming in the next few weeks. She will be going back into teaching in the School of Nursing on December 1.
- As the semester began, EVC Nasser Paydar began meeting with department chairs and deans about the strategic plan and moving the campus forward. This includes online learning, Core 30 courses (core courses for undergrads required by the state), and other academic endeavors. Academic advisors will need to be on board with the core courses and how it aligns with the major.

For Approval: 11-20-13

**Agenda Item XIII: Final Remarks and Adjournment**

Stone said although the meeting was adjourned, the Staff Council Committee on Diversity, Equity, and Inclusion would be holding an education session on “GLBTQ at IUPUI: Marriage and More.” He thanked those who led the session.

With no further business appearing, President Stone adjourned the meeting at 4:00 p.m.

**Agenda Item XIV: [Workshop] LGBTQ at IUPUI: Marriage and More**

Panel Members:

Anne Mitchell, Interim Director of the Survey Research Center at IUPUI

Jennifer Drobac, Professor of Law, IU Robert H. McKinney School of Law

Robert Bullock, Assistant to the Dean & Development and External Affairs Specialist, Herron School of Art and Design

Margo Foreman, Office of Equal Opportunity, Moderator

Members were invited to stay for the workshop. Margo Foreman moderated the panel.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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# Sustainability at IUPUI

Colleen J. McCormick, MPH  
Director, Office of Sustainability

# IUPUI Sustainability

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- Campus Statement of Sustainability Principles adopted 2008
- Office established August 2011
- Committees
  - Advisory
  - Steering
  - Academic
  - Energy/Built Environment
  - Campus Tree
  - Land, Air, Water
  - Public Health
  - Recycling/Waste Minimization
  - Transportation

# Energy

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- Conserve energy and improve energy efficiency of buildings, vehicles, equipment
- Increase use of renewable energy sources
- Progress
  - BS/SPEA Solar Panels
  - Energy Policy
  - EPA Green Power Partner



# Built Environment

- Pursue Leadership in Energy and Environmental Design (LEED) silver certification
- Conserve and increase green space on campus
- Progress
  - Designated 2012 Tree Campus USA
  - Planted natives at UL in April 2013
  - Glick – First IUPUI LEED certified building
  - New York Street Garden – Outdoor learning space



# Reduce, Reuse, Recycle

- Advance reduction, reuse, and recycling of waste materials
- Promote environmentally sound purchasing practices
- Progress
  - Convert campus recycling program to single stream



# Transportation

- Minimize transportation demands to and from campus
- Increase use of car pooling and public transportation
- Encourage bicycling as a commuter option
- Progress
  - Bicycle maintenance stations
  - Zip car
  - Bike share



# Public Health

- Raise awareness about the ways the environment impacts individual and community health
- Progress
  - Successful campus gardening effort
  - Campus Kitchen



# Student Involvement

- Student Sustainability Council (SSC)
  - Year of the bike; local food
- Developing IUPUI Gardens Sustainably (DIGS)
- Environmental Law Society (ELS)
  - Student Eco-summit
- Interns
  - STARS
  - Communications
  - Recycling
  - Tree Campus USA
- Student Projects
  - SPEA
  - Herron
  - ET
  - Liberal Arts
  - Public Health



# Outreach

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- Indianapolis Higher Education Sustainability Roundtable
- IGCN – Indiana Green Campus Network
- Big Ten and Friends Sustainability Group
- Coalition of Urban Serving Universities Sustainability Group
- Sustainability Peninsula Committee
- AASHE – Association for the Advancement of Sustainability in Higher Education
- HEASC – Higher Education Association Sustainability Consortium
- CSHEMA – Campus Safety and Environmental Mgmt. Association
- Upper White River Watershed Alliance
- Reconnecting to our Waterways (ROW)

# Get Involved

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- Office of Sustainability Website/Social Media
  - [www.sustainability.iupui.edu](http://www.sustainability.iupui.edu)
  - <https://www.facebook.com/IUPUISustainability>
- Student Sustainability Council
  - <https://www.facebook.com/SustainIUPUI>
- Office of Sustainability Internships
- Green Teams
- Sustainability Committees
- Fall 2013 Events
  - Student Eco-summit II October 19
  - Campus Sustainability Day October 22
  - HEC Greening the Statehouse November 16

# AASHE



- An organization of colleges and universities that are working to advance sustainability in higher education
- Member Benefits with your campus email address:
  - Online resource center for sustainability policies, best practices, case studies, planning and assessment tools, surveys, reports, how-to guides, discussion forums, job descriptions, campus profiles
  - Networking, information sharing, collaboration, and professional development
  - AASHE's annual conference, workshops, webinars, and other events
  - Newsletter and Bulletins provide the latest news, invaluable resources, opportunities, and events related to sustainability in Higher Education
  - Awards program to recognize outstanding efforts in advancing campus sustainability, including efforts by students; Campus Sustainability Case Study Award, Student Sustainability Leadership Award, and Student Sustainability Research Award

# AASHE STARS

- Sustainability Tracking, Assessment, and Rating System
  - A transparent, self-reporting tool to measure sustainability progress in the areas of: environmental, economic, and social indicators, which are divided into four categories related to campus activities: Education & Research, Operations, Planning, Administration & Engagement, and Innovation.
- Provides a framework for understanding sustainability in all sectors of higher education
- Enable meaningful comparisons over time and across institutions using a common set of measurements developed with broad participation from the campus sustainability community
- Create incentives for continual improvement toward sustainability
- Facilitate information sharing about higher education sustainability practices and performance
- Build a stronger, more diverse campus sustainability community



# IUPUI STARS Report

## IUPUI STARS Points Summary

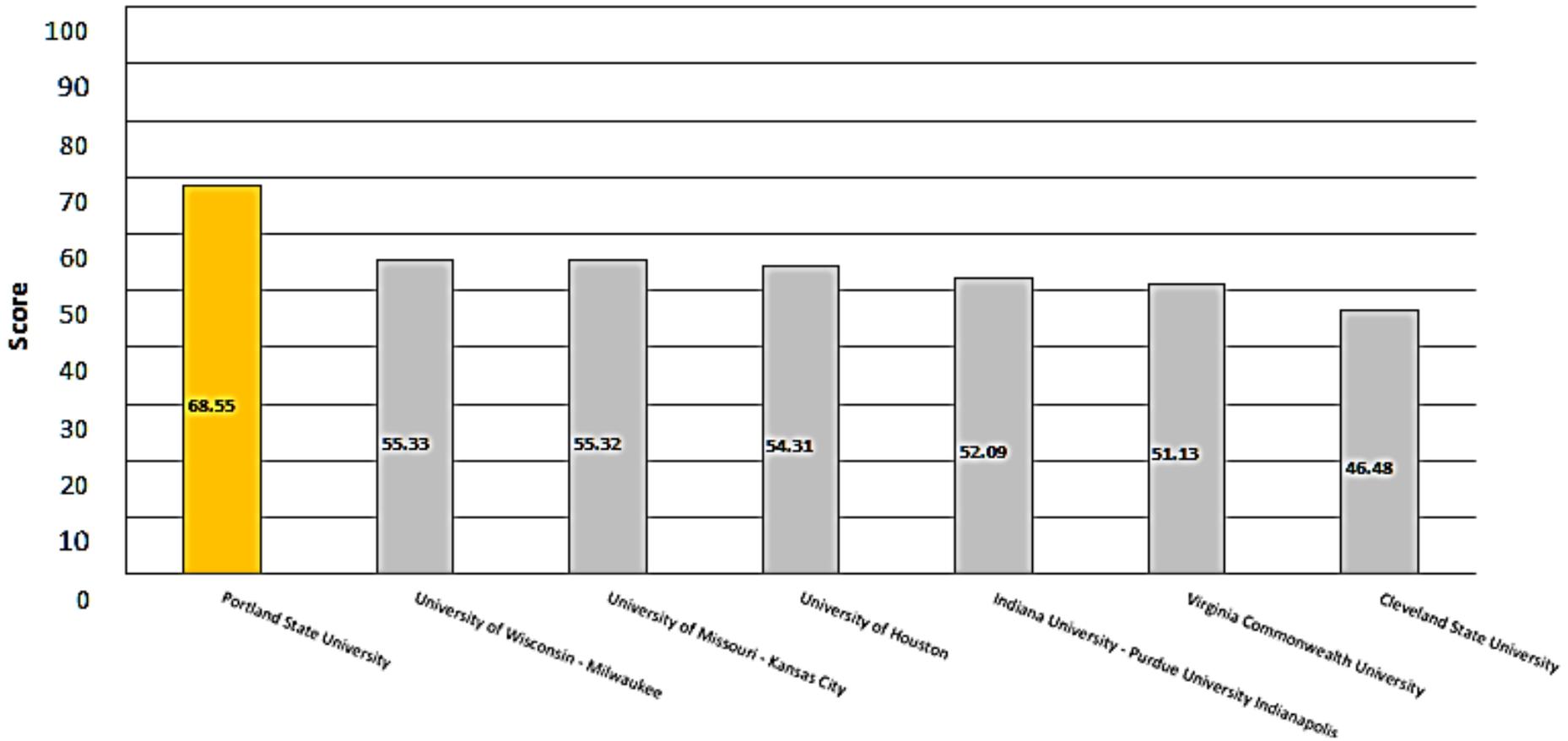
**Score 52.09**

**Rating: Silver**

	<b>IUPUI Score</b>	<b>National Average</b>
<b>Education &amp; Research</b>	<b>46.58%</b>	<b>50.92%</b>
<b>Operations</b>	<b>31.62%</b>	<b>37.48%</b>
<b>Planning, Administration &amp; Engagement</b>	<b>66.08%</b>	<b>57.52%</b>
<b>Innovation</b>	<b>4.00</b>	<b>2.52</b>

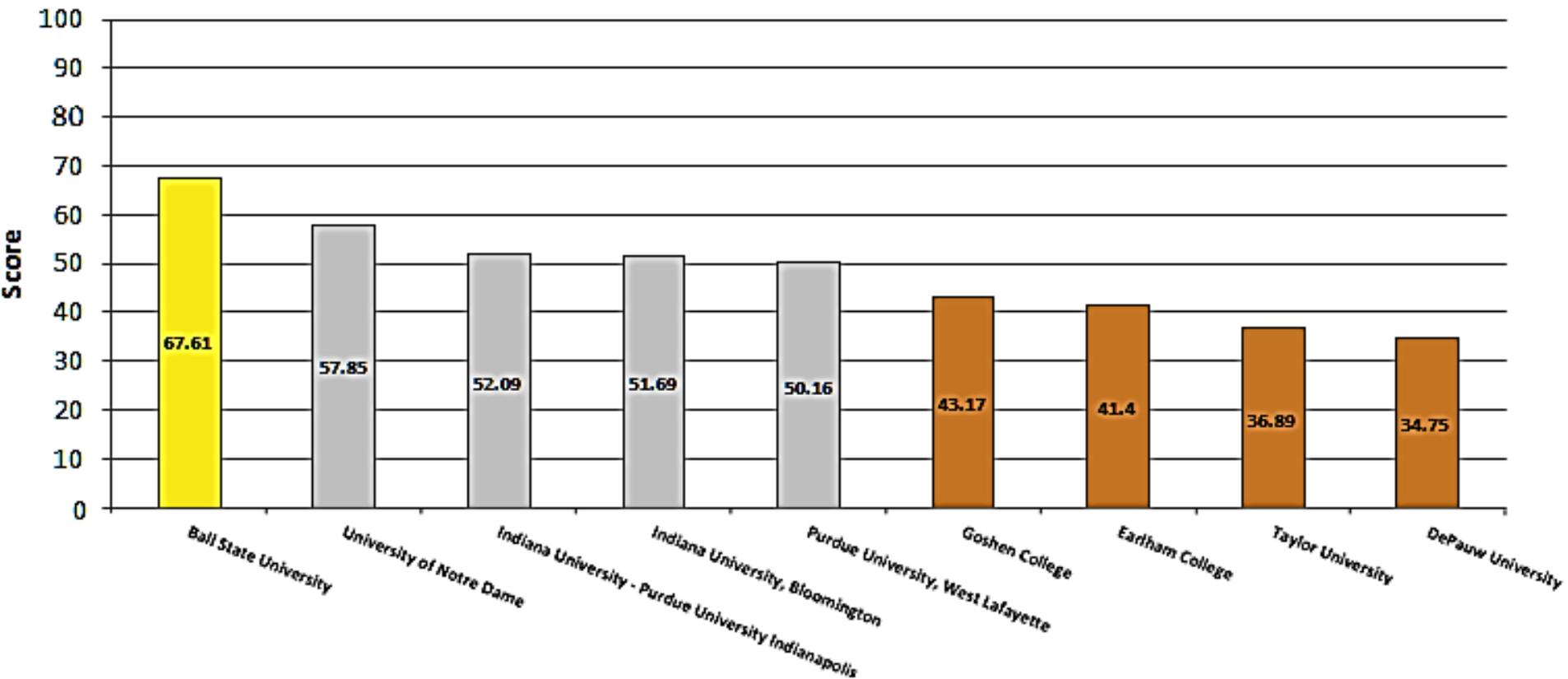
# IUPUI STARS Report

STARS Rated Urban 13 Universities



# IUPUI STARS Report

## STARS Rated Universities in Indiana



# IUPUI Sustainability

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- 2013-2014 Initiatives
  - Develop office strategic plan
  - Explore shuttle between IUPUI and IUB
  - Continue to enhance recycling program
  - Submit for 2013 Campus Tree USA
  - Green team development
  - Implement Campus Kitchen
  - Support campus locations of bike share program

# Questions?

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Thank you for your time!

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