

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

### **Minutes**

**February 20, 2013 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Charles Akerland, Marjorie Aprile, Rose Baker, Bobby Bell, Kaitlin Bell, Lee Bernard, Victoria Bills, Russell Black, Vicki Bonds, Matt Borden, Landon Brothers, Nathan Byrer, Kristy Chapman, Wade Chatmon, Ben Cockrum, Shannon Cooper, George Davis, Caitie Deranek, Aron DiBacco, Teri Duell, Natalie Edwards, Pinkie Evans, Joann Farris, Margo Foreman, Avis Frieson, Alicia Gahimer, Barbara Hanes, Deanna Hart, David Heard, Linda Henson, Sue Herrell, Todd Herring, Patti Holt, Rochelle Hudson, Phyllis Humphrey-Sarver, Stephen Hundley, Pam King, Betty Klein, Jim Klenner, Lyndy Kouns, Karen Lee, Tammy Leone, Barbara Lerner, Anthony Masseria, Laura Masterson, Catherine Matthews, Teresa McCurry, Brady McManama, Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, Scott Orr, Kristi Palmer, Jennifer Pease, Mary Pat Poskon, Melanie Pride, Tim Roach, Liz Rybak, Candice Smith, Damon Spight, Susan Steele-Moore, Bill Stuckey, Yolanda Taylor, Carleen Thompson, Lindsay True, Jack Waggoner, Maya Wagle, Etta Ward, Melody Warman, Terry Wilson, Emily Wren, and Debbie Wyeth

**Members Absent or Excused:** Melissa Ade, Amber Allen Michelle Benberry, Virginia Blevins, Benita Book, Bwana Brooks, Denise Brown, Tina Carmichael, Cathie Carrigan, Becky Cass, Connie Ely, Rita Flynn, Cindy Gilbert, Jane Goergen, Jim Graber, Sharon Henson, Edgar Holdaway, Margaret Hughes, Mary Lindop, Pamela Lovejoy, Lodema Lines, Christophe Marchal, Cortnee Martin, Helen McKuras, Amelia Miller, Charlie Miller, Christen Mumaw, Andrew Myers, Kasey Myers, Kitty O'Doherty, Jennifer Paton, Jillian Patterson, Kibi Pryor, Carol Robinson, Dawn Roberts, Casey Roell, Patriece Roulette Landis, Meagan Sabatino, Meagan Senesac, Jan Smith, Michael Sprinkle, Lee Stone, and Sherrie Tucker

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

IUPUI Staff Council First Vice 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: [Action Item]: Approval of the Minutes of the December 19, 2012, and January 16, 2013 Meetings**

The minutes of the December 19, 2012, and January 16, 2013, SC meetings were approved.

#### **Agenda Item IV: Update from the Associate Vice Chancellor for Facilities**

Emily Wren, Associate Vice Chancellor for Facilities

Wren reported on the following:

- Wishard Land Swap: The new hospital build is on schedule and plans are to move into the hospital on December 9, 2013. There are three buildings that will be ready at that time. Patients will be slowly moved from the old building to the new. A task force was announced by the IU Board of Trustees to examine which vacated buildings are habitable and which should be demolished. They will be finished with their analysis by July 1, 2013. Another process is in place to see what schools should move to the vacated buildings.
- An office building is being planned (1000 square feet and five floors) on the corner of University Boulevard and New York Street. The School of Social Work, the School of Philanthropy, and the occupants of the Administration Building are slated to move to the building. Construction will begin this summer.
- The Science and Engineering Lab building is on schedule.

- The NeuroScience research building will be built on the Methodist Hospital Campus. It is currently ahead of schedule and will likely be ready for occupancy the first quarter of 2014.
- Riley Hospital Drive (off Michigan Street leading to the ROC garage) now extends from Michigan Street to 10<sup>th</sup> Street. It street will be widened and landscaped before it is finished. It will be move to one lane mid-March and will be done in two phases. She suggested avoiding the area from April to mid-June.
- Ball Gardens in the process of being renovated and landscaped. Work will be completed by October 1. The whole garden will not be done by that time; however, as the Sunken Garden will still need to be landscaped. Fund raising will be done to finish that project.
- The Business/SPEA portion of the second floor will be renovated for the School of Business.
- The Rotary Building space is under renovation.
- The School of Dentistry lecture classrooms are being renovated. When finished, the campus will be able to use the lecture rooms at night.
- The campus is engaged with the city in speed studies on New York Street, Michigan Street, and 10<sup>th</sup> Streets. DPW will be getting back to Wren with their conclusions. It is hoped the traffic slows, we receive safer pedestrian walkways, and more bike trails. Scramble lights are being discussed by the city for inclusion on the campus.

#### Questions:

- In reconstructing Riley Drive, is there any thought in extending it south of Michigan Street? Wren responded yes and the project may happen in the next five years.
- Will the new AO building be connected to ES? Wren said yes.
- Will there be a shuttle on the east side of campus for persons who work off site? Wren said the shuttle ridership has been extremely low in the past and the Olive Line will be discontinued. Persons off campus will be encouraged to buy a parking pass and drive onto campus. Shuttles from campus housing are also not being used very well, and they plan to promote that shuttle better. Persons who have taken the Olive Line could take the PeopleMover. The line will stop March 1.

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

Carleen McElroy Thompson, Assistant Vice Chancellor for Human Resources

Thompson reported on the following:

- Work/Life Position: The position is under review and may expand with more staff. In the meantime, all of the primary functions for the remainder of the semester and early summer have been divided among the staff in HR. John Murray is attending the wellness coalition conference this week to keep up to date. Other personnel are attending Office for Women meetings, handling the nursing mothers' rooms, moving the electronic files that handled work/life files, and working with vendors and consultants to see who can help grow the program. Yoga classes and Get Back on the Bike programs will be continued. The website is being kept up-to-date. The newsletter will not go out in the interim and will be assigned to the new director. Isabel Fawcett (Employee Relations) has been tasked with growing the flex schedule program. She will look at requests and improvements in that program.
- Retirement Symposium (April 4, 2013): The Benefits (campus and university) group will be handling the symposium. Social Security overview, basics of retiring from IU, healthcare options for retirees, retirement readiness, and Medicare are some of the topics that will be covered. 7:50 a.m. – 3:30 p.m. program. The program is only open to employees approaching retirement in a year to 18 months.
- Chancellor's Employee Convocation: The convocation will honor the 2012 employees. Invitations have gone out to honorees, deans, department heads, and some HR liaisons. The list of employees celebrating 25 years of service will be recognized as well as other milestones.

- Question: The nursing mother's room in Taylor Hall is locked. Who should be contacted to get it unlocked? Thompson said all rooms are locked and keys are given out through HR. The rooms are locked because people who are not nursing mothers were utilizing it for other reasons. The rooms need to be kept clean. Could there could be signage to indicate where a key can be obtained? Thompson said there are issues with that as well. Negative things have occurred involving these rooms and safety is the highest idea.

#### **Agenda Item VI: [Information Item] Update on Strategic Directions**

Stephen Hundley, Associate Vice Chancellor for Strategic Initiatives

[www.strategicplan.iupui.edu](http://www.strategicplan.iupui.edu)

Handouts: [http://www.iupui.edu/~fcouncil/documents/handouts/strategic\\_planning.pdf](http://www.iupui.edu/~fcouncil/documents/handouts/strategic_planning.pdf)

Hundley reported on the following:

- The Strategic Directions Steering Committee wants everyone on campus to think ahead to the year 2025 and imagine what the campus could be like. Since the committee meetings have moved forward, 53 stakeholder groups have been identified to provide input.
- From there, ten strategic initiatives were identified. They are enrollment management, community engagement, graduate education, internationalization, innovation and discovery, transforming online education, develop faculty and staff talent, promoting undergraduate student learning and success, campus life, inclusive campus climate, and leverage strengths and health and life sciences.
- Task forces were identified to continue the work from the initiatives. They are to report out by March 1 back to the Steering Committee.
- Visit the website to submit ideas for all initiatives or to IdeaScale (<http://stafftalent.ideascale.com/a/panel.do>) for comments and ideas for the staff talent task force.

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

The following reports were posted on the agenda for review by the members:

Committee on Diversity, Equity, and Inclusion (Aron DiBacco, Chair): We are in the process of applying to be a standing committee. Stay tuned! We are also working on the First Annual Staff Diversity Resource Fair, April 9 from 11 – 1 in 104 Taylor Hall. Flyers are available on the Staff Council meeting table or from Aron DiBacco at [adibacco@iupui.edu](mailto:adibacco@iupui.edu). Through SCCDEI, the Staff Council is represented on the numerous strategic planning committees, including Campus Climate, the program review for the Office of Diversity, Equity and Inclusion, and the search and screen committee for the Vice Chancellor of Diversity, Equity and Inclusion.

Communications Committee (Todd Herrington, Chair): No meeting in February, but members have been working with the SC Committee for Diversity, Equity, and Inclusion on a flyer for their April Resource Fair.

[Ad Hoc] Community Outreach Committee (Patti Holt, Chair): The Community Outreach Committee is working on several upcoming events:

- Staff Council Blood Drive: Save the Date: Thursday, April 18! We will be hosting two locations: Taylor Hall Courtyard and Medical Sciences Atrium. Watch for email information near the beginning of April!
- Mutt Strut: Save the Date: Saturday, April, 27! Flyers and information on how to register for the “IUPUI Staff Jax Pax Team” as well as other ways you can become involved will be provided at the March Staff Council meeting.

- Dress for Success/Jacob's Closet: Please begin saving your gently used men's and women's clothing for this upcoming project. More information coming soon.
- Habitat for Humanity: We plan to have a Habitat Representative make a presentation on ways we can become involved at an upcoming Staff Council meeting. Stay tuned!

IT Policy Review Committee (Barb Hanes, Scott Orr, and Matt Radican): The committee reviewed the draft proposal for IT-12.1 Mobile Device Security Standard. The policy concerns the handling of institutional data on laptop, tablet, and smart phones. The draft was very general calling for encryption on laptop devices and recommending the same for other mobile technology (required if sensitive data is stored on such devices). There were no changes or additions suggested although concern was raised about faculty/staff acceptance on devices that they personally own. It should be noted though that anyone who accesses Exchange via a smart device already had to electronically agree to provide some admin access to UITS.

Membership Committee (Alicia Gahimer, Chair): Election for the Corresponding Secretary will be held with the spring elections. Information on Staff Council Awareness Month activities is still in the planning stages and will be forthcoming.

Roles and Rewards Committee (Jim Klenner, Chair): The following awards have been completed and winners notified:

- Nan Bohan Community Engagement Award: Starla Officer
- Carol D. Nathan Staff Scholar: Renee Stratton and Steven Graunke
- Gerald L. Bepko Staff Council Spirit Award: Nyree Humbert and Maggie Stimming
- Multicultural Impact Staff Award: Dean Johnny D. Pryor

Special Events Committee (Kristy Chapman and Cortnee Martin, Co-Chairs): We are working on collecting items for the Ronald McDonald House for the March meeting. An official announcement will be sent out soon. The retreat planning continues to progress. We have found a location and are looking at some possible speakers.

Staff Affairs Committee (Candy Smith and Jennifer Pease, Co-Chairs): The Staff Affairs Committee is working on a research project; gathering information about the IUPUI Urban 15 campuses. A list of those campuses is below. We are trying to make contact with staff council organizations on each of those campuses and gather information about how they do things like PTO, vacation, bereavement, salary classifications, compensation, fee courtesy, health insurance packages, life insurance, retirement packages, parking costs, availability of parking, and as many other similar areas as we can come up with.

Cleveland State University	University of Pittsburgh
Georgia State University	University Missouri - St. Louis
University of Cincinnati	University of Wisconsin -Milwaukee
University of Illinois, Chicago	Temple University
University of Massachusetts, Boston	Virginia Commonwealth University
University of Alabama at Birmingham	Wayne State University
University of Missouri-Kansas City	Portland State University
University of New Orleans	

This group has also been watching closely the IdeaScale website about staff talent and some of the suggestions on there. We believe there are many great ideas being posted and would encourage all to go to the site and spend some time reading and also offering additional suggestions using that forum. We are also looking into barriers that staff have in attempting to take classes here on campus utilizing their fee courtesy benefit. One of those barriers is that there are so many fees attached that it still does not seem like a good deal to someone making under \$50,000 a year, possibly with children at home to worry about. And we are

also looking at the fact that staff must pay an application fee while at this time it appears that faculty do not have to pay that fee.

[Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee met in February and discussed several different initiatives. We brainstormed featured members for the rest of the fiscal year and we still welcome nominations for the coming year. We discussed several ways to fundraise for staff development funds and agreed to develop timelines and logistic consideration to discuss at the committee's March meeting. We are developing resources for staff to be shared on the Staff Council website, including ideas for team building activities, ways to express the importance of staff development to reluctant supervisors, and how to develop a staff development/engagement group within your School or unit. We are working with the Rewards and Recognition committee to create the Member of Year, Committee Chair of the Year, and Outstanding New Member awards for Staff Council. We hope to have a nomination process and award late this spring.

#### **Agenda Item VIII: Unfinished Business**

There was no Unfinished Business.

#### **Agenda Item IX: New Business**

There was no New Business.

#### **Agenda Item X: Workshop on Diversity**

Staff Council Committee on Diversity, Equity, and Inclusion (SSCDEI)

##### **PowerPoint:**

Margo Foreman led the workshop planned by the Staff Council Committee on Diversity, Equity, and Inclusion. Members were divided into groups and discussed these questions:

- What did you think about this short event? Was it useful? Interesting?
- In general, do you ever think about diversity or related issues on campus?
- If yes, when you think about diversity what do you think about?
- What, if anything, would you like SCCDEI to work on in the next year or so?

Before moving to the next item of business, Lee and Herrell spoke about the use of IdeaScale to submit ideas and comments for the Task Force on Staff Talent (Strategic Directions). The more ideas that can be submitted to IdeaScale, the more the task force can do for the advancement of staff by 2025. [www.stafftalent.ideascale.com](http://www.stafftalent.ideascale.com)

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

Kristi Palmer, IFC-EC Liaison

Palmer said the IFC Executive Committee is reviewing an audiovisual captioning policy. This policy has a huge impact on how we teach. When showing videos, captioning must be turned on. Any audiovisual production in class must be captioned per the state law.

#### **Agenda Item XII: Final Remarks and Adjournment**

Herrell thanked Lee for setting up IdeaScale. She asked if the SC was supporting a team in the Race for the Cure. Holt replied we were not.

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