

IUPUI Staff Council (SC)

Minutes

August 17<sup>th</sup>, 2016 ~ University Library Auditorium ~ 2:00-4:00 p.m.

**Members and Guests Present:** Lisa Elko, Charlotte Mahin, David Adams, Sally Atcheson, Jodie Bailey, Kristy Beach, Kaitlin Bell, Theresa Bell, Michelle Benberry, Chris Rohl, Susan Bradley, Aimee Brough, Denise Brown, Loren Bumbalough, Emily Clossin, Lainna Cohen, Ali Cotton, Marlene Cox, Cassie Craft, Gary Curto, Venus Davis-Wallace, Jennifer Deppen, Caitie Deranek Stewart, Carol Dill, Jennifer Dowling-Wiley, Carla Ewing, James Fiddler, Alicia Gahimer, Erin Gladstone, Joe Goins, Shelanda Graham, Katie Gray, Patti Holt, Marjorie Hopper, Lans Jameson, Ina McBean, Kevin Mouser, Andrew Myers, Tuan Nguyen, Scott Orr, Jamie Owens, Greg Rathnow, Tim Roach, Julia Rodgers, Pam Ross, Adam, Siurek, Debbie Graham, Heather Staggs, Jill Matthews, Rachel Urso, Etta Ward, Louise Watkins, Mary Westerbeck, Allison Wheeler, Liz Whitaker, Beth Young, Collin Wilson, Ryan McGrath, Ellen Van De Voorde, Cathy Lusch, Merle Illg, Eric Hamilton, Camy Broecker, Margie Ferguson, Juletta Toliver, Joh Whelan and Emily Wren.

**Members Absent or Excused:** Tony Bernard, Susan Corrie-Franklin, Mary Cox, Jessica Davis, Dezra Despain, Janet Fulper, Barb Hanes, Wayne Hilson, Jim Klenner, Mansi Singh, Kurt Snyder, Lee Stone, Steven Thompson, Miriam Murphy, Nan Bohan, and Cathy Zappia.

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

IUPUI Staff Council Second Vice President Kristy Beach called the meeting to order at 2:05 p.m. We are without microphones today so if you have questions, please speak up.

**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 Second Vice President**

Kristy Beach

Kristy reported on the following:

- Kristy formally introduced Lisa Elko as the new staff council coordinator. Lisa is brand new to IUPUI. She is a married mother of 2 teenagers who attend Fishers High School. For the last 8 years Lisa worked as Administrative Assistant for an elementary school in the Hamilton Southeastern school district and now works in the Division of Finance and Administration as an Administrative Assistant as well as serving as the staff council coordinator. We would like to thank Charlotte Mahin for filling in as the interim coordinator and for all her hard work.

For Approval: 08-17-16

- Kristy spoke on behalf of Barb Hanes regarding committee sign ups. There are still quite a few members who have not signed up for a committee. As part of SC it is your responsibility to sign up for at least one committee and to actively participate. Committees that are still in need of members are Academic Affairs, Communications, Membership, Bylaws and Staff Affairs. Kristy referred to the email that was sent out by Lisa with the link to the survey. Advised if anyone had questions they could contact Kristy or Lisa.
- A member advised that she signed up for a committee and the survey said someone would be in contact to advise what committee they would be on. Kristy stated that she would advise Barb as she is the one in charge of the committees.

Agenda Item IV: [Information Item]

Jayne Little, Interim Executive Director Alumni Programs, [jtlittle@iupui.edu](mailto:jtlittle@iupui.edu)

Collin Wilson, Director of Marketing, for the 2016 IUPUI Regatta, spoke on behalf of Jayme Little, who was unable to attend the meeting today.

- The Eighth Annual IUPUI Regatta  
Saturday, Sept. 24  
10 a.m. to 6 p.m.  
Racing begins at 10:15 a.m.  
Awards ceremony at 5:30 p.m.  
Downtown Indianapolis Canal (between HITS building & Fairbanks Hall)
- Team Registration begins on 8/29.
- There are 150 slots (slots are anticipated to fill quickly-there will be a waitlist if all slots fill up) \$160 to register (teams of 4). All participant's information is needed at time of registration. If all information is NOT provided your team could be waitlisted if slots fill up EVEN if your team has paid. So be sure to have ALL of your team's information when registering.
- Waivers cannot be signed electronically this year. Waivers can be downloaded through the website: <https://regatta.iupui.edu/> and dropped off at the IUAA in University Hall (suite 1031) by Wednesday, Sept. 14<sup>th</sup>.
- You can also follow on social media (Facebook, Instagram, and Twitter) and use #yougottaregatta
- More information will be available at <https://regatta.iupui.edu/> as the event date gets closer.

Questions:

Can you please tell us more about the event?

- The IUPUI Regatta is a day of fun and friendly competition at one of Indianapolis' most beloved landmarks: the downtown canal. In addition to the featured half-mile canoe race (15 heats/10 paddlers/around 8 miles/thrills and spills), festivities include live entertainment, family-friendly activities, food trucks, and art created by alumni from the Herron School of

Art and Design. Proceeds from the event go toward the Davis IUPUI Regatta Scholarship fund for undergraduate students at IUPUI.

**Will the Rungatta be the night before the Regatta?**

- SPEA is now organizing this event.

**Question about if your team is being sponsored?**

- The team will be given a promo code to use when signing up. Will also allow if slots should fill up.

**What if your department is paying with a PO?**

- You still need to have all participant's information and be prepared to sign up when registration begins. If you do not provide all your information at that time you could be waitlisted.

Ryan McIlrath, Alumni Relations, for Holiday Night (formerly known as IUPUI Holiday Night) spoke on behalf of Jayme Little, who was unable to attend the meeting today.

- **IUPUI Alumni Association Holiday Night**  
The Children's Museum of Indianapolis  
**Friday, Dec. 9, 2016**  
**6:30 to 9:00 p.m.**  
Bring the little ones, or just yourself, to the Indianapolis Children's Museum on Friday, December 9 from 6:30 p.m. to 9:00 p.m. for holiday cheer and music, good food, Santa, the popular Jolly Slide, and carousel rides. Visit all five floors of the museum after-hours without the crowds, interact with our IUPUI affiliates, and children ages 3 - 12 can enter the "[Jinx Coloring Contest](#)".
- **Young Alumni Event**  
IUPUI is adding a special new young alumni experience to Holiday Night for alumni who want to toast to sleigh rides, family and friends, festive lights, childhood wonder, mistletoe, roasted chestnuts, and the most wonderful time of the year.
- The event includes a cocktail and cash bar with a complimentary drink ticket, a dessert buffet, live entertainment, and access to all five floors of the Indianapolis Children's Museum.  
**6:30 to 7:30 p.m.** — Special Young Alumni Exhibit  
**7:30 to 10 p.m.** — Winter Wonderland Young Alumni Event
- Special Exhibits  
Doc McStuffins & Beyond Spaceship Earth

Cost includes admission ticket (at a discounted rate), a \$10 meal voucher, drinks, and dessert buffet.

- Adult (Alumni Association Members) - \$20.00
- Adult (Alumni Association Non-Members) - \$25.00
- Young Alumnus (Graduated in the past 10 years.) - \$15.00
- IUPUI Students - \$10.00 (without dinner)
- Children aged 3 - 12 - \$15.00
- Children 2 and younger - Free

**\*Children's Museum Membership admission privileges may not be applied to this event\***

Agenda Item V: [Information Item] HR 2020

John Whelan, Associate Vice President for University Human Resources, [whelanj@iu.edu](mailto:whelanj@iu.edu)

John Whelan reported the following:

- Thank you for the time you put into SC. I appreciate what you do. We have the same goals and aims in HR as you do in SC. HR2020 is a program that we kicked off to look at how HR can better serve IU statewide. We want to make your job easier and be more of a support to you. We want to help make IUPUI a workplace of choice. We started with a blank slate to see what we could do to make HR better. We met with constituents, employees, and faculty and took all that information into consideration when we came up with our plan. One overarching principle was that HR seems to be very segmented and we wanted to make HR more consistent within schools, departments, and divisions. We wanted to have one big team working on the same goal. Please ask questions as we go. If you don't want to ask questions in this group, Juletta Toliver would be great to go to privately.
- Timeline - October 2015 was the kickoff. We sent out the survey to HR customers, HR function employees, and focus groups. We wanted it to be anonymous so a consultant was brought in for that part of the timeline. After the feedback was consolidated, all the HR community was brought together for the first meeting of its kind. We had that meeting in November 2015 and it went so well that we did another one in April 2016. We have decided that this needs to happen 2 times each year from here on out. The next step was to start putting this in action so a steering committee was set up to start that process. Services/process, Service delivery improvements, Development and training, Governance: roles/decision making
- Mission and vision were created: Vision The IU HR community will be a trusted strategic partner driving results that establish IU as a great place to work, learn, and grow. Where we are going: make HR simpler and easier to connect with. There are 3 big buckets: HR operations - customer service or customer care center with a ticketing system for tracking questions and also for follow-up if you can't get the answer. 2<sup>nd</sup> level is the processing group that will process forms and processes. 3<sup>rd</sup> level is case management that will make things consistent across all campuses.
- HR center of expertise (COE) - this will be the design group that will be benefits, compensation, employee relations, Healthy IU, talent acquisition, training & OD
- HR Business Partners - these will be people who are dedicated to HR in their departments and schools. They will be the voice of that unit and partner with the COE and Operations team to make sure their constituents are getting all their answers in a timely manner.
- Org structure are as follows: AVP for HR and reporting to him will be the HR Operations, Centers of Expertise (Benefits, Compensation, Employee & Labor Relations, Talent Acquisition, Talent & OD, and Healthy IU), HR Business Partners (Sr. Director of Bloomington, Sr. Director HR IUPUI, Sr. Director HR University Wide, Sr. Director HR School of Medicine), and HR Function Administration (Director HR Business Administration, and Director HR Capability, Analytics and Strategic Initiatives).
- Constituents have said, "There are so many titles that are confusing and if I want to advance I don't know what the next step is." HR is going to change titles to be more consistent so that you can see what your next steps are.

- Strategic Priorities: Build collaborative HR community at IU, Organization redesign, Competency framework, Professional development, Community engagement, Career path, Mentoring program, Increase employee engagement, Employee survey, Key HR metrics, Improve customer service and process efficiency, HR operation and customer care center, Compensation philosophy definition and structure redesign, Recruitment redesign, New employee orientation process redesign, Leadership development - Manager/Supervisor development, New performance management system, Learning Management system, University-wide functional career paths, Mentoring program, Succession planning.
- Next Steps: Clear communication, HR branding, HR team building, HR strategic projects, Change management & Communication, Build & Implement Customer Care Center and Technology
- We are considering having an intensive process review team. This would be people from across the organization who are closest to the problem/issues; challenge them to develop creative solutions; allow senior leaders to respond/decide upon solutions immediately; enlists employees to test the process; and move forward.

#### Questions:

##### If I have an HR issues, who do I go to?

- In theory, to your HR person but you can also go to the HR Operations person, your choice.

##### Is the talent acquisition are broken out between staff and faculty?

- Currently it is set up for staff only but are exploring with Academic Affairs how we might be able to work together closer.

##### Would you classify this as a shared service at this point?

- Kind of. There are things that we are doing to make things consistent but with lots of different meanings for shared services I do not want to say it is shared. How long will this all take? John's goal is that by January 1 we will have a formal roll out of this with not 100% completion but we are up and active.

##### Will all the job descriptions have to be rewritten?

- Yes. We created the org structure and then looked at all the rolls people are currently doing. If they were doing 60% or more of that position, we slid them into that roll. Nobody kept the exact same job and reporting structure. We will be working through all the openings in the next few months.

##### Where do we stand on the graduate tuition remission?

- We are seeing the light at the end of the tunnel on this. There are a couple more steps that have to be taken before it is coming into fruition. Camy has been the champion of this on this campus.

##### Where does work life balance fit in?

- Healthy IU is going to be a large part of physical part of that. We are going to empower the HR Business partners more with some of those issues with back up from the Center of Expertise.

##### Can you give me the 30 second explanation on what the Graduate Tuition Remission is?

- This plan would give \$5250 tax free instead of the taxable remission that is currently in place.

For Approval: 08-17-16

**Paid maternity benefit, is that going to happen?**

- If it does, it will have to be done legislatively. PTO is really good compared to other institutions and so we are not currently looking at expanding that. It is already in place for faculty, why not staff? It is apples and oranges in comparisons.

For more information regarding HR2020, please visit: <http://hr2020.iu.edu/index.html>

Agenda Item VI: Update from Interim Vice Chancellor for Finance and Administration  
Camy Broeker, Interim Vice Chancellor for Finance and Administration, [cbroeker@iupui.edu](mailto:cbroeker@iupui.edu)

Camy reported the following:

- We are only a few days away from another exciting school year. With classes beginning prepare for more traffic on campus and come early. We are going to have an additional 700 students on campus with North Hall opening. If you see folks looking lost, please take some time to help them. Please help us change the culture on this campus. With this there are sure to be more bicyclist so please be aware of what is going on around you. There will sure to be more bike theft as well so please keep your eyes open to things that look out of the ordinary. Discussion of ticketing bikers. Unfortunately, that is not in our control.
- There are currently 3 open searches going on the Dean of University College, Vice Chancellor for Student Affairs and Vice Chancellor for Finance and Administration. The hope is to have these positions filled by the end of the year or the first of next year.
- A new food venue will be opening in University Tower. It is called the Den to help with the extra 700 students on campus. We are also going to set up some additional buffet options for the start of school to help new folks get used to the food options. Deadline is close but we are hoping to have it open when school starts.

Question:

**If there are 700 more students, are there 700 more cars on campus?**

- Not really. There will definitely be more but we do not have a policy that freshman cannot have cars. Students who choose to bring their car do pay for parking. Please know that there are definitely more bicycles on campus so be aware.

Agenda Item VII: Report from Faculty Council Liaison  
Miriam Murphy, Director, Ruth Lilly Law Library, [mimurphy@iupui.edu](mailto:mimurphy@iupui.edu)

Written Report from Faculty Council Liaison, Miriam Murphy:

- Greetings on behalf of Faculty Council, and the new President, Rachel Applegate. I have been requested to serve as a communication channel between the Staff Council and the

Faculty Council, so if there are any concerns the Staff Council wishes to share, please let me know.

- The Faculty Council is preparing for the upcoming Campus Conversations with IUPUI deans and administration. For those not familiar with the Campus Conversation process, this is an annual event providing faculty the opportunity to ask questions of the campus administration and deans. The members of the Campus Planning Committee and Budgetary Affairs Committee draft questions which are then submitted to the Executive Committee (EC) of the Faculty Council. The EC then submits questions to administration which are forwarded to the deans of all the schools and the vice chancellors in charge of each unit. Everyone meets in a series of gatherings where the questions and other items of key interest are discussed. This year the meetings will occur in October. The committees draft reports and recommendations based on the conversations and submit them to the Executive Committee and Institutional Planning.
- The EC of Faculty Council extended invitations for staff participation in the CTL Task Force. Matt Rust, Etta Ward and?? (Jim - did you submit another name?) were put forward to participate.

#### Agenda Item VIII: Update from Interim Senior Executive Leadership

Margie Ferguson, Interim Senior Associate Vice Chancellor for Academic Affairs

Margie reported the following:

- New faculty came to campus yesterday and we are going to be in retreat mode for a little bit. Bus tour was part of that introduction along with the O Team. Reception at the Chancellor's residence.
- Last Saturday we participated in faculty sharing and that will go on through tonight.
- CTL is putting together a task force to study the CTL with looking at the future of what it might look like and the services they might provide. We will be soliciting people to help serve on that committee.

Associate Vice Chancellor for Facilities Emily Wren was present and added the following comments regarding facilities:

Emily reported the following:

- Michigan Street is not starting the first week of school. That is exciting. It looks like early October will be the start of that. It will start at Porto Allegro hopefully. The goal is to be finished in December 2017. More information will be forthcoming but since it is city streets, we are at their mercy.
- Intermittent work on West Street is going on. That work has to do with burying power lines and they are going to keep doing that. We have no control on when those lanes close.
- Parking lots will be open the first day of classes. Our goal was to get them done sooner but Monsoon season happened and so we are working with Mother Nature to get it done.

For Approval: 08-17-16

- Classroom projects are progressing. Classrooms will be ready for use but projects may not be completely done when school starts. Any project not finished before school starts will be completed over holidays and fall breaks.
- Library entryway is supposed to be done on Monday. Hopefully that will happen.
- Dental school is getting started. Fences are up and a truck is in the lot.

Questions:

**Are trees still coming to parking lots?**

- Yes - we don't know when for sure but we have a 2-year warranty and the contractor is responsible for keeping them alive for 2 years.

**Part of Barnes & Noble will be changed to a fitness center?**

- Yes

**When will the Medical Library renovations begin when?**

- We're expecting bid / construction to start in 1Q CY17 and then the project will take 14-15 months to complete. (we're hoping for 12 but I think it's safer to use 14-15 months) so estimate sometime around mid-end of 2Q CY18 as a finish date.

**Do we know the impact on students on the Michigan Street renovations since they are starting where the apartments are?**

- There has been extra money designated for signage and they are going to have to find another route to get to their apartments. Crosswalks are going to move so students will know when it is safe to cross Michigan during renovation.

**Has anyone thought to add a turn lane from Blackford to New York?**

- It is a backup and Emily knows of no talks about that. Please contact the Police and Emily so that it might become a viable option.

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

Committees are still forming so there is nothing to report on at this time.

**Agenda Item X: Question and Answer Period:**

There were no questions submitted.

**Agenda Item XI: Unfinished Business**

There was no unfinished business.

**Agenda Item XII: New Business**

Kristy Beach

There was no new business



For Approval: 08-17-16

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

With no further business appearing the meeting was adjourned at 3:55 p.m. The next council meeting will be September 28 at University Library Auditorium.

Minutes prepared by Lisa Elko, Staff Council Coordinator

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