

IUPUI Staff Council (SC)
Minutes
June 19, 2013 ~ CE 409 ~ 2:00 – 4:00 p.m.

Members and Guests Present: Charles Akerland, Marjorie Aprile, Rose Baker, Bobby Bell, Kaitlin Bell (alt: Jackie Glimp), Michelle Benberry (alt: Troy Brown), Lee Bernard, Russell Black, Vicki Bonds, Benita Book, Landon Brothers, Denise Brown (alt: Lori Pollock), Nathan Byrer, Tina Carmichael, Cathie Carrigan, Wade Chatmon, Ben Cockrum (alt: Mark Weis), Nicole Collins, Shannon Cooper, Caitie Deranek, Aron DiBacco, Teri Duell, Connie Ely, Pinkie Evans (alt: Lyndy Kouns), Joann Farris, Rita Flynn, Avis Frieson, Alicia Gahimer, Jane Goergen, Jim Graber, Barbara Hanes, Deanna Hart, Sharon Henson, Sue Herrell, Todd Herring, Patti Holt, Phyllis Humphrey-Sarver, Stephen Hundley, Betty Klein, Jim Klenner, Lyndy Kouns, Karen Lee, Mary Lindop, Lodema Lines, Cortnee Martin, Laura Masterson, Teresa McCurry, Charlie Miller, Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, John Murray, Andrew Myers, Kitty O’Doherty, Scott Orr, Jennifer Pease, Mary Pat Poskon, Melanie Pride, Tim Roach, Patriece Roulette Landis, Liz Rybak, Anthony Scott, Tanika Scott, Meagan Senesac, Candice Smith, Jan Smith, Damon Spight, Michael Sprinkle, Susan Steele-Moore, Lee Stone, Bill Stuckey (alt: Louise Watkins), Carleen Thompson (alt: Alyce Archie), Jack Waggoner, Maya Wagle, Etta Ward, Terry Wilson, Emily Wren, and Debbie Wyeth

Members Absent or Excused: Melissa Ade, Amber Allen, Victoria Bills, Virginia Blevins, Matt Borden, Bwana Brooks, Becky Cass, Kristy Chapman, George Davis, Natalie Edwards, Cindy Gilbert, Linda Henson, Edgar Holdaway, Rochelle Hudson, Margaret Hughes, Pam King, Tammy Leone, Barbara Lerner, Pamela Lovejoy, Anthony Masseria, Catherine Matthews, Helen McKuras, Brady McManama, Christen Mumaw, Kasey Myers, Kristi Palmer, Jennifer Paton, Jillian Patterson, Kibi Pryor, Carol Riley, Dawn Roberts, Casey Roell, Yolanda Taylor, Lindsay True, Sherrie Tucker, and Melody Warman

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Lee Stone called the meeting to order at 2:05 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: [Information Item] Branding at Indiana University

Troy Brown, Branding Officer

Presentation: http://www.iupui.edu/~scouncil/documents/pps/branding_june2013.pdf

IU Brand Guidelines: www.brand.iu.edu

Direct e-mail to Mr. Brown: iubrand@iu.edu

Brown gave the presentation linked and spoke of the following:

- Branding is more than just a logo. It is how you talk about the product (or our schools). It is identity, equity, and image.
- The footprint of Indiana University includes IU Health.
- All campuses carry the block IU lettering and trident, but carry their own spirit marks (i.e., Jaguars, Hoosiers, Cougars, etc.).
- Master Brand Platform: Each campus has their own platform, personalities, and pledge. How are we different? We need to learn how to talk Indiana University. Each campus is a part of IU. We are all part of Indiana. We need to learn to talk about IU and how we support citizens in the state. We continue to evolve just as we are evolving into IUPUI 2025 with the Strategic Directions Initiative.
- All vehicles will be changed to IU logo.
- Brand tag will become “*What matters. Where it matters.*”

Questions:

- What was the involvement of faculty and staff in the decision-making process? Brown said Lipman Hearne led the discussions. Faculty, staff, students, and graduates took part in focus groups in the process.
- What is the reasoning for the change in e-mail addresses from iupui.edu to iu.edu? Is a mandate? Brown said it is something that needs to be done, but he is not sure how it was communicated. It could have been communicated better. The movement will go to iu.edu. If you feel there is communication problems with students or community members outside of IUPUI in understanding the move to iu.edu, explain the branding and that IUPUI is part of Indiana University early on in communication. He is not in charge of this area, but understands this is the way e-mail will move. He mentioned the removal of the “sb” from iusb.edu as an example.
- When IU is mentioned to public, people automatically think of IUB? Is this the reasoning behind the change? Brown said this is exactly why the change is occurring. We are all Indiana University and we need to get the word out.
- Purdue School of Science at IUPUI – You can use this in communication, but you must use the IU mark in the signature. Show in communication the Purdue connection.
- Will the IUPUI website change to the new brand? Brown suggested Greg Pollard come to a Staff Council meeting to talk about the IT end of the brand change.
- Why weren’t we involved in the decision-making? There are many staff that have been here a long time, and we still are not being communicated with. Brown said communication in the past has not been good; but he is here to help with communication on this issue and will be happy to take questions.

Agenda Item IV: [Action Item] Approval of the Minutes of the May 15, 2013 Meeting

The minutes of the May 15, 2013, SC meeting were approved and entered into record.

Agenda Item V: President’s Report

Lee Stone

Stone reported on the following:

- Parking Monetization: There may be a possible go/no-go decision on this issue in September or October.
- The Chancellor’s Employee Recognition Ceremony committee continues to meet to plan the next event.
- Strategic Directions Committee: The committee will begin work again in the fall. In reviewing the themes, staff is involved in each of them. He believes the plan is the tool to affect change at IUPUI.
- The Staff Council Retreat is July 12 at Victory Field.
- Raises: 2% has been allotted, but it is not known if it will be across the board.
- Campus Facility Services Zone Reconfiguration: Emily Wren will address this in her report.
- On June 25, an active shooter drill will occur somewhere on campus.

Agenda Item VI: Election of the Second Vice President, Corresponding Secretary, and At-Large Members

Alicia Gahimer, Second Vice President and Membership Chair

Gahimer announced the nominees for each position under election. Each nominee gave a 60-second talk about why they are running for an office on the Staff Council. The nominees are:

- Second Vice President: Alicia Gahimer
- Corresponding Secretary: Caitie Deranek and Patti Holt

- At-Large Members: Denise Brown, Kristy Chapman, Aron DiBacco, Jennifer Pease, and Louise Watkins.

Voting for the positions opened and ballots were collected. The election results were announced later in the meeting.

Agenda Item VII: [Information Item] ACE Internationalization Lab

Bill Blomquist, Dean, School of Liberal Arts

Website: www.international.iupui.edu

Blomquist reported on the following:

- We are one year into a two-year process. Cathie Carrigan is serving on the committee and representing Staff Council as well as serving as administrative support.
- The ACE IL is not a building or a laboratory. The laboratory is really an exercise. The American Council on Education (ACE) shares best practices for research, etc. Internationalization touches on the entire campus on working with students. The laboratory serves as a cohort of ten universities that are participating in the laboratory process.
- At the end of two years, each university should have created a plan for the process on their campus.
- The cohort is a mix of universities – some of them are like IUPUI. When everyone gets together, there are similarities and a chance to borrow ideas.
- Our campus has proposed an internationalization leadership team. It is a large team because “we are a big place.” We have many representatives from many aspects of the university including faculty, staff, and students. The team has broken into subcommittees. How do we internationalize the experience for faculty, staff, and students? How do we give them an international focus?
- Strategic International Partnerships have been shared with other universities. The partnerships on our campus are with Moi, Kenya, and Sun Yat Sen University. IUPUI innovated this concept. We have a subcommittee on partnerships to continue to look at who we might develop another partnership with.
- We have a subcommittee on retention and curriculum. How do we keep international students retained once they get here? What kind of curriculum is needed to give them a well-rounded education and a global perspective at the same time?
- This initiative takes many people to participate to make it work. The commitment of people to serve on the committees is terrific.
- We have an external advisory committee to get an outside-university perspective. Many of the other universities have not done this. We want to see if Indianapolis can succeed as an international city. The city cannot be a global city unless the university becomes a global university.

Question:

- Is there a number of goals for the initiative? Blomquist said we have relationships with international universities around the world but the strategic international partnerships are limited because they take a lot of work. We do not have a specific number of partnerships desired for the campus.

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

Emily Wren, Associate Vice Chancellor for Facilities/Chancellor’s Administrative Designee Alternate

Wren reported on the following:

- HVAC projects: ES, BS/SPEA, CA, and others. Some of the staff have been inconvenienced by the projects and she is appreciative of their patience. The projects will be finished by the start of school.

- University Tower: Chancellors Restaurant is now open. Work is still going on to finish the rest of The Tower to be prepared for the students. To start, they are working on a laundry room and computer room.
- The School of Dentistry is renovating classrooms. A collaboration between the school and campus has occurred and the DS classrooms will now be a part of the general inventory.
- The restrooms in ES and BS are being renovated.
- The School of Science Career Office is moving to Hine Hall. Service Learning has already relocated.
- Riley Hospital Drive is a mess and will continue to be a mess for the rest of the summer. More street work is needed. Riley will erect signs on 10th Street and Michigan Street when it is over so it is easier to get to the hospital.
- Ball Gardens Phase 1 is beginning work and will be done by the end of summer.
- Sidewalk work is out for bids.
- Gateway Garage will get new landscaping.
- Gatch Hall and Riley Research will get new windows this summer.
- Lockefield Green will be renovated (if funding becomes available) for a student intermural area – basketball, volleyball, benches. If funding is found, it will be finished by October.
- The old post office building has been torn down.
- South Quad (green space by NCAA) is almost finished.
- We are on target to open the Science and Engineering Lab Building in March 2014.
- The Neuroscience Building should be finished by February 2014.
- New zones have been created for Campus Facility Services. The staff have been dispersed to various areas around campus. A new zone was created to help with the expansion of the campus.
- Wishard Land Swap: Wishard is beginning to move into the new building. Actual move will be in July in small increments. Eskenazi garage parkers will move to the old Wishard Garage. The buildings are being evaluated for renovation or tear down and who will occupy them. On December 9, the patients in Wishard Hospital will be moved to the new building.
- There will be some changes to New York and Michigan relating to pedestrian safety. With the students moving to The Tower, the city streets need to change to accommodate this. The city is planning to try a pilot of a chicane. A chicane is an undulating path of travel. A lane is removed and then the lanes are redrawn and landscaped when done permanently. The city will be trying this in the future to see how it works before making it permanent. Information will be sent out once it is known.
- Water work under Michigan Street is occurring.
- Traffic backup on and off campus occurs because the city is trying to slow down traffic for safety concerns for pedestrians and bicyclists. The city will be experimenting with ways to make it better. Please give her comments or send to Karen Lee for submission to Wren.

Agenda Item IX: Report of Election Results

Alicia Gahimer

The following SC members were elected:

- Second Vice President: Alicia Gahimer
- Corresponding Secretary: Patti Holt
- Members At-Large: Kristy Chapman, Aron DiBacco, and Jennifer Pease

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

The following reports were heard by the members:

- Membership Committee: Gahimer thanked persons who participated in the Staff Council Awareness Week event to have people sign their sheet. Debbie Wyeth, Kaitlin Bell, and Lodema Lines received prizes for meeting with all their constituents during March.

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

- [Ad Hoc] Academic Affairs Committee (Deanna Hart, Chair): For our last meeting of the year, committee members traveled to the new Neuroscience building, where one of our committee members works. After a tour of the building, the committee met to review minutes of previous meeting minutes to summarize all items discussed and write recommendations for next year. It is our hope this Ad-Hoc committee will continue for years to come as we believe there are unique needs specific to academic units and the committee can be both a voice to inform the general council and a forum to discuss best practices and challenges.
- Committee on Diversity, Equity, and Inclusion (Aron DiBacco, Chair): The Staff Council Committee on Diversity has worked with the office of Diversity, Equity and Inclusion to revise the Multicultural Staff Award. The award is now more consistent with how staff can work to support DEI on campus. We are now wrapping up review of what we accomplished this year, thinking about what we hope to accomplish next year, and beginning to reach out to people we hope will be involved with the committee in 2013/2014.
- Communications Committee (Todd Herring, Chair): Liz Rybak will serve as chair during the month of July as Todd Herring is out of the office.
- Parking Advisory Committee (Jack Waggoner, Committee Member): Waggoner will speak to the committee about the lack of communication on purchasing parking permits. He reminded the members that he spoke about it at the last full council meeting and the representatives should have given the information to their constituents. Citation rates will go up to either \$25 or \$30, and is posted on their website. There is no longer a cap on the number of people who can park in the River Walk garage. It is a general use garage (i.e., no special fee). With the increase in fees, they are trying to move to a model that is fair market in case privatization does not go through.
- Special Events Committee (Kristy Chapman and Cortnee Martin, Co-Chairs): The Committee met on Monday to finalize the retreat. The breakout sessions are as follows: painting, yoga, Zumba, wellness and tour of Victory Field. The RSVP will go out to everyone by the end of the week. The polo shirts have been approved and will be ordered/printed in time for the retreat.
- Staff Affairs Committee (Candy Smith and Jennifer Pease, Co-Chairs): Pease said the Staff Affairs Committee is working with Alyce Archie on the staff tuition benefit.
- [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): Thank you to everyone who submitted a nomination to the first annual Staff Council awards! There were over 15 nominations and we are grateful for the participation. The Staff Development committee members and guests have reviewed the dossiers. The winners have been selected and will be honored at the July 12th retreat. They will receive a crystal award and a letter will be sent to them and their supervisors thanking them for their service. The Staff Development Committee will not meet in July and will resume work this fall.

Agenda Item XI: Unfinished Business

There was no Unfinished Business.

Agenda Item XII: New Business

There was no New Business.

Agenda Item XIII: [Information Item] University Human Resources

Dan Rives, Associate Vice President for University Human Resources

Rives reported on the following:

- New retirement and savings plan for new employees only: Keatrick Johnson, University Director for IU Retirement Programs, spoke about the Retirement and Savings Plan.
 - Employees eligible are those who are support staff, service staff, and temporary (hourly) with retirement that was hired on July 1, 2013, or later.
 - The new plan is a defined contribution retirement plan that has an accumulated retirement account balance. The retirement account balance increases with contributions and investment earnings.
 - IU contributes up to 8% of actual base wage and employees will be vested after three years.
 - The 8% is automatically contributed at 4% of actual base wage. Another 4% is an IU match contribution. Match employee's contribution to the IU TDA Plan, automatic 5% employee contribution to IU TDA Plan.
 - The IU Social Security and Medicare Contribution is 7.65%.
 - This plan takes the place of the PERF plan. Persons hired before July 1 will still be on the PERF plan.
 - Investment Companies are Fidelity Investments and TIAA-CREF.
 - The Investment Options are Lifecycle Funds (Default Investment), Guarantee Fund, Stock/Equity Funds, Bond/Fixed Income Funds, Money Market Funds, Real Estate Fund, and Balanced Fund. When persons are enrolled, they are automatically put into TIAA-CREF. If they do not set up their plan with TIAA-CREF, the university will automatically put them in the Lifecycle Funds.
 - Counseling Services: The university has University Retirement Program Services that provides individual counseling on all campuses and has an online/web presence. The online/web service includes live online presentations and a recorded webinar benefit overview. These services are available to ALL employees of IU. A question was asked whether the university allows time off with pay to receive counseling. Rives said no, but they encourage supervisors to allow flex time for employees. Another question was asked about how to make supervisors aware of this. Rives said communication needs to be given to them about this, include information in newsletters, or provide the information to HR liaisons.
 - Contact information: Keatrick Johnson, Cathy Bonar, Sue Dukeman, and Ann Mahrtdt. Email for them is retplans@iu.edu.
 - If you transition to one position to another, are you eligible for PERF? If there is no break in service, they will continue to be in a PERF plan (if you are in a support staff position, not PA). If it is an involuntary transfer, they have the option to stay with the plan.
 - Why step away from PERF? Johnson said with the structure and resources for education, they are already in a good retirement plan (the IU Retirement Plan). Our infrastructure is able to handle this type of plan for employees. The plan is like a 401K plan. PERF is a defined benefit plan. The account balance is based on the highest salary of your career, which is usually received at the end of your employment. If you move out of your position early in your career, you do not receive the same benefit as a longer-employed employee.
 - If I move to a PA position, can PERF be rolled into another plan? No.
- Campus Clinic: The clinic is not a substitute for your primary care doctor. It is for walk-ins 7 a.m. – 7 p.m. five days a week. If you do not have a primary care physician, the clinic can set you up with one.
- Affordable Care Act:
 - \$212.7M for healthcare is what is spent by IU. 43.72 payroll tax keeps going up.
 - Full-time definition is changing due to the act. Full-time is now 30 hours a week. We will be adding more people to medical, dental and tuition assistance.

- Are we doing something for departments to prevent moving employees to lower hours? Fiscal Officers know they will not be reducing the hours because the payroll tax is the same whether they receive benefits or not.
- Those who are exempt today and do not get medical coverage, the university will need to know the number of hours worked to keep track of hours.
- The deans know we cannot spend more money on healthcare. Part-time employees will need to have set hours to be sure they do not go over 30 hours. Their hours will need to be limited.
- Why did we change the term “hourly” to “temporary?” Rives said “hourly” conjures up hourly pay. Many employees are paid hourly. If employees are working year after year after year, they should be considered staff. They should receive the rights and privileges of other employees.
- Will our 40 hours FTE change to allow for departments to change them to a 30 hour FTE for departments to pay for benefits? Rives said he has not spoken to a department yet that said they will do that.
- How will this affect hiring part-time (adjunct) faculty? Adjuncts are culled out separately out of all employment groups. They get paid by the course, not by the hours. The universities need to be reasonable in paying the adjuncts to consider the prep time for courses as well as the teaching time.
- Tuition Benefit: Why can't the tuition benefit be extended out to the same as insurance coverage? The healthcare change was a federal mandate and that was moved up. The tuition benefit has an age attached to it and isn't planned to change in the future. He will take the question back for consideration. The benefit is a \$7M benefit. The campus does not do tuition waiver.
- If we adopted a tuition waiver, would it be reported to the IRS? Graduate level courses are taxable and reportable to the IRS. It would not help you.
- Everyone (faculty and staff) pay a small amount to a pool that pays for the tuition benefit. Pease said it would help to communicate to persons who do the work because some supervisors are afraid if they encourage staff to take courses, the funds will come out of their budget. Rives said it is just the opposite. They should encourage employees to take courses. Everyone pays into the pool of funds.

Agenda Item XIV: Final Remarks and Adjournment

With no further business appearing, President Stone adjourned the meeting at 3:22 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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