For Approval: 9-17-14

IUPUI Staff Council (SC)
Minutes
August 20, 2014 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.


Members Absent or Excused: Margo Barton, Victoria Bills, Gary Brackett, Denise Brown, Susan Corrie, Rita Flynn, Laura Heathers, Lans Jameson, Summer Layton, Rachael Limbach, Cortnee Martin, Greg Rathnow, Liz Rybak, Barb Tafflinger, and Terry Wilson

Agenda Item I: Welcome and Call to Order
IUPUI Staff Council President Lee Stone called the meeting to order at 2:05 p.m. Cake was served in honor of the Staff Council’s 35th Anniversary.

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 June 18, 2014, Meeting
The minutes of the June 18, 2014, Staff Council meeting were approved and entered into record.

Agenda Item IV: Report from the President
Lee Stone

Stone welcomed everyone to the new council year and reported on the following:

- He will be meeting with Associate Vice President for University Human Resources John Whelan, on August 21, about the staff at IUPUI and their relationship with Staff Council.
- He reminded everyone that the council operates under Robert’s Rules of Order. The parliamentarian is Kevin Mouser, and only members of the council are invited to speak during the meeting unless the floor is opened to everyone. Raise your hand to be acknowledged.
- He asked everyone to introduce themselves.
- He showed the giveaways for the year including mint boxes and file cabinet clings advertising Staff Council.

Agenda Item V: Report from Human Resources Administration (HRA)
Camy Broeker, Associate Vice Chancellor for Finance

As mentioned by Stone in his report, Broeker will be meeting with the new associate vice president for human resources on August 21. He will have several meetings with various people to learn about IUPUI and its staff. Her interaction with him so far has been positive. In her interim role, she will be looking to partner with him. Kerri Dabbs will join IUPUI on August 25 as director of occupational development and training. She will be introduced at the next SC meeting. Broeker is actively seeking input from everyone on what HR is doing/not doing. She welcomes feedback from the staff.
Agenda Item VI: Student Disciplinary Procedures  
Brian Tomlinson, Assistant Dean of Students, and Director, Division of Student Affairs  
Maria Hinton, Assistant Director, Office of Student Conduct

Tomlinson reported on the following:

- Student incidents of disciplinary actions are increasing. His office has been working on procedures for disciplinary action that center around compliance with Title IX, the Cleary Act, and Campus SAVE Act. The new procedures are in compliance and more fair to students to be heard and reduce negative impact on them if they are found not guilty of charges.
- Staff can now help with student disciplinary procedures through the Hearing Commission. The commission now includes staff where it once only consisted of students and faculty.
- Sexual misconduct procedures have changed. If a staff member has an interest in being involved in the process to help students in this way on campus, contact Jason Spratt.
- Sexual assault on college campuses is on the rise. A new website (Sexual Assault and Relationship Violence) has been created to educate the campus on prevention and education, resources, victim rights, reporting, policies, and information and statistics. The reporting link should be used if you know of anyone on campus who has had an incident of sexual assault or relationship violence.
- Title IX initiatives were discussed on campus on August 18. The document Responding to Sexual Misconduct – An Employee Guide was discussed and will be made available to all faculty, staff, and students. The guide explains that staff are now considered a “responsible employee” or “campus security authority,” for the campus and what that means. Tomlinson will be available to come to meetings or groups to talk more about the new initiatives.

Questions:

- Are the procedures the same for professional schools? Tomlinson said no, they have their own guidelines. The sexual abuse and violence page is available to everyone, but should be used as a tool for professional schools to point them in the right direction. Tomlinson said that was true. The webpage points you to the right people to contact to help any student.
- The medical students should be sent to the medical student affairs office? Tomlinson said the professional schools can exempt themselves from the university procedures and create their own.
- If you are interested in the conduct commission, when does it meet, etc.? Tomlinson said the hearing commission would meet after an initial investigation from the Dean of the Students office. If the student wants to go further with the investigation, the hearing commission then meets. It is a confidential meeting with the student to hear the complaint. The process takes about two hours during working hours, and they are moving to a ten-day notification process.
- The Office of Civil Rights in the Department of Education asked for an audit of the office at IUB as an administrative review. Has a review happened here? The IUPUI office has not been audited.
- Are the conduct sanctions listed anywhere for students to see? Tomlinson said the group meets to determine the sanctions. The sanctions are not listed on the website yet, but the group has the authority to determine whether the student stays in school or not. The group is an appointment process through the Dean of Students.

Agenda Item VII: IUPUI Regatta  
Elizabeth Alexander, Executive Director, 2014 Regatta Steering Committee  
http://www.iupui.edu/~soar/regatta/

Alexander is a junior in the School of Science. She also serves as the student director of the regatta. She described the event and hoped the staff would get involved.
Agenda Item VIII: Standing and Ad Hoc Committee Reports and Other Standing or University Committee Reports

First Vice President Barb Hanes distributed a list of the committee memberships. Stone read the charges for each committee and their assignments. The members then met in committee. The following assignments were given:

**Academic Affairs Committee [Ad Hoc]**
- Student Liaison(s) to the Staff Council

**Bylaws Committee**
- Electronic voting.

**Communications Committee**
- 

**Committee on Diversity, Equity, and Inclusion**
- Diversity Fair: Will there be a Diversity Fair in 2014-15?

**Faculty Relations Committee**
- 

**Membership Committee**
- Develop application process for new unit representatives to begin with elections in spring 2015.
- Increase voting numbers for spring election.

**Rewards and Recognition Committee**
- Should this committee be chaired by the First Vice President such as Membership is done by the Second VP?
- Are there funds to continue the Bohan Award?

**Special Events Committee**
- Plan holiday celebration.
- Plan 2015 SC Retreat

**Staff Affairs Committee**
- What has been learned from the Urban 15 data?
- Smoking Concerns

**Staff Development Committee [Ad Hoc]**
- Review of Staff Development Grant after first year of distribution of funds.

**Technology Committee**
- 

**Web Committee**
- Update website directory of SC members.

Agenda Item IX: Unfinished Business
There was no Unfinished Business.

Agenda Item X: New Business
That was no New Business.

Agenda Item XI: 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:
- Rotary renovation is complete and the building will be rededicated August 22.
- LE 104 furniture will be delivered in time for the start of classes.
- Hine Hall is the new home for the Business in Medicine education program for practicing physicians. The space is on the far east end. The program begins September 9.
- ES and Fesler restroom renovations are complete.
- BS restroom renovations are not quite complete but will be this fall.
- Lockefield Green space is needs weeding and they are working on that.
- Fesler Hall repair to the front overhang is almost complete.
- Lighting work is 90% complete in Eskenazi Hall.
- Tunnel repair project is going on with one entrance to the med sci building closed.
- Sidewalk repair is finished for the season.
• Long Clinical Building now has some parking spaces with the demolition of the old post office building completed. Disabled parking is now available.
• Natatorium renovations have gotten a boost of $20 million through the Lilly Endowment, IUPUI, and the city.
• The city will be working on making Michigan and New York Streets two-way streets. There will be a difference in being able to slow down campus traffic. Pedestrian safety will be much better as well as bike traffic with the slowed traffic. New York Street will be done by 2015 and Michigan Street done by 2016 before the Olympic trials. A question was asked about if a study was done for how the changes will impact traffic when snow comes. Wren said employees will need to be released in waves should this occur. The city believes the change will give drivers more options to get around campus and should have a better outcome. The university and campus administration believes the change is necessary. We can do a master plan for bike trails once the changes are made. There is some risk, and extra money will be required for signage, but she thinks it will be worth it. Question was whether there will be turn lanes. Wren thinks there will be. Will Blackford be changed to two ways? Wren said it should be and it should also be widened to match the other side of New York Street along Eskenazi Hall. As a public institution, is there any way to have on the website the different projects and how they are funded? Wren said it isn’t her office that should do that; they are only liaisons. There have been discussions to do this, and she can check on it. They are looking at a system called eBuild; perhaps it could tie into that.
• Will the renovations in CA be done by the start of classes? Wren is not sure, but she thinks they are really close.
• University Hall is receiving pre-cast concrete panels each morning around 6:00 a.m. from August 13 to August 29. The trucks are using New York Street to come to campus and entering the work site on the east side of the project just west of the ES building. Staging the materials is occurring within the construction site. Campus traffic should only be impacted minimally if at all, during regular work hours.
• The Business in Medicine space will not be available for undergraduate space. The space will be made available to others for executive education courses.
• Where will the proposed new residence hall be located? Wren doesn’t know because the architects have not been hired, but should be somewhere over by the Tower. There is a parking garage placeholder project so that if it is determined whether one will be needed, there is space for it. As we site the building, they will also consider the garage space. The residents will be able to use the dining hall in the Tower. We hope to have classroom type space in there for living/learning opportunities.
• Wishard Update: There was an IBJ article on the possibility of a new hospital in the Wishard space. Wren doesn’t know much more about it, but there are two capital appropriation requests. One is for bringing the health professions together. The Regenstrief building could be good space for that. Public Health is also being thought of for that area. She should have a better feel for what will happen with demolition or be planned by the September SC meeting. The campus needs to keep the buildings operational to keep from mold growing if they are going to use the buildings. The dental school is looking to go to the first floor of one building. The Dunlop Building has some money allocated for it. For now the dental school has occupied space temporarily on the first floor of the Regenstrief building.
• Is IU Health looking to repurpose University Hospital? Wren said the president is on IU Health board, but the city is to make the recommendation by the end of the calendar year on whether the building will exist as we know it today or not.
Agenda Item XII: Report from the Chancellor’s Academic Liaison
Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

Lavitt reported on the following:

- Academic Affairs will be piloting an online course evaluation system. Piloting units include Engineering and Technology, Labor Studies, and Social Work. IUB has already implemented it and is working out the kinks.
- The Faculty Club is looking for new members (www.facultyclub@iupui.edu), including staff. Since the membership includes staff, they are looking to rename it to the Faculty and Staff Club. Membership is $40.
- Two faculty members, Karen Bravo and Gina Gibau, have developed a leadership program for women faculty and staff. The program will look at being stuck at one level and not being able to raise to another. When the program is ready, it will be on a cost-sharing basis between two units for attendance.
- Lavitt congratulated the SC on their 35 years. She indicated the council is the most active one she has seen on any campus.

Agenda Item XII: Final Remarks and Adjournment
With no further business appearing, President Stone adjourned the meeting at 3:53 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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RESPONDING TO SEXUAL MISCONDUCT – AN EMPLOYEE GUIDE

Indiana University is committed to preventing and responding promptly to all forms of sexual misconduct, including incidents of sexual harassment, sexual assault and other forms of sexual violence, including stalking, domestic violence, and dating violence. All employees of the University have an obligation to help further this commitment.

Things you should know about sexual violence:

- 1 in 5 women report a sexual assault during their undergraduate collegiate experience.
- 3% of men in college report that they have been sexually assaulted in their lifetime.
- Sexual assault survivors are more likely to experience depression and anxiety.
- Experiences of sexual violence may affect a student’s academic performance.
- Someone who has been sexually assaulted or raped may not use those words to describe what has happened to them.

PROVIDE SUPPORT: You may be the first person an individual reaches out to regarding what has happened to them. It is important you know how to respond, to provide helpful information and to explain the University’s process. (See DUTY TO REPORT.)

- **Don’t promise confidentiality.** You should clarify from the start that you are obligated to report any information of sexual misconduct brought to your attention to certain individuals at the University who are trained to respond appropriately. Direct students or employees seeking complete anonymity to speak only with Confidential Employees identified on campus. (See Confidential Employee information below.)
- **Do not pressure** an individual to provide you with more information than he or she is comfortable sharing. Your role is not to draw conclusions or determine what has happened.
- **Do not try to counsel.** Your role is to listen, to direct or refer the individual to available resources. Encourage individuals to seek counseling services offered by the University. Licensed, professional counselors are available for each campus to help students. Employees can receive counseling through the IU Employee Assistance Program.
- **Encourage** an individual to seek medical attention immediately, if they have not done so.
- **Encourage** an individual to utilize campus resources, and to consider filing a report with IUPD or filing a formal complaint through the University process.
- **Learn more** about the policies, procedures and available resources on your campus and in your community. Visit [http://stopsexualviolence.iu.edu/](http://stopsexualviolence.iu.edu/). Share this information.
- **Protect the privacy** of all those involved. Beyond reporting as required below, do not share personal information or facts with others.
**DUTY TO REPORT:** If you are a *Responsible Employee* and you receive a complaint of sexual misconduct, including any assault, harassment or other sexual violence, the University is deemed to be on notice and must take immediate* and appropriate steps to investigate or otherwise determine what occurred. (*The University has 60 days from the date the Responsible Employees received the complaint*)

- **Responsible Employees** include all supervisors, all employees that interact directly with students, and all employees that students might reasonably believe have some authority to take action or a duty to report. Though not exhaustive, this includes:
  - All instructors, including full-time professors, adjuncts, lecturers, AIs, and any others who offer classroom instruction or office hours to students;
  - All advisors;
  - All coaches, trainers, and other athletic staff that interact directly with students;
  - All student affairs administrators;
  - All residential hall staff;
  - Employees who work in offices that interface with students; and
  - All supervisors and university officials.

- **Responsible Employees** must **immediately report** all known information to the Title IX Coordinator or the Deputy Title IX Coordinator(s) on your campus. Online reporting will be made available at [http://stopsexualviolence.iu.edu/](http://stopsexualviolence.iu.edu/).

- Responsible Employees may also be considered *Campus Security Authorities* (CSAs) for purposes of Clery crime reporting.

- If you have any doubt whether you have an obligation to report, you should report.

- Reporting to Title IX Coordinators does not mean that the individual will be required to bring a formal complaint or file a formal report with police, or participate in any university investigation or procedures. It will ensure that information regarding resources, assistance, reporting options, rights and protections, is provided. It can also help the University in preventing future incidents.

- **Confidential Employees:** Only certain, specific individuals on your campus are exempt from the reporting requirement addressed above. Refer students who desire anonymity to a Confidential Employee. These individuals are identified on the website and include:
  - Licensed, professional mental health counselors.
  - Any staff within student advocates offices specifically designated as non-professional sexual assault advocates for students.

**HOW TO PREVENT:** Visit [http://stopsexualviolence.iu.edu/](http://stopsexualviolence.iu.edu/) to learn more about your campus’ resources and educational initiatives for prevention, and bystander intervention.