IUPUI Staff Council (SC)
Minutes
September 17, 2014 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.


Members Absent or Excused: Michelle Benberry, Gary Brackett, Denise Brown, Elizabeth Bunge, Pam Clinton, Caitie Deranek, Jose Espada, Rita Flynn, Todd Herring, Deborah Hirt, Leslie House, Rachael Limbach, Camille Meyer, Brianne Nickel, Tanika Scott, Barb Tafflinger, Yolanda Taylor, and Cortnee Yarbrough

Agenda Item I: Welcome and Call to Order
IUPUI Staff Council President Lee Stone called the meeting to order at 2:05 p.m. IUPUI Food Services provided catering for the meeting.

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 August 20, 2014, Meeting
The minutes of the August 20, 2014, Staff Council meeting were approved and entered into record.

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

Broeker reminded the members of the Chancellor’s Employee Recognition Ceremony on September 23. The Health and Benefits Fair is on October 31 at the Campus Center. Fifty-five vendors are registered. There will be at least 15 workshops including some on benefits. A question was asked if it was too late to get a group registered for the event. Broeker said she would connect the member with the event coordinator.

Agenda Item V: [Information Item] Student Enrollment Report
Rebecca Porter, Executive Director of Enrollment Management

Porter presented information from the appended presentation.

Questions:
- How did student numbers go from first to second year? Porter said it fell a percent or so, and they are looking to find out why. Twenty-First Century Scholars are required to complete 30 credit hours in one academic year or their award decreases. This may be a factor. A few of those students did not complete the requirement and lost funding. We are also looking at where students went who didn’t return.
- How has Finish in Four affected numbers? Porter said she thinks a significant majority of students who took 15 credits completed them successfully. It was found that our students can enroll in 15 credits and be successful.
- Are there any schools that are having issues with retention? Porter said that is an answerable question, but one she could not answer. This fall, the business intelligent initiative will provide
reports to academic units that they have not had before, and it might include the retention for each department.

- Students have been informed in many ways to let them know about how courses and drop-out can affect their financial aid. They have been working with students to have the funds for them to be able to return to campus. She does not have data to show how this affects retention; however, IUB has a higher retention rate than IUPUI. IUB has a different student demographic than IUPUI.
- Stone asked about how many high school students IUPUI has? Porter said IUB has the Advanced College Project (ACP) which accounts for 4,000 plus credits. At IUPUI, we have Special Programs for Academic Nurturing (SPAN). Our students come to campus and take courses along with other students. The ACP has high school teachers teaching the courses.
- Will student housing increase the credit hours on this campus? Porter said yes, it has a huge impact on enrollment. We have students on a waiting list for housing at this time. Broeker confirmed there will be a new 700-bed unit built on campus in the next year.
- Are there numbers for retention of staff as students? Porter does not have that information.

**Agenda Item VI: Report on Behalf of the Vice Chancellor for Finance and Administration**

Kate Julius, Assistant Vice Chancellor for Auxiliary Services

Julius reported on the following items for AVC Emily Wren (using her notes):

- Vice Chancellor Dawn Rhodes is doing well after her second surgery.
- IUPUI Food Services provided refreshments for the meeting and thanked them for that.
- Regarding the Gateway Garage and visitor parking, that garage has visitor parking and signage of who can park there. Next year, Parking Services will have signage telling students where they can and cannot park.
- Regarding Indy Eleven, why do parking lots close early? She said because of the number of health and medical staff and the shift they are on. Some arrive early and the lots might be closed. Julius said the campus is under contract with the Indy Eleven to close those lots on game day. There is plenty of parking elsewhere on campus.
- Smoking is a problem on this campus. Nothing more was addressed in her report.
- Broeker said Wren has a meeting scheduled to address IU Health patients parking on the campus. IU Health admits they send people over to the campus to park. Wren will be here next month to address that again.
- Regarding Auxiliary Services, we do an Auxiliary Services newsletter at least four times a year. You can sign up at auxs@iupui.edu and let them know you want to opt in. The Natatorium/track field is doing sports camps.
- Food Services is doing upgrades. GrillNation has taken over Spotz in the Campus Center. They have burgers and milkshakes. Salads and sandwiches in Outtakes have been changed to be more upscale. The potato bar has moved upstairs to Mondos. Sushi is still doing well.
- There is a volleyball game in the Jungle today in the evening, and they are trying to get a record attendance. She encouraged attendance for that game.
- Will ApplePay be allowed in the dining program? Julius didn’t know at this time, but she hoped so. It needs to be approved by compliance and others beforehand.
- Where are the other parking spaces that people affected by Indy Eleven can park? Julius said she did not know and suggested looking at a campus map, but it is probably more toward the center of campus. The lot east of the north garage has recently changed to EM instead of ST. From noon on, there are still plenty of places. Julius will let Wren know of the question and she will ask her to let the School of Dentistry representative know.
- Will the shuttle options get larger with the Indy Eleven parking? Julius will take this back to Wren as well.
Agenda item VII: Report from the President
Lee Stone

Stone reported on the following:
- Mark your calendar for the State of the University (October 14, 1 p.m., Hine Hall) and State of the Campus (November 18, 4 p.m., Hine Hall) addresses.
- A staff member recently asked his unit representative what the SC does. Stone is planning to give a State of the Staff report at the June 2015 SC meeting, and hopes it can be a yearly report. Until then, he asked the members to direct staff to the annual report on the SC website to help explain what the council does.
- Employee Recognition Ceremony is on September 23, at 2:30 p.m., in Hine Hall.
- Jackson brought smoking cessation cards from HealthyIU. The cards can be used to give to employees who are smoking in areas they are not supposed to. They are not to be given to students as they are taken care of through Student Health Services. The cards are a small intervention and provides them with some Nicorette gum to help them develop a healthy habit. It is a non-confrontational way to remind employees that this is a smoke free campus.

Agenda Item VIII: [Information Item] Event Services Update
Nancy Wright, Director

Wright spoke to the appended presentation.
- Question, if an outside event comes in that is linked to campus services, do they get the university rate? Wright responded yes.

Agenda Item IX: [Information Item] Introduction of Kerri Dabbs
Kerri Dabbs, Director of Organizational Development and Training

Dabbs was recently hired as the director of organizational development and training in Human Resources Administration (HRA). She distributed a feedback survey. HRA is rebuilding the organizational development and training opportunities, and she asked for feedback regarding training. She gave the members time to fill out the form.

Questions:
- If Fundamentals of Supervision is brought back, can we require the supervisors to attend? Broeker said we cannot require supervisors to take the course, but we can strongly suggest it.
- If a person started the Fundamentals of Supervision, but couldn’t finish it, can you take it again where you left off? The response was yes.
- Academic departments are siloed, so when we get new employees, we would like some kind of guidebook to give to new administrative support professionals. What does the Administrative Support Professional Series include? Dabbs said it includes professional and technical training for professional and clerical staff.
- How do you develop onboarding? Are you developing that kind of process or can you consult on it? Dabbs said this is a theme she is seeing in meetings she has been attending. There isn’t anything set up at this time, but it is something they are considering.
- It would be helpful to list items that are common to all departments in regards to training. Then require some of the skill sets and training to individuals that truly need the training.
- Offer something like the next step in your career, not just where you are at this point. Help us develop into the future.
Dabbs said her plan of action is to take the feedback and compile themes and data next month and publish her findings on the HR website.

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

The following written reports were submitted (unedited):

- **Diversity, Equity, and Inclusion (Rob Bullock, Chair):** The committee met on September 11. They will be placing ads in the programs of affinity dinners (Harvey Milk, MLK, etc.) as well as send two committee members and two students to the dinners. The committee is planning another Diversity Fair and is reviewing the fair evaluations from this past year. They are also looking at how the committee and SC interest with the campus Office for DEI, how the SC is explained to new employees, whether IUPUI recruits staff at community diversity events, and how to use social media for the committee’s work.

- **Special Events Committee (Kristy Chapman and Cortnee Yarbrough, Co-Chairs):** The Special Events Committee met on September 8. The fall blood drive is scheduled on Tuesday, November 11 at the Taylor Hall Courtyard and the Medical Science Atrium. We reviewed the evaluations from the retreat and started discussing the location for the 2015 retreat. It was determined that the date needs to be set before we can go further with location. The Holiday Party/Community Service was also discussed. We are looking into collecting items for Paws Pantry.

- **Staff Affairs Committee (Lyndy Kouns, Chair):** The committee members reviewed previous Staff Affairs activities for new members:
  - Staff Survey – Prior work on this survey was provided with discussion to review survey questions at the next meeting.
  - Urban 15 University Project – Past progress on the Urban 15 project will be obtained; gaps in information will be collected and a report prepared for the Staff Council Executive Committee.
  - Tobacco Free Campus – Felicia provided Nicorette gum packets available from Healthy IU; these can be shared with smokers on campus as a helpful way to promote our smoke-free campus.
  - Fee Courtesy – There has been little progress on the goal to reduce technology fees for employees enrolling in classes; the committee hopes to continue working on this.
  - PTO Sharing – Recent work by the committee on sharing PTO with colleagues in need was met with solid resistance so will be moved to the back burner.
  - Parking Fees – The concession for reduced fees for those below a certain salary threshold was only for one year; there hasn’t been a commitment beyond that. Additionally, the threshold was quite low, creating an undue burden on many staff.

Committee members were asked in advance to solicit areas of concern from constituents and these ideas were reviewed:

- The state encourages ideas for policy change that will save money or improve processes with a financial incentive. With a focus on budget cuts, this might be something the university would consider.
- It was observed that maternity benefits are lacking in our benefits package, putting the university well behind the curve.
- The state, as well as numerous private sector organizations, has a 37.5 hour work week. This could be a benefit the university could provide that would be relatively low cost to them; perhaps reduce annual increases one year would help initiate it.
- It is a concern that there is not a viable fitness facility on the campus. Many IU campuses, Bloomington included, have extensive facilities but even the reduced staff fee for NIFS is excessive. The facilities at Fairbanks are not convenient to campus.

The meeting day of the committee will be revisited before the October meeting. Some committee members are unavailable on Mondays due to telecommuting days and prior commitments. At the
next meeting, when we can perhaps have increased participation, a strategic plan to begin pursuing committee objectives will be established.

- [Ad Hoc] Staff Development Committee (Lindsey Mosier and Caitie Deranek, Co-Chairs): Caitie Deranek will be co-chairing the [Ad Hoc] Staff Development Committee with Lindsey Mosier this year. A poll will go out soon to identify possible meeting times for the first teleconference meeting. This committee will be focusing on the effective implementation of the new staff development grant opportunity, continue to write the member feature (If you have a nomination please email Lindsey at llmosier@iupui.edu), exploring the potential to develop further staff development programing availability, and coordinating staff recognition awards.

**Agenda Item XI: Unfinished Business**
There was no Unfinished Business.

**Agenda Item XII: New Business**
That was no New Business.

**Agenda Item XIII: Report from the Chancellor's Academic Liaison**
Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

Lavitt reported on the following:
- Janice Blum has replaced Sherry Queener (retired) as associate vice chancellor for graduate education. Her focus is on graduate education.
- Amir Pasic has been named dean of the Lilly Family School of Philanthropy.
- Christine Fitzpatrick, chief of staff to EVC Nasser Paydar, has compiled all the action items from the strategic plan to update the academic deans. The organization chart will change for the Division of Student Affairs. How can we make it easier for students to reach degree completion? There is a closer relationship with student affairs and academic affairs. We need to pay more attention to students—when they are here, sexual assault, and other structural arrangements.
- The United Way luncheon was last week. The vice chancellors came in second to the School of Dentistry in tips received for service.

**Agenda Item XIV: Final Remarks and Adjournment**
Stone thanked IUPUI Food Services for providing the refreshments for the meeting. With no further business appearing, President Stone adjourned the meeting at 3:53 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
UL 3115N / 274-2215 / Fax: 274-2970 / scouncil@iupui.edu / http://www.iupui.edu/~scouncil
Fall 2014 Admission and Enrollment Highlights

Unless otherwise noted all data are as of 8/31 census and Indianapolis-only
All comparisons are with 2013 census

Admission

Beginner

- Beginners are up 94 heads (+2.7%) and are the largest entering class in campus history.

Quality

- The average SAT* (critical reading and math) increased from 1029 to 1032
- The average high school GPA* is 3.38 (3.37 in 2013)
- 62.8% of Indiana beginners have the Academic Honors Diploma, down slightly from last year’s 65.1%.
  - The number of honors diploma recipients is down one student from last year, but due to a larger overall entering class, their share of the class is somewhat smaller.
- 24.5% of Indiana beginners are 21st Century Scholars, up from 20.2% last year.

Residency

- 94.4% of beginners are Indiana residents
- The number of non-resident beginners declined slightly (21 heads), split between domestic and international students.

Ethnicity

- Beginning minority students are the second largest on record, declining by 78 heads from last year’s record number (-8.5%). As IUPUI attracts more students from throughout the state of Indiana, our diversity will increasingly reflect that of the state, which is less ethnically diverse than our traditional service regions which included the Gary area in addition to central Indiana.

Transfer

- While the number of external transfers from 2-year colleges increased by 31 heads (+3.6%), total external transfers are down 39 heads (-2.4%). The decrease in external transfers from 4-year institutions (the largest decline was seen from Ball State University) is likely due to having a larger freshman cohort in 2013, which decreased the number of potential students who would transfer to IUPUI in later years.

International*

- International beginners are down very slightly from last year (-4 heads).
- External transfers are up 26 (+54.2%).
- Masters-level enrollment jumped 51 heads (+27.4%) while enrollment in doctoral programs grew 25 (+56.8%).
- 49 international students enrolled as undergraduate non-degree students, an increase of 28.9%.

*Data are as of first day of classes

Additional admission detail appears in the separate handout and by visiting the Point-in-Cycle tab on http://imir.iupui.edu/
Enrollment *(all enrollment figures are census)*

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indianapolis Heads</td>
<td>28,802</td>
<td>28,945</td>
<td>143</td>
<td>0.5%</td>
</tr>
<tr>
<td>Indianapolis Credits</td>
<td>336,901</td>
<td>346,546</td>
<td>9,645</td>
<td>2.9%</td>
</tr>
<tr>
<td>IUPUC Heads</td>
<td>1,732</td>
<td>1,783</td>
<td>51</td>
<td>2.9%</td>
</tr>
<tr>
<td>IUPUC Credits</td>
<td>18,236</td>
<td>19,081</td>
<td>845</td>
<td>4.6%</td>
</tr>
<tr>
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<td>365,627</td>
<td>10,490</td>
<td>3.0%</td>
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*Official totals are adjusted for dual enrollments between Indianapolis and IUPUC (46 in 2013 and 38 in 2014)*

- Heads are a record, topping 2010’s 30,566.
- Credits are a record for the 19th consecutive Fall semester.
- The campus is up 140 undergraduate degree-seekers (+0.7%).
- Graduate students are up 48 heads (+1.0%) and professional students are up 50 (+1.8%).
- Non-degree students (undergraduate and graduate) are down 95 (-8.7%).

Full-Time Enrollment
- 72.8% of IUPUI students are enrolled full-time, up from 71.0% last year.
- Undergraduates increased their average credit hour load to 12.7 (up from 12.5 last year).
  This continues a long-standing trend.

<table>
<thead>
<tr>
<th>Average Credit load</th>
<th>1999</th>
<th>2013</th>
<th>2014</th>
</tr>
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<tbody>
<tr>
<td>Freshmen</td>
<td>10.7</td>
<td>13.4</td>
<td>13.9</td>
</tr>
<tr>
<td>Sophomore</td>
<td>10.3</td>
<td>12.6</td>
<td>13.0</td>
</tr>
<tr>
<td>Junior</td>
<td>10.8</td>
<td>12.5</td>
<td>12.7</td>
</tr>
<tr>
<td>Senior</td>
<td>10.5</td>
<td>11.7</td>
<td>11.8</td>
</tr>
</tbody>
</table>

Ethnicity
- Enrollment by minority students is up 199 (+3.1%).
- Minority students constitute a record 23.1% of campus enrollment, up from 22.6% in 2013.
- A record 1,897 international students are enrolled this year, up 81 (+4.5%).

Residency
- Indiana residents declined by 51 (-0.2%).
- Non-residents are up 194 (+6.4%).
  - Non-residents constitute 11.2% of campus heads and 10.8% of campus credits.
  - Last year non-residents were 10.5% of heads and 10.1% of credits.

Additional information, including enrollment by school, appears in the separate handout and by visiting the Point-in-Cycle tab on [http://imir.iupui.edu/](http://imir.iupui.edu/)

Division of Enrollment Management and Office of Student Data, Analysis, and Evaluation
9/1/2014
Official totals are adjusted for dual enrollments between Indianapolis and Columbus

<table>
<thead>
<tr>
<th>Census</th>
<th>2013</th>
<th>2014</th>
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- IUPUI (IN + CO) Record Heads (topping 2010’s 30,566)
- 19th consecutive record for Fall credit hours
## IU Enrollment

<table>
<thead>
<tr>
<th></th>
<th>Heads</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2014</td>
</tr>
<tr>
<td>Bloomington</td>
<td>46,817</td>
<td>46,416</td>
</tr>
<tr>
<td>IUPUI</td>
<td>30,488</td>
<td>30,690</td>
</tr>
<tr>
<td>East</td>
<td>4,456</td>
<td>4,573</td>
</tr>
<tr>
<td>Kokomo</td>
<td>4,178</td>
<td>4,180</td>
</tr>
<tr>
<td>Northwest</td>
<td>6,387</td>
<td>6,052</td>
</tr>
<tr>
<td>South Bend</td>
<td>8,073</td>
<td>7,859</td>
</tr>
<tr>
<td>Southeast</td>
<td>6,733</td>
<td>6,442</td>
</tr>
</tbody>
</table>

Note: IUB totals includes approximately 4,000 high school students enrolled in the Advance College Project
Indianapolis

Compared to last year--

• Undergraduates are up 140 heads (+0.7%)
• Graduate students are up 48 (+1.0%)
• Professional students are up 50 (+1.8%)
• Non-degree students (UG & Grad) continue their decline, down 95 (-8.7%)
### Growing Credit Load

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- 72.8% of students are enrolled full-time (up from 71.0% in 2013)
ENROLLMENT

• Minority students increased by 199 heads (+3.1%) 
  • 23.1% of total campus enrollment (22.6% in 2013)
• Indiana residents declined by 51 heads (-0.2%)
• Non-residents increased by 194 heads (+6.4%) 
  • 11.2% of heads and 10.8% of credits (10.5% of heads and 10.1% of credits in 2013)
• IUPUI enrolls far more degree-seeking Indiana residents than any other institution
New Undergraduates

• Beginners are up 94 heads (+ 2.7%) and are the largest entering class in campus history
• Average SAT (critical reading and math) increased from 1030 to 1032
• Average high school GPA = 3.38 (3.37 in 2012)
• 62.8% of Indiana beginners have Academic Honors Diploma
• 24.5% of Indiana beginners identify themselves as 21st Century Scholars (20.2% in 2013 & 18.0% in 2012)
• 23.4% of beginners are minority students
• External transfers are down 39 heads (-2.4%)
Record 1,897 international students, up 81 heads (+4.5%)
  - International beginners were down slightly (- 4 heads)
  - 6.5% of overall enrollment (Indianapolis)
New transfer enrollment is up more than 50% (+18)
  - First cohort of 18 mechanical engineering students from SYSU
Masters-level enrollment added 51 heads (+27.4%)* and Doctoral programs grew 25 (+56.8%)*
49 international UG non-degree students (+28.9%)*
Top countries: India (437), China (409), Saudi Arabia (402), South Korea (55), Mexico (50), Iran, (38), Japan (34), Brazil (34), Taiwan (31), Canada (30)

*First day of classes data
Beginner & Transfer Fall Enrollment

<table>
<thead>
<tr>
<th>Year</th>
<th>Transfer Students</th>
<th>Beginning Freshmen</th>
<th>Total Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>1362</td>
<td>2699</td>
<td>4061</td>
</tr>
<tr>
<td>2010</td>
<td>1481</td>
<td>2604</td>
<td>4085</td>
</tr>
<tr>
<td>2011</td>
<td>1642</td>
<td>2763</td>
<td>4405</td>
</tr>
<tr>
<td>2012</td>
<td>1657</td>
<td>3060</td>
<td>4717</td>
</tr>
<tr>
<td>2013</td>
<td>1605</td>
<td>3490</td>
<td>5095</td>
</tr>
<tr>
<td>2014</td>
<td>1566</td>
<td>3584</td>
<td>5150</td>
</tr>
</tbody>
</table>
Average HS GPA for Beginners

* Average of High School Grade Point Average
Average SAT for Beginners

* Average of Math & Critical Reading Only
Number of Beginner 21st Century Scholars

<table>
<thead>
<tr>
<th>Year</th>
<th>21st Century Scholars</th>
</tr>
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<tbody>
<tr>
<td>2009</td>
<td>322</td>
</tr>
<tr>
<td>2010</td>
<td>362</td>
</tr>
<tr>
<td>2011</td>
<td>431</td>
</tr>
<tr>
<td>2012</td>
<td>505</td>
</tr>
<tr>
<td>2013</td>
<td>660</td>
</tr>
<tr>
<td>2014</td>
<td>829</td>
</tr>
</tbody>
</table>
US NEWS AND WORLD REPORT RANKINGS

- Nationally Ranked University (1st time)
  - #110 Public National University
  - #194 overall
    - Graduation rate (predicted = 48%; actual = 42%)
- 1st Year Experience
  - One of the 15 listed
- Learning Communities
  - One of the 12 listed
- Up and Coming University--#7
- High School Counselor Ranking--#74
- Best College for Veterans--#69
2015 Admissions Standards

- Students must submit:
  - Application
  - Application fee
  - High School Transcript
  - Official Test Scores (from transcript or testing agency)
- Students must have at least a Core 40 Diploma
- Minimum HS GPA is 2.7
- Core 40 students with below a 3.5 HS GPA have test scores considered
- Students with an Academic Honors Diploma are automatically admissible regardless of test score if HS GPA is 3.0 or higher
A primary key to IUPUI’s continuing growth is RETENTION.
If you identify administrative barriers to student retention or progression to graduation, please share them with me.

- rporter@iupui.edu
- I am not seeking referrals for individual student problems
On to Spring and Fall 2015
…..a destination that engages our campus and city in professional, cultural, and social events
Where the story begins

- Critical Campus Needs
- The Conversion Project – a Transformation
- Gain – Loss
- IUPUI Event & Conference Services was Established

eventservices.iupui.edu
Our Mission

Planning and coordination of meetings and events for the university community, as well promote and host local, regional, national, and international educational events that are highly relevant to the academic mission of the university.
Services

Leading and supporting all your AV needs

Finding the best accommodations

The right space for your meeting

Planning the Budget

Keeping you balanced

Coordinating summer conferences

Catering to your needs

eventservices.iupui.edu
Benefits

- The single source of contact for all your event planning needs
- Our service allows you to focus on your conference goals
- All the details handled responsively and professionally
- Seamless execution
- Planning support for your off-campus event
- Discounted university rates for space rental
- Sliding scale pricing based on actual service needs
- One invoice, internal billing

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Engagement

IUPUI Event and Conference Services is committed to engagement and service to the campus and to the community.

- Student Engagement – internships
- Academic Engagement – classes this fall
- City Engagement – linking university and city
Where the story is now

- University business volume was more than anticipated
- Our staff has grown to better meet your needs
- 1\textsuperscript{st} year goal – to serve and support 50 events
- 1\textsuperscript{st} year actual – 167 events
- Check out our up-to-date website
- Pick up our detailed brochure with services, space rental pricing, and information

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Event & Conference Services

Contact Information

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