

**AGENDA**  
**IUPUI Staff Council**  
**Wednesday, March 16, 2011**  
**2:00 – 4:00 p.m. ~ CE 450A**

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| <b>I.</b> | 2:00 p.m. | <b>Welcome and Call to Order</b><br>Amanda Shumaker, <i>IUPUI Staff Council First Vice President</i> , <a href="mailto:akshumak@iupui.edu">akshumak@iupui.edu</a> |
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| <b>II.</b> |  | <b>Adoption of the Order of Business for the Day</b><br>Amanda Shumaker |
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| <b>III.</b> |  | <b>[Action Item] Approval of the Minutes of the February 16, 2010, Meetings</b><br><a href="http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_2-16-11.pdf">http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_2-16-11.pdf</a><br>Please read the minutes and be prepared for approval. No copies are being made. |
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| <b>IV.</b> | 2:05 p.m.<br>5 minutes | <b>Update from the Associate Vice Chancellor for Facilities</b><br>Emily Wren, <i>Associate Vice Chancellor for Facilities / Chancellor's Administrative Designee Alternate</i> ,<br><a href="mailto:ewren@iupui.edu">ewren@iupui.edu</a> |
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| <b>V.</b> | 2:10 p.m.<br>5 minutes | <b>Report from Human Resources Administration</b><br>Theresa Martin, <i>Manager, Benefits/Employee Relations, Human Resources</i> , <a href="mailto:tmartin@iupui.edu">tmartin@iupui.edu</a><br><i>See also Community Conversations on Health Engagement (page 3).</i> |
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| <b>VI.</b> | 2:15 p.m.<br>5 minutes | <b>Report from the First Vice President</b><br>Amanda Shumaker |
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| <b>VII.</b> | 2:20 p.m.<br>25 minutes | <b>[Information Item] Early Incentive Retirement Plan</b><br>Dan Rives, <i>Associate Vice President, University Human Resources</i> , <a href="mailto:drives@indiana.edu">drives@indiana.edu</a><br>Maurice Smith, <i>University Director Employee Relations, Univ. Human Resources</i> , <a href="mailto:msmith@indiana.edu">msmith@indiana.edu</a><br><a href="http://www.iu.edu/~uhrs/erip/index.html#">http://www.iu.edu/~uhrs/erip/index.html#</a> |
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| <b>VIII.</b> | 2:45 p.m.<br>25 minutes | <b>[Information Item] IUPUI IMPACT Campaign</b><br>Dee Metaj, <i>Vice President, IUPUI Development</i> , <a href="mailto:dmetaj@iupui.edu">dmetaj@iupui.edu</a> |
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| <b>IX.</b> | 3:10 p.m.<br>25 minutes | <b>[Information Item] Flex Scheduling</b><br>Maggie Stimmin, <i>Work/Life Program, Human Resources Administration</i> , <a href="mailto:mstimmin@iupui.edu">mstimmin@iupui.edu</a> |
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| <b>X.</b> | 3:35 p.m.<br>10 minutes | <b>Standing and Ad Hoc Committee Reports</b><br>A. Membership (Lee Stone, Chair) |
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| <b>XI.</b> | 3:45 p.m.<br>5 minutes | <b>Call for Additional Reports from Standing or University Committees</b><br>(ADVANCE Internal Advisory Board, Campus Center Advisory Board, Campus Sustainability Committee, Common Theme Committee, External Affairs Coordinating Committee, and Resource Planning Committee)<br><b>Campus Sustainability Committee:</b> <a href="http://www.iupui.edu/~scouncil/committees/sustainability_2-21-11.pdf">http://www.iupui.edu/~scouncil/committees/sustainability_2-21-11.pdf</a> |
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| <b>XII.</b> | 3:50 p.m.<br>5 minutes | <b>Old Business</b> |
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| <b>XIII.</b> | 3:55 p.m.<br>5 minutes | <b>New Business</b> |
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| <b>XIV.</b> | 4:00 p.m. | <b>Adjournment</b><br>Next meeting: April 20, 2011, 2:00 – 4:00 p.m., CE 450C |
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## **Bylaws Committee Report:**

The IUPUI Staff Council Bylaws Committee proposes the following revisions:

### **Article II. Definition of Staff**

Current:

**Article II:** For the purpose of the Staff Council organization, the term staff shall mean all full-time, non-faculty and non-union employees of IUPUI.

Proposed Revision:

**Article II:** For the purpose of the Staff Council organization, the term staff shall mean all appointed, non-faculty and non-union employees of IUPUI.

Rationale:

Remove the word “full-time” as it has been determined that “part-time” appointed (budgeted) staff will also be represented by Staff Council.

### **Article III, Section B: Eligibility for Voting**

Current:

**Article III, Section B:** All full-time, appointed staff, as defined in Article II, on active duty on this campus on the date designated as opening date for nomination of candidates and who shall not have terminated employment prior to the date of elections may vote for unit representatives.

Proposed Revision:

**Article III, Section B:** All appointed staff, as defined in Article II, on active duty on this campus on the date designated as opening date for nomination of candidates and who shall not have terminated employment prior to the date of elections may vote for unit representatives.

Rationale:

This revision is necessary based on the revision to Article II. The word “full-time” has been removed.

### **Article III, Section D, 1: Election and Term of Unit Representatives, Request for Unit Elections**

Current:

#### **1. Request for Unit Elections**

The Membership Committee shall, through the Council Office, distribute information on vacancies in each unit to the eligible voting staff. A copy shall be sent to the administrative head designated for each unit.

Proposed Revision:

#### **1. Election Process**

The Membership Committee shall send out a request for nomination e-mail no later than the second Friday of March through the Council Office. The deadline for nominations should be no earlier than two (2) weeks after the nomination e-mail has been sent. At the nominations deadline, a verification of willingness to serve will be sent out by the Membership Committee through the Council Office to all nominees. This verification will contain information about their duties as a Staff Council member and will also inform them that those nominees not elected will be placed on an alternate list for membership on the Council should a vacancy in their unit occur in the order of votes received, and will request a written acknowledgement of the nomination.

The election e-mail, which will include a hyperlink to the ballot, shall be sent out to eligible staff no later than the second Friday in April with a voting period of two (2) weeks. The ballots shall identify each nominee by name and department. Each eligible staff member may vote for as many unit representatives as there are positions to be filled within their unit. No candidate may receive more than one vote per ballot.

Rationalization:

The Membership Committee has requested the revision of this Section to further clarify how the election process will be conducted.

### **Article III, Section D, 2: Election and Term of Unit Representatives, Election Results**

Current:

#### **2. Election Results**

At the May meeting of the Staff Council, the members shall certify the election results. Those elected shall be notified by the Corresponding Secretary of the Staff Council. [see Article IV, Section A.5]

Proposed Revision:

#### **2. Election Results**

Before the May meeting of the Staff Council, a majority of the Membership Committee shall certify the election results. The candidate receiving the greatest number of votes shall be declared elected. In the case of a tie, the nominee with the most seniority, defined as years of service with the University, shall be elected. Those nominees who were not elected shall remain on an alternate list, in the order of votes received, should a vacancy occur within their unit. Those elected shall be notified by the Corresponding Secretary of the Staff Council through the Council Office. [see Article IV, Section A.5]

Rationalization:

As in Article III, Section D, 1, the Membership Committee has requested the revision of this Section to further clarify how the election results will be conducted.

## Communications Committee Report:

The Communications Committee has gotten approval from Communications and Marketing for you to choose either of the following two formats to add to your email signature:

*Meagan Senesac, Data Systems Analyst*  
*Staff Council Representative, [IUPUI Staff Council](#)*

OR

*Meagan Senesac, Data Systems Analyst*  
*IUPUI Staff Council Representative*  
[www.iupui.edu/~scouncil](http://www.iupui.edu/~scouncil)

## Special Events Committee

Special Events Committee Updates:

- ◆ Community Project at Ronald McDonald House – still working on the details, stay tuned for more information
- ◆ Spring Planting to be scheduled in April
- ◆ Blood Drive , April 28<sup>th</sup> – will need volunteers to work SC table at all three locations
- ◆ Retreat, July 29<sup>th</sup> at **Fort Harrison State Park** – more details at next meeting!

## Staff Affairs Committee Report:

The Staff Affairs committee met last week. Included in our discussion items were: the **Early Retirement Program** (just want the committee to be aware that Dan Rives would be at the meeting this week and that they should come prepared to ask lots of questions about the plan coming out right away), **Health Engagement Program** (we discussed the fact that Colleen Rusnak has a seat at the table of the Campus Committee, and looked at some complaints we received from other staff members who had difficulty in scheduling appointments for their initial assessments), **Mental Health Benefit Policies** (the fact that IU does not cover residential treatment of documented illness if it can fall under mental health issues), **Prescription Drug policies** (generic vs. name brand), and **Performance Management** (group is trying to get a meeting planned with representatives from HR- if you would like to be a part of these meetings please let me know-[canlsmit@iupui.edu](mailto:canlsmit@iupui.edu)).

## Community Conversations on Health Engagement (from *Inside IUPUI*)

Human Resources Administration is working with Bruce Jacobs, executive officer of Auxiliary Services and Programs on the Bloomington Campus, to seek input on health engagement from the IUPUI campus community. Bruce has been asked to work with Dan Rives on the development of a health engagement program for Indiana University that would encompass a broader lifestyle/wellness component. Faculty and staff opinions are important to design an optimal program that creates a climate of healthy lifestyle engagement, meets the needs of our employees to maximize participation, and is supported by the culture and environment at IUPUI. Faculty and staff are invited to participate in one of the following interactive community conversations on health engagement:

- Wednesday, March 23; 12-1:30 p.m., Campus Center, Rooms 450A, B, C
- Monday, March 28; 9-10:30 a.m., Campus Center, Room 450C
- Monday, April 4; 2-3:30 p.m., Campus Center, Room 450C

Participants will be able to provide feedback on how IU can best design and implement a health engagement program. Input on all aspects of health engagement, including but not limited to, dietary support, exercise programs, and lifestyle initiatives will be discussed. A reservation is not required to attend a session.