

## **IUPUI Staff Council (SC)**

### **Minutes**

**May 18, 2011 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Maryanne Alyea, Marjorie Aprile, Pamela Baker, Sarah Baker, Troy Barnes, Michelle Benberry, Susan Bradley, Chris Brown, Regeania Brown, Martha Bulluck, Camilla Butcher, Elizabeth Chaisson, Kristy Chapman, Gary Curto, Nancy Daniels, Kim Dodson (for Stella Anderson), Margo Foreman, Avis Frieson, Alicia Gahimer, Kathy Garner, Nancy Gibson, Jane Goergen, Sarah Gries, Barb Hanes, Deanna Hart, Linda Henson, Sue Herrell, Jana Hill, Nikki Holdcroft, Patti Holt, James Klenner, Earl Knight, Lindsay Macy, Amy Maidi, Cortnee Martin, Lana Matthews, Teresa McCurry, Helen McKuras, Greg Mobley, Marietta Moore, Karen Neely, Jenny Parliament, Darlene Pitman, Gloria Quiroz, Dawn Rhodes, Kathy Risacher, Andrea Rostanzo, Colleen Rusnak, Kara Salazar, Eric Schmidt, Meagan Senesac, Amanda Shumaker, Diana Sims-Harris, Holli Smith, Lee Stone, Tonia Stubbs, Becky Thacker, Shelley Tyler, Sara Vitaniemi, Patricia Wade, Janice Walls, Sheila Walter, Amy Warner, Terry Wilson, Mary Wolting, Debbie Wyeth, and Michael Yates

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

IUPUI Staff Council President Sue Herrell called the meeting to order at 2:03 p.m.

#### **Agenda Item II: Adoption of the Order of Business for the Day**

The agenda was adopted as the Order for the Business of the Day.

#### **Agenda Item III: [Action Item] Approval of the Minutes of the April 20, 2011, Meeting**

Hearing no objections, the minutes of the April 20, 2011, SC meeting stood as written and were entered into record. ([http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes\\_SC\\_4-20-11.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_4-20-11.pdf))

#### **Agenda Item IV: Update from the Vice Chancellor for Finance and Administration**

Dawn Rhodes, Vice Chancellor for Finance and Administration and Administrative Designee

Rhodes reported on the following:

- **Early Retirement Plan (ERP):** To date, ninety-six applications have been submitted by IUPUI faculty/staff who are eligible (seventy-seven staff, nineteen faculty) and the applications are moving through the process.
- **Parking:** Concerns regarding the price of parking permits and changes in the distribution of spaces in lots were discussed. Three years ago when Rhodes began, parking fees were well below those of other urban institutions. Because of the need to have better parking spaces and facilities, prices were increased this year. Prices will increase as well next year.
- **Budget:** The state budget passed. Appropriations were done differently. There was no new money placed in higher education and a significant amount of funds were sent to Ivy Tech. IUPUI has a health programs line and a general academic line. Between the two we received a \$1.4 million increase. Distribution of assessment of funds is changing as well as appropriation. The Chancellor's Reallocation Fund is being revised differently as well. Some schools will receive more funds than others. R&R funds (infrastructure, building repair, etc.) were not funded for the second biennium. It is not known if salary increases will be given this year. When the budget guidelines come out next week, we will know salary guidelines at that time.
- **Tuition:** The IUPUI campus undergraduate tuition will be raised 2.5 percent. Some other campuses will be raised higher. Our campus remains at the lower end due to low income persons who attend the school as well as the amount of scholarships we grant. Program fees will go up as well. For example, nursing program fees are being raised 8 percent.

- Cost Benchmarking:
  - HR/Payroll: The Board of Trustees was presented with the information that across the university, Human Resources Administration and the payroll department are extremely efficient. We fell into world class rankings and probably have the least cost operation reviewed. The TIME system received a high error rate and we must get to the point where we only touch time cards one time.
  - Vice Chancellor Amy Warner reported that the Office of Communications and Marketing was reviewed as well. The deliverables they want to save is \$2.3 million and are now looking at external agency agreements for marketing. Do we have the best possible deal? General printing costs need to be reduced as well. With the shared services model, by 2013 there will be a pool of persons that you can turn to for marketing and communications. While that is happening, the Office of Communications and Marketing is working with the School of Medicine and SPEA to share services.
  - For Student Services/Bursar, the recommendation is that the campus needs to be further along in moving the backroom services of the SES program to the forefront. Vice President John Applegate was assigned to Student Services for shared services.

Questions:

- For the urban institutions that have higher parking rates, do they also have higher salaries as well? Rhodes said that with the last marketing analysis, our salaries were at market level and slightly above. She is not aware of where the market stands at this time.
- Parking selection was very poor this year. Staff and faculty could not find out how much a permit would cost until after it was purchased and you could not select to have a different permit other than the one you personally have now. Will B permits be phased out? Rhodes said she is not aware they will be phased out.
- There is some feeling that the university is trying to force employees to purchase A permits. Is that so? Rhodes said the campus is trying to balance the permits at the various lots. There is no specific intent to have more A permits than B permits.

**Agenda Item V: [Information Item] Report from the Super Bowl 2012 Group**

Marshawn Wolley, Director of Emerging Business and Community Outreach

Tory Thornton, Intern

PowerPoint: [http://www.iupui.edu/~fcouncil/documents/pps/super\\_bowl\\_4-5-11.pdf](http://www.iupui.edu/~fcouncil/documents/pps/super_bowl_4-5-11.pdf)

Wolley shared the following information on the upcoming 2012 Super Bowl.

- Indianapolis is the first city to propose hosting a Super Bowl fully funded.
- Three city blocks will host a large party atmosphere for attendees.
- The NFL experience is a ticketed event that showcases all the “toys” the NFL has. This is a family friendly event. The proceeds go to NFL charities. NFL Kids Day will host 3,000 children.
- The Legacy Project will help the eastside neighborhoods establish a Quality of Life plan which includes renovated or new houses, a food coop, street improvements, and Youth Education Town on the Arsenal Technical High School campus.
- Clarion has developed the Peoples Health Center.
- 1<sup>st</sup> and Green effort to impact the environment. [www.firststandgreen.com](http://www.firststandgreen.com) will give you tips to become “green.”
- 2,012 trees will be planted on the near eastside. Grant funds will be sought to plant more trees throughout the entire city. 1,600 trees have been planted thus far.
- Super Scarves: Initiative to make scarves for the 8,000 volunteers during the event. (Under Community Initiatives on the Super Bowl 2012 site.) We have about 4,600 scarves to date.

- The Emerging Business Initiative/Program and the NFL “allows minority and women-owned businesses access to procurement opportunities.” It links the NFL and minority and women-owned businesses. (<http://www.indianapolissuperbowl.com/emerging-business/>)
- Super Service: Initiative to train hospitality workers to help visitors have a “super” experience. Encourage people to say, “Have a super day.”
- 8,000 volunteers are needed to hold the Super Bowl events. To date, 12,000 people have registered to help. Registration has been closed at this time.
- Weather Preparedness Response Team to address any weather problems and the response we make to it. Super Shovels is a program of volunteers who can help shovel if need be.
- Super Bowl Village
- Concerts / Entertainment / NFL Experience
- Private parties and events
- Emerging Leaders Program
- Diverse leadership in the Super Bowl preparation. Our staff is small based on the ability to leverage talent in the community and the volunteers during the event.
- 263 days until the Super Bowl.

#### **Agenda Item VI: Report from Human Resources Administration**

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Bulluck reported on the following:

- Civility Statement: HRA is partnering with the Office of Equal Opportunity to draft the statement over the summer. Dan Griffith will be working with a committee to do the work.
- Intergroup Dialogue: HRA is working on this program modeled after the one at the University of Michigan. A committee has been formed and will meet next month. A plan will be devised to help develop communication. At the June 15 Staff Council meeting, more information will be given.
- HRA Location: The HRA will be moved to Lockefield Village instead of the Safeco Building. They are looking to move between September 1 and 15.
- Quarter Century Club plaques that are currently in the Union Building will be needed to be relocated and conversations need to be held about how they will be displayed. It is hoped the Rewards and Recognition Committee could work with HR to discuss where they should be moved to. Cortnee Martin suggested the plaques be moved to the history wall in the Campus Center.

#### **Agenda Item VII: Report from the First Vice President**

Amanda Shumaker, First Vice President

Shumaker reported on the following:

- June is the last official meeting for the academic year. The SC Retreat will be July 29.
- Race Away from Domestic Violence: A handout is available on the information table. The council will have a team captained by Becky Thacker for the even on August 13. Thacker reminded the members that the council supports the ICADV through the cell phone drive.

#### **Agenda Item VIII: [Information Item] Kualii Coeus Software**

Carey Conover, Project Analyst, Office of Research Administration

Karen Schrage

Website: [www.researchadministration](http://www.researchadministration)

Conover reported on the following:

- The software is designed to assist research administrators and investigators to track all portions of their grants from proposal development to compliance.
- The Electronic Research Administration System (ERA) environment is the workflow that IU uses to submit proposals. Quali Coeus will replace ERA.
- Training is available for the system on the website.
- An entry portal is available in OneStart.
- The system will begin being used on July 24, 2011. ERA will stop at that time.
- The system will be used for clinical trials as well. Training is available.
- The software is open software, so there was no cost to the university to obtain it. Additional programming has been done to meet our needs.

#### **Agenda Item IX: Standing and Ad Hoc Committee Reports**

- Bylaws: Holt reported bylaw revisions will be shared at the July meeting.
- Communications: Senesac will begin advertising awards and scholarships as soon as all information has been received. Most scholarships open on June 1.
- Diversity: Barnes is working to finalize the Multicultural Impact Staff Award with the Office of Diversity.
- Membership: Lee Stone, chair, reported on the following:
  - Staff Anniversaries:
    - April Reed: 10 Years
  - Announcement of Newly Elected Unit Representatives for 2011-2013: The newly elected members are as follows. The members voted to approve the new members.

##### **Academic Affairs:**

1. Robert Bell
2. Cathie Carrigan
3. Avis Frieson
4. Vickie Gayfield
5. Megan Senesac
6. James Vincent

##### **Executive Management**

1. George Davis
2. Jane Goergen
3. Pamela King

##### **External Affairs**

1. Chris Brown

##### **Business:**

1. Deanna Hart
2. Christina Terkhorn

##### **Finance and Administration**

1. Charlie Miller
2. Jennifer Paton

##### **Dentistry:**

1. Monica Doyle
2. Rebecca Dixon
3. Kibibi Pryor
4. Terry Wilson

##### **Informatics:**

1. Thomas Lerdal

##### **Law:**

1. Anthony Masseria
2. Lindsey Mosier

##### **Engineering and Technology:**

1. Marjorie Aprile
2. Jessica Healy
3. Sherrie Tucker

##### **Liberal Arts:**

1. Aron DiBacco
2. Candice Smith
3. William Stuckey

##### **Education:**

1. Maureen Jayne

Medicine:

1. Melissa Ade
2. Kacy Allgood
3. Christina Beard
4. Lee Bernard
5. Victoria Bills
6. Virginia Blevins
7. Benita Book
8. Bwana Brooks
9. Rebecca Cass
10. Elizabeth Chaisson
11. Shannon Cooper
12. Pinkie Evans
13. Tiffany Fox
14. Cindy Gilbert
15. LaTasha Gilson
16. James Graber
17. Michelle Hacker
18. Rebecca LaFlamme
19. Catherine Matthews
20. Christophe Marchal
21. Christopher Paynter
22. Lisa Polen

23. Tanya Shelton
24. Lisa Tully
25. Shelley Tyler
26. Sara Vitaniemi
27. Melody Warman
28. Leslie Wilson

SPEA:

1. Deb Wyeth

Science:

1. Patricia Holt
2. April Taylor

University College:

1. Nathan Byrer
2. Jack Waggoner

VPIT:

1. Denise Brown
2. Joanne Farris
3. Barbara Hanes

- Nominations are still being accepted for officers through the end of the week for President Elect, Second Vice President, Corresponding Secretary, and three At-Large members (Executive Committee). Send nominations to Lee Stone or Karen Lee by Wednesday, May 25, 2011, at 5:00 p.m. Officer elections will be in June. Stone introduced those who have already announced their candidacy. The slate at this time is as follows:

Second Vice President: Alicia Gahimer and Jim Klenner

Corresponding Secretary: Alicia Gahimer and Beth Chaisson

At-Large Members: Jim Klenner, Beth Chaisson, Michelle Benberry, Patti Holt, and Candy Smith

- Rewards and Recognition: Walters announced the awards and scholarships will be open from June 1, 2011, to July 1, 2011. The awards are: Multicultural Impact Staff Award, IUPUI Bepko Spirit Award, Nan Bohan Community Service Award, and the Carol Nathan Staff Council Scholarship. Information about these last three awards can be found here:  
<http://www.iupui.edu/~scouncil/awards/>.
- Special Events: Chapman reported on the following:
  - Blood Drive was April 28, 2011. 160 pints were donated.
  - Summer Planting for the Legacy Project is May 25. Meet at the Michigan/West Street portal.
  - Staff Council Retreat is Friday, July 29, 2011, at Ft. Benjamin Harrison. Registration will be sent in the next few weeks. Some rooms have been set aside at the Garrison for those who would like to stay the previous night.
- Staff Affairs: Gahimer reported on the following:
  - Friday is Bike to Work Day.
  - Parking: She and Candy Smith received many e-mails regarding the cost of parking and the loss of spots.

- June 6 is the next meeting date of the Health Engagement Committee. Colleen Rusnak is the representative of the council on the committee.
- A suggestion was made to contact Chartwells to keep some food vendors open longer as well as the conversation to bring healthier options.
- Fine Arts and Crafts Fair: The fair will be on October 29 in the Campus Center CE A, B, and C and Balcony and First Floor.

**Agenda Item IX: Call for Additional Reports from Standing or University Committees**

- Campus Sustainability Committee: Thacker mentioned the campus garden and that the committee is looking for volunteers to help feed and weed the garden.

**Agenda Item X: Report from IUPUI Faculty Council Liaison**

Sarah Baker, IUPUI Faculty Council

Baker reported on the following:

- Faculty/Staff Relations Committee: Both the Faculty Council Executive Committee and the Staff Council Executive Committee have voted to re-enact this committee. The Bylaws stipulate that the committee meet twice yearly to review matters that are relevant to both councils.
- The committees for the next academic year will be formed this month.
- Re-accreditation 2012 committees are working. She would like to have brief reports on the status each month when we reconvene in the fall.

**Agenda Item XI: Old Business**

No Business.

**Agenda Item XII: New Business**

No Business.

**Agenda Item XIII: Open Mic: A Discussion among the Council**

The following items were discussed:

- Martin asked if there will be available parking at Waterway. Rhodes said she will be checking on whether it will be permitted parking or not.
- Benchmarking: Maidi said there is a concern about where the university is heading and is a lack of communication. There will be some changes made in the next three to six months regarding benchmarking and conversation has essentially stopped. Going to higher administration does not help. They are searching for answers themselves. Different information is given to the IUB campus than what our campus is receiving.
- Academic Directions Plan: Quiroz mentioned the plan does not include the future direction of the staff in the report. She gave feedback at the website that staff is a big part of campus direction and should have been included.
- Brown wanted to know why the Staff Council breaks during the summer months when there are many pressing items to be attended to. A review of the Bylaws showed that the council does not to meet in July and August.
- Communication is still not happening among groups on campus. Word is not given in a timely manner to all constituents. Parking communication failed and so far, we haven't heard how the health care costs will go up. People need to plan for this. VC Rhodes will check with Dan Rives to see if he is able to share what the costs will be.
- Healthcare: We still have not heard about the implications of the BMIs, etc. Rusnak responded that the healthcare committee is still saying that the BMI will still be used in the health care

initiative next year. However, it is not known how it will affect the next year until June or later. She hopes the committee talks about this at their next meeting.

**XIV: Adjournment**

With no further business appearing, President Herrell adjourned the meeting at 4:00 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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