

IUPUI Staff Council (SC)

Minutes

April 18, 2012 ~ Campus Center, Room 405 ~ 2:00 – 4:00 p.m.

Members and Guests Present: Melissa Ade, Maryanne Alyea, Marjorie Aprile, Troy Barnes, Bobby Bell, Lee Bernard, Vickie Bills, Karen Black, Virginia Blevins, Andrew Blomeke, Vicki Bonds, Benita Book, Jeremy Bowers, Susan Bradley, Chris Brown, Denise Brown, Emily Burke, Nathan Byrer, Elizabeth Chaisson, Kristy Chapman, Gary Curto, George Davis, Aron DiBacco, Joann Farris, Margo Foreman, Roxana Fuentes, Alicia Gahimer, Erin Glueckert, Jane Goergen, Sarah Gries, Barbara Hanes, Scott Harmon, Lisa Harris, Sue Herrell, Talena Huntsman, Rebecca Jacobs, Jim Klenner, Sue Knight, Lyndi Kouns, Tho Le, Barb Lerner, Amy Maidi, Christophe Marchal, Anthony Masseria, Catherine Matthews, Teresa McCurry, Kelly Miholic, Charlie Miller, Scott Orr, Jennifer Paton (alt: Isabel Fawcett), Darlene Pitman, Dawn Rhodes, Patricee Roulette Landis, Monique Sims, Diana Sims-Harris, Candice Smith, Heather Staggs, Chris Stines, Lee Stone, Bill Stuckey, Stormy Thrasher (alt: Brenda Lawless), Lindsay True, Sherrie Tucker, Vinny Vincent, Jack Waggoner, Melody Warman, Louise Watkins, and Jennifer Weinmann

Members Absent or Excused: Kacy Allgood, Nancy Brockman, Bwana Brooks, Regeania Brown, Cathie Carrigan, Becky Cass, Timothy Centers, Shannon Cooper, Monica Doyle, Pinkie Evans, Avis Frieson, Cindy Gilbert, Latasha Gilson, James Graber, Margaret Hannah, Deanna Hart, Jessica Healey, Linda Henson, Sharon Henson, Jana Hill, Edgar Holdaway, Patti Holt, Rochelle Hudson, Margaret Hughes, Maureen Jayne, Pam King, Earl Knight, Elleen Laughlin, Tammy Leone, Cortnee Martin, Helen McKuras, Greg Mobley, Lindsey Mosier, Kathy Nichols, Kibi Pryor, April Reed, Angela Reese, Colleen Rusnak, Meagan Senesac, Amanda Shumaker, Teresa Stuke, Christina Terkhorn, Becky Thacker, Jordan Thompson, Sara Vitaniemi, Leslie Wilson, Terry Wilson, Debbie Wyeth, and Michael Yates

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Elect Lee Stone called the meeting to order at 2:04 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: [Action Item] Approval of the Minutes of the March 21, 2012, Meeting

Hearing no objections, the minutes of the March 21, 2012, SC meeting stood as written and was entered into the record.

http://www.iupui.edu/~scouncil/documents/minutes/2011-2012/Minutes_SC_3-21-12.pdf

Agenda Item IV: [Information Item] Update on Reaccreditation 2012

Karen Black, Director of Program Review

Website: www.iupui.edu/2012/study.html

Black said the last town hall meeting regarding re-accreditation was held on March 27. The website allows you to make comments on the chapters of the self-study that were discussed at all town hall meetings. The chapter drafts will be finalized and then sent to the team liaison in June or July, then to the full team in late August/early September. The team has not been assigned yet. Comments can also be sent to Karen Black at kblack@iupui.edu. Stone asked if she felt everyone on campus has been made aware of the visit and what it is all about. Black said all faculty and staff have received e-mails alerting them to the town hall meetings. She feels that people have been informed.

Agenda Item V: Report from IUPUI Faculty Council Liaison

Sarah Baker, IUPUI Faculty Council Executive Committee

No report.

Agenda Item VI: Standing and Ad Hoc Committee Reports

- Bylaws: [First Read] Bylaws Article VI. Meetings, Section A: Bowers discussed the changes to the bylaw as follows:

Article VI. Meetings, Section A. *Regularly Scheduled Meetings:*

Currently reads:

The Council shall have regularly scheduled meetings as set by the Executive Committee. These shall be held during daytime working hours at least once every six weeks, and in accordance with Administrative Policy of 1988, members may be granted time off from their University job duties without loss of pay up to three hours in any month. The meetings shall proceed according to the agenda.

1. The first regularly scheduled meeting of the Staff Council shall be no later than September of the given year.
2. No regularly scheduled meeting shall be scheduled in July and August of each given year.

Proposed Revision:

The Council shall have regularly scheduled meetings as set by the Executive Committee. These shall be held during daytime working hours each calendar month, with the exception of July and August. Meetings may be convened in July and/or August as deemed necessary by the Executive Council. Members shall be granted time off from their University job duties without loss of pay up to three hours in any month. Members shall discuss additional time off for committee meetings, the annual retreat or other Council special events with their supervisors to obtain permission in advance for time away from their jobs. Staff Council is recognized by the Chancellor's office as an important campus function and meets the qualifications of a campus event as outlined in the IUPUI Employee Handbook; therefore, permission to attend Staff Council Meetings, the annual retreat, or other Council special events will not be unnecessarily withheld. The meetings shall proceed according to the agenda.

Rationalization: As determined by the survey taken in spring 2011, the Bylaws Committee was asked to move forward with revising this Article to provide for monthly meetings. The proposed revision will allow the Staff Council to meet monthly throughout the year.

Sentence 1 is unchanged. Sentence 2 reduces the window from 6 weeks to monthly for meetings. This changed was suggested by the Executive committee. It is assumed that if a campus emergency or other extraordinary circumstances occur that preclude meeting in a given calendar month, no make-up meeting needs to occur. Sentence 3 adds back the option of meeting during the summer months, and that it is up to the Executive Committee to determine the need for such meetings and convene them as necessary. The remainder of text updates handling of time commitments with respect to attending staff council events. The last sentence is unchanged. The numbered points 1. and 2. have been removed, as they are handled within the paragraphed passage.

Discussion spoke to what constitutes an emergency, how SC members can talk with their supervisors about their responsibilities, and whether the council should meet in July and August. Further comments should be sent to Karen Lee or Jeramy Bowers before the bylaw goes up for a vote.

- Communications: No report.
- Diversity: Barnes said the diversity calendar of events is housed under the campus events calendar.
- Faculty Relations: Stone spoke about performance appraisals in regard to merit raises. They are working on the question of how you can get a merit raise if you have not had a performance review. TIME was discussed as well, and it is hoped the committee will be asking for a review of

the timecard system soon. Healthcare insurance premiums have not been announced. The board of trustees has not issued the rates yet.

- Fine Arts and Crafts Fair: No report.
- Membership:
 - Gahimer asked the council members to talk about their Staff Council Awareness Month activities. UITS held an event with twenty-four in attendance.
 - Olisa Humes is the new representative for the School of Informatics.
 - Sara Vitaniemi is celebrating her fifth anniversary at IUPUI.
 - Elections will soon occur for representatives. The schools and units will remain categorized the way they currently are for the coming election and academic year, but will change when the School of Public Health is approved or other changes occur.
- Rewards and Recognition: No reports.
- Special Events:
 - Miholic and Chapman invited all members and new members to the Staff Council Retreat on July 20, at Indiana Landmarks (downtown). The professional development workshop in the morning will be led by Tom Meier. They encouraged the members to dress up as if they would be on the red carpet (gala style!), but is not required.
 - The SC Blood Drive is on April 24 at Taylor Hall, CE 309, and Med Sci Atrium. Campus mascots, Jaws and Jinx, will walk around to talk up the event. They are looking for volunteers to deliver items to the blood drive sites.
 - FOX59 television station called Miholic and Chapman about doing a story on the “Make a Soldier Smile” project. They will do the story to promote the council. They hope the promotion will help the council do another drive.
- Staff Affairs: Smith said the committee did not meet in March/April, but received a question about December pay and if there was anything we could do to receive two paychecks in December as in normal months so that employees are not strapped for funds during the holiday season. Vice Chancellor Rhodes will comment about this in her session.

Agenda Item VII: Other University Campus Reports:

- Campus Center Advisory Board: The committee meets the week of April 23.
- Campus Sustainability Committee: Thacker said the committee meets every other month. The Office of Sustainability’s calendar can be found here: http://events.iupui.edu/calendar/?cal_id=326. Earth Month is this month with many events planned. Tox Drop is April 20, 2012, from 7 to 9 a.m. on campus at Blackford Street. Personal items are accepted.
- Common Theme Committee: No report.
- Greening IUPUI Grant Award Committee: Vincent said each year IUPUI provides up to \$50,000 in grant funding; an initiative designed to fund student, faculty and staff led proposals which will “green” IUPUI by advancing the Sustainability Principles. The 2012 Greening IUPUI Grant Committee met in March to review thirteen proposals. The grants are for projects or activities that will reduce the environmental impact of IUPUI's campus either through learning and teaching or instituting "green" behavior. Nine sustainability projects were reviewed carefully, approved, and funded. The nine projects range from native and urban garden plantings, to increasing educational awareness opportunities and developing sustainable best practices. These projects will begin late this spring at IUPUI with Greening IUPUI grant support. Below is a list of the approved proposals:
 - Amicus Parsimonia: Promoting Green Purchasing @ IUPUI
 - Bat-friendly Habitats
 - Hydration Stations @ Cavanaugh Hall
 - Center for Young Children educational project
 - IUPUI Events Going Green, Are You Making the Grade?

- Outdoor Recycling Containers
 - IUPUI Sustainability House 2012-2013 launch
 - University Library Native Planting
 - The IUPUI Urban Garden Initiative
- Health Engagement Committee: No report.
- Parking Advisory Committee: Wagner said Parking Services is encouraging employees to try the Eskenazi Garage and shuttle system in preparation for an onslaught of parking in the fall. Motorcycle spaces are being reviewed as well as remarking parking lot spaces. The appeals process is being looked at because the system is down and will be for a month. The committee wants feedback on the entrance/exit gate in the Natatorium garage where it is always up and a swipe is not needed to exit. Swiping in and out is needed because there is an electronic loop that needs to be completed to show persons entering and leaving the garage. If you should leave during the day and not swipe out, it is possible that you would not be able to get back in because the gate would not recognize you hadn't left earlier. Automatic renewals will happen this year with an opt-out service if you would rather not have your parking fees come directly out of your paycheck. If you do not want a parking pass because you are carpooling, a special permit can be given on a case by case basis. If you want to change to a different permit, you must go into the office as well. New permit/garage rates will be posted before renewal on May 15. Faculty and Staff will still need to go online to check a box that gives customer approval for payroll deduction to take place (will receive an e-mail prompting this). It is basically a confirmation that the employee is aware that the deduction will be made from their paycheck each month. It also gives them the option to stop renewal in the event that they are leaving the university. They will still be required to return a permit to stop deduction if it is not expired when they leave. HR will be sharing names of those who leave employment so that permits can be deactivated. Elmwood Drive closed on the April 14; the temporary road is an extension of Riley Drive east of Psych Research. Temporary Traffic lights are installed.
- Parking Appeal Committee: Kouns said the committee reviews parking appeals and has been busy. The appeals decision process has been slowed due to the redesign of the online appeals process. Committee members read written appeals and hear in-person appeals monthly. If a written appeal is denied, an in-person appeal can be requested. These are typically scheduled within a month of the original decision. Most tickets seem to be for parking in the wrong area (for example, parking in an A area with a B permit) or improperly displayed permit. Interesting fact: More parking appeals are granted on Friday the 13th than any other day.
- Pedestrian Safety Committee: No report.
- Resource Planning Committee: The following report was filed by Pinkie Evans.

May 8, 2012, Meeting

Most of the meeting was spent discussing the conversion of University Place Hotel to housing, classrooms and meals. The meal plan at the converted hotel will cover residents of Ball Residence also. It will not cover residents of the townhomes and apartments. Chartwells will have the contract. Classrooms (15) will be available January 2013. Residence Hall to open fall 2013. The revenue projections for the meal count projected students only. Any income from other sources – faculty, staff, and visitors – will be additional revenue. University Place Hotel parking garage spaces will be added to parking available from University Parking. The study on the amount of additional classroom space needed is not yet completed. Lecture Hall will not be available for expansion (this was a question that I received from the Staff Council Executive Committee). There is a Request for Proposal (RFP) out to build a new residence facility to open in fall 2014. This will be located south of the School of Dentistry. There is a RFP out to build a new office building that will hold Campus Administration offices (currently in AO Building),

President McRobbie's office, social work expansion, and relocation of some off-campus school/organizations to campus. This will be located on the corner of New York and University. The Gateway Garage can be expanded for additional parking. Some of these changes are different than projected in the previous master plan because there are many utilities located in the underground sites of previously planned building locations. It would be cost-prohibitive to relocate the utilities.

Additional items:

Salary Increases

- A. Originally the email was referring to non-exempt staff even though it does not explicitly say so, held to 1.5% salary increase, but could go up to 2.2% for faculty and exempt staff if school or unit could afford it.
- B. RPC did send letter of recommendation regarding salary increases.
- C. Board determined that 1.5% was too low for non-exempt staff and wanted to increase the possible percentage to 2.2%.
- D. It was decided that our campus (plus one other) stays at 1.5%, and is not flexible.
- E. Police, UITs, and any core school (i.e. Nursing) will be affected and will be treated differently (option to increase to 2.2%) as core units or schools.
- F. Future salary adjustments

Consensus of committee that over the long run it would be nice to have more flexibility for salary increases, not just whether to give increases and what percentage to use, but rather more flexibility than just given guidelines as to what job classification gets what percentage.

Budget Timeline / Process

- A. Needs to be sooner and better.
 - B. More planning time is needed to enable people to be more thoughtful and creative when addressing budget changes / cuts.
 - C. If we could get salary policy sooner we could have more time to plan.
 - D. Possibly RPC or Deans' create a proposal / request to have changes made
- Search Committee for AVC for Human Resources: Shumaker said the on-campus interviews are concluded and the committee will meet the week of April 23, 2012, to decide recommendations to VC Rhodes.
 - Task Force on Sexual Assault and Violence Prevention: Foreman said the committee invited Kim Kirkland to speak to the council next month.
 - Task Force on IUPUI Health and Wellness: No report.
 - Search Committee for Assistant Director of Parking: Herrell said the committee completed their work and three names were forwarded to Geary Robinson for a decision.
 - IT Policy Review Committee: Orr gave a brief summary of the written report below.

Regarding the policy on incident reporting, the biggest problem is that in the case of the loss of equipment, the campus law enforcement personnel will not be able to access the actual loss itself. The equipment owners and administrators are in a better position for that. If they are notified immediately of the loss by law enforcement, they will be better able to give UIPO accurate assessment of the data loss itself.

ISPP-27: No concerns.

ISPP-26: In regard to reporting "systematic unsuccessful attempts to compromise information – whether in printed, verbal, or electronic form – or information systems used in the pursuit of the university's mission, such as: unsuccessful login attempts, probes, or scans," IT administrators will be submitting potentially numerous reports daily. Automated scans across the entire IU network are run continually by novices who found and downloaded a tool from somewhere. YouTube is also filled with video guides to use these tools. Fortunately most of these tools do scarcely more than look for the most obvious of problems. Still they are unsuccessful scans and based on this wording, have to be reported. I believe this would become a daunting task for both the IT administrators and UIPO staff and result in significant lost time. There should be more refinement in this requirement to disregard, these many but harmless probes. The "Financing the Incident" section causes some concern and needs to be fleshed out further here or perhaps better in a document linked from this one. Potentially, any UIPO query could be charged back to individual units. UIPO should not be run as cost-recovery entity but instead be chartered to assist in any way possible. The only exception to this might be if the breach was due to gross negligence on the part of the unit. In that case, they should bear the bulk of the incident recovery cost.

These comments were forwarded to Eric Cosens, who requested the response.

- Komen Race for the Cure: The race is April 21, 2012, and the SC team has twenty-one members.
- Search for the Executive Vice Chancellor and Dean of the Faculties: McCurry said the search committee is bringing the last of the two candidates on campus this week. Michael Patchner is interviewing April 18, with Nasser Paydar the next. The committee will meet on April 27, 2012, to give names to the chancellor for consideration for the position. The chancellor will announce the decision after that time.

Agenda Item VIII: Report from the President

Sue Herrell

Herrell reported on the following:

- Herrell and the Staff Council Executive Committee have been attending all the EVC candidate interviews. She extended the invitation to those sessions on Dr. Paydar on April 20 from 1-2 in the President's Office; Dean Patchner is on April 23, 10:45-11:45 also in the President's Office. The search committee is interested in comments for each candidate.
- The Chancellor's Honors Convocation will be held on April 19, 3:00 p.m., in University Place Hotel auditorium.
- The Farewell Reception for Dean Uday Sukhatme is on April 26, from 4 to 6 p.m., in the University Place Hotel Ballroom. The program begins at 5 p.m.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes reported on the following:

- Performance Appraisals: The Chancellor's Cabinet has been discussing this issue. There is a mandatory policy for performance appraisals, but it is not being enforced. We will identify two committees that we can make a process for this. The committees have not been formed. She said that Service with Distinction is part of a solution for this as it is part of the process, but some people have said the process is too cumbersome. They will try to streamline it so that employees will want to participate.

- Healthcare insurance premiums: Vice President Dan Rives has said a decision regarding cost of premiums will not be made until late October/November. Rhodes said a 6% increase in healthcare has been made part of the budget. It will not be until later in the year when they will begin negotiating with insurance companies.
- Facilities: An RFP has been sent for a developer to build a new administration building and a 500 bed housing facility. If the developer comes back with a feasible proposal, it will be seriously considered. May 28 is the deadline for receipt of RFPs.
- Parking:
 - The Eskenazi Garage has spaces available for parking. Library lawn parking will not be used this fall as there will be construction going on in that area for the new science and lab building.
 - The Sports Garage extension will be done on April 27. The campus is starting the process of determining where the next garage will be placed.
 - A member spoke about on-street parking on Indiana Avenue that makes it difficult to turn out onto Indiana Avenue. The cars block the view. Rhodes said it is a city street, and she will talk with Emily Wren about possible solutions.
- Paychecks in December: Rhodes researched why paychecks cannot be issued in late December. In 1981, there was a change in tax laws. It was beneficial to the 4,500 monthly staff members at that time to have a significant tax benefit if they did not receive an extra check that year. Does it still occur? Budget has looked at this before and they felt there would be so many persons upset with them in the first year because of taxes and benefits. Should SC tackle the question further? Rhodes said she felt that it would be good to put a thoughtful response forward and get a better explanation. The person who provided the information to her was in the middle of budget construction and she could not get a really good answer, but an e-mail with the above information was received. It was suggested to ask persons on salary if they want to go back to the original way of receiving two checks in December. Rhodes said that would be a good approach.
- She thanked persons who have been a part of the Assistant Vice Chancellor Search for Human Resources. She believes each candidate is strong.
- Budget: The budget process is occurring now and the schools had to get their information in on April 5. To balance the budget, state appropriation was flat (no decrease, but no increase), tuition revenue decreased (there were drops in credit hours and only \$1.1 million of new money was received), assessments went up, and campus tax went up to 6%. A 1.5% salary increase was approved for employees (biweekly and monthly). The increases are based on merit, and supervisors cannot give raises across the board. Another 1% can be given if approved. In the salary guidelines, if an employee moves from one salary band to another, a unit can give a 5% increase. The guidelines have gone out with a plea for units to give increases to employees if they are able. There are some units (schools) that have to cut their budget in order to balance it, and they may not be able to give increases. As people move and take on additional responsibilities, we are told that people are still not able to receive an increase. With RCM, there is no requirement that schools do a report at the end of the budget process to see what schools have given raises. She could talk to Camy Broeker about getting summary information to share with the SC to keep people informed.
 - Is clerical staff included in the staff pool? According to the pay table, there will be a 1.5% increase for clerical staff. Those who are not on a pay table are subject to the 1.5 or the 2.2 if it is affordable to the department.
 - What is a pay table? For biweekly employees, there is a pay table that says you are in a certain classification and there is a wage rate for that particular table. The pay table is being increased by 1.5%, and it is assumed the schools will award the 1.5%.
 - What is the philosophy of someone getting paid more coming from outside versus people already inside the university? Vice President Theobald said when he looks at the bands,

he see the positions equal. There was an expectation to be broader range of salaries for people in the same band, but he has a different interpretation of that idea.

Questions:

- Where will the staging be for building materials for the science building? Rhodes said she will find out.
- Where does the recreational facility stand? Rhodes said there is a spot for it in the master plan, but a financial strategy needs to be planned.
- Will the new housing have food service in it? Rhodes said the building will be much like Ball Hall. A cafeteria would cost between \$5-6 million and a financial plan needs to be made.
- Is it normal to not have the cost of insurance premiums known so close to open enrollment? Rhodes said she is not sure this will even out, but we also cannot move back Open Enrollment because it takes a while to get things in the system in preparation for January 1.
- When you sign up for voluntary benefits, when do you sign up again? A member said he continues to have money taken out of paychecks. No definitive response was given.

Agenda Item X: Report from Human Resources Administration (HRA)

Sue Herrell reporting for Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

No report.

Agenda Item XI: Report of the First Vice President

Amanda Shumaker, First Vice President

No report.

Agenda Item XII: Jumping Ahead to Graduation Campaign (JAG)

Jennifer Weinmann, Student Employment Consultant, University College

Attachment: <http://employment.uc.iupui.edu/Employers/HiringStudents/SummerWorkInitiative2012.aspx>

Weinmann reported on the following:

- The Office of Student Employment is working on summer employment once again this summer.
- The office will match 50% of the wages for students during the summer up to \$10/hour (\$5 by the office) up to ten hours per week.
- The students who are currently working can take part in this program by just transitioning them for the summer.
- Summer work study students must use their current allotment and then can roll into the program.
- She suggests that departments apply now for funds even if it is not known yet what is needed. At this time, half of the available funds have been earmarked.
- Six credit hours must be registered to be in the program (six credits in either session or divide them between sessions).

Agenda Item XIII: Old Business

No Old Business.

Agenda Item XIV: New Business

- Watkins spoke about the Health Savings Account (HSA). Information was found out after Open Enrollment about the usage of the Tax Saver Benefit (TSB) card. If you have a HSA and TSB, Nyhart will tell you cannot use them except for dental and vision. You need to prove to Nyhart that you have met your deductible, and then manually send in claims to Nyhart and not use your

card. Other incidents were noted by SC members. Bottom line: check your account at all times on Anthem and be sure your deductibles are being recorded.

- Free IT training for faculty and staff has been extended for the foreseeable future.
- More information is requested regarding pay increases. There are mixed signals being given across campus and at other campuses. Herrell said we should receive a better clarification from administration. Who decides what increases in other items can be done when cost of living increases aren't given?
- There is a spring health fair on April 19 from 10-2 on Taylor Courtyard.
- *The History of Cardenio* opens in the Campus Center theatre the evening of April 19. This is the first event in the theatre. Ticket prices have been reduced.
- Herrell thanked Gahimer for giving the report to IFC at their meeting on April 17, 2012.

Agenda Item XV: Adjournment

With no further business appearing, President Herrell adjourned the meeting at 4:10 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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