

**IUPUI Staff Council (SC)**  
**Minutes**  
**May 15, 2013 ~ CE 450A ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Charles Akerland, Marjorie Aprile, Alyce Archie, Rose Baker, Bobby Bell, Kaitlin Bell, Lee Bernard, Victoria Bills, Russell Black, Vicki Bonds, Benita Book, Bwana Brooks, Landon Brothers, Tina Carmichael, Kristy Chapman, Wade Chatmon, Ben Cockrum, George Davis, Caitie Deranek, Aron DiBacco, Teri Duell, Connie Ely, Pinkie Evans, Joann Farris, Avis Frieson, Alicia Gahimer, Barbara Hanes, Linda Henson, Sharon Henson, Sue Herrell, Todd Herring, Rochelle Hudson, Phyllis Humphrey-Sarver, Stephen Hundley, Betty Klein, Jim Klenner, Lyndy Kouns, Karen Lee, Barbara Lerner, Mary Lindop, Pamela Lovejoy, Lodema Lines, Cortnee Martin, Laura Masterson, Catherine Matthews, Teresa McCurry, Brady McManama (alt: Jonathan Daniel), Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, John Murray, Kasey Myers, Scott Orr, Nasser Paydar, Jennifer Pease, Melanie Pride, Carol Robinson, Tim Roach, Patriece Roulette Landis, Candice Smith, Jan Smith, Damon Spight, Lee Stone, Bill Stuckey (alt: Louise Watkins), Carleen Thompson (alt: Alyce Archie), Yolanda Taylor, Lindsay True, Sherrie Tucker, Jack Waggoner, Maya Wagle, Terry Wilson, and Debbie Wyeth

**Members Absent or Excused:** Melissa Ade, Amber Allen, Michelle Benberry, Virginia Blevins, Matt Borden, Denise Brown, Nathan Byrer, Cathie Carrigan, Becky Cass, Shannon Cooper, Natalie Edwards, Rita Flynn, Cindy Gilbert, Jane Goergen, Jim Graber, Deanna Hart, Edgar Holdaway, Patti Holt, Margaret Hughes, Pam King, Tammy Leone, Anthony Masseria, Helen McKuras, Charlie Miller, Christen Mumaw, Andrew Myers, Kitty O'Doherty, Kristi Palmer, Jennifer Paton, Jillian Patterson, Mary Pat Poskon, Kibi Pryor, Casey Roell, Liz Rybak, Anthony Scott, Meagan Senesac, Michael Sprinkle, Susan Steele-Moore, Etta Ward, and Melody Warman

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

IUPUI Staff Council President Lee Stone called the meeting to order at 2:05 p.m. He thanked the 2025 Strategic Directions Plan Leadership Team for hosting the cake reception for the council. The Staff Council and staff in general participated in the process more than any other group during the initiative's initial process.

**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 April 17, 2013 Meeting**

The minutes of the April 17, 2013, SC meeting were approved.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration

There was no report.

**Agenda Item V: Update from Human Resources Administration**

John Murray, Manager, Employment and Compensation Services

Alyce Archie, Senior Benefits Specialist

Presentation: [http://www.iupui.edu/~scouncil/documents/pps/benefits\\_5-15-13.pdf](http://www.iupui.edu/~scouncil/documents/pps/benefits_5-15-13.pdf)

Murray reported on the following:

- Carleen Thompson was not able to attend. Murray spoke of staffing changes in HR.
- Director of Employee Relations and Director of Labor Relations positions have been posted and are moving into the interview stage.
- Benefits are handled through the University Benefits Office. Over 7,000 employees are covered through this area. To continue with the support of benefits in the IUPUI HR office, Thompson has

appointed Alyce Archie as Senior Benefits Specialists. She will provide day-to-day guidance for her team as well as employees. She will also be a leader in some of the events HR holds such as the Health and Benefits Fair and others.

Archie reported on the following:

- When she attended the March SC meeting, she spoke about staff benefits. Since then, there have been benefits sessions for employees to attend. All employees should receive information. She has revised the flyer previously given in March and asked the members to post the information in their area.
- The next session will cover the IU Tuition Benefit.
- HR will be working more on outreach for employees attending workshops. They are trying to extend the time spent with those employees to make sure there are no more questions after the workshop or to assist them further.

Questions:

- What is the update on the Work/Life position? Murray said the position is being reviewed, but not ready for posting yet.
- Is there a policy on the usage of Facebook (e.g., not criticizing their boss, etc.). Murray said there is not an official HR policy on that. If the posting is disruptive or an embarrassment to the university, employee relations should be contacted for guidance on how to proceed. Wilson said some schools have independently propagated their own Facebook policy. He suggested the member contact their school or supervisor to see if there is one.
- What is the process for new hires regarding setting up e-mail accounts, etc.? When an employee's information hits eDocs, HR Benefits is notified. They send the employee a welcoming e-mail giving them information on how to do a few things, including e-mail. The HR Liaison is copied on the e-mail for their information.

## **Agenda Item VI: President's Report**

Lee Stone

Stone reported on the following:

- The Staff Development Committee has produced three new Staff Council awards: SC Outstanding New Member, SC Outstanding Committee Chair, and SC Member of the Year. Information on each award can be found here: <http://www.iupui.edu/~scouncil/>. You are encouraged to nominate yourself. Once the nominations are received, an e-mail will be sent to the nominees. The winners will be honored at the Staff Council Retreat in July. The deadline is Friday, May 31. Links to the awards are included on the website link above.
- Stone said Mobley received the School of Liberal Arts Distinguished Alumnus Award. Mobley is an archivist in the University Library.
- Staff Survey: Stone encouraged the members to review the survey and send suggested changes to [him](#) or [Karen Lee](#). The suggestions should be received by May 20.
- The Staff Council retreat will be on July 12, at Victory Field.
- Parking Monetization: There may be a possible go/no-go decision in September or October. The Faculty Council and Student Government felt strongly that a decision should not be made when faculty and students are not present on campus. The bill presented in the Senate about university privatization did not pass. HB 1001 – biennial budget – had an amendment in it that gave universities permission to privatize if needed.
- In *Inside IUPUI*, there was a new logo introduced. The IUPUI logo is no longer used and the IU logo will be instead used with either IUPUI underneath or on the side. The motto has been changed to “What Matters? Where it Matters.”

- Dr. Jay Hess, of the University of Michigan Medicine School, has been announced as the new dean of the School of Medicine.
- The planning committee for the Chancellor's Employee Recognition Ceremony has met. Since the September 18 event is the same date as the Staff Council meeting, that SC meeting was changed to September 25.
- Orr received his Master's in Computer Science at Commencement this year.
- A question was asked about bounced messages from constituents. What happens when one is received? Lee said to let her know of these incidents so she can adjust the rosters. It depends on what the message says as to whether the constituent should be removed from the roster or not.

#### **Agenda Item VII: [Information Item] 2025 Strategic Directions Plan Initiative**

Stephen Hundley, Associate Vice Chancellor for Strategic Initiatives

Attachment: <http://strategicplan.iupui.edu/media/8114238f-560a-4095-974e-f39f28ccbebf/-2053525654/StrategicPlanContent/PDF/IUPUI%202025%20Draft%2020130506.pdf>

Hundley reported on the following:

- Hundley introduced Executive Vice Chancellor Nasser Paydar. Paydar said the Strategic Directions Committee wanted to be as inclusive as possible with constituent groups in getting feedback in order to prepare the draft report. He wanted to make sure the staff were mentioned throughout the report as they are depended upon to run the offices and make things happen on campus. The Task Force on Staff Talent dealt with staff issues, but the entire document mentions staff throughout. The initiative needed to be done in a short period of time with a website built to be able to adjust over the years when an initiative has been taken care of.
- Hundley separated the staff into groups to provide feedback to the draft report. The groups and responses are:
  - Promote Undergraduate Student Learning and Success
    - Staff becoming a resource for the students or more resource-aware. Students come to staff with questions. If they do not know the answers, they can help them find them. Become a role model for students.
  - Optimize our Enrollment Management
    - Having the staff be able to provide excellent customer service, student driven, and resources to help the students.
  - Increase Capacity for Graduate Education
    - Increase graduate education for the staff through evening classes, or more accessibility for full-time employees. It was not known that tuition assistance for graduate school students is taxed at a higher rate.
  - Transform Online Education
    - Provide training to students, faculty, and staff to keep up-to-date with the technology.
  - Leverage our Strengths in Health and Life Sciences
    - Showcase the life-sciences in *Inside IUPUI* to promote what we are doing to all.
  - Accelerate Innovation and Discovery
    - Staff to get a percentage of time to help with ideas and development. Be creative for mutually beneficial outcomes.
  - Deepen our Commitment to Community Engagement
    - Good to let staff go into the community to participate in events a few times a year. Staff would be paid by the university. Where staff cannot always afford to give money, they could afford the time.
  - Strengthen Internationalization Efforts

- Improve the reputation of IUPUI to attract more students. That can be done through goodwill. Create a goodwill initiative. Students are not able to bring as many items with them from their country to make their way in our country and get an education. For example, pots and pans and sheet sets are needed. The campus could help in this regard to help promote internationalization of IUPUI.
- Promote an Inclusive Campus Climate
  - What does inclusive mean? The staff should be involved proactively, not reactively, in solving university problems. We should work together with faculty and students to be inclusive and included in decision-making issues.
- Hundley asked the members to go to the strategic directions [website](#) to make other suggestions.
- Town Halls have been held as well as conversations with groups and a new document was issued on May 7. Comments should be received by June 1.
- The draft will help with the annual reports and work for the next several years. Another group has been assigned to begin implementation of the ideas.
- He thanked the council members for their help. Further work will be done in the fall for the advancement of the initiative.

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

The following reports were heard by the members:

- Rewards and Recognition Committee: Klenner said the committee will be working on all the Staff Council awards in June and July to prepare for the September recognition ceremony.
- Membership Committee: Gahimer said elections for unit representatives last until May 21. Officers under election are Second Vice President, Corresponding Secretary, and three At-Large members. Gahimer has constructed a nomination form for persons to use to nominate others or themselves. The deadline for nominations is 5 p.m. on June 10. The slate will be given to the EC on June 12 for approval. The bios will be put on Oncourse to read before the voting begins at the June 19 meeting. You must be present to vote.
- [Voting Item] Bylaws Committee:

#### **Bylaws Committee – Proposed Bylaw Change**

##### Current Bylaw:

None. The Staff Council Committee on Diversity, Equity and Inclusion was established as an ad-hoc committee by a motion passed at the July 2012 Executive Committee and is not currently mentioned in the Staff Council Bylaws.

##### Proposed amendment to Staff Council Bylaws, Article V, Section B (Committees):

The Committee on Diversity, Equity and Inclusion shall consist of no fewer than **five** members. This committee is responsible for identifying formal **and** informal efforts supporting staff diversity, equity and inclusion at IUPUI; contributing to relevant IUPUI policies, practices, and procedures; and making the resources of Staff Council available for this work. **This includes providing access to staff, advocacy with administration, communication across campus and opportunities for those creating a diverse and inclusive campus to meet and work together.**

*(Original statement: “This committee will also work towards enhancing IUPUI through diversity, equity and inclusion in support of all staff by **advocating communication across campus, between staff and administration**” – amended to read as above)*

##### Rationale:

Standing Committees are constituted to perform a continuing function, and remain in existence permanently or for the life of the assembly that establishes them. RONR (10<sup>th</sup> ed.), p.473, l. 20. This committee has been actively working towards their charge to enhance IUPUI through diversity, equity and inclusion in support of all staff. The committee requests a status change from ad-hoc to standing committee to continue this work and a motion requesting such change was made by Chair Aron DiBacco at the February 2012 Executive Committee meeting. The committee proposes the status change by way of this proposed amendment to the current Staff Council Bylaws.

The motion to accept the change in bylaws came out of committee; therefore, a second was not needed. The motion passed unanimously.

The following reports (unedited) were posted on the agenda for review by the members:

- [Ad Hoc] Academic Affairs Committee (Deanna Hart, Chair): The committee did not meet in May. The next meeting will be Monday, June 17, at 2 p.m., location TBD.
- [Ad Hoc – At the time this report was submitted, the committee was still an ad hoc committee] Committee on Diversity, Equity, and Inclusion (Aron DiBacco, Chair): The SCCDEI is working on revising the Multicultural Staff award to better reflect the ways staff contribute to reaching these goals. The committee is also beginning to plan for 2013/2014, including identifying staff who might be interested in participating on the committee. Please contact Aron DiBacco at [adibacco@iupui.edu](mailto:adibacco@iupui.edu) if you think you might want to be involved. (You do not need to be a member of Staff Council.)
- Parking Advisory Team (Jack Waggoner, Member): The name of the committee has been changed from Parking Advisory Board to Parking Advisory Team. Employee permits go on sale June 3, and the new rates are currently posted at <http://parking.iupui.edu/employees.rates.do>. The auto-renewal program has been put on hold indefinitely pending the monetization outcome, so every will have to log in manually as in the past to buy/renew.
- Special Events Committee (Kristy Chapman and Cortnee Martin, Co-Chairs): The Special Events Committee is continuing to work on the annual retreat. The Blood Drive held on April 18<sup>th</sup> was a huge success. The MedSci location had 21 successful donations and Taylor Hall had 69 donations for a total of 110 units which will help over 300 patients. There was a group of 11 representing IUPUI for the Indy Mutt Strut on Saturday, April 27 at the Indianapolis Motor Speedway. \$330 was collected for the event. Items are being collected across campus for the Pantry Partners project for the Ronald McDonald House. Stuart's donated boxes that were distributed across campus. The items will be delivered on May 15.
- Staff Affairs Committee (Candy Smith and Jennifer Pease, Co-Chairs): The committee met on May 14<sup>th</sup> and continues to work on a number of HR concerns raised by Staff Council members. Carlene Thompson from HR has addressed a number of the issues and the group noted that Dan Reeves will be attending the June Staff Council meeting. We will continue to develop programs and communications to encourage staff to take advantage of educational opportunities at IUPUI including the upcoming May 22<sup>nd</sup> "program regarding graduate admissions sponsored by the Graduate Office and the June 4<sup>th</sup> HR presentation on the IU Tuition Benefits. The committee also raised some concerns about problems with the search mechanism on the IUPUI web site as well as questions about the Events calendar and promoting IUPUI in the community. It was recommended that a representative from the IU systems-wide PAGER unit be asked to attend a fall Staff Council meeting. The group was also reminded to submit nominations for the Staff Council members' awards
- [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee is continuing to pursue several activities. We met in May to finalize arrangements for the awards and discuss future plans. We are in the midst of administering the Staff Council Awards. We have received several nominations, but more are certainly welcome! Please nominate someone,

yourself or another member, for each of the awards before May 31<sup>st</sup>. The committee agreed to review the entries by June 14<sup>th</sup>. The rankings will be averaged out for a final selection in each category. Other projects have been put on hold to focus in heavily on the awards for the next six weeks or so while we wrap up this work.

**Agenda Item IX: Unfinished Business**

There was no Unfinished Business.

**Agenda Item X: New Business**

There was no New Business.

**Agenda Item XI: Final Remarks and Adjournment**

With no further business appearing, President Stone adjourned the meeting at 3:22 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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