

IUPUI Staff Council (SC)

Minutes

March 17, 2010 ~ Campus Center, Room 409 ~ 3:00 – 5:00 p.m.

Members and Guests Present: Teresa Abney, Nathaniel Allen, Marjorie Aprile, April Bell, Michelle Benberry, Linda Bethuram, Chris Brown, Jennifer Burba, Jan Canganelli, Becky Cass, Elizabeth Chaisson, Kathy Champ, Kristy Chapman, Trisha Clark, Jaime Clougher, David Cory, Nancy Crouse, Melanie Curfman, Gary Curto, Tina Darling, Karen Dickey, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Katherine Garner, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, Crystal Haney, Deanna Hart, Natalie Harvey, Sue Herrell, Rochelle Hudson, Lodema Lines, Jayme Little, Janie McCammon, Teresa McCurry, Helen McKuras, Lyndsi Moser, Scott Orr, Christine Padgett, Katrina Patterson, Gloria Quiroz, Amy Pfaff, John Rasmussen, Dawn Rhodes, Andrea Rostanzo, Tammy Sajdyk, Kara Salazar, Meagan Senesac, Vicki Slunaker, Lucy Smiley, Candice Smith, Lee Stone, Becky Thacker, Sara Vitaniemi, Robin Waldron, Aaron Walton, Dolly Warner, Louise Watkins, Susan Wheeler, Cheryl Wisdom, Misty Wick, Courtney Wooton, and Debbie Wyeth

Agenda Item I: Welcome and Call to Order

IUPUI President Sue Herrell called the meeting to order at 3:02 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 February 17, 2010, Meeting

Hearing no objections, the minutes of the February 17, 2010, SC meeting stood as written and were entered into record.

http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes_SC_2-17-10.pdf

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

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

Vice Chancellor Rhodes reported on the following:

- **Construction:** The Michigan Street lane restriction is due to the VA Hospital steam line repair. Starting March 18, West Drive and Medical Drive (near the construction site) will be closed until May 1 for the Glick building construction.
- **Budget:** Campus budget guidelines go out this Friday.
- **Project Approvals:** The Board of Trustees have approved the Schools of Science and Engineering and Technology lab building. The Glick Eye Institute construction will also include site improvements providing parking and green space. A second new parking garage has been approved as an expansion to the Natatorium garage and will provide 1300 additional spaces. Construction is expected to be completed by August 2011. The Master Plan shows that parking will go to the outsides of the campus, so we are beginning to move in that direction.
- **Restructuring:** The Department of Purchasing has been centralized. Campuses should not see any change in services. Rob Halter and Lorelei Meeker are heading the changeover. Accounts payable may be restructured and centralized as well. A meeting will be held in March to begin reviewing centralization possibility. The Indiana University Police Department and the Office of Emergency Management have been centralized. There will be one police department with each campus having their own Chief of Police. A position is being created at the university level for emergency management.

Questions:

- Gibson said employees at the VA Hospital have indicated that IUPUI employees are using their parking lot. Rhodes suggested they call Parking Services.
- Regarding purchasing, Godby-Schwab asked how you know where your requisition goes when submitting it. The new procedure causes her to fax requisitions to other campuses and when Suvon is no longer available, it costs the department more. Rhodes will speak to Halter about how to get out better communication on the new procedures.
- Regarding accounts payable being centralized, will they follow the same procedures as purchasing? Rhodes said she is not sure how it will be centralized, but it will know after the meeting on March 25.
- The city-wide tornado drill was today, but no one heard sirens. Rhodes will check on this and get information to Karen Lee.

Agenda Item V: [Information Item] A Conversation with Zephia Bryant

Zephia Bryant, Director, IUPUI Multicultural Center

Robin Staten, Director, Finance and Administration

PowerPoint: http://www.iupui.edu/~scouncil/documents/pps/multicultural_center_2010.pdf

Bryant addressed the items within the PowerPoint and answered questions.

Questions:

- For the resource area, are you in need of books? Yes, we accept books.
- Is there a mailing list? You can sign up through the Multicultural Center website.
- Do you bilingual staff members? We have two Spanish speaking staff members.

Agenda Item VI: [Information Item] Komen Race for the Cure

Wendy Noe, Program Coordinator, Indianapolis Affiliate

Noe reported on the following:

- The Race for the Cure is April 17. There were 42,000 race participants last year.
- The office is year-round and does more than the Race for the Cure event. There are four staff members.
- The Indianapolis Affiliate is the 6th largest out of 121.
- We are 85th in the terms of fund raising. Any dollar raised helps the breast cancer movement. The Indiana Affiliate covers 21 counties. On a local level, of the money given to the affiliate through the race or donations, 75% is given back to the community in the form of research grants. For 2010, \$1.6 million was granted.
- Most persons know someone who has had breast cancer. 1 in 8 people in a family will have breast cancer. As your age increases, so does your risk. Every 68 seconds around the world, a woman dies of breast cancer.
- Breast awareness, yearly screening mammogram, and annual examinations are the ways persons can help beat the disease. Men are diagnosed but not at the rate of women.
- The Indianapolis Affiliate is working to fund mammograms for women who cannot afford them.
- We are 20% down in race registrations. That means fewer funds will go out into the community to help those in need and research.
- Please support the Race for the Cure and ask for donations so that the valuable programs can continue.

Questions:

- If someone has \$28, is it better for them to donate the money or register for the race. Noe said it makes the same impact, so it is a personal decision.
- Online registration ends April 9 which includes mailing your packet.
- Clougher said Monday is the deadline to get the IUPUI shirt.

Godby-Schwab said 20 persons are registered so far with \$685 raised. Jan Davis is first with Patty Holt and Debby Daily tied for second with the most funds raised. IUPUI shirts will be sent prior to race day. There are prizes for office window direction, most pink worn on race day, and others. The co-chairs distributed Race Survival Kits. 21 more people are needed to register for the race to meet the goal of 41 team members.

Agenda Item VII: Report from the First Vice President

Christine Padgett

Padgett reported on the following:

- On March 2, Chuck Schalliol, chair of the Chancellor's Review, gave the summary report to the IUPUI Faculty Council and University Faculty Council. A link to the report is here: http://www.iupui.edu/~fcouncil/documents/chancellor_review_public_summary.pdf
- Deanna Hart has been appointed Member-at-Large in place of Lee Stone.
- Joyce Marlatt, David Cory, and Lucy Smiley were welcomed as new unit representatives.

Agenda Item VIII: [First Reading] Staff Council Meeting Time Change

Sue Herrell

Herrell reported that after a second survey sent to all SC members, 92% reported they were available to attend SC meetings on the third Wednesday of each month from 2:00 to 4:00 p.m., changing from 3:00 to 5:00 p.m. She then read the following proposal from the Staff Council Executive Committee:

The Staff Council Executive Committee presents for consideration a proposal to change the monthly IUPUI Staff Council meeting time from 3:00-5:00 p.m. to 2:00-4:00 p.m. while maintaining the current meeting schedule of the third Wednesday of every month. If approved by the voting members of Staff Council, this new meeting time would take effect September 2010.

This proposal is brought to the Council membership as a result of staff responses to two on-line surveys providing feedback and preferences for monthly meeting times. The surveys were conducted as a result of ongoing staff concerns and recommendations that a time change be considered.

There were no comments or questions. A vote will be taken at the April 21 SC meeting.

Agenda Item IX: Standing and Ad Hoc Committee Reports

- Bylaws: No report.
- Communications: Senesac (interim chair) reported the committee is working on a statement on Staff Council's use and support of Facebook.
- Membership: Stone (Chair) reported that Staff Council Awareness Week continues for two more days. He thanked those who have staffed the booth and Jaime Clougher who made a new display. After Awareness Week, he will hold a meeting to discuss the election process for new unit representatives. Herrell mentioned when she staffed the booth in the MS Building, faculty

members stopped by and were interested in what the council was doing. A question was asked if the table could be sent over to buildings off campus such as Fairbanks and the Safeco building. Stone recognized the suggestion and will do this in the next year. Herrell mentioned that the display can be borrowed by the different units to bring about awareness of the Council. Nancy Gibson suggested having the display at the Blood Drive held in the Campus Center.

- Rewards and Recognition: No report.
- Special Events: Gibson (co-chair) reported that the Blood Drive is April 28 at the Campus Center (10:00 a.m. – 2:00 p.m. in CE 309) and a mobile unit will be in front of Taylor Hall from 10:00 – 2:00 p.m. Approximate time to donate is one hour. The Circle K student group will be assisting the Council with the blood drive and are promoting the drive with the students.
- Staff Affairs: Herrell said Alicia Gahimer and Candice Smith have agreed to co-chair the committee. Stone said the task forces continue to work.

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

- ADVANCE Internal Advisory Board: No report.
- Campus Center Advisory Board: No report.
- Campus Sustainability Committee: No report.
- Common Theme Committee: Candice Smith reported that the committee chose *No Impact Man* as their book for next year. The book continues this year's theme of sustainability.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: No report.
- Fine Arts and Crafts Fair: No report.

Agenda Item XI: Old Business

No Old Business.

Agenda Item XII: New Business

- A. Helping Students in Distress (Jason Spratt, Assistant Dean of Students)

PowerPoint: http://www.iupui.edu/~scouncil/documents/pps/students_in_distress.pdf

Handout: http://www.iupui.edu/~scouncil/documents/handouts/violent_behavior.pdf

Spratt distributed a brochure on *Helping Students in Distress*. The PP included an “active shooter” video. To view the video, see: <https://www.iupui.edu/prepared/>

Question:

- What happens if you have done a referral, but the person/threat is still around? Spratt said the BCT doesn't take action, but can let the persons who need to know, know. It may be that progressive discipline needs to take place. The BCT monitors and supports the student, staff, or faculty member having trouble. We want to figure out the best way to intervene.

Agenda Item XIII: Adjournment

President Herrell adjourned the meeting at 4:59 p.m.