

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

### **Minutes**

**January 20, 2010 ~ Campus Center, Room 405 ~ 3:00 – 5:00 p.m.**

**Members and Guests Present:** Amber Allen, Nathaniel Allen, Meghann Arnold, Sarah Baker, Yvonne Baynham, April Bell, Michelle Benberry, Linda Bethuram, Russell Black, Joann Bright, Chris Brown, Angie Carlen, Elizabeth Chaisson, Kathy Champ, Kristy Chapman, Trisha Clark, Jamie Clougher, Heather Coates, Nancy Crouse, Gary Curto, Mary Fisher, Tiffany Fox, Roxana Fuentes, Alicia Gahimer, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, Barb Hanes, Deanna Hart, Natalie Harvey, Susan Henderson-Sears, Linda Henson, Sue Herrell, Angela Hill (Adm.&Fin.), Annette Hill, Patti Holt, Rochelle Hudson, Marla Laystrom, Dee LePak, Kim Lewis, Lodema Lines, Megan May, Janae Marking, Janie McCammon, Teresa McCurry, Colleen Mitchell, Marietta Moore, Lyndsi Moser, Scott Orr, Levi Osborn, Christine Padgett, Katrina Patterson, Ellen Poffenberger, Marsha Quarles, Gloria Quiroz, Dawn Rhodes, Andrea Rostanzo, Colleen Rusnak, Tammy Sajdyk, Kara Salazar, Meagan Senesac, Tonya Shelton, Amanda Shumaker, Candice Smith, Holli Smith, Lee Stone, Uday Sukhatme, Shelley Tyler, Shari Upchurch, Sara Vitaniemi, Robin Waldron, Sheila Walter, Dolly Warner, Louise Watkins, Carlene Webb-Burton, Susan Wheeler, Misty Wick, Cheryl Wisdom, Mary Wolting, Courtney Wooton, and Debbie Wyeth

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

IUPUI President Sue Herrell called the meeting to order at 3:03 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 December 16, 2009, Meeting**

Hearing no objections, the minutes of the December 16, 2009, SC meeting stood as written and were entered into record.

([http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes\\_SC\\_12-16-09.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes_SC_12-16-09.pdf))

#### **Agenda Item IV: Report from the Chancellor's Academic Liaison**

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Town Hall Meetings will be held during the spring semester regarding topics related to the Academic Mission. The meetings are as follows:
  - RISE (Mary Fisher): February 15, 2010, 4:30 – 6:00 p.m., University Library Lilly Auditorium
  - IUPUI Honors College (Jane Luzar): March 8, 2010, 3:30 – 5:00 p.m., University Library Lilly Auditorium
  - IUPUI's Role in the STEM Teacher Preparation (Kathy Marrs and Pat Rogan): March 22, 2010, 3:30 – 5:00 p.m., University Library Lilly Auditorium
  - Improving Graduate Education and Support (Sherry Queener and John Omachonu): April 1, 2010, 4:30 – 6:00 p.m., University Library Lilly Auditorium
  - 2012 Accreditation – Connecting Courses with PULs and Assessment (Mary Fisher and Trudy Banta): April 28, 2010, 4:00 – 5:30 p.m., University Library Lilly Auditorium
- Cutting Edge Lecture Series: This series looks at cutting edge research on campus and explained in layman's terms. The lectures begin at 4:30 p.m., in the University Library Lilly Auditorium, and are free and open to all. The lectures can be found here: [www.iupui.edu/administration/acad\\_affairs/](http://www.iupui.edu/administration/acad_affairs/).

### **Agenda Item V: 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 coming from President McRobbie's recent message to employees of Indiana University (<http://www.iupui.edu/~scouncil/news/4402/Message-from-President-McRobbie-regarding-state-of-the-university-and-budget-ramifications->):

- Budget Reductions: These dollars were set aside in October 2009 which covers the base budget reductions. We now need to identify the cash over the next few years to cover the reductions. \$58M is the total of two years worth of cash needing to be identified. Rhodes has met with fiscal officers regarding cash targets reminding them we cannot use federal tax reserves. The deans feel comfortable that they will be able to cover the cash reductions.
- Purchasing: The purchasing function across the university would be centralized under the direction of Lorelei Meeker. Conversations have been held with Meeker to maintain a presence on this campus. Reporting lines will change. Each member of the staff will be given an area to in which to become an expert for the university. Bloomington personnel will be treated the same. This should occur in February or March. Question: How does this save money if no one leaves? Rhodes responded that if we increase buying power by reducing our number of vendors on particular items, it will result in higher discounts received by the campus.
- Parking: In building a new garage, 550 spaces were taken off availability. Parking Services attempted to communicate ahead of time with parkers and 400 made alternate provisions. La Rue Carter will begin demolition at the end of January. More spaces will then become unavailable. The Elmwood Parking Lot (north of Psych research) will become available to employees in March. There will be websites branching off the IUPUI homepage that will show major construction areas on campus with parking available. The Police website will have information about traffic areas. Construction is beginning at most ends of campus.

#### **Question:**

- Will the Elmwood lot be IUPUI only? Rhodes said yes and it would begin in March. For persons who already park in that area with a Wishard tag, please contact Parking Services to receive a different tag. Wishard employees will be shuttled onto campus and the hospital.
- Cars being block in by other cars parked is occurring in parking lots. Those cars are being ticketed, but not moved.
- Will administrators be using the 16<sup>th</sup> Street lot? Rhodes said right now only persons who have purchased a guaranteed spot are parking there, but all persons can park in that lot (IA lot).
- How soon after it snows does Parking Services begin snow removal? Rhodes said if the snow occurs in the early morning, they begin at that time. If it snows during the day, they do the best they can.

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

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- During the last major snow in the city, employees were encouraged to participate in an alternate leave schedule using their own time to keep the evening commute from getting backed up for hours. Although the majority of SC members felt the schedule worked, it was suggested to send the announcement out earlier to allow time for departments to plan for the leave. Other comments said it showed that senior administrators care about employees and because some units are open for servicing students, they also were able to plan to leave early. Generally, closing in this format assisted everyone.

President's Letter to the Campus:

- There will be a change to the IU Retirement Plan. For new hires, effective September 1, 2010, they will not be fully vested in retirement for five years after hire. Question was about staff that change from a CL position to a PA position. Poffenberger said she assumes the time in service would account, but she is not sure and will check.
- Healthcare Premiums will change in 2011, but there will be an opportunity to earn credits to lower healthcare costs if you voluntarily participate in healthcare assessments. Communication will come university-wide when more details are known. Comment: SC Member is frustrated as there are not many options for blood draws. Another member said Community Hospital labs are run by the qualified company through our insurance. For those in the Blue Access PPO Plan, there are a few labs that provide free blood tests. A list of those labs are available through Human Resources. Fisher said it would be good to have a list of all the labs and their charges for persons to be able to make decisions that would save themselves and the university money. The Blue Ribbon Healthcare Committee had thought this should be done as well.
- PAE status above 40 hours will change and persons will be notified.
- Professional development opportunities are listed in the HR Update.

**Agenda Item VII: [Information Item] Election of the Second Vice President**

Natalie Harvey, Member-At-Large

Harvey announced the slate for the election of the Second Vice President. She read the duties of this position per the Bylaws. The slate includes Deanna Hart, Lee Stone, and Robin Waldron. This election will fill the vacated term of Dale Ray and will expire June 30, 2011. The results will be announced at the end of the meeting.

**Agenda Item VIII: [Information Item] Academic Plan**

Uday Sukhatme, Executive Vice Chancellor and Dean of the Faculties

PowerPoint: [http://www.iupui.edu/~scouncil/meetings/documents/academic\\_plan2009.pdf](http://www.iupui.edu/~scouncil/meetings/documents/academic_plan2009.pdf)

Sukhatme discussed his PowerPoint as follows:

- As the campus has turned 40, we have found an increase of achievement and success.
- The Academic Plan sets priority directions in a collaborative way.
- Signature Centers are a success.
- SRUF (Support for the Recruitment of Under-Represented Faculty) has results in 47 hires with faculty mentors. The program is currently on hold as funding has run out.
- Enrollment Shaping Initiative improves retention and graduation rates.
- Campus housing is full and plans are underway to find more ways to house students.
- The campus retention rate for first-time full-time freshmen is up to 90%.
- RISE to the IUPUI Challenge will provide a new way for students to be more engaged in undergraduate research, an international experience, and service and experiential learning.
- The IUPUI Honors College was founded August 27, 2009.
- A campus fundraising campaign is in the quiet phase.
- The graduate program is healthy with students doing research, helping to teach, and receiving fellowships for their study.
- An aggressive marketing campus began last fall.

Questions:

- SRUF data was requested by Quiroz. Sukhatme will send that information to her.

**Agenda Item IX: [Information Item] Alumni Mentor Database**

Angie Carlen, Experiential Learning Coordinator

Website: [www.jagjobs.org](http://www.jagjobs.org)

Carlen discussed the following:

- The database is designed to connect students with alumni with jobs similar to what they are considering.
- Students are able to log onto the system to see the database. Major, industry, and keyword are just a few modes of searching for a mentor.
- Volunteers for mentoring are always welcome.

**Agenda Item X: Report from the First Vice President**

Christine Padgett

Padgett reported on the following:

- Please remember to respond to the “meeting time change” survey by January 31, 2010. Link to the survey: <http://www.formdesk.com/iupui/mtgtime>
- Padgett recognized Colleen Mitchell, Susan Henderson-Sears, and Melanie Curfman who are new representatives on Staff Council.
- Thanked all the Second Vice President candidates.
- Encouraged all to attend the SC meetings this year. We have strong ties to administration and this is a good place to receive all information.

**Agenda Item XI: Standing and Ad Hoc Committee Reports**

- Bylaws: Line (chair) reported that suggestions/recommendations/updates have been given for Bylaw changes. She will get with the committee and hopes to report at the next meeting.
- Communications: Herrell reported that Andrew Poland and Megan May have had to step down as chairs and Meagan Senesac will be interim chair. Senesac said the first meeting is January 29, at 9 AM, in CE 260A. They will be reviewing a proposal for an electronic newsletter.
- Membership: No report.
- Rewards and Recognition: No report.
- Special Events: Gibson (co-chair) reminded the members that collections are still being taken for the Ronald McDonald House. April 28 is the Spring Blood Drive working with the Circle K student group of the USG. They will recruit students to participate in the drive. The committee meets the first Monday of each month.
- Staff Affairs: Stone (Chair) reported the last meeting was canceled due to the weather. He is sending a survey to the committee to find a new meeting date. The crosswalk safety team is working with the Pedestrian/Crosswalk Safety Committee on bicycle safety. The Baker Group is holding a follow-up survey to the food service survey of last year. One of the members of the food service group will participate on the team. If you are interested in meeting on February 16 (8-8:45 a.m. IP 219), please let Stone or Karen Lee know.

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

- Advanced Internal Advisory Board: No report.
- 40<sup>th</sup> Anniversary History Committee: Committee work is finished.
- Campus Center Advisory Board: No report.
- Campus Sustainability Committee: No report.
- Common Theme Committee: No report.
- External Affairs Coordinating Committee: No report.

- Resource Planning Committee: No report.

### **Agenda Item XIII: Election Results for Second Vice President**

Harvey announced Lee Stone was elected Second Vice President. A motion was moved and seconded to destroy the ballots. Motion passed.

### **Agenda Item XIV: New Business**

- Herrell asked for recommendations for a SC member to meet with the External Affairs Coordinating Committee. Janae Marking was appointed to serve on the committee.
- Herrell read the following comment made by Becky Thacker on the new benefits. “While I am pleased to see the scope of coverage in the new Voluntary Benefits Plan provided by Marsh, I’d like to suggest that staff exercise extreme caution when signing up for these on-line or over the phone, before they have had a chance to review the actual policies they are purchasing. It is possible to authorize payroll deduction and/or billing of mortgage escrow accounts over the phone for many of these benefits, and it is VERY difficult to reverse those if, once you’ve viewed the actual documents, you change your mind about signing up. As with any business decision, caveat emptor!”
- Saturday, April 17, is the Komen Race for the Cure. Staff Council has had a team for several years. \$1346 was raised in addition to the funds garnered from team membership. A team captain or co-captains are needed for this event. The meeting for the captains is January 27. Ali Godby-Schwab volunteered to chair.

### **Agenda Item XV: Old Business**

No business.

### **Agenda Item XVI: Report from IUPUI Faculty Council Liaison**

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- A motion was made by the IFC in support of the Staff Council. The motion is as follows: “*The IFC recognizes that in many instances the staff has been carrying disproportionately the financial burdens brought about by difficult economic times in the academic year 2009-2010. The faculty appreciates this sacrifice by the staff.*”
- Baker noted “we are all in this together” in regard to the state of the university budget.
- Following Herrell’s monthly report to the IFC, the faculty have asked what committees the staff serve on that the faculty can assist with.
- The IFC received notification of the Ronald McDonald House wish list and donated as well during December 2009.
- The Faculty Affairs Committee is working on a new policy on Review Procedures for Administrators.
- Gibson asked if the IFC could help with the spring Blood Drive.

### **Agenda Item XVII: Adjournment**

Herrell congratulated Megan May who is celebrating a five year anniversary with the campus. Warner spoke of the letter from the President. Several staff members have come to her as a SC member saying that the staff were taking on more work and working harder while the campus is hiring more faculty and building buildings. It was the general consent of the members that they are receiving the same kind of comments. Padgett encouraged the members to go to the Board of Trustees website where you can access their audio meeting minutes which helps to understand how the university’s money is designated. Funds cannot always be used for what we think they should be used for. On the other hand, it was stated that the

memo from the President gave the impression that staff is not valued. It should have been said differently. Morale is not good. Other comments are that lateral moves are the only way to change positions on this campus. Herrell suggested that concerns and issues be sent to the concerns section of the SC website so that the Executive Committee can address them. Stone mentioned that VC Rhodes has met with the EC and she wants very much to receive questions and maintain open communication with the staff. Gibson suggested each committee add their minutes to their committee webpage so that others are involved in what the council is doing.

President Herrell adjourned the meeting at 4:57 p.m.

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