

IUPUI Staff Council (SC) Minutes

November 18, 2009 ~ Campus Center, Room 409 ~ 3:00 – 5:00 p.m.

Members and Guests Present: Teresa Abney, Amber Allen, Nathaniel Allen, Marjorie Aprile, Meghann Arnold, Sarah Baker, April Bell, Michelle Benberry, Linda Bethuram, Russell Black, Joann Bright, Chris Brown, Jennifer Burba, Becky Cass, Elizabeth Chaisson, Kathy Champ, Kristy Chapman, Trisha Clark, Jamie Clougher, Heather Coates, Gary Curto, Karen Dickey, Mary Fisher, Margo Foreman, Tiffany Fox, Avis Frieson, Alicia Gahimer, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, Barb Hanes, Crystal Haney, Amy Harrity, Shane Hatchett, Natalie Harvey, Linda Henson, Sue Herrell, Jim Hoffman, Melanie Hollcraft, Patti Holt, David Koerner, Kim Lewis, Lodema Lines, Jane Luzar, Diane Mack, Megan May, Janie McCammon, Teresa McCurry, Helen McKuras, Marietta Moore, Kathy Nichols, Scott Orr, Christine Padgett, Katrina Patterson, Carol Pferrer, Ellen Poffenberger, Gloria Quiroz, Dale Ray, David Reed, Andrea Rostanzo, Colleen Rusnak, Tammy Sajdyk, Kara Salazar, Amanda Shumaker, Vicki Slunaker, Candice Smith, Douglas Smith, Holli Smith, Lee Stone, Tonia Stubbs, Becky Thacker, Kelly Thien, Bob True, Laurie Turner, Shelley Tyler, Shari Upchurch, Elizabeth Vaughn, Robin Waldron, Sheila Walter, Louise Watkins, Carlene Webb-Burton, Stephen Wintermeyer, Mary Wolting, Courtney Wooton, Emily Wren, and Debbie Wyeth

Agenda Item I: Welcome and Call to Order

IUPUI President Sue Herrell called the meeting to order at 3:00 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: Memorial Resolution for Virginia “Ginny” Dowling

Attachment: http://www.iupui.edu/~scouncil/documents/memorial_resolutions/virginia_dowling.pdf

A moment of silence was given by the Council.

Agenda Item IV: [ACTION ITEM] Approval of the Minutes of the October 21, 2009, Meeting

Padgett requested Agenda Item IX’s last two sentences be changed as follows, “Campus groups or staff interested in presenting topics for Staff Council meetings should contact Sue Herrell or Karen Lee. The SCEC has discussed IUPUI Affinity Groups.” Hearing no objections, the minutes of the October 21, 2009, SC meeting stood as amended and were entered into record.

(http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes_SC_10-21-09.pdf)

Agenda Item V: Report from the Chancellor’s Academic Liaison

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Each year, Academic Affairs and the Dean of the Faculty updates progress on the Academic Plan. The plan can be found here: http://www.iupui.edu/administration/acad_affairs/actionplan/.
- Academic Continuity Plan and H1N1: The committee is beginning to work on an emergency plan for any emergency at IU in general, not just H1N1. The Academic Continuity Plan can be found here: http://www.iupui.edu/administration/acad_affairs/Academic_Continuity_Plan.pdf
- RISE to the Challenge: This is the first semester for the RISE initiative. Once student grades are determined for the semester, they will evaluate the students who have achieved all four areas of RISE. A call for proposals for new RISE courses has also been issued.

(http://www.iupui.edu/administration/acad_affairs/rise/)

- The Promotion and Tenure cycle will begin in January. 100-120 promotion and tenure cases will be reviewed.

Agenda Item VI: Updates from the Associate Vice Chancellor for Facilities

Emily Wren, Associate Vice Chancellor for Facilities / Chancellor's Administrative Designee

Carol Pferrer, Director, Parking and Transportation Services

Attachment: http://www.iupui.edu/~scouncil/meetings/documents/parking_11-09.pdf

Pferrer reported on the following:

- Parking: Parking spaces are going away as construction of a parking garage begins. A parking garage will be built behind the location of the old Mary Cable Building. This is the first garage (1300 spaces) of many to be built. The garage will have a different look and will be self-pay.
- Parking Options: Garage parking is still available. 220 people have opted to trade in their surface parking for a garage pass. Vermont Street spaces are available; North Street spaces are all taken. Garage spaces are guaranteed if you purchase a permit. Indiana Avenue has parking spaces. This parking is closest to campus than if you walked from the Center for Young Children to the IT Building. Shuttle service is available on the 10s.
- Bethuram asked if more stops will be added to the shuttle route. Pferrer said the route will be expanded to include the ES building.
- Frieson asked about the security at Indiana Avenue. Pferrer said cameras have been added to that lot as well as lighting. The lot is free, but you do need a permit for this lot. If you have a permit, the space is guaranteed.
- A stop is needed at Herron. Pferrer will take this under consideration. She mentioned there will also be Wi-Fi capabilities on the shuttles. You will also be able to see the shuttles on your computer so that you know when the shuttle is close to your office.
- Koerner asked about parking on the west end of campus for those who work in areas that Wishard has purchased. Pferrer said they are working on a plan. In December, 50ish spaces will be lost around the State Board of Health. In January, demolition will begin of the buildings. Those spaces lost will be gained north of the Physical Plant north of Psych Research that you can park. March-ish, 880 spaces will be taken out around that area. Wishard is looking for spaces to replace those lost as well.
- The Library Lawn spaces will not come back.

Wren reported on the following:

- The bid for the new parking garage came in lower than expected.
- Wishard information will be discussed at the December meeting. Use the parking services website regarding parking information that will affect the Wishard project. That project is \$700 million and there will be many changes along the way.
- Watkins asked why trash is not being picked up every day. Wren said it is a cost-saving reduction. The CFS budget has been cut and the website talk about it. The front page of the website speaks to the budget and how the specific cuts have been addressed. The less trash pickup is in offices only, not public spaces.

Agenda Item VII: Report from Human Resources Administration

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- Thanked the staff for their cooperation with the parking situation.
- Thanked the health professionals for their work on the H1N1 work to keep the campus healthy.

- Thanked the Council members for their work with the Council and the work they do on a day to day basis. It makes a big difference to the campus as a whole.

Agenda Item VIII: [Discussion Item] Honors College

E. Jane Luzar, Founding Dean, IUPUI Honors College

Website: <http://honorscollege.iupui.edu>

Luzar reported on the following:

- The IUPUI Honors College is the only school that has IUPUI in its name. It is not a degree-granting school, but notation is listed on their diploma.
- The staff of the honors program has been moved to the Honors College. More staff will be added as well.
- A brochure was distributed regarding the program.
- The College is located in Taylor Hall with personnel scattered around the campus. In the future, the College will be located in the University Library next to the Lilly Auditorium. Renovation will include space for the Honors students to study and meet each other.
- Honors students (high ability students) are students who come with a 1250 SAT and high GPA. There about 600 students in a listserv at this time for possible admission. The Bepko Scholars are part of the Honors College. Please let Luzar know of students now who could be a part of the Honors College that have finished their freshmen year. They may have missed the invitation to join the College when they had the opportunity.
- Curriculum: The curriculum of each school and department is being reviewed for the IUPUI Honors College curriculum. The curriculum will include the opportunity for the RISE initiative. Gateway courses have been reviewed as well. A program, launched last year, the Honors Professional Admissions Program, links students with programs that would draw the student to apply for admissions at IUPUI.
- Governance Structure: Luzar asked for faculty input for the direction of the College. She met with the IFC-EC on the governance structure. They suggested the IUPUI Honors College be modeled similarly to University College. She is working to get a structure in place by the end of the current semester. She also asked the Staff Council for their input on a staffing model.
- Events: Scholars Day, Jag Day, interviewing for scholarships. The events will be done every year at the same time so that the campus community knows to expect them and to prepare for them.
- Luzar would like to come again in the spring to give a progress report.
- Lines asked if we know of students, who do we contact? Luzar said to contact her or the honors email on the website.

Agenda Item IX: [Discussion Item] H1N1 and the Campus Response

Diane Mack, Director, Office of Emergency Preparedness

Stephen Wintermeyer, Director of Health Services

Bob True, Captain, IUPUI Police Department

Mack PowerPoint: http://www.iupui.edu/~scouncil/documents/pan_flu_11-09.pdf

Wintermeyer PowerPoint: http://www.iupui.edu/~scouncil/meetings/documents/h1n1_11-09.pdf

Mack and Wintermeyer discussed the information contained in the PowerPoint presentations.

Questions:

- Regular flu shots are available now.
- Flu shot clinics are being rescheduled.

- If people in our departments contract H1N1, do we notify anyone? Wintermeyer said no, as it is a widespread disease and not concentrated in one area. The strain is not as bad at this time as it was expected. Next wave of the virus is in the spring semester.
- Who makes sure that public places are supplied with hand sanitizer and educated on how they can stop the spread of the disease? Wintermeyer said they know of the concern regarding elevator buttons, etc. Mack is working with EHS to get hand sanitizer out to the public places such as the Credit Union.

Agenda Item X: Standing and Ad Hoc Committee Reports

- Bylaws: No report. Herrell introduced the new chair, Lodema Lines.
- Communications: May, co-chair, said the committee is looking to create ways for committees to store their minutes and other items on the SC webpage. They will also be dividing up work between each committee member.
- Membership: Herrell announced that Dale Ray has tendered his resignation as Second Vice President and Membership Chair due to the increasing responsibilities in the Department of Public Health that is trying to become the School of Public Health. Ray said it was a pleasure to serve the Council and he hopes to return to an office sometime in the future. Ray announced the resignations of the following representatives: Brandy Gruner, Chris Brown, and Elizabeth Way – all School of Medicine. New representatives from the School of Medicine are Tammy Sajdyk and Cybil Wynn. Herrell said the Executive Committee will oversee the nominations and elections process for the Second Vice President position. All Council Members are welcome to nominate themselves or someone else for the position. Nominations should go to Natalie Harvey. The slate of names will be presented at the December 16 SC meeting with voting to occur at the January meeting.
- Rewards and Recognition: No report.
- Special Events: Upchurch (Co-Chair) announced the Legacy Project website has been updated. Volunteers may sign up to weed and maintain the two planting sites through the spring semester, although not much should need done. Ronald McDonald House donations will continue to be collected at the December meeting. They would appreciate hats, scarves, gloves, and gift cards for the parents. The December SC meeting will be held in the Center for Young Children. We will participate in their giving tree to help persons at the Damien Center. Donations of hats, scarves, and gloves are welcome as well.
- Staff Affairs: Stone (Chair) reported on the following:
 - The food service group has discovered that Chartwells did not fail a health inspection. www.food.iupui.edu is the website for feedback for concerns regarding food.
 - The Parking Committee is working with administration on the loss of spaces during construction. Any concerns or suggestions regarding parking should be sent to Stone. He will share with the parking committee on campus.

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

- Fine Arts and Crafts Fair Committee: Saturday, October 9, 2010, is the date for the next Fine Arts and Crafts Fair.

Agenda Item XII: Old Business

No business.

Agenda Item XIII: New Business

No business.

Agenda Item XIV: [Discussion Item] Ronald McDonald House

Kelly Thien, Communications and Marketing Manager

Thien distributed the Ronald McDonald Annual Report. There are two locations on campus – one on Limestone Street and Riley Hospital. The house is a home away from home for families with critically ill children at Riley Hospital or other hospitals around the city. The house takes care of the families while they take care of their children. Community organizations come in every day to cook breakfast and dinner. The House keeps clothing, personal items, and food items to give to the families as most of them arrive in an emergency and have nothing with them. The House is always full to capacity and has a waiting list of 20 to 30 families at any one time. Daily cost is \$71. Families are asked to contribute \$10 per night, but they are not required to do so. Donations are always appreciated. On December 10, there will be a community holiday open house from 10-7. All are invited. McDonald's provides the seed money to start all Ronald McDonald Houses. Once the houses are running, they are meant to be self-sustaining.

Agenda Item XV: Adjournment

President Herrell adjourned the meeting at 4:55 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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