

IUPUI Staff Council (SC)

Minutes

February 18, 2009 ~ CE 409 ~ 3:00 – 5:00 p.m.

Members and Guests Present: Teresa Abney, Emily Anderson, Brenda Baker, Sarah Baker, Joann Bright, Monyca Britt, Jennifer Burba, Elizabeth Chaisson, Kathy Champ, Etta Childs, Scott Cunningham, Gary Curto, Tina Darling, Karen Dickey, Virginia Dowling, Jim Fiddler, Mary Fisher, Margo Foreman, Avis Frieson, Kristine Frost, Roxana Fuentes, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, James Graber, Deanna Hart, Natalie Harvey, Robin Hawkins, Sue Herrell, Melanie Hollcraft, April Hubbard, Danielle Hull, Leslie Kidwell, Dee LePak, Emilie Leveque, Lodema Lines, Lana Matthews, Megan May, Teresa McCurry, Charlie Miller, Caroline Miller, Christine Padgett, Amy Pfaff, Abbey Pintar, Ellen Poffenberger, Andrew Poland, Dale Ray, Dawn Rhodes, Colleen Rusnak, Kara Salazar, Meagan Senesac, Rachel Sipes, Vicki Slunaker, Lee Stone, Mel Titus, Laurie Turner, Robin Waldron, Aaron Woodsworth, Courtney Wooton, Debbie Wyeth, and Cemal Yildiz

Agenda Item I: 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 January 21, 2009, Meeting

Hearing no objections, the minutes of the January 21, 2009, SC meeting stood as written and were entered into record.

(http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes_SC_1-21-09.htm)

Agenda Item IV: Updates from the Vice Chancellor for Finance and Administration (Dawn Rhodes, Vice Chancellor for Finance and Administration and Chancellor's Administrative Designee)

Rhodes report on the following:

- **Budget:** The reduction in funds mandated by the state has been taken care of as follows: 1% from the administrative areas and .53% from the academic areas. The House Ways and Means budget bill is out and is much better than the ICHE's or the Governor's budget. The final budget will probably be known at the end of April.
- **Food Service:** A food consultant (The Baker Group) came to IUPUI earlier in the academic year to review service, quality of operation, food, meal plans for students, etc. Their report has arrived and they agree we do not have food in enough places on campus, the hours of operation for evening students are not conducive to their needs, and they made recommendations on facility changes. They gave an outline of what a meal plan would look like as we get more residential students. John Short (Auxiliary Services) will be looking at the report to see what kind of action plan can be constructed. The food service report can be made available to the Staff Council.
- **ProCard:** The card vendor will change from GE to an American Express in March/April.
- **Police Force:** The Police Department has completed hiring of four additional patrol officers with five offices yet to fill. With this, it is hoped to have two more officers in the 2010 year.
- **Housing:** We currently have a housing arrangement with Candlewood Suites. For the next academic year, we are contracting with Park Place in opposed to Candlewood to have 269 beds. We are also working on proformas for new housing. A marketing study will go out in the next week to two weeks to students to see if the rates we have chosen are affordable to them.

Agenda Item V: Report from Human Resources Administration (Ellen Poffenberger, Assistant Vice Chancellor for Human Resources)

Poffenberger reported on the following:

- **2009 Staff Satisfaction Survey:** The staff will be surveyed this spring. The survey is conducted every three years. The past survey results can be found on the Staff Council website (<http://www.iupui.edu/~scouncil/news/>).
- **Performance Management:** If your unit does not consistently give reviews and provide feedback, please ask for it. HRA will be working systematically with the units to encourage them to do performance reviews. Question was asked if salaries could be determined by the reviews. Response is yes, but it must be consistently applied.
- **Gender Equity Review:** The faculty are currently going through a formal gender equity review. The PA level staff has recently gone through the Compensation System Initiative a year ago, and we know that this group is fine for

salary. However, they will be looking at any gender discrimination in the coming year.

- Professional Development: Please note the professional development opportunities found in the Staff Council Newsletter (<http://www.iupui.edu/~scouncil/documents/newsletters/volume2/issue05.pdf>)
- Spring Seminar: The topic is “Riding the Wave: Successful Techniques for Navigating Changes at Work and in Life” and is April 7. You can find more information in the Newsletter linked above under Professional Development. Question: With the budget cutbacks, how are you encouraging participation? Poffenberger said if there is question about the value of the program, contact her and she can have a conversation with the supervisor to explain the value. The seminars are not available on the web or audio.

Agenda Item VI: [Discussion Item] Fair Labor Standards Act and Payroll Issues for PAO and PAU Staff

Dan Rives, Associate Vice President, University Human Resources, drives@indiana.edu

Kathleen McNeely, Associate Vice president, Financial Management Services, kmcneely@indiana.edu

Rives and McNeely spoke of the Fair Labor Standards Act (FLSA) and future implications. In 2005, when the FLSA became a federal law, some positions were found to be in exempt status. 2000 professional positions were reviewed and 1000 of those positions became overtime eligible (PAO). Persons assigned to the positions now need to have a compensation system to track time. Internal Audit did a sampling of the university in 2006 and it was discovered that there was a 39% error rate of PAO employees on recording their time. Errors included employees not recording all their hours which resulted in not receiving overtime due them, employees that recorded time down they didn't work, etc. The audit went to the Trustees who then mandated a change to correct the error rate. After much discussion about how to proceed, we will begin that process in 2009. Payroll has reviewed the processes and it determined to move the PAO and PAU to a biweekly process.

Because biweekly employees are paid two weeks in arrears, there is a cash flow problem for the employees moving to this way of record keeping. This is what stopped them, as well, from making the change earlier. They looked at the 2009 calendar to find the shortest time span to make the change. There will be an opportunity in August for there to be a six-day shortage of cash flow. The plan is on August 23 to start a new payroll period. If everyone is switched at that time, it would be made on this day, and six days later (August 31), they would receive their last monthly pay. They would only receive the pay for work through 8-23. On the August 31, they will receive supplemental pay so that they receive a full bi-weekly pay on 9-18. Oct. 2 is the second bi-weekly pay. They will move that to October 1, to get that to be the closest to September. The employee receives no more money than they would have in 2009 unless they retire or leave the university in 2009. The institution is covering the cost of the six days to cover the cash flow of cash. This detail will all be given in advance of the time to all employees. As the payroll switch occurs from monthly to biweekly, we will preserve the PA staff policies. They will get PTO and PA retirement plan. The only change is going from monthly pay to biweekly pay. There are 520 PAO employees at IUPUI and 1,150 university-wide.

Questions:

How will time be kept? They will be using the TIME system. This is what will put us in compliance.

How are some people getting paid more than other groups? The PAO and PAU will get an additional pay of six days in August. Are they being paid twice for the same six days? If we do not give them the six additional days of transitional pay, we will be exercising ghost employment. This will be realized when they leave the university.

Is the supplemental coming from the school's budget? The amount will be funded by university administration, regardless of how it will be taken care. The auxiliaries will not have to help with the funding. The funding comes from campus administration. All details have not been worked out in this area. Much testing will occur before this is actually rolled out.

Research grants and contracts will not be charged? No, unless there are PA/PAU employees under grants. Those who are on FMLA will not go without pay. If you are a PAO/PAU employee, you will receive a full month pay. This is not a “gimme.” You have to be working those days in order to receive the benefit.

When is the next pay period after 8/31? The first bi-weekly is 9/15, then 10/1, then the regular cycle. If you are going to biweekly, there will be a slight deduction in pay because the checks are divided into 26 pays and not 24. The benefit is there are some pay periods where there are three pay periods in a month.

When will persons be notified of the switch? After this meeting today with the Staff Council, a memo is being drafted to go

to all PAO/PAU/deans, etc., with a summary of the conversation today. This will go out before the next three weeks. Another detailed memo will have the payroll dates, etc., and that will go out in March.

How will benefits be monitored? PTO is accrued on a monthly basis, but the accruals will change to be on a bi-weekly basis. The amount stays the same, but the way it is done, is different. PAE will do something similar, but that will be done later in the year.

TIME will be consistently used across campus. It will be synchronous.

The W2 will reflect the six additional days.

Tax Saver Benefit information will need to be recalculated as well.

The Voluntary Benefits program is still being worked on. Short-term disability will have a minimum enrollment of 20-25% and will be rolled out soon.

Agenda Item VII: [Discussion Item] Centering on Students

Scott Evenbeck, Dean, IUPUI University College, Evenbeck@iupui.edu

Evenbeck gave a fun and informative quiz on the students we serve at IUPUI. You can view the quiz here: <http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/EvenbeckPP2-18-09.pdf>

Agenda Item VIII: Report of the First Vice President (Christine Padgett, First Vice President)

Padgett reported on the following:

- Chancellor's Review: A survey will be coming out for staff to fill out.
- Missions-Related statement: You are encouraged to visit this link (<http://www.iupui.edu/~scouncil/news/3849/MissionRelated-Goals-and-Action-Steps-Feedback>) and review the campus mission-related goals and provide feedback by February 27.

Agenda Item IX: Standing Ad Hoc Committee Reports

- Bylaws: Frieson (Chair) reviewed the following Bylaws changes. A motion was made by the Bylaws Committee and a vote was taken following each read of the changes. Each change passed and will be implemented into the Bylaws:

ARTICLE III. MEMBERSHIP AND ELECTION OF UNIT REPRESENTATIVES

Section C. Unit Representatives

Current:

The Staff Council Office shall provide a list in January of all eligible staff indicating unit affiliation. From this list, the Membership Committee of the Staff Council [see Article V, Section B.5] shall determine the number of representatives to the Council for each unit.

At the March meeting, the Staff Council will establish the voting units for the following year to represent the many facets of the University's operations and the wide range of staff classifications and shall approve the number of representatives to the Council for each unit.

The classification representation on the Staff Council will be reviewed by the Executive Committee after each election.

Proposed:

The Staff Council Office shall provide a list in January of all eligible staff indicating unit affiliation. From this list, the Membership Committee of the Staff Council [see Article V, Section B.5] shall determine the number of representatives to the Council for each unit.

At the March meeting, the **Executive Committee** will establish the voting units for the following year to represent the many facets of the University's operations and the wide range of staff classifications and shall approve the number of representatives to the Council for each unit.

The classification representation on the Staff Council will be reviewed by the Executive Committee after each election.

Rationale: Putting the responsibility of establishing voting units for the following year on the Executive Committee versus Staff Council.

ARTICLE III. MEMBERSHIP AND ELECTION OF UNIT REPRESENTATIVES

Section D. Election and Term of Unit Representation

Current:

1. Request for Unit Elections

The Membership Committee shall, through the Council Office, distribute information on vacancies in each unit to the eligible voting staff no later than eight weeks prior to the deadline for election. A copy shall be sent to the administrative head designated for each unit.

Proposed:

1. Request for Unit Elections

The Membership Committee shall, through the Council Office, distribute information on vacancies in each unit to the eligible voting staff **no later than eight weeks prior to the deadline for election**. A copy shall be sent to the administrative head designated for each unit.

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Rationale: The Membership Committee found that Article III Section D Number 1 of the Bylaws referred specifically to the number of weeks (eight) prior to election the Membership Committee has to distribute information on vacancies in each unit.

Article V. STANDING COMMITTEES

Section A. Membership

Current:

Members of the standing committees shall be appointed by the Executive Committee. The chairperson of each standing committee shall be selected by the Executive Committee from members of the Staff council no later than the first meeting of the current year. Standing committee chairpersons shall be invited to attend Executive Committee meetings. Non-members of Staff Council may serve on Staff Council Committees. Chairpersons will remain on the committee as ex-officio members until September of the year following the end of their term as chair.

Proposed:

Members of the standing committees shall be appointed by the Executive Committee. **Upon vacancy, the committee must revisit the Executive Committee for replacement of vacancy**. The chairperson of each standing committee shall be selected by the Executive Committee from members of the Staff council no later than the first meeting of the current year. Standing committee chairpersons shall be invited to attend Executive Committee meetings. Non-members of Staff Council may serve on Staff Council Committees. Chairpersons will remain on the committee as ex-officio members until September of the year following the end of their term as chair.

Rationale:

Handles the issues of vacancy in standing committees.

Article VI. Meetings

Section D. Motions

Current:

Motions may be proposed at any time and require a two-thirds vote of the membership present to pass. Motions shall follow the procedures of Robert's Rules of Order. Each Council member has the right to request that a motion be considered as a resolution [see Article VI, Section E.]

Proposed:

Motions may be proposed at any time and require a **majority vote** of the membership present to pass. Motions shall follow the procedures of Robert's Rules of Order. Each Council member has the right to request that a motion be considered as a resolution [see Article VI, Section E.]

Rationale:

Per Robert's Rules of Order, a 2/3 majority is only required when amending a bylaw. A simple majority is sufficient when passing a motion.

VII. AMENDMENT OF BYLAWS

Current:

These bylaws may be amended at any regularly scheduled meeting of the Council by a two-thirds vote of the members present, or by mail/electronic ballot provided the amendment has been submitted in writing at a previous meeting and has been approved by the

Chancellor, IUPUI.

Proposed:

These bylaws may be amended at any regularly scheduled meeting of the Council by a two-thirds vote of the members present, or by mail/electronic ballot provided the amendment has been submitted in writing at a previous meeting. **The President is authorized to make simple clerical modifications to the Bylaws- such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Bylaws to reflect changes in the names of administrative offices or positions- provided that doing so in no way alters the intent of the text thus modified.**

Rationale:

Editorial changes are unnecessary to bring in front of the Council as long as intent hasn't changed. This process follows what faculty council has passed and is in accordance with Robert's Rules.

Also, approval of bylaw amendments by the Chancellor has been removed.

PARLIAMENTARY PROCEDURES

Current:

Robert's Rules of Order [Newly Revised, 1990] shall govern the conduct of the Staff Council meeting except where the Bylaws may otherwise provide.

Proposed:

Robert's Rules of Order [**Most Recent Edition**] shall govern the conduct of the Staff Council meeting except where the Bylaws may otherwise provide.

Rationale: Not necessary to have the latest publication date referred to in bylaws.

- Communications: No report.
- Diversity: Curto (Chair) said the Executive Committee would like to have follow-up discussions to key events (such as Crucial Conversations) for staff to participation in. After discussion with Dan Griffith and Marilyn Kuhn (HRA), it was decided Crucial Conversations would not be a good venue to start with. They suggested the Spring Seminar. Therefore, we will sponsor a brown bag discussion following the seminar. It will be offered to all registrants. The seminar is not diversity-related, but it is a good starting point to continue discussions and we can find ways to include diversity-related events when they come about. A meeting of the committee will be called in the coming months. He will also send an email to then entire Council to see if anyone wants to join his committee.
- Fine Arts and Crafts Fair: No report.
- Membership: Ray (Chair) recognized Tonya Shelton (School of Medicine), Robin Waldron (School of Liberal Arts), and Elizabeth Chaisson (School of Medicine) who are taking over representative roles for others. Staff Council Awareness Week will be in March, but probably not the week of Spring Break. The Council turns 30 this year and we will tie the two events together. Elections will take place the first week of May.
- Rewards and Recognition: Foreman (Chair) announced the Bepko Spirit Award is now open for nominations. The nomination form and information is on the SC website (http://www.iupui.edu/~scouncil/awards/bepko_spirit.html). Please encourage nominations; especially non-exempt staff. Deadline is March 31 to apply. She also asked the Council to nominate staff for the Women in Leadership Awards (through the Office for Women). Information for the award can be found in this Newsletter: <http://www.iupui.edu/~scouncil/documents/newsletters/volume2/issue05.pdf>.
- Special Events: Gibson (Chair) reported on the 40th Anniversary Cookbook (<http://www.iupui.edu/~scouncil/documents/newsletters/volume2/issue05.pdf>). The planting of spring flowers (Legacy Project) will be on tentatively March 21 (a Saturday). There will be 15 flats with 18 plants for 270 plants total. Bring your trowel and comfy clothes. The spring blood drive is April 29 in the Campus Center. There will also be a bloodmobile at Safeco, Senate and St. Clair, and the medical side of campus. We are partnering with the USG and student government for student health on the blood drive.
- Staff Affairs: Stone (Chair) will meet with his committee on February 27, at 1:00 p.m. It is evident we are making process with short-term disability, snow day handling, and Chartwells improvements. He is anxious to receive The Baker Group report mentioned by Vice Chancellor Rhodes. Chartwells is fully staffed. Fox Grill is open in the place of the former hamburger location at the Campus Center. They are waiting on the fee simplification report. The safety subcommittee is working to improve cross walk safety. Question was how we get potholes fixed on Lansing and Michigan. He will look into this.

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

- Komen Race for the Cure: The Staff Council team has eight people on the team so far with a goal of 40 people. (<http://www.iupui.edu/~scouncil/documents/newsletters/volume2/issue06.pdf>). The event is on April 18, 2009. Last day to register is March 20. Packet delivery will be at the April 15 meeting of the Council. Kidwell pointed out you can register to “Sleep for the Cure” for those who can’t join the walk. Most of the registration fee is for breast cancer research and the money raised stays in Indiana.

Agenda Item XI: Report from IUPUI Faculty Council Liaison (Sarah Baker, IUPUI Executive Committee)

No report, due to lack of time.

Agenda Item XII: Report from the Chancellor’s Academic Liaison (Mary Fisher, Associate Vice Chancellor for Academic Affairs)

Fisher reported on the following items:

- RISE initiative will begin in the fall. The initiative is for experience based learning. Students will be challenged to have two of the four challenges.
- Honors College dean interviews will be occurring.

Agenda Item XIII: Old Business

No Business.

Agenda Item XIV: New Business

- Fine Arts and Crafts Fair: \$1,100 was the profit for the event. Rewards and Recognitions is working on how to disburse the funds. Herrell asked the Council if we want to hold the event again. Discussion will continue at the next meeting.

Agenda XIII: Adjournment

President Herrell adjourned the meeting at 5:00 p.m.

Minutes prepared by Staff Council Coordinator, Karen Eckert
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