

IUPUI Staff Council (SC)

Minutes

October 15, 2008 ~ University Place Hotel, Ballroom West ~ 3:00 – 5:00 p.m.

Members and Guests Present: David Adams, Emily Anderson, Brenda Baker, Sarah Baker, Linda Bethuram, Joann Bright, Jennifer Burba, Erin Cassity, Kathy Champ, Pamela Clark, Melanie Curfman, Karen Dickey, Virginia Dowling, Monica Eller (for Dee LePak), Margo Foreman, Avis Frieson, Kristine Frost, Kimberley Gibson, Ali Godby-Schwab, James Graber, Angela Graves, Deanna Hart, Natalie Harvey, Robin Hawkins, Sue Herrell, Angela Hill, Nikki Holdcroft, Jane Holder, Melanie Hollcraft, Danielle Hull, Brett Jackson, Leslie Kidwell, Emilie Leveque, Lodema Lines, Jamie Little, Nikki Mabry, Lana Matthews, Megan May, Kyle McCool, Teresa McCurry, Maggie McFarlin, Carol Meadows, Scott Orr, Christine Padgett, Amy Pfaff, Abbey Pintar, Andrew Poland, Dale Ray, Colleen Rusnak, Amy Sandlin, Jane Schoening, Meagan Senesac, Michelle Simmons, Rachel Sipes-Salter, Vicki Slunaker, Pat Stites, Lee Stone, Kyle Torgerson, Elizabeth Wager, Aaron Woodsworth, Courtney Wooton, Debbie Wyeth, and Cemal Yildiz

Agenda Item I: Call to Order

IUPUI President-Elect Sue Herrell called the meeting to order at 3:03 p.m. Herrell announced the resignation of President Michelle Tansy and cited the Bylaws provision that moves Herrell into the role as President for the remainder of the current term (June 2009) as well as the completion of a full term (three years).

Agenda Item II: Adoption of the Order of Business for the Day

Herrell announced that there would be no update from the Associate Vice Chancellor for Facilities at today's meeting. The Agenda was adopted as the Order for the Business of the Day.

Agenda Item III: [ACTION ITEM] Approval of the Minutes of the September 17, 2008, Meeting

Hearing no objections, the minutes of the September 17, 2008, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes_SC_9-17-08.htm)

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

Deanna Hart, HR Liaison for the Staff Affairs Committee, reported for Poffenberger on the following items:

- Total Compensation Statements: Your personal statements should have been received at your home address within the past few weeks. The statements itemize your direct compensation as well as the value of your benefits.
- Open Enrollment will occur in late October and early November. You will receive a personalized benefit packet to help prepare for the open enrollment period. This will itemize the benefits for which you are currently signed up, and provide the opportunity to make changes, if needed. Changes to benefit plans are effective as of January 1, 2009. Watch your work mail for your copy of "The Informed Employee," which will also provide overviews of benefit plan changes.
- The Voluntary Benefit package, as described by Dan Rives at the last SC meeting, will be made available sometime in mid-2009. In addition to the areas described, there will also be a voluntary benefit offered which covers pet insurance.
- Chancellor's Employee Recognition Convocation: Hart recognized those employees who were awarded a SC-sponsored award at the September 23 event.

Agenda Item V: Report from the First Vice President (Christine Padgett, First Vice President)

Padgett reported on the following items:

- Panel of Vice Chancellors: The panel will include Vice Chancellors Dawn Rhodes, Uday Sukhatme, and Karen Whitney. Questions will be provided to them beforehand, but questions will be welcome from the floor. The Newsletter will have the date when available.
- Staff Council Newsletter: In the October 10 issue of the Newsletter, more information is given on the voluntary benefits package. (<http://www.iupui.edu/~scouncil/documents/newsletters/volume1/issue22.pdf>)

- Flu shots are available for free on campus. Herrell encouraged units to volunteer to have a flu shot clinic in your building.
- The Arts and Crafts Fair will be on November 22. Volunteers are needed to make the event successful. Please sign up at the table after the meeting or contact Michelle Simmons (asimmon@iupui.edu).
- The Blood Drive will be on October 31 at the Health and Benefits Fair.

Agenda Item VI: Standing Ad Hoc Committee Reports

- Bylaws: McCurry (for Avis Frieson, Chair) announced that the committee has been working on items to improve the Bylaws. The recommendations will be presented in writing to the Staff Council Executive Committee before presentation to the full Council and Chancellor for approval.
- Communications: Wager (Chair) distributed the draft mock-up of a magnet for the Council to use at staff orientations and other events. The committee is having an outside source look at the magnet and suggest ways to make it more visible. The flyer will be handed out as shown at the meeting. She hopes to have the magnet available for approval in November. Two television stations will have the blood drive announced on their Community Affairs/Events segments of their broadcasts.
- Diversity: Dowling reported (for Gary Curto, Chair) that the committee is investigating the possibility of convening a campus-wide meeting of all interested committees, task forces, working groups, or other organizations that are interested in furthering the goals of celebrating diversity and fostering inclusion at IUPUI. Contact Curto (gcurto@iupui.edu) if you would like to participate.
- Fine Arts and Crafts Fair: Simmons (Chair) said the craft fair is on November 22. The Committee needs volunteers for the entire day as well as the evening before.
- Membership: Ray (Chair) reported that the School of Medicine constituency has been polled about whether to bring back a former council member to fill a role that has been vacated or call up the next person in line of election. The results will be public next week.
- Special Events: Ray (Chair) said the October 31 blood drive (9 am – 5 pm) has been finalized and will be held in conjunction with the Employee Health and Benefits Fair. The Committee is also planning the December 17 Holiday Party, location to be announced. Herrell asked about give-aways at the Staff Council table at the Health and Benefit Fair. Contact Karen Eckert (klee2@iupui.edu) if you have items your school can donate. Donation items are pens, pencils, magnets, etc.
- Rewards and Recognition: Foreman (Chair) has no report.
- Staff Affairs: Stone (Chair) said there are five task forces this year. They are: (1) Fee Courtesy led by Jim Fiddler. This committee will look at ways for the fees paid by staff members to be considered part of the fee courtesy package provided by the campus. (2) Child Care led by Carol Meadows. There is a need for child care for children under the age of 2 years as well as a review of child care affordability in general (group rates, etc.). (3) Campus Safety led by Alicia Gahimer. There is an increase in crime on campus and they want to have the Public Safety Committee up and running again. (4) Performance Appraisal led by Jan Canganelli. There are units that do not conduct performance appraisals. (5) Chartwells/Food Service led by Lee Stone. Chartwells is making an effort to improve food service. Next meeting in November 7, at 10 AM, in Daly Center 1085. All are welcome to attend. The Task Forces will be brainstorming on how to proceed and planning next steps. Question was about a paid leave for adoption or maternity leave. Purdue has a plan for this. Stone will look into this for the next agenda.
- Web Committee: Eckert (Coordinator) told of the creation of the new site to be available by the end of the year.

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

Frieson participates on the Student Campaign for Obama. The committee met on Monday regarding the recent graffiti occurring on campus against Senator Obama. Foreman said the First Amendment should be allowed on campus; however, when there is graffiti involved, this is in violation of the Amendment. Concerns can be addressed to the Office for Equal Opportunity, your school's Dean's office, and Campus Police. How will we address the day after election if there is unrest? These concerns should be addressed to those offices as well.

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

Baker reported on the following items:

- Faculty have the same concerns that staff have, thus it is good that we have collaboration between the two Councils. The faculty are meeting in committee about some of the same issues as staff are.
- At the last IFC meeting, Connie Bond, Program Officer from the Woodrow Wilson Foundation, presented on

scholarships for students by the Foundation. (See www.woodrow.org/indiana).

- UITS presented a strategic plan on information technology. Information will come within the next few months for review and how it will impact the campus.
(<http://www.iupui.edu/~fcouncil/documents/ITSP2.pptx>)
- Fee courtesy is also being evaluated by the Faculty. The Honor Code is being reviewed as well. There is a Commitment to Excellence Form that is started in University College for students to sign and will be revised to bring in the Honor Code as well.
- In 2012, IUPUI will undergo accreditation. Building up to the accreditation visit, there are many activities going on with the appointed 2012 Committee which will put the portfolio together on the campus. Kidwell asked if we are accredited as a university or just IUPUI? Baker said only through IUPUI. There are also specialized program accreditations. The accreditation visits in the past is what spearheaded the assessment movement in the past 15 years.
- She welcomes your comments or information to ssbaker2@iupui.edu.

Herrell reminded the Council that Staff Council has the same opportunity to give updates to the Faculty Council. She attended the last meeting and gave a report.

Agenda Item IX: Old Business

No business.

Agenda Item X: New Business

- United Way: Herrell welcomed Charles Young, Donor Manager of the United Way Campaign. The agency is 90 years old this year. The goals for this year are: (1) sustain vital human services to those who need it the most. (2) Ready to Learn program. Programs are implemented for children to be ready to learn when they enter school and they can succeed once they leave school. The agency hopes to raise \$40 million this year and the need increases as we go through these economic times. Mr. Jeffrey Williams, a UW employee, explained how the United Way has assisted him and made an impact on his life.

Agenda Item XI: [Discussion Item] Update on Campus Food Service (Maggie Miller, Auxiliary Services, Contract Administration and Tom Cappucci, General Manager, University Place)

Miller discussed changes in the catering system. Six months ago, there was not enough consistency in Chartwells' service. Chartwells is a sister company of FLIK that manages the University Place Hotel. University Place was strengthened through its collaboration with FLIK. Realignment for food service began six months ago with procedures, systems, and staffs, to bring Chartwells up to the standards expected. The chef at UP is the chef for Chartwells. The banquet manager at UP manages the services manager for Chartwells. HR functions have been merged as well. Pricing has been reviewed to make it easier to order.

Cappucci spoke to putting the right people in the right place to get the right results. Employees have been moved around to provide them with work in the areas that they can succeed. Progress still needs to occur. The menus have been reworked in regard to pricing; venues have been realigned with different hours of operations and volume of food; and culinary staff for the Campus Center kitchen and banquet service staff have been assigned hours instead of hiring temporary staff. There is still work to be done, and they appreciate our patience.

New menus/levels can be found at: www.dineoncampus.com/iupui (choose catering). CaterTrax is the online ordering system. He ran through the site and discussed how to order from the menus.

Two new menu levels use disposable products that can be picked up by you and all contents disposed of afterwards. Two menu levels are catered. The menus are only samples of what can be done. If there is a certain budget or theme, they are willing to work with you.

Student organizations will receive a 30% discount using the outlined menus and a 50% discount on catering that requires delivery.

There will be more vegetarian/vegan items.

They began answering questions that were sent by the staff:

- Food ingredients: Look under Total Health on the dineoncampus website to view the nutritional values of food.
- Refillable hot/cold mugs used at the coffee stations: They will look at this suggestion as it is a good one!
- Each venue will highlight their specials each month. Check out each location.
- Cleaning tables: Building services cleans the food tables (not Chartwells) and CFS has been notified of this complaint to address.
- Vending: JagTag in the basement of CA. The machines were moved over the summer for renovation. When they were returned, it was found they weren't working properly so new machines have been ordered and should have been installed in the last few weeks. A comment was made about the machines not being filled enough. The schedule will be amended to provide more food.
- Vending – more healthy choices: Canteen, who runs the vending machine program, said 7 net grams and 250 calories or less items are placed in the machines. 15% of the healthy choice items are placed in the machine from the balanced choice menus. The average sales of balanced choice items are 7%. Coke also has a balanced choice menu (vitamin water, etc.) In the Campus Center, on the lower level, one whole wall of balanced choice food, snack, and water were removed as the University Place Hotel food court area is renovated and Ray's Campus Salon was relocated to that area. Those items will be placed back in that area when Ray's Campus Salon is moved back to the hotel.
- Sandwich machine in the Union Building: The stocking of those machines are on a Tuesday/Friday schedule. The company will stock the items better and will also include a frozen food machine.
- Hours of Operation in the Campus Center: Chik-Fil-A, Rio Frontera, and a few others are open to 6 p.m. weekdays (as well as the Law School venue). Traffic flow plays a large role as to how long the venues are open. They are looking at weekend hours as well, although the Center is used lightly on the weekend.

Questions:

- Senesac asked about a staff discount as is done for the students. Miller said there was a discount during spring break and other discounts will be given to staff throughout the year, but not on a constant basis.
- Herron vending does not work well and does not take dollar bills. Could someone check these machines periodically to be sure they work. Miller said the service man is to do that when they check the machine. If we find something not working, she invited us to contact her at magmille@iupui.edu.
- Bethuram asked that when there are future changes, that the company notify the campus better. Policies and procedures should be listed better on the catering site as well. What is a staff event and how does it fit the guidelines? Could the information be put in one place? Miller acknowledged this and said these items are things they are working on during the transition. She has had focus groups over the past six months and there will be a policy statement devised that will be as comprehensive as possible. It will be located in an accessible location.
- Kidwell thanked Miller for the student discount for organizations and the improved customer service in the past few months.
- Kidwell asked if there was a way to save an order if you need to stop the order and then go back. Cappucci said there is a way. As you create an order, check My Account for the saved order.

Miller encouraged everyone to stay for the remainder of the meeting and sample all the food. Herrell expressed the thanks of the Council for the donation of the cost of the room and the food.

Agenda XII: Adjournment

Herrell asked the Council to return name cards to Eckert to help save the cost of printing. She encouraged everyone to stay to sample the food items. She reminded everyone of the next meeting (November 19, 2008, Campus Center 409). Simmons reminded everyone to volunteer to help at the arts and crafts fair.

President Herrell adjourned the meeting at 4:33 p.m.