

IUPUI Staff Council (SC) Minutes

March 16, 2011 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Amber Allen, James Allen, Nate Allen, Amber Alyea, Stella Anderson, Marjorie Aprile, Pamela Baker, Troy Barnes, Alison Bell, Michelle Benberry, Jeramy Bowers, Susan Bradley, Chris Brown, Camilla Butcher, Jan Canganelli, Elizabeth Chaisson, Kristy Chapman, Melanie Curfman, Gary Curto, Rebecca Dixon, Margie Day, Brenda Earl, Kathy English, Nancy Farmer, Joann Farris, Angel Fernandez, Roxana Fuentes, Alicia Gahimer, Gloria Gates, Nancy Gibson, Jane Goergen, Sarah Gries, Deanna Hart, Sue Herrell, Beverly Hewitt, Linda S. Hill, Nikki Holdcroft, Patti Holt, Dave Hosick, Margie Hughes, Talena Huntsman, Tanya Jones, Weiping Kam, Cynthia Kelley, James Klenner, Lindsay Macy, Amy Maidu, Theresa Martin, Lana Matthews, Yvonne McCann, Deb McCullough, Teresa McCurry, Greg Mobley, Alane Moore, Lyndsi Moser, Karen Neely, Kitty O'Doherty, Jennifer Parliament, Darlene Pitman, Sheri Puckett, Gloria Quiroz, John Rasmussen, Annette Reed, April Reed, Angela Reese, Rebecca Renollet, Fran Riddle, Kathy Risacher, Dan Rives, Sally Robison, Mary Rooks, Andrea Rostanzo, Colleen Rusnak, Eleanor Sachs, George Schekel, Meagan Senesac, Dana Shoaf, Amanda Shumaker, Monique Sims, Candice Smith, Holli Smith, Maurice Smith, Anita Snyder, Heather Staggs, Maggie Stimming, Christopher Stines, Lee Stone, Becky Thacker, Lann Thompson, Betty Townsend, Patricia Wade, Martin Wagner, Robin Waldron, Sheila Walter, Aaron Walton, Ginny Washington, Jennifer Weinmann, Susan Wheeler, Cheryl Wisdom, Mary Wolting, Courtney Wooton, Emily Wren, Debbie Wyeth, and Michael Yates

Agenda Item I: Welcome and Call to Order

IUPUI First Vice President Amanda Shumaker called the meeting to order at 2:03 p.m. President Sue Herrell was excused.

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 16, 2011, Meeting

Hearing no objections, the minutes of the February 16, 2011, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_2-16-11.pdf)

Agenda Item IV: Update from the Associate Vice Chancellor for Facilities

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

Wren reported on the following:

- Gateway Garage: The skin on the outside of the garage is still being installed, and it is hoped to be completed in April.
- A traffic light will be installed at Blackford and North Streets, but other approvals are still needed before this can be done. Repaving the street is also needed.
- Sports Expansion Garage: The project has been bid and kickoff will be on March 17. It is hoped to be open by January 1, 2012, and will hold 1,300 parking spaces. The NCAA is still under construction. Roadwork will extend University Boulevard through to Blackford hopefully this summer.
- The Glick Eye Institute is supposed to be complete in June. There will be a sculpture placed in that area. An installation date has not been established.
- Michigan Street roadwork is utility work that is in conjunction with Wishard Hospital construction. Wishard has five cranes working on the construction. There will be more parking lost this fall in that area, and Wren is working with Wishard officials to see if parking in the new garage is possible before it is complete (but parkable). It will be IUPUI permit parking.

- All Union Building employees should be out by September 1. CAPS will locate to the Walker Plaza Building. Some employees will go to one of two Waterway (1000 and 1200 Waterway) properties. The Safeco Building will be available to some departments that need to move as well. At this time, the English Language School has no location that the campus is involved in finding for them. They are a stand-alone corporation separate from IU.
- Parking at Safeco will be ample and will be covered. Employees are encouraged to shuttle to HR if needed.
- The Cultural Trail construction will begin in May on campus. 120 parking spaces along Blackford Street will go away to make room for the trail.
- The proposed Science and Engineering Building will be to the south of the SL/LD building, but the project is still in design.
- Are new hires able to get a parking tag on campus or do they still need to park off campus? Wren said there are no B spots available, but there are A spots available for purchase.

Agenda Item V: Report from Human Resources Administration

Theresa Martin, Manager, Benefits/Employee Relations, Human Resources

Martin reported on the following:

- Community Conversations on Health Engagement:
 - Wednesday, March 23; 12-1:30 p.m., Campus Center, Rooms 450A, B, C
 - Monday, March 28; 9-10:30 a.m., Campus Center, Room 450C
 - Monday, April 4; 2-3:30 p.m., Campus Center, Room 450C

Agenda Item VI: Report from the First Vice President

Amanda Shumaker, First Vice President

Shumaker reported on the following:

- Staff Council Awareness Month: Information tables are being held in various locations on each Wednesday in March.
- Race for the Cure is April 16.

Agenda Item VII: [Information Item] Early Incentive Retirement Plan

Dan Rives, Associate Vice President, University Human Resources

Maurice Smith, University Director Employee Relations, University Human Resources

Websites: <http://www.iu.edu/~uhrs/erip/index.html#erip@indiana.edu>

Rives reported on the following:

- The early retirement plan is a voluntary separation plan and is to help reduce expenses. The *Indianapolis Star* was not correct in saying that the university is reducing positions; the university is redirecting resources to other programs. The program is a one-time application and is not necessarily an entitlement. The application must be approved and are for those who are eligible who see retirement in their future. The cost of this is all borne by the department.
- Incentives:
 - To be eligible, you must be in retiree status. When your age and time meets a certain service requirement, you are considered in retiree status. An eligibility chart can be found on the website.
 - Six months of pay will be given to staff in a lump sum to help with retirement income. For tenured faculty, clinical faculty, and librarians, there will be a ten-month lump payment.

- Healthcare will be affordable for five years through a health reimbursement account. A lump sum will be put into the account every year for five years to help pay for COBRA, Medicare B and D, and copays. The sum will be close to the cost of paying the premium. If the retiree dies before the fifth year, their spouse may use the plan.
- Age 60 and ten years will be in a healthcare plan until they are eligible for Medicare.
- If you have retirement status, there are additional benefits such as fee courtesy that is still available.
- For staff only, you will be paid for your unused PTO vacation, income protection, etc. This is probably a bigger payment for your department than the other incentives. All time that would normally be paid to you will be paid to you under this plan.
- The separation date is June 30 so that departments can move into the new fiscal year with an accurate picture. There are two alternative separation dates. August 31 applies to all appointed staff so that departments can reclassify positions or move staff around and must be in the universities best interest. December 31 is only eligible to academic employees. There will be no other separation dates.
- There are 2,500 employees who are eligible for this plan. Information was sent to their home addresses on March 15. Deans and Chancellors have received a list of those eligible employees.
- Individuals who are eligible and want to apply will apply on the website. Applications are open April 13 and closes May 13. Reviews will take place after that.
- This is a separation from the university. The retiree cannot come back to work in thirty days and can't reapply to work at the university until after five years. A document is signed stating that you are voluntarily leaving the university and that you will not sue the university. The statement is mandatory.
- Resources will be available in information sessions which will be held on March 29 and April 1 at 10:00 and 1:00 on this campus.

Questions:

- If you do not meet the age criteria, but there are not enough people who take advantage of the plan, will you offer the plan to others? Rives responded no.
- PERF: If you are leaving to use PERF benefits, you still need lead time to apply for those funds. It is hoped that the six-month lump sum will get you beyond the time until PERF benefits will begin.
- When you leave Indiana University, you always pay the full premium for health insurance. This will not change with this plan. But, the university is giving retirees under this plan a reimbursement for five years to cover insurance.
- Does the university have a quota to fill? Rives said no and that he has checked with Purdue and Illinois who had the same type of plan. Illinois was disappointed that there weren't more faculty who took advantage of the plan. So, IU extended the time for faculty.
- Are you eligible to seek employment outside IU? Rives responded yes. You can even apply at IU Health.
- Retiree term life insurance is \$6,000. You have thirty-one days after separation to convert the individual life to a whole life policy.

Agenda Item VIII: [Information Item] IUPUI IMPACT Campaign

Dee Metaj, Vice President, IUPUI Development, IU Foundation

Shelley Hunter, Director, Special Giving Programs and Director of Faculty/Staff Campaign, IU Foundation

PowerPoint for Hunter: http://www.iupui.edu/~scouncil/documents/pps/impact_campaign_2011.pdf

PowerPoint for Metaj: http://www.iupui.edu/~scouncil/documents/pps/metaj_3-11-11.pdf

Metaj and Hunter reviewed the points in their PowerPoint presentation.

Questions:

- For the \$892 million for the School of Medicine, does that include research? The monies collected in this campaign is from non-governmental agencies. Metaj said it would cover non-governmental agencies (i.e., Lilly) and not governmental ones (i.e., NIH).
- When do payroll deductions begin? It will start two to six weeks after you make the gift.

Agenda Item IX: [Information Item] Flex Scheduling

Maggie Stimming, Work/Life Program, Human Resources Administration

Panel: Alison Bell, Deb McCullough, Theresa Martin, and Robin Waldron

Stimming:

- According to the report, “Measuring the Impact of Workplace Flexibility,” Maggie Stimming shared that, “70% of managers report that flexible work arrangements have positive effects on productivity and 76% of managers report that flexible work arrangements have positive effects on retention.” Flex scheduling includes flex time, telecommuting, and compressed work-week schedules. Compressed work-week schedules are the most possible. Human Resources also offers part-time work and job sharing.
- A proposal form is filled out to begin the process. You can find the forms at http://hra.iupui.edu/FWA/site_map.asp.

Panel:

- Job sharing allows two staff members to share the responsibilities of one full-time position. Alison Bell, a former employee in the IUPUI Career Center, shared the responsibility of the Assistant Director position with another employee in the department. Bell wanted to start a family but did not want to leave her position. She and her colleague discussed what duties could be divided among the two of them and how they would work the week before going to their employer to propose the idea. Their employer was enthusiastic about job-sharing because he did not want to lose either employee. Each worked two and a half days a week. On the half day when both worked, they discussed what each was doing and regrouped for the next week. The downside to this arrangement is that if you do not see the other person you are sharing with very often so you must make time to talk with each other.
- Deb McCullough, Human Resources Administration, supervises front office staff members who work compressed workweeks. The three employees work four nine-hour days and each has a different day off. The employees chose to work the compressed schedule during the summer and move back to the regular schedule in the fall. McCullough’s supervisor and the Director of Human Resources were open to the compressed workweek and encouraged it. After the compressed schedule was in force for a few weeks, she checked with others in the office to see how the new schedule affected their work. The result was positive! Stimming said that piloting compressed workweeks in the summer is a good idea. If you are a supervisor, it is also recommended talking with the flexed employees to see how they feel the arrangement is working and to ask others in the department and customers about whether the workflow is at normal levels or even better and how it’s working, in general.
- Robin Waldron, a staff member in the School of Liberal Arts, was a panelist who spoke about her compressed workweek schedule of four ten-hour days. When her department was reconfigured, she moved to a flex schedule of 7 a.m. to 4 p.m. since her department chair wants someone working a half hour before classes begin and a half hour after they end, to better serve students. Someone needed to be on duty from 7 a.m. to 6 p.m. so she shares the work hours with a part-time staff member who works from noon to 6 p.m. The key to making a flex schedule work is

communication with your supervisor and with all persons responsible for work flow to be sure everything associated with the job is covered.

- Theresa Martin said the policies are more flexible than people think they are. The policies do allow for flexibility. She encouraged doing a flex time pilot. She and Nilam Chand are available to work with those wanting to go to flex time to help make it work. Shift differential and other premiums need to be kept in mind as well as making sure the flex hours need to be done in the same work week.

Questions:

- When will the thirty hours for full-time status begin and how will it work with flex time? Martin said the new full-time status will not begin until 2014, and it is not known at this time how benefits will be.
- What happens if you are sick one of the four days you are scheduled to work in flex time? How is that handled? Martin said the employee would need to take ten sick hours. Some supervisors will allow the time to be made up on the fifth day. Holidays are also tricky in that they are eight hours and a flex day is ten hours. So, two hours need to be made up or accounted for.
- It was noted that if your FTE goes to 50%, your benefits are reduced.
- Does every week need to be the same for flex days. Stimming said no, that it is up to the department as to what is worked out.
- One department worked four nine hour days and a half day on Friday to be fair to all employees working flex time. That solves the problem of everyone wanting to have Friday off.

Agenda Item X: Standing and Ad Hoc Committee Reports

- Membership: Lee Stone, chair, reported on the following:
 - He recognized Eric Raider, a member who has resigned from Staff Council, and Laura Owens who has taken over his role with the Kelley School of Business.
 - Staff Anniversaries:
 - James Klenner, 10 Years
 - Scott Harmon, 5 Years
 - Unit Elections are beginning with the nomination process.
 - Staff Council Awareness Month is in March and a booth is being set up every Wednesday in various locations. A trivia contest will be held each week with ten questions. Persons will need to go to the booth to pick up the week's questions. There will be prizes. Two season tickets will be awarded for next season's basketball games as the grand prize. There will be a weekly prize with a grand prize of all the weekly prize winners who have answered the most questions. The trivia winner for the first week is Jean Plunkett from the Kelley School of Business. He is asking for donations for give-aways at the table. Each week a committee will be highlighted and that committee will be responsible for staffing the booth. The schedule will be:
 - March 9 – Staff Affairs Committee
 - March 16 – Special Events / Rewards and Recognition
 - March 23 – Membership / Bylaws
 - March 30 – Communication / Diversity / Web

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

Campus Sustainability Committee report: http://www.iupui.edu/~scouncil/committees/sustainability_2-21-11.pdf

Agenda Item XII: Old Business

No Old Business.

For Approval: 4-20-11

Agenda Item XIII: New Business

No New Business.

Agenda item XIV: Adjournment

With no further business appearing, First Vice President Shumaker adjourned the meeting at 4:00 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
UL 3115N / 274-2215 / Fax: 274-2970 / scouncil@iupui.edu / <http://www.iupui.edu/~scouncil>