

IUPUI Staff Council (SC) Minutes

May 16, 2012 ~ Campus Center, Room 450C ~ 2:00 – 4:00 p.m.

Members and Guests Present: Melissa Ade, Kacy Allgood, Maryanne Alyea, Marjorie Aprile, Sarah Baker, Bobby Bell, Lee Bernard, Virginia Blevins, Andrew Blomeke, Benita Book, Jeremy Bowers, Susan Bradley, Nancy Brockman, Bwana Brooks, Chris Brown, Denise Brown, Regeania Brown, Emily Burke, Cathie Carrigan, Kristy Chapman, Gary Curto, Aron DiBacco, Margo Foreman Avis Frieson, Roxana Fuentes, Alicia Gahimer, Erin Glueckert, Sarah Gries, Scott Harmon, Lisa Harris, Linda Henson (alt: R Brown), Sue Herrell, Rochelle Hudson, Maureen Jayne, Pam King, Kim Kirkland, Jim Klenner, Elleen Laughlin, Barb Lerner, Jeronna Mabrey, Amy Maldi, Christophe Marchal, Cortnee Martin, Anthony Masseria, Teresa McCurry, Kelly Miholic, Charlie Miller, Greg Mobley, Darlene Pitman, Kibi Pryor, April Reed, Angela Reese, Kathy Risacher, Patrice Roulette Landis, Colleen Rusnak, Amanda Shumaker, Heather Staggs (alt: Sarah Gries), Monique Sims, Diana Sims-Harris, Lee Stone, Bill Stuckey, Becky Thacker, Stormy Thrasher (alt: Linda Blacketer), Lindsay True, Vinny Vincent, Jack Waggoner, Amy Warner, Louise Watkins, Emily Wren, and Michael Yates (alt: Janet Dixon)

Members Absent or Excused: Troy Barnes, Vickie Bills, Vicki Bonds, Nathan Byrer, Becky Cass, Timothy Centers, Elizabeth Chaisson, Shannon Cooper, George Davis, Monica Doyle, Pinkie Evans, Joann Farris, Cindy Gilbert, Latasha Gilson, Jane Goergen, James Graber, Barbara Hanes, Margaret Hannah, Deanna Hart, Jessica Healey, Sharon Henson, Jana Hill, Edgar Holdaway, Patti Holt, Margaret Hughes, Talena Huntsman, Rebecca Jacobs, Sue Knight, Earl Knight, Lyndi Kouns, Tho Le, Tammy Leone, Catherine Matthews, Helen McKuras, Lindsey Mosier, Kathy Nichols, Scott Orr, Jennifer Paton, Meagan Senesac, Candice Smith, Chris Stines, Teresa Stukey, Christina Terkhorn, Jordan Thompson, Sherrie Tucker, Sara Vitaniemi, Melody Warman, Leslie Wilson, Terry Wilson, and Debbie Wyeth

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Sue Herrell called the meeting to order at 2:03 p.m.

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

The agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item] Approval of the Minutes of the April 18, 2012, Meeting

Hearing no objections, the minutes of the April 18, 2012, SC meeting stood as written and was entered into the record.

http://www.iupui.edu/~scouncil/documents/minutes/2011-2012/Minutes_SC_4-18-12.pdf

Agenda Item IV: Communications and Marketing

Amy Conrad Warner, Vice Chancellor for External Affairs

Handout: http://www.iupui.edu/~scouncil/documents/handouts/pagr_quick_tips_may2012.pdf

Website: <http://communications.iu.edu/>

Warner reported on the following:

- Marketing and communication services have been integrated with other campus services to form IU Communications – Public Affairs and Government Relations (PAGR). The office is located at 251 North Illinois Street, Capitol Center, Suite 300.
- She reviewed the handout and explained each question. Margie Smith-Simmons was hired to handle press releases as well as the media. If you are contacted about a story for the media or are requested to find a professional to speak to a certain issue, start with Smith-Simmons.
- Vanessa Richards handles communications of campus events.
- Chris Brown handles websites.
- Creative brochures and mailers should be directed to Erika Knudson.

- Banners across campus should be directed to Valerie Pena. The policy for placing banners on campus will be changing, but for now, Pena is the contact person.
- Jennifer Boehm handles event sponsorships as well as inviting an elected official to speak at an event.
- For clinical promotions and the IU School of Medicine media and promotions, the contact is Rebecca Carl.
- Brown indicated there would be a marketers/communicators director's quarterly meeting in July. In the off months, there is a marketing meeting as well to keep things on track.
- Warner suggested asking Valerie Pena to attend a future SC meeting to give more information and an update.

Agenda Item V: [Information Item] Update on Reaccreditation 2012

Mary Fisher, Associate Vice Chancellor for Academic Affairs

No report.

Agenda Item VI: [Information Item] Report from Human Resources Administration (HRA)

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

No report from Bulluck. Herrell reported that Bulluck is beginning to meet with the IMIR team to plan the triennial staff survey. She will share plans for that survey at the June SC meeting.

Agenda Item VII: Report from the President

Sue Herrell

Herrell reported on the following:

- Nasser Paydar has been appointed as Executive Vice Chancellor and Dean of the Faculties (NOTE: Changed during the next few weeks to Executive Vice Chancellor and Chief Academic Officer). He will begin his post following approval by the Board of Trustees on June 15. She thanked Teresa McCurry for her work on the search committee.
- May 15 was Dean Sukhatme's last day.
- Thanked Lee for the SC Newsletter highlighting the involvement of the SC members on campus committees. The article included a blurb about the Make a Soldier Smile project that is receiving good comments as well as the Facebook page established to promote it.
- The IFC's last meeting of the academic year was on May 1. She played the video of the interview of the Fox59 piece on the Make a Soldier Smile project.

Agenda Item VIII: [Information Item] Office for Equal Opportunity / Sexual Assault Task Force

Kim Kirkland, Director, Office for Equal Opportunity

PowerPoint: http://www.iupui.edu/~scouncil/documents/pps/oeo_annual_report_2012.pdf

Full report can be found here: <http://www.iupui.edu/~oeo/reports/2012AnnualReport.pdf>

Kirkland presented the information from the website and highlighted the following:

- From applications received, it is shown that people are competing for positions on campus. Lateral moves are becoming a big push for reclassifications instead because employers can offer more money to applicants since they are not allowed to offer money when a lateral move is taken.
- The numbers for applicants received should be higher and we need to do a better job in recruitment. Her office is working to reach out further to find a diverse faculty and staff, especially Hispanic/Latinos. A number of professional staff members have been lost through resignations over the past few years. This includes professionals that were offered resignations

versus firing. Faculty separations are trending as resignations. 18/20 retirement is up as well as early retirement and Indiana Clinic movement, but that does not explain why people are resigning. We do not know exactly why faculty and staff are leaving, but they are beginning to get a gauge on why they left (environment, culture, pay, etc.).

- The complaint data includes multiple issues. The office is looking at how the complaints are trending as well. If there is something that needs to be stopped, they are working to take care of the problem. 19 of 29 complaints were pay equity issues. Women tend to raise more complaints than men. 182 persons issued 192 complaints. Students mostly complain about sexual harassment. Of four complaints investigated, the allegations were taken seriously. Some faculty still believe it is okay to date students. When the relationship ends, the complaint begins. Supervisors should also not date their employees.
- Over 8,200 employees have taken the mandatory sexual harassment training. There are still more to take it. With the training taken, there are still incidents of sexual harassment.

Questions:

- Vincent took the sexual harassment training last year, but because he goes by Vinny instead of James, the records showed that he did not take the training. He took the training again to register it under Vinny Vincent. Will this cause a problem in the future? Kirkland said that a message should be sent to the office to explain the name difference so they can show the prior record.
- Do we need to take a refresher? Kirkland said a refresher only needs to be taken if it has been more than three years. Every three years, a refresher needs to be taken.
- Are the numbers in the presentation only from IUPUI? They also include IUPUC.

Agenda Item IX: Standing and Ad Hoc Committee Reports

- Bylaws: [Action Item] Bylaws Article VI. Meetings, Section A: Bowers discussed the changes to the bylaw from the last meeting:

Article VI. Meetings, Section A. *Regularly Scheduled Meetings:*

Currently reads:

The Council shall have regularly scheduled meetings as set by the Executive Committee. These shall be held during daytime working hours at least once every six weeks, and in accordance with Administrative Policy of 1988, members may be granted time off from their University job duties without loss of pay up to three hours in any month. The meetings shall proceed according to the agenda.

1. The first regularly scheduled meeting of the Staff Council shall be no later than September of the given year.
2. No regularly scheduled meeting shall be scheduled in July and August of each given year.

Proposed Revision:

The Council shall have regularly scheduled meetings as set by the Executive Committee. These shall be held during daytime working hours each calendar month, with the exception of July and August. Meetings may be convened in July and/or August as deemed necessary by the Executive Council. Members shall be granted time off from their University job duties without loss of pay up to three hours in any month. Members shall discuss additional time off for committee meetings, the annual retreat or other Council special events with their supervisors to obtain permission in advance for time away from their jobs. Staff Council is recognized by the Chancellor's office as an important campus function and meets the qualifications of a campus event as outlined in the IUPUI Employee Handbook; therefore, permission to attend Staff Council Meetings, the annual retreat, or other Council special events will not be unnecessarily withheld. The meetings shall proceed according to the agenda.

Bowers moved for the approval of the bylaw article. As the motion came out of committee, no second was needed. No additional discussion was held. A vote was taken and the motion passed.

Questions:

- Is there a set way to do bylaws within units? McCurry said there is not. The schools can model theirs about another schools' bylaws.
- Communications: No report.
- Diversity: No report.
- Faculty Relations: Stone said the committee has put together a memorandum regarding the TIME system. It is still in draft form. The memo asks that an administrative review be performed and a uniform methodology chosen across all campuses to accept synchronous or asynchronous instead of different methods for different schools and campuses. The committee has not met this month, and he will keep the council informed as the draft is put together.
- Fine Arts and Crafts Fair: No report.
- Membership:
 - Gahimer congratulated Colleen Rusnak and Cortnee Martin on their five-year anniversaries and Sherri Eggleton on her twenty-five years.
 - The slate for elections was read and the election will take place at the June 20 meeting. The slate is as follows:
 - First Vice President:*
 - Jim Klenner - Accepted
 - Executive Committee:*
 - Amanda Shumaker - Accepted
 - Monica Doyle – No response received yet.
 - Troy Barnes - accepted
 - Jack Waggoner - accepted
 - Amy Maldi - accepted
 - Barb Hanes – accepted
 - Deanna Martin – accepted and added after the meeting
 - Cortnee Martin – accepted and added after the meeting
- Rewards and Recognition: Klenner said the committee is meeting next month to begin plans for the summer/fall awards.
- Special Events:
 - Chapman said there were 63 donations for the blood drive which translates into 89 lives saved. The donations were down, but still impacted lives.
 - Summer planting will soon be done at the portals. It takes very little time with enough people to do the planting.
 - The retreat is July 20 at Indiana Landmarks. A registration message will be sent out soon. You are encouraged to complete the registration whether you are attending or not. Lunch is provided as well as a very light breakfast.
 - Thanked everyone for their participation in the Make a Soldier Smile project. Miholic is leaving the campus for employment on the north side of Indianapolis. Chapman and Herrell thanked her for her hard work and wished her the best.
- Staff Affairs: Waggoner reported on behalf of Candy Smith, chair. He was asked to get more information on the reasoning behind no December paycheck for monthly employees. In order to get the paychecks on a true “one check per month” schedule (i.e. a paycheck in December vs. two in January), staff would have to be willing to either forgo a paycheck or accept an additional (whether it be a single pay, or spread out over the 12 periods) during the transition year. Both of these scenarios (particularly the latter) would seemingly present more problems than most monthly-paid staff would be willing to endure. Extra pay can elevate some into a different tax bracket, require more withholding (pre-tax benefits, retirement, etc.) to occur than the employee would like or may be used to month-to-month. The year following the transition year could be a

challenge as well, as some may become used to a certain false-sense of budget one year, and return to the standard pay the next. A question was asked whether new employees could be phased back into the old method of receiving paychecks in December. It was noted that perhaps a survey could be done to ask employees if they would like to revert to receiving a monthly paycheck in December. Waggoner felt the issue should be taken back to our constituents to see if it is a concern. A survey would be good to do that. Herrell feels this should be pursued since the issue comes up every year. Maidi said for those using Tax Saver Benefit for adult care, it would be detrimental to reinstate the December paycheck as there would be two months that they would not be able to access funds to pay the fees.

Agenda Item X: Other University Campus Reports:

- Campus Center Advisory Board:
- Campus Sustainability Committee: No report.
- Common Theme Committee: No report.
- Greening IUPUI Grant Award Committee: No report.
- Health Engagement Committee: No report.
- Parking Advisory Committee: Wagner said Elmwood Street will reopen on August 17. Motorcycle spaces will be restriped. He addressed the e-mail received regarding purchasing parking permits. The automatic renewal will not actually start until July 2013; this year's message was a prompt to get you in line for a permit next year. If you do not go online to renew your permit, you will not be in line for automatic renewal next year. If you renew online this year, you will be automatically renewed in 2013. Reserved spaces are reserved the same way permits are issued. Permits are not mailed to you through campus mail due to mail theft. An e-mail was sent on Tuesday about renewing your permits. The message sent you to the parking website that showed the cost of the permits. The parking survey feedback will be shared soon. The two-week window to appeal a parking ticket will remain the same. The new opening date for the NIFS garage is June 1.
- Parking Appeal Committee: No report
- Pedestrian Safety Committee: No report.
- Resource Planning Committee: No report.
- Search Committee for AVC for Human Resources: No report.
- Task Force on Sexual Assault and Violence Prevention: Foreman said the task force has not met for a while, but will be soon. She has passed on information received from staff members to the task force. On May 24, there will be sexual harassment training for those persons who do not want to do it by computer. If you attend, you will automatically receive an 80%, which gives you a passing grade for the training.
- Task Force on IUPUI Health and Wellness: Bernard reported that this group is an advisory committee for Patty Hollingsworth. They meet about three times a year and also meet informally through e-mail. She will be the representative for the IUPUI campus for the health engagement plan for all campuses.
- IT Policy Review Committee: No report.
- Komen Race for the Cure: No report.
- Search for the Executive Vice Chancellor and Dean of the Faculties: No report.

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

Emily Wren, Associate vice Chancellor for Facilities / chancellor's Administrative Designee Alternative

Wren reported on the following:

- Parking:

- The Sports Garage expansion will not include many spaces for faculty, staff, and students. They will issue garage passes.
- University Boulevard should be connected to Blackford Street within a month. That will provide another traffic mechanism for leaving campus.
- Facilities:
 - The Cultural Trail is almost done. The punch list is in process.
 - Indiana Avenue improvements are to be done this summer. As soon as this is done, improvements will be done around 16th and Harding. This is a city project.
 - Waterway Boulevard buildings will be renamed to Helix Park with improvements made in that area. This is a city project.
 - There is a conceptual design to improve 10th Street.
 - A Request for Proposal went out to architects and engineers for an office building and campus housing. This is to be an 80,000 square foot office building located in the parking lot next to the Lecture Hall. No exact assignment of space has been given. Student housing will be in a dental school parking area. Completion would be in 2014.
 - The area by NIFS and NCAA will be improved to include a walkway. Bids are being sent as well.
 - The Rotary Building will be gutted and remodeled. The outside structure will remain.
 - The testing center will be relocated to the center of campus.
 - The Union Building has been demolished.
 - There are many things occurring with the Wishard project. Parts of the Ball Residence land have been reverted to Wishard.
 - A bid is being prepared to renovate Ball Gardens.
 - The sports garage will open in June. The surface lots will then be vacated and transitioned into green space.
 - The track and field turf replacement is complete and ahead of schedule.
 - CA basement (old basement) will become classrooms and the Writing Center. Hallway space will be upgraded to look more pleasant.
 - Other small renovations are occurring over the summer in various building.
 - The clinical quad area over by the Glick building is open.
 - University Place renovation is moving forward. The implementation plan will begin in the next week. The Conference Center side will include classrooms. 182 parking spaces under the hotel will be given to campus parking. There will be 500 student rooms. Scholars Hall will become a 500-person dining hall. It is hoped that the spaces for classrooms can be used in January. Will the restaurant and barber shop remain? Wren felt they would try to maintain the space. A member stated the hotel was very useful for the School of Medicine; was there any thought of keeping it? Wren said the hotel was not financially able to make it and there was talk for quite a while about how to handle it. It was felt the space would better be utilized for classrooms and student housing.

Questions:

- A question was asked about Indiana Avenue, traffic flow needs to be better as the light at Indiana and University Boulevard allows only one car to turn at a time. Wren said they brought this to the city's attention, but the feasibility is not there. It was also mentioned there is not a light for pedestrians to use to cross the street.
- A question was asked about the sports garage and how many passes would be available. Wren said she does not know at this time, but it will be a garage pass similar to how Vermont Street uses them. They will be reserved and you can only park in that garage. She added that the spaces under the hotel will probably be premium spaces as well.

Agenda Item XII: Report of the First Vice President

Amanda Shumaker, First Vice President

No report.

Agenda Item XIII: Report from IUPUI Faculty Council Liaison

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- Congratulated Karen Lee on her graduation.
- The IFC regular meetings have ended for the academic year. The EC will still meet twice before the end of the academic year and as needed over the summer.
- The Transferable Common Core Curriculum has been voted upon and a task force will be appointed with representation from all schools to plan what courses will fall under what category to complete the common core. Kathy Johnson was appointed as the campus's official delegate to the Commission on Higher Education on the common core.
- Emergency Withdrawal Policy was passed at the last meeting. The policy is to provide assistance to parents of students who have gotten sick or not able to complete the semester for other emergency reasons. The Student Ombudsman will be the person to get all withdrawal signatures instead of the parents.
- Another portion of the Student Code of Ethics was passed as well.
- Baker finished her final term on the IFC Executive Committee and will not serve in the role she is on now. Someone else will serve the role in the next academic year.
- She mentioned we will see more about reaccreditation this summer as the visit will be in November. The self-study is in the writing and editing stage.

Agenda Item XIV: Old Business

No Old Business.

Agenda Item XV: New Business

- Martin asked about tuition remission. Stone said a reduction in tuition benefit was reduced by 25% since tuition was reduced by 25% as well. He will look into this further.

Agenda Item XVI: Adjournment

With no further business appearing, President Herrell adjourned the meeting at 4:07 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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