

## **IUPUI Staff Council (SC) Minutes**

**December 19, 2012 ~ University Library Lilly Auditorium ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Melissa Ade, Charles Akerland, Amber Allen, Bobby Bell, Kaitlin Bell, Michelle Benberry, Victoria Bills, Russell Black, Vicki Bonds, Landon Brothers, Chris Brown, Tina Carmichael, Kristy Chapman, Wade Chatmon, Ben Cockrum, Shannon Cooper, Caitie Deranek, Aron DiBacco, Teri Duell, Connie Ely, Joann Farris, Avis Frieson, Alicia Gahimer, Cindy Gilbert, Jane Goergen, Jim Graber, Barbara Hanes, Linda Henson, Sue Herrell, Todd Herring, Rochelle Hudson, Phyllis Humphrey-Sarver, Betty Klein, Karen Lee, Barbara Lerner, Mary Lindop, Lodema Lines, Cortnee Martin, Laura Masterson, Catherine Matthews, Colleen McCormick, Teresa McCurry, Brady McManama, Amelia Miller, Charlie Miller, Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, Kasey Myers, Kitty O’Doherty, Scott Orr, Jennifer Pease, Tim Roach, Liz Rybak, Meagan Senesac, Candice Smith, Damon Spight, Susan Steele-Moore, Lee Stone, Bill Stuckey, Yolanda Taylor, Carleen Thompson, Lindsay True, Sherrie Tucker, Jack Waggoner, Etta Ward, Terry Wilson, and Debbie Wyeth

**Members Absent or Excused:** Joshua Aldoriso, Marjorie Aprile, Rose Baker, Jill Beeler, Lee Bernard, Virginia Blevins, Benita Book, Britt Booram, Matt Borden, Bwana Brooks, Denise Brown, Nathan Byrer, Cathie Carrigan, Becky Cass, Beth Chaisson, George Davis, Natalie Edwards, Pinkie Evans, Rita Flynn, Deanna Hart, Sharon Henson, Edgar Holdaway, Patti Holt, Margaret Hughes, Deborah Jenkins, Pam King, Jim Klenner, Lyndy Kouns, Tammy Leone, Pamela Lovejoy, Christophe Marchal, Anthony Masseria, Helen McKuras, Christen Mumaw, Andrew Myers, Kristi Palmer, Jennifer Paton, Jillian Patterson, Lori Pollock, Mary Pat Poskon, Melanie Pride, Kibi Pryor, Carol Robinson, Dawn Roberts, Casey Roell, Patricee Roulette Landis, Meagan Sabatino, Michael Sprinkle, Heather Staggs, Maya Wagle, and Melody Warman

### **Agenda Item I: Welcome and Call to Order**

IUPUI Staff Council President Lee Stone called the meeting to order at 2:00 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 November 28, 2012, Meeting**

Hearing no objections, the minutes of the November 28, 2012, SC meeting stood as written and were entered into the record.

[http://www.iupui.edu/~scouncil/documents/minutes/2012-2013/minutes\\_SC\\_11-28-12.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2012-2013/minutes_SC_11-28-12.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:

- **Parking Monetization:** The committee is in the data collection phase to assist Goldman Sachs. This is an extremely hard time for staff working in parking services. She encouraged the members to thank the parking services staff and be kind as they look for possible positions around campus. There is an FAQ being set up by the treasurer’s office to keep you up-to-date on the working of the committee. The committee is in the “due diligence” stage.
- **Capital Projects:**
  - A neuroscience building is being built on the Methodist Hospital campus. It is an IU building that is supposed to be finished in one year. The Psychiatric Research staff will go into that building when completed.
  - The Science and Engineering Lab building is progressing. The shell (outside) is in place.
  - The new administration building is in the planning stage.

- Ball Gardens Project: Funds have been donated to keep the gardens in good shape. The project is slowing moving forward, but there has been more movement than in the past and it is expected to be ready for the opening of Eskenazi Health. The Sunken Garden is not in this part of the planning. Funds need to be raised for that area.
- Eskenazi Health is still on target and schedule. The campus is expecting to receive the Wishard buildings in early 2014. Consultants have been hired to tell us which buildings can be repurposed or which should be demolished.
- Riley Hospital Drive should be open within days. IU Health construction will start on the south end of Riley Hospital Drive in the spring. One lane will be open at all times.
- The Tenth Street storm water sewage project by is by the city of Indianapolis.
- Michigan Street has new lights at Limestone Street. The lights have not been uncovered yet, but will be soon. She is still working with the city to convert Michigan and New York Streets to two-way streets. The city thinks one street should be converted, but the other should not.
- University Place Conference Center: The academic side (Hine Hall) is ready for the start of the semester. The classrooms have been changed to include equipment needed for instruction. The carpets have been cleaned, etc. The Tower side will be renamed at a later date. The Bistro is open on the second floor and has a variety of food available.
- Garage passes are available for Wilson Street and University Place Garage. Staff and faculty should have received an e-mail about this in the past few days.

Questions:

- Will The Den be reopening? Wren said it is closed now and may reopen with another name. The space will be used. She encouraged the members to look at the website for the converted space to see what the space will be. Pease said the website said the space will be a dining hall that will include a bar eventually.

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

Carleen McElroy Thompson, Assistant Vice Chancellor for Human Resources

Thompson reported on the following:

- She will report at the March 20, 2013, SC meeting on the questions that were presented to her in November. She will talk about the difference between HR at IUB and at IUPUI.
- HRA conducted a survey directed to the HR liaisons. HR functions in large part through the HR liaisons. They represent and administer help within the departments and schools. The survey reflected that there should be a close relationship between HR and the liaisons. Based on the findings, the responders wanted more meetings, meetings closer to the center of campus and not necessarily on Tuesdays, more training conducted by HRA or other informational bodies, and better and quicker communication between HR and the liaisons. On January 8, there will be an HR Fair only for liaisons. The liaisons will receive training from the HR staff, a meet and greet session, and HR centered vendors. After that, there will be a meeting every month up to July, then every other month (as things are gotten back on track).
- There will be a retirement fair scheduled for possibly March. CREF and Fidelity vendors as well as reps from Bloomington will be there.

Questions:

- If we do not know who our liaison is, how can we find out? Thompson will see that the list is sent to Stone's office.

## **Agenda Item VI: Report from the President**

Stone reported on the following:

- Stone and Lee met with Carleen Thompson to discuss the questions submitted to her from the council. It was decided to work on one item at this time. She will work on the sharing of PTO time to see if IUB is able to share vs. IUPUI not being able to share. Thompson will attend the March 20, 2013, SC meeting to discuss the role of HR.
- Strategic Planning: Ten initiatives have been decided upon. They are Optimize our Enrollment Management, Deepen our Commitment to Community Engagement, Increase Capacity for Graduate Education, Strengthen Internationalization Efforts, Accelerate Innovation and Discovery, Transform Online Education, Develop Faculty and Staff, Promote Undergraduate Student Learning and Success, Promote a Healthy Campus Climate, and Leverage our Strengths in Health and Life Sciences. A staff development task force will be started to look at staff issues in the future. Spight and Pease are working on strategic planning committees as well.
- The IUPUI Women's Basketball Team has been doing well. The visitors have been more in attendance than the home team. He encouraged attendance.
- Parking Monetization: Stone has not heard of another consulting firm being hired at this time. Goldman Sachs is in the data collection phase and hopes to have a report by February.
- SC Member, Chris Brown, was recognized as he leaves the council and the university for another company outside the university. Stone thanked him for all his help to the council.

## **Agenda Item VII: [Discussion Item] Sustainability Policies**

Colleen McCormick, Director of Sustainability

Attachment: [http://www.iupui.edu/~fcouncil/documents/handouts/sustainability\\_policies\\_2012.pdf](http://www.iupui.edu/~fcouncil/documents/handouts/sustainability_policies_2012.pdf)

McCormick reported on the following:

- McCormick asked for endorsement of five of the new policies. Three are updated policies and two are new – energy conservation and the integrated pest management policy.
- The Faculty Council and Student Government have reviewed the policies.

Stone asked the members for a vote on each policy. Each policy was endorsed as presented.

## **Agenda Item VIII: Standing and Ad Hoc Committee Reports**

Reports were given in written format and included on the reverse side of the agenda. As time allowed, other reports were added orally. The reports are listed below.

- [Ad Hoc] Academic Affairs Committee: Masterson said the committee will meet in January.
- Bylaws: The committee is still deliberating and will meet in January
- Communications: The Newsletter will now be called the Jaguar Journal: Your Staff News Source. They are also working with the diversity committee on a logo.
- [Ad Hoc] Community Outreach Committee: The Community Outreach Committee will meet again in early January with the representative from Habitat for Humanity to explore ways that we can become involved with this organization. We hope to know more by our January meeting. We will also be organizing the Spring Blood Drive planned for April 18—more information to come soon. Thanks for all of your support and enthusiasm as we look for ways to reach out to our community. Happy Holidays from the Community Outreach Committee!
- [Ad Hoc] Staff Council Committee on Diversity, Equity, and Inclusion (formerly the Diversity Committee)
  - The committee has a new name: Staff Council Committee on Diversity, Equity and Inclusion (SCCDEI).

- SCCDEI and Staff Council will be running an ad supporting the IUPUI Black Student Union in the MLK Dinner program.
- Margo Foreman will be running a short diversity workshop at the February 20, 2013, Staff Council meeting, followed by a discussion about what the committee should be working on.
- There is a conversation starting in a few places about staff climate surveys and how staff diversity is measured. Members of the committee are in these groups.
- Members are also involved in the Strategic Planning and Common Ground meetings.
- They are working on a networking event for all staff interested in diversity resources on campus and all those who want to be diversity resources for staff. Hold April 9 from 11 – 1 and look for more information soon. Also, contact Aron DiBacco at [adibacco@iupui.edu](mailto:adibacco@iupui.edu) if you want to be a presenter.
- Faculty Relations: No report. Meeting in January.
- Membership Committee: Gahimer said the committee will meet on January 11. Meagan Senesac will head the Staff Council Awareness Month activities. She announced the staff anniversaries.
- Rewards and Recognitions Committee: Ely reported the Nan Bohan Award has been decided.
- Special Events Committee Report: Chapman said the retreat is being worked on and there is refreshments after the meeting for the holiday. There is an Indiana theme with the celebration.
- Staff Affairs: Smith said the committee meets monthly and has been discussing fee courtesy. They are doing data collecting of the Urban 15 universities to see if they have staff councils and what they do and what benefits staff have.
- [Ad Hoc] Staff Development Committee: Deranek is looking at a training opportunity across campus. They are looking at ways to fund raise for departments that do not have funds for staff development. They are also looking at ways to honor SC members.
- [Ad Hoc] Sustainability Committee: The committee will be working on the greening IUPUI grant.
- Website: Lee reported that the committee will be looking at the Urban 15 staff council websites once the Staff Affairs Committee finishes their work.

#### **Agenda Item IX: Other Standing or University Committee Reports**

- Campus Center Advisory Board: Senesac said the committee will have meetings starting at 5 p.m., which then prohibits the council members from attending. The timing is supposed to help student participation.
- Pedestrian Safety Committee: Gahimer said the *Indianapolis Star* has reported that three of the top ten vehicle crash sites are on the IUPUI campus. The committee will probably be looking at that issue. She also reported that the main street on the Butler campus is marked as 25 mph. She wonders why it isn't that speed at IUPUI.
- Strategic Directions Planning Committee: Spight said the community engagement committee has met. He will provide the minutes of the last meeting. Pease reported on enrollment management. There needs to be a more comprehensive and strategic plan on who we are targeting and what kind of resources are needed. They are also to look at the enrollment and admissions policies at the Urban 15 institutions. The task forces are charged to have their reports turned in by March. She encouraged the members to go to the strategic directions website to suggested ideas for the future.
- Tobacco Free Task Force: The committee meets monthly. There are some areas that are of concern and smoking butlers have been installed. Jane Luzar, chair, will be having additional signage placed around to discourage smoking.
- Parking Advisory Committee:
  - New Gold Line up and running to help solve problem of access from Eskenazi Garage to Campus Center. Details at <https://www.parking.iupui.edu/blog/index.php/archives/466>

For Approval: 2-20-12

- Lot 54 (directly west of the Dental School) will be converted to an all “A” lot this month. B holders are encouraged to park in Eskenazi
- Starting the first week of spring 2013 classes in January, there will be a “Zero Tolerance” policy on improper parking (i.e. no two-week grace period on ticketing, etc.). Data has shown that those who take advantage of this have been returning students and veteran faculty/staff rather than those new to IUPUI. Also, parking in the grass (even first weeks of fall classes) is a thing of the past, it destroys the grass.

**Agenda Item X: Old Business**

No Old Business.

**Agenda Item XI: New Business**

No New Business.

**Agenda Item XII: Report from the IUPUI Faculty Council Liaison**

Kristi Palmer, IFC-EC Liaison

No report.

**Agenda Item XIII: Adjournment**

Stone thanked everyone for their hard work during 2012 and he wished all a happy holiday and a happy new year.

With no further business appearing, President Stone adjourned the meeting at 3:50 p.m. for a festive holiday celebration by council members.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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