

IUPUI Staff Council (SC) Minutes

January 16, 2013 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Charles Akerland, Amber Allen, Marjorie Aprile, Rose Baker, Bobby Bell, Kaitlin Bell, Lee Bernard, Victoria Bills, Russell Black, Vicki Bonds, Matt Borden, Bwana Brooks, Landon Brothers, Denise Brown, Tina Carmichael, Cathie Carrigan, Kristy Chapman, Ben Cockrum, George Davis, Caitie Deranek, Aron DiBacco, Teri Duell, Natalie Edwards, Connie Ely, Pinkie Evans (alt: Lyndy Kouns), Joann Farris, Mary Fisher, Avis Frieson, Alicia Gahimer, Jane Goergen, Barbara Hanes, Deanna Hart, Teresa Helming, Sue Herrell, Todd Herring, Patti Holt, Margaret Hughes, Phyllis Humphrey-Sarver, Pam King, Betty Klein, Jim Klenner, Lyndy Kouns, Karen Lee, Tammy Leone, Barbara Lerner, Pamela Lovejoy, Lodema Lines, Cortnee Martin, Anthony Masseria, Laura Masterson, Catherine Matthews, Helen McKuras, Brady McManama, Charlie Miller, Greg Mobley, Matthew Moody, Kevin Mouser, Andrew Myers, Kasey Myers, Kitty O'Doherty, Kristi Palmer, Jennifer Pease, Mary Pat Poskon, Melanie Pride, Dawn Rhodes, Kathy Risacher, Tim Roach, Patriece Roulette Landis, Liz Rybak, Meagan Senesac, Damon Spight, Heather Staggs, Lee Stone, Bill Stuckey, Carleen Thompson, Maya Wagle, Etta Ward, and Debbie Wyeth

Members Absent or Excused: Melissa Ade, Michelle Benberry, Virginia Blevins, Benita Book, Nathan Byrer, Becky Cass, Wade Chatmon, Shannon Cooper, Rita Flynn, Cindy Gilbert, Jim Graber, Linda Henson, Sharon Henson, Edgar Holdaway, Rochelle Hudson, Mary Lindop, Christophe Marchal, Teresa McCurry, Amelia Miller, Lindsey Mosier, Christen Mumaw, Scott Orr, Jennifer Paton, Jillian Patterson, Kibi Pryor, Carol Robinson, Dawn Roberts, Casey Roell, Meagan Sabatino, Candice Smith, Jan Smith, Michael Sprinkle, Susan Steele-Moore, Yolanda Taylor, Lindsay True, Sherrie Tucker, Jack Waggoner, Melody Warman, and Terry Wilson

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: Update from the Vice Chancellor for Finance and Administration

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes reported on the following:

- **Office of Event Management:** A team has been formed headed by Nancy Wright to help plan events, including the program and finding a facility, if needed. In addition to Nancy Wright, Jane Whisman was hired to help with catering events. The office can also help find hotel space downtown.
- The Bistro is open for business for lunch and dinner except on Saturdays and Sundays. Artisans is open on the first floor Monday through Friday and closed Saturday and Sunday. Artisans has a coffee bar and grab and go items. The Bistro is not set up for taking JagTag at this time.
- The post office is now located in Hine Hall where the conference services desk used to be. They are on a cash-only basis, but will take checks.
- The conversion of the hotel is going very well. The 15 classrooms opened in January.

Questions:

- Is there plans in the future to turn some gravel lots into A lots? Rhodes said there will be parking lots reconfigured regardless of whether monetization goes through or not. This means the type of lots (A, B, etc.) will change.

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

Carleen McElroy Thompson, Assistant Vice Chancellor for Human Resources

Thompson reported on the following:

- PTO Bank of Time/Hours: The council asked that Thompson look into the possibility of hours/time sharing with other employees who are in need of it and if the practice is being used on the IUB campus. She met with Dan Rives about the practice and whether it existed at IUB. Rives and other members of his staff said it does not. Rives is interested in the issue and would like to talk to the Staff Council at a meeting as well as have Q&A on the topic.
- She has been talking with the Jag Academic Advising Committee about the need for career ladders or career progression. The Staff Council is concerned with this as well. The JAAC has already begun to explore the idea and working on a template on how it relates to academic advising. She recognizes that this is something other units are interested in.
- HR has revised the HR liaisons program on this campus. HR is there to serve their needs and serve a partnership. An HR liaison fair/meet and greet was held last week to give them information on HR, including presentations, in order to help the employees they represent. The next meeting will feature several guest speakers on issues in HR compliance.
- She is receiving e-mails on the wellness program. Maggie Stimming is retiring. The HR staff and will be dividing up the responsibilities that Stimming had until they are able to hire a new coordinator.

Agenda Item V: Report from the President

Stone reported on the following:

- Strategic Planning: The Task Force on Staff Talent will meet tomorrow. Sue Herrell and Stone co-chair the committee. Stone sent a thank you note to the chancellor for his article in *Inside IUPUI* on the value of staff and the need for being an employer of choice. Stone asked the council members to think about the questions in the chancellor's message and give him a response. Comments can also be given on the Plan 2025 website.
- Parking Monetization: An FAQ page was sent to the faculty and staff last week. If there is a question that is missing, let him know and he will submit it for inclusion. The Goldman Sachs report is not expected for the February Board of Trustees meeting, so there is nothing much to report. He will meet with the GS representatives next week to hear what they may know at this time. He cautioned the members to be careful of petitions and resolutions being constructed to send to the Board of Trustees. There is nothing new to release and until information has been reported from GS or the campus, he does not want to have a negative reflection on the staff at IUPUI.
- The new Jaguar Journal was sent earlier this week and thanked the Staff Development Committee for their submission of a member highlight. He applauded the work of the entire council thus far this year.

Agenda Item VI: [Discussion Item] JagTag Payment Program and Services

Sara Gries, JagTag Marketing Manager

Gries reported on the following:

- New employees/hires: There is a function on the website called "check my employee status." It is requested that new hires check this site before coming to the JagTag office to make sure their Edoc has been finalized. They cannot get a JagTag until their name appears on the site.
- JagTag as a form of payment: Full-time employees can use the JagTag Deduct program. The maximum spending limit per month is \$150. The Campus Center, food court, pharmacies,

hospital food, and vending have JagTag capability. There are many off-campus locations that will accept JagTag as a form of payment. The program works like a bank card. You can check your balance and history on the website.

- Prepay Deduct Option: You can tell the office staff how much you want placed on the tag before use.
- You must sign up for the program before money will be taken out of your paycheck to be placed on the card.
- Money not used during the month will be rolled over. You can get the money back should you leave the university. The cost is \$15 to close the account and then the university will cut you a check.
- Deal of the Month: Some merchants have an incentive a day of the week for JagTag users.
- Gift cards are available in the JagTag office. A list is available on the website.
- Discount tickets are sold in the office. A list is available on the website.
- The office sells postage stamps in the office.
- IndyGo bus passes are sold in the office. The S Pass for students is sold in the office as well.
- JagPerks: Various companies offer discounts at their businesses. Check the site often for additions to the list. Companies include cell phone companies, auto dealers, travel agents, and Sam's Club.
- Tickets and gift cards can be delivered to your office.
- There is no additional fee or surcharge for the items available.

Agenda Item VII: Award Presentation: Corporate Partner Award – Big Brothers Big Sisters of Central Indiana

Laura Halt, Director, Volunteer Engagement and Training

Todd Ryden, President, Board of Directors

Halt and Ryden presented the Corporate Partner Award to Stone and Holt who represented the faculty, staff, and students who volunteer for Big Brothers Big Sisters of Central Indiana.

Agenda Item VIII: Standing and Ad Hoc Committee Reports

Beginning in February 2013, committee chairs are asked to submit a written report each month. Oral reports can be given if there is an event to promote.

- [Ad Hoc] Academic Affairs Committee: No report.
- Bylaws: No report.
- Communications: Herring's committee will be developing a communication handbook for persons to have when needing campus communication.
- [Ad Hoc] Community Outreach Committee: The committee will be support Dress for Success and Jacob's Closet as well as the Mutt Strut. The Jaguar Journal will highlight volunteer opportunities each month. The committee membership has dropped. If you are interested in serving on the committee (first T of the month 3:30-4:30), please let her know.
- [Ad Hoc] Staff Council Committee on Diversity, Equity, and Inclusion: DiBacco reported on the following:
 - New name: Staff Council Committee on Diversity, Equity and Inclusion (SCCDEI).
 - Margo Foreman will be presenting a short diversity workshop at the February 20, 2013, SC meeting, followed by a discussion about what members would like the committee to focus on.
 - SCCDEI is represented on the Strategic Planning Taskforce on Inclusive Campus Climate.
 - The committee is working on a networking event for all staff interested in diversity resources on campus and all those who want to be a diversity resource for staff. The event is on April 9, 2013, from 11 – 1. Contact Aron DiBacco at adibacco@iupui.edu if you want to be a presenter.

- Faculty Relations: Hart and Carrigan will be attending a meeting with the Faculty Council Fringe Benefits and Dan Rives during the SC meeting. A few of the questions they have submitted for discussion to Rives are IU's self-insured system and the cost of Anthem's role in the management of the plans; how premium rates are generated; whether a comparison study has been performed for premium rates of similar plans offered by similarly-sized institutions; can rates be estimated one year in advance of the current enrollment period allowing for earlier disclosure of rate changes; and how salary bands are derived. The committee discussed the TIME timekeeping system as well.
- Membership Committee: Gahimer announced that Avis Frieson is celebrating her tenth anniversary at IUPUI. Beth Chaisson had to resign her position as Corresponding Secretary due to a job change. More information about an election will be forthcoming. Staff Council Awareness Month is in March. Meagan Senesac is heading the committee. A list of your constituents will be given to each representative so that they can meet each person and provide information and (perhaps) receive a gift. Each constituent would sign off on a sheet to say they had been visited. She will try to have an award for persons who have the most signatures. Stone would like the representatives to know who their constituents are. Gahimer would like to promote the SC at the Women's Leadership Awards and the Chancellor's Employee Convocation in March. Gahimer spoke about how the staff comes to the SC information booth at the October Health and Benefits Fair and that she would like the SC to go to them in March for awareness month.
- Rewards and Recognitions Committee: Klenner said awards have been determined and notifications are going out.
- Special Events Committee: A few facilities have been checked out as a location for the retreat, but no decision has been made. A collection for the Ronald McDonald house will be at the March meeting.
- Staff Affairs: Stone said he has asked the committee to contact the 15 peer institutions to create a database, asking questions that we have to see how they may address it on their campus. Some results are coming in now. He is also trying to develop a council roundtable, if possible.
- [Ad Hoc] Staff Development Committee: Deranek said the committee would like to highlight an SC member each month in the newsletter. They are working with R&R for awards for SC members. They are creating resources on how to do staff development within committees.
- [Ad Hoc] Sustainability Committee: McManama's committee is working on the Greening IUPUI Grant. He will also serve on the Greening IUPUI Awards Committee.
- Website: No report.

Agenda Item IX: Other Standing or University Committee Reports

- Strategic Directions Staff Development Committee is meeting on January 17.

Agenda Item X: Unfinished Business

- Fisher reported that a first draft has been received from the accreditation visit committee. The campus committee is meeting on January 17 to go over the report and suggest wording recommendations to the accrediting bodies. The report is "outstanding" and very positive. The North Central Association is recommending a full ten years of accreditation. The biggest complaint mentioned in the report is parking. They want the campus to continue to work on diversity. Our faculty and staff are retiring at a rate that we need to continue to work to fill those roles with a diverse atmosphere. They understand the campus is complex and that it works, even though they don't understand how it works.

Agenda Item XI: New Business

- Emergency Preparedness: Rhodes said an Emergency Coordinator should be housed in each school. There should be a person (or up to three) identified in each building. She asked that the members ask their school dean if a person(s) have been identified. The person should coordinate “in shelter,” an emergency route, and other emergency-related items. The names of the coordinators should be sent to VC Rhodes. The dean is asked to do the e-mail to Rhodes.
- Who should be contacted about having hand sanitizer out on campus for persons to use to help combat the flu virus? Rhodes and Stone will make sure this happens.
- Klenner reported that the flu vaccinations being given does not cover all the flu types. RSV and whooping cough are also of concern for the state.

Agenda Item XII: Report from the IUPUI Faculty Council Liaison

Kristi Palmer, IFC-EC Liaison

Palmer reported that at the IFC meeting, a proposal was read to adjust the IUPUI Academic Calendar.

Proposal One as presented by the Faculty Council Academic Affairs Committee: The IFC Academic Affairs Committee moves that the Academic Calendar for fall 2014 be changed to provide a more than one-week break between summer and fall terms so as not to impact critical programs requiring a two-week period prior to the start of the fall semester.

Proposal Two: The IFC Academic Affairs Committee moves that the Academic Calendar guidelines with respect to the final exam period be changed so that the guidelines for fall term mimic the final exam guidelines for the spring term with finals beginning on Tuesday and ending on Sunday.

Assuming approval of the proposals, the following would take place:

- The start date for the fall term 2014 would be August 25.
- Fall break would be on October 20 and 21.
- Final exams would begin on Tuesday, December 16, and end on Sunday, December 21.
- Final grades would be due on December 23, 2014.

Agenda Item XIII: Report from the Chancellor’s Academic Liaison

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported earlier under Unfinished Business. She had nothing else to add to the report.

As time was open on the agenda before the arrival of Chancellor Bantz, Stone opened the floor for an open discussion. He asked the membership how they relate to their constituents. Would they be able to meet with their constituents during March? Some members will not be able to meet with them due to location.

What makes IUPUI special? He asked the members if they knew someone who worked here before applying. The following was mentioned:

- Benefits – medical. Person knew someone who worked here.
- Fee courtesy. Worked here previously before taking time off for family.
- Diversity
- Rate of change of the campus. We are fast-moving versus other campuses that are slow. The member was a master’s student here before applying. A show of hands was given for those who received a degree on campus either before employment or after. Another show of hands was for persons who wanted to take classes, but could not afford the fees. Many people raised their hand

on the fees. Question was raised about fee courtesy for employees of IU Health. A member reported that if you take a class, to get fee courtesy, it must be job-related. Rhodes said while we are partners and collaborators, we are separate entities with separate benefits, pay schedules, etc. We have not extended the fee courtesy to IU Health employees because they are not IU employees.

- Celebration of longevity. The member was impressed with the length of time many employees stayed at IUPUI. She came to IUPUI because a woman she went to church with worked at IUPUI.

Agenda Item XIV: A Conversation with Chancellor Bantz

Charles Bantz, Chancellor

Bantz reported on the following:

- He thanked the council for the work the students, faculty, and staff have done over the past year.
- The conversion of University Place Hotel and Conference Center was hard work and will be worthwhile for the campus. The project is not completed; however, there are 15 classrooms open now. 560 students will live in the building in fall 2013 and more than 400 people will be served in a dining hall. The importance of this change will be seen and felt in the fall when the students arrive. Parents of students will be relieved with having a dining hall available on campus besides the hospital. 560 students will be living in the facility. Traffic patterns will change, students will be outside, and other changes that go with students living on campus will be seen in the middle of campus. The renovation of the hotel means being able to serve more students.
- The School of Philanthropy was launched in fall 2012. Faculty, staff, and students worked together to build the credibility of philanthropy to become a school.
- The School of Law was renamed to the McKinney School of Law.
- The Fairbanks School of Public Health was launched in the fall as well.
- The IUPUI accreditation visit was in November 2012. Accreditation is important so that students can receive federal financial aid. The draft final report has been received and it is “glowing.”
- The Purdue lab building is being built now without a single dollar coming from the state government.
- A building is being built on 16th Street called the Neuroscience Research Building.

Questions:

- Will President Daniels have an office on this campus? Bantz said he has not been asked at this time, but he will ask him. We are planning a new Administration Building and Daniels would need to be housed in that building if he wanted space.
- Governor Pence’s budget proposal shows a 1% increase for universities. Bantz said this is less than what the Commission on Higher Education has proposed for colleges and universities. Based on the performance funding model, IUPUI expects to receive a larger portion of resources than others IF those resources become available. There is a sense in the legislature that they would like to do something because they have not been able to do so in the past legislatures. If there is an increase, he expects it would be small.
- *The Indianapolis Star* released an article about ten intersections that are dangerous. Michigan and University Boulevard was a top location. Is there anything being planned to account for more pedestrian traffic in that location with the opening of student housing on that corner? Rhodes said caution lights have been added further east down Michigan to encourage people to begin to slow down. They have also requested that the speed limit be lowered. She will talk to Bob True about getting a beep system for pedestrian change lights. A scramble light is on the Ball State campus that seems to be effective.
- In this session of the legislature, they will address same sex marriage. How will IU react to this? Bantz said the university’s stance is to stop the legislation because it is bad for business; people

do not want to move to states with same sex laws. However, he encourages universities to have open beliefs and acceptance.

- Who do we contact with issues for cross walks? Bantz said Bob True, in the Police Department. The city has been moving in the direction of trying to slow down traffic. The bike lanes help with that.
- Are there short or long-term plans for the old Wishard Hospital? With the land swap, the buildings have been received “as is.” The campus has been thoughtful about the opportunities received. Several buildings will be gained, several million square feet, in buildings that are very old and some that are only 15 years old. An analysis of all the buildings is being done and some buildings will be marked for demolition and some will be used with repairs. The master planners feel the land could be used for health sciences. Beyond that, there are no buildings being planned. Some buildings are on the historic register.
- Is there still discussion on having a health campus? The committee has sent a report to the president, but he has not seen it yet. He feels there may be no advantage to doing it. The health side feels lukewarm about it and everyone else feels negative about it.
- What is the importance of staff in the strategic directions process? Bantz said he is pleased that staff are involved on teams in the process. The process is vital and an opportunity to shape the campus for 2025 and beyond. He encouraged the members to respond to questions posed on surveys and provide ideas. To grow and succeed even more than the campus has, it needs to keep getting better. We need to be more successful in research and engaged in our community for the state and world to succeed. Do not assume that someone else submitted your idea. When the draft report comes out in March, look closely to see if there are things that are not there or are stated incorrectly. Get ideas from people in the community.

Agenda Item XV: Adjournment

With no further business appearing, President Stone adjourned the meeting at 3:50 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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