

IUPUI Staff Council (SC) Minutes

May 21, 2014 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Alyce Archie (for Carleen Thompson), Ginger Arvin, Rose Baker, Margo Barton, Michelle Benberry, Victoria Bills, Nan Bohan, Landon Brothers, Denise Brown, Rob Bullock, Tina Carmichael, Wade Chatmon, Pam Clinton, Ben Cockrum, Caitie Deranek, Teri Duell, Rita Flynn, Alicia Gahimer, Barbara Hanes, Todd Herring, Patti Holt, Rochelle Hudson, Phyllis Humphrey-Sarver, Felicia Jackson, Betty Klein, Jim Klenner, Lyndy Kouns, Melissa Lavitt, Karen Lee, Lodema Lines, Laura Masterson, Teresa McCurry, Brady McManama, Greg Mobley, Matthew Moody, Kristi Palmer, Melanie Pride, Kathy Risacher, Tim Roach, Liz Rybak, Tanika Scott, Allison Spillane, Lee Stone, Yolanda Taylor, Etta Ward, and Louise Watkins

Members Absent or Excused: Charles Akerland, Kaitlin Bell, Russell Black, Matt Borden, Elizabeth Bunge, Kristy Chapman, Nicole Collins, Venus Davis-Wallace, Kendra Hein, Susan Hill, Leslie House, Summer Layton, Rachael Limbach, Mary Lindop, Cortnee Martin, Margie Martinez, Kevin Mouser, Christen Mumaw, Andrew Myers, Kasey Myers, Kitty O'Doherty, Jenny Perrino, Mary Pat Poskon, Carol Riley, Damon Spight, Michael Sprinkle, Susan Steele-Moore, Lindsay True, Jack Waggoner, and Samantha Walters

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Lee Stone called the meeting to order at 2:02 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 16, 2014, Meeting

The minutes of the April 16, 2014, Staff Council meeting were approved and entered into record.

Agenda Item IV: Report from the President

Lee Stone

Stone reported on the following:

- Two finalists for the position of Director of Occupational Development and Training will be on campus June 9 and 12 from 9:45 to 10:45 for open sessions. He plans to attend the sessions.
- He attended the second annual Staff Council Diversity Resource Fair last week. Vice Chancellor Karen Dace was the keynote speaker.
- The Faculty and Staff Relations Committee met to discuss the proposed parking changes. The committee drafted a letter (appended to these minutes) to Chancellor Bantz regarding the concerns of both the faculty and staff. The letter is attached to the minutes. The letter asks that the chancellor to honor the strategic plan to retain talented faculty and staff by placing a moratorium on the implementation of the new parking fee structure, establish a Parking Fee Structure Committee including representation from the Faculty and Staff Councils and to pursue other parking alternatives such as a tiered system with parking costs based on salaries.

Agenda Item V: Update from the Vice Chancellor for Finance and Administration

Kate Julius, Assistant Vice Chancellor for Auxiliary Services, for Vice Chancellor Dawn Rhodes (absent)

Julius spoke to Auxiliary Services.

- Card Services: The new Marsh is open at Michigan and Senate. JagTag is accepted there. Tickets for the Circle City Classic and Black Expo Summer Celebration will be available through ticket sales. Let her know if there are any tickets that should be added to card services.

- **Print Services:** Miles Printing will begin on campus on August 1. They will join RICOH as campus printing services. Miles will be available in the lower levels of Barnes and Noble in the Campus Center.
- **Food Services:** the fresh produce market is the third Thursday of every month. Some of the veggies used will be from our own gardens as well as a local produce vendor. Chef's Table will be on those days as well. Tower Dining will host 16 two-day orientations and an Upward Bound session and will be closed until it reopens on August 11. The food court at the Campus Center, Chancellor's, and the University Club will be available. Tower Dining will be managed by Nancy Wright. Anything over 25 people can still be done through her services in that area. The information can be found at www.food.iupui.edu. Summer hours are given as well as contact information.

Questions / Comments:

- There is a problem with a soda machine in one in the buildings. Can it be fixed? Julius asked her to send her an email to get the specific information.
- Is the Creation Café (at Bugg's Temple) location available for IUPUI use? Julius didn't know, but could make the suggestion.
- It is possible to add JagTag usage over at Eskenazi? She will take this back as well.

The council wished Vice Chancellor Dawn Rhodes well in her recovery from surgery.

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

Alyce Archie, Team Lead, Benefits, for AVC Carleen Thompson

Archie said the Director of Occupational Development and Training applicants are making presentations as Stone mentioned in his report. The Director of Employee Relations will be presenting in June as well, but the dates and names have not been released. Vanetta Moorman has been hired part-time as a benefit specialist. Jennie Patton has moved to the School of Medicine. She included a flyer on the handout table about the IU Tuition Benefit presentation on June 3, 1-2:30, in CE 309. Judy Johnson will be on hand to help answer questions.

Agenda Item VII: Report from the IUPUI Faculty Council Liaison

Kristi Palmer, Faculty Council Executive Committee Member

Palmer said the IFC-EC reviewed the letter going to Chancellor Bantz on the parking changes. The IFC-EC has a resolution in draft form reiterating what is in the letter and adding a few other comments. The resolution will be sent to the council when it is ready.

Agenda Item VIII: Report from the Chancellor's Academic Liaison

Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

Lavitt met with the dean's council met today where they spoke about the website revision for the campus. The new site will go live in August, and the revision will focus on students and prospective students. An attraction to the campus is the city and what happens in the city. Many Google hits have been on what Indianapolis and Chicago had to offer. The deans felt the younger users would be more in tune to the new site.

The common theme this year has been more intentional than originally thought. The coordinator for the theme needs additional help, and it is hoped that more groups can help with the planning and dissemination of the information.

Lavitt will be working on faculty development over the summer for faculty as they move into promotion and tenure, as well as teaching and being engaged in the work of the university. A question was asked if she was planning to reach out to other units that provide faculty development programming to coordinate (in an effort to avoid duplication/overlap). She responded that she has been advised against this. It was suggested she look at other unit's website to at least know what faculty development programming is currently being offered across campus.

Agenda Item IX: [Information Item] Athletics Update

Michael Moore, Director of Athletics

Presentation slides appended to these minutes.

Moore spoke about the basketball program moving to the Fairgrounds Coliseum this fall. Jason Gardner, former Mr. Indiana Basketball from North Central High School, has been hired as the new basketball head coach. He has the desire to graduate all students, values our desire of retention for our students, as well as the important of winning with Indiana student athletes. The Coliseum is a rental arrangement with a \$500,000/year savings. The team gets their own locker room, and the floor will be branded IUPUI. We need people to come out and watch the games. The season ticket price includes 14 games for \$135.

Ticket pricing is \$15 for the public per game. Employees can purchase a season ticket for \$75 (although the presentation slide says \$98 incorrectly) or can purchase two tickets at the employee rate. There is also a child rate. Students will be able to get in free with their JagTag through their student fees. They are working on bus service to get students to the game. They are talking to the concessionaire about letting students and staff use their JagTag at the game. They have also negotiated \$5 for parking. The goal is to make this as affordable as possible for the constituent base.

Moore said the move is the single most important event that has happened with IUPUI athletics and will help with the recruitment in Division 1. Non-conference games are on Saturdays around 1 p.m. The opening game is on Friday night with a double header (second game being with the women's team). Ron Hunter will be here on November 29 to help coach. 600 seats on the floor will be available, and many of the games will be televised. We want to have some opportunities for students and employees to come out to the Coliseum to see the facility and pick their season ticket seats. Their tag line is now, "No Excuses." You can come out to see a game in a Division 1 facility with concessions and great ticket prices.

Questions:

- Can the tickets be sold at the JagTag office? Moore said they will be on the Ticketmaster system since the box office for the Coliseum uses that system. The students will be able to design how they will receive their tickets, but the hope is to have different outlets on campus for ticket sales. He sees the JagTag office as a place to buy single game tickets.
- Can a department could work with athletics to reserve spots on the busses for group trips. Moore said Gold Express will be the vendor for the busses. The students will be able to use their JagTag to reserve a spot on the bus. He didn't see a reason why an arrangement for group spots on a bus couldn't be done. He would like to have people planning ahead for attending games to help with this. The bus is free for students.
- What is the definition of a student for this purpose? Moore said the first couple of years, they will be pretty lax about the definition of a student. They want people to get in the Coliseum and get excited about it. The employee season ticket rate will be the same. The definition of employee will be broad for a while.
- Can you, as an employee, buy more than two season tickets if you want to go in groups? Employees are able to buy two tickets at the season ticket price. Any more than that will need to be purchased at the full price. 280 student athletes are in the athletic programs and more than half are scholarship athletes. If you contribute to the Jaguar's Athletics Club, your funds will go toward scholarships.

We will have an allotment of tickets when we co-host of the Final Four next March. Season ticket holders and donors will get information on how to purchase the tickets. The following year we are hosting the women's Final Four. Once you purchase season tickets, you will have first right for renewal. As long as you contribute to athletics, you will have perks not available to others.

- Will you be promoting the tickets and new location at the State Fair this year? Will there be information going out that the SC can share with others about the program? Yes, and if there are any groups that would like a presentation done on athletics, we would be pleased to do that. Schools will have the opportunity to sponsor games during the season.

Agenda Item X: [Information Item] Staff Survey

Stephen Graunke, Assistant Director, Survey Research

Survey Results: <http://static.imir.iupui.edu/docs/surveys/Staff%20Satisfaction.pdf>.

Individual reports:

Presentation slides appended to these minutes.

Graunke presented highlights of the Staff Satisfaction Survey. The full results can be seen at the link listed above. In fall 2013, 4,882 full and part-time staff were surveyed at IUPUI. 47.5% responded (hourly, 5.8%; salaried bi-weekly, 56.6%; and salaried monthly, 37.6%). In summary, 2013 is generally consistent with previous years; hourly staff are more likely to be satisfied on a number of items; salaried monthly staff are more likely to be satisfied than bi-weekly staff on many items; and students perceive climate for diversity better than staff.

Questions / Comments:

- Why is there a gap between the timing of the surveys? Graunke said it was the timing of the hire of a new Associate Vice Chancellor for Human Resources and the Healthy IU Survey that needed to go out in the same semester. We wanted to make the staff survey stand out, so we waited until after the hiring of the HR director.
- Why do the monthly salaried employees seem to have higher numbers than biweeklies? Mobley said that perhaps the answer is that the monthly salaried staff are generally administrators and the biweeklies are not.
- The full report is linked to the agenda. The individual reports are available on the IMIR website (<http://www.imir.iupui.edu/>) under Surveys, then Staff, then by years.
- What is the next step? What will we do with this? Graunke said the units need to take ownership of the information. Are you satisfied with the results? Graunke has some areas that units can see where they might want to improve. The climate for diversity information will be dissected even further for better thought.
- If you are in a unit that has less than 25 respondents, you can request the data from him. The full report only includes the units/schools that had more than 25.

Agenda Item XI: Committee Reports

- Membership Committee (Teresa McCurry for Alicia Gahimer): Per the bylaws, every even number year, we elect the First Vice President and three Members at Large. A president-elect is elected in the current president's second year. The slate for the June election is as follows:

President Elect: Jim Klenner

First Vice President: Barb Hanes

Member at Large: Barb Hanes, Cortnee Martin, Andrew Myers, and Tim Roach

We cannot report on the unit elections as we have had several ties. The results will be announced as soon as possible.

- Committee on Diversity, Equity, and Inclusion (Phyllis Humphrey-Sarver and Yolanda Taylor, Co-Chairs): Humphrey-Sarver said the diversity fair attendance was up by 50% with almost 80 participants this year. 18 out of the 20 registered vendors participated. The speaker was Vice

Chancellor Karen Dace who she spoke about the mission of the Office of Diversity, Equity, and Inclusion. She wants the campus's diversity tag line to be, "Diversity -- a thought, not an afterthought; an action, not a reaction." Rob Bullock designed the posters for the event, and Lindsey Mosier and Connie Ely, former members of the council and committee members, volunteered. Attendees were sent an evaluation designed by Damon Spight. Stone thanked the committee chairs for their hard work on the event.

- Staff Development Committee: Deranek invited the members to attend the leadership development presentation at the June 18 SC meeting. The presentation will be at the end of the June meeting (around 3:20). Posters are available on the handout table. Friday, May 30, is the last day you can nominate anyone for the internal Staff Council awards. The awards are Outstanding New Member, Outstanding Committee Chair, and Member of the Year. The nomination information can be found [here](#).

The written reports are listed below and unedited:

- [Ad Hoc] Academic Affairs Committee (Laura Masterson, Chair): Academic Affairs last met on April 24. We are working on several different items. First, we've been working on a proposal to add a student liaison to the IUPUI Staff Council. Faculty Council already has a student liaison and our committee believes that including the student voice in Staff Council, as both a way for staff to hear about student concerns, issues, and progress, and students to better understand the role of staff at IUPUI, is important. The Staff Council Executive Committee approved the addition of an ex-officio, non-voting student liaison and now our committee will work with Bylaws and Undergraduate Student Government for a plan to move forward. In addition, Academic Affairs plans to provide academic updates on both the status undergraduate and graduate students at a future Staff Council meeting. One of our presenters will be Dr. Michele Hansen, the new Director of the Office of Student Data, Analysis, and Evaluation, who will share information regarding the IUPUI student population and trends of our student population. Finally, our committee is working to identify the leaders of all the academic school staff councils in existence at IUPUI to better improve communication between the academic school staff councils and the IUPUI Staff Council.
- Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee last met on Tuesday, April 22nd. The following is a report on our activities:
 - Internal Staff Council awards are open for nominations now on the Staff Council website here: <http://www.iupui.edu/~scouncil/awards/>. Please consider nominating yourself or another individual to receive the Member of the Year, Outstanding Committee Chair, or Outstanding New Member awards. Although we do not have any nominations yet, several individuals have shared their intention to submit one soon. Nominations close on Friday, May 30th and the Executive Committee will be asked to review a physical award during their meeting on June 11th.
 - Work is underway on the Staff Development Committee's leadership training scheduled for Wednesday, June 18th. Lindsey Mosier, former Staff Council member and graduate of Saint Mary-of-the-Woods College's Masters in Leadership Development program, will present *Grassroots Leadership: A Staff Member's Perspective*. The workshop will focus on how Staff Council members and IUPUI's staff can develop their leadership skills while realizing the impact they already make in their current roles. Attendees will discuss leadership mentors from around campus and within their daily lives, with particular interest on the impact of effective leadership. Participants will receive a packet of leadership development resources to reference after the event. We are also working with the Communications Committee on a design for a poster to be distributed at the Staff Council meeting on May 21st.
 - Group members expressed interest in beginning work on an "employee of the month" type award that acknowledges excellence across the campus. The Rewards and Recognition Committee has been invited to attend an upcoming meeting of the SDC, date to be determined.

- The group discussed the process of implementing the professional development grants announced during the April Staff Council meeting. To allow for enough time for marketing and process design, the committee agreed that the first round of funding will take place in December 2014.
- The group also expressed interest in putting on a half-day leadership conference later in 2014. The committee brainstormed potential speakers, spaces, and formats. The idea of arranging this in October to coincide with Staff Council Awareness Month was discussed.
- Staff Affairs Committee (Kevin Mouser and Barb Hanes, Co-Chairs): The Staff Affairs Committee met on May 8th with 5 members present. Kevin opened the meeting with an overview of his discussion with Dan Rives, in Carleen's absence. They spoke about merit raises/performance 'appraisals', sharing Paid Time Off and Staff scheduling flexibility for education. While Dan seemed to be supportive of each point, there didn't seem to be a good resolve at this time for any of them. The committee was in agreement that there may be some ways to approach these issues and will be looking for specific policies in regards to performance appraisals and staff scheduling. There was also discussion about the staff survey and having it sent to all staff at IUPUI – which had been mentioned in a past Staff Council meeting. It was suggested that a line in regards to smoking be added to the survey. Kevin presented a draft of a letter to Chancellor Bantz & Vice Chancellor Rhodes about the current Tobacco-Free policy. Barb shared her findings of IUware & IUanyware not being available to staff, from Tally Thrasher in Purchasing. At the present time Microsoft does not offer licensing for retired staff. The reason it is offered to retired faculty is because invariably, they will go on to teach even after retirement and may need the resources. Hopeful to have the remainder Urban 15 reports completed and ready to turn into Executive Committee.

Agenda Item XII: Unfinished Business

There was no Unfinished Business.

Agenda Item XIII: New Business

Bullock asked about the dates listed on the reverse side of the agenda for next year's SC meetings. The dates were listed for 2015. Lee will send the correct meeting dates out.

Agenda Item XIV: Final Remarks and Adjournment

With no further business appearing, President Stone adjourned the meeting at 4:04 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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