

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

### **Minutes**

**March 19, 2014 ~ Campus Center, Room 405 ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Charles Akerland, Alyce Archie, Margo Barton, Kaitlin Bell, Michelle Benberry, Victoria Bills, Russell Black, Landon Brothers, Rob Bullock, Tina Carmichael, Kristy Chapman, Pam Clinton, Ben Cockrum, Nicole Collins (Alt: Louise Watkins), Venus Davis-Wallace, Caitie Deranek, Teri Duell, Natalie Edwards, Christine Fitzpatrick, Alicia Gahimer, Barbara Hanes, Sue Herrell, Todd Herring, Patti Holt, Rochelle Hudson, Phyllis Humphrey-Sarver, Felicia Jackson, Betty Klein, Jim Klenner, Lyndy Kouns, Melissa Lavitt, Karen Lee, Lodema Lines, Cortnee Martin, Laura Masterson, Teresa McCurry, Brady McManama, Greg Mobley (alt: Kathy Logan), Matthew Moody, Kevin Mouser, Christen Mumaw, Andrew Myers, Kitty O'Doherty, Kristi Palmer, Mary Pat Poskon, Dawn Rhodes, Tanika Scott, Damon Spight, Yolanda Taylor, Lindsay True (alt: Jill Kruse), Etta Ward, and Louise Watkins

**Members Absent or Excused:** Rose Baker, Matt Borden, Denise Brown, Wade Chatmon, Rita Flynn, Kendra Hein, Susan Hill, Leslie House, Summer Layton, Rachael Limbach, Mary Lindop, Margie Martinez, Kasey Myers, Jenny Perrino, Melanie Pride, Carol Riley, Tim Roach, Liz Rybak, Michael Sprinkle, Susan Steele-Moore, Lee Stone, Jack Waggoner, and Samantha Walters

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

IUPUI Staff Council First Vice President Jim Klenner called the meeting to order at 2:04 p.m. President Lee Stone was out of the office for the day.

#### **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 February 19, 2014, Meeting**

The minutes of the February 19, 2014, Staff Council meeting were approved and entered into record.

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

Jim Klenner for Lee Stone

Klenner reported on the following:

- IUPUI Last Lecture Series: Dean Emeritus David Stocum will present the IUPUI Last Lecture entitled, "Regenerating the Values of Public Higher Education: Thoughts of an Unreconstructed Dean," on March 28, 2 p.m., in the Campus Center Theatre.
- Operation Stormy Weather: IU campuses will participate in a statewide tornado drill on March 20 as part of Indiana's Severe Weather Awareness Week. IU-Notify will be used in the drill to give the alert and "all clear" indicators.
- Stone will meet with the firm Witt/Kieffer on March 21 to discuss IUPUI staff concerns and needs as well as what the staff would like to see in a new university-wide human resources administrator. The committee to search for a new associate vice president for human resources is sponsoring the meeting as part of their search efforts.
- Klenner reminded the council members that if they have not submitted their photo for the SC Unit Representation page on the website should do so as soon as possible.
- Parking changes: The SC Executive Committee will meet with the IFC Executive Committee as well as Emily Wren and Sheri Eggleton to hear about changes in parking as a result of the campus not privatizing parking.

**Agenda Item V: [Information Item] Introduction of Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs**

Christine Fitzpatrick, Chief of Staff, Office of the Executive Vice Chancellor and Chief Academic Officer  
Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

Fitzpatrick introduced Melissa Lavitt, the new Senior Associate Vice Chancellor for Academic Affairs. Lavitt replaces Mary Fisher in that same role. She served as dean of the College of Social Sciences and Public Affairs at Boise State University before coming to IUPUI. In her present position, she will provide leadership and vision for the direction of faculty affairs and faculty life at IUPUI, provide extensive leadership in shaping programs and events that develop faculty talent and leadership at all stages of career advancement, including promotion and tenure programs and processes, awards and funding opportunities, new faculty orientation and faculty mentoring, and will respond to needs and initiatives as they arise, while also initiating programs or activities that will enhance faculty affairs and faculty life on campus.

Lavitt made remarks. Among the duties above, she will advocate for performance management for staff and to be inclusive with staff in the strategic plan.

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

Alyce Archie, Benefits Specialist

Archie reported on behalf of Carleen Thompson:

- Two key personnel searches in HRA is progressing.
- The 2014 Benefits Satellite Office Schedule was distributed and is appended to these minutes. The satellite offices are located in the Campus Center and University Library. These offices provide a central location on campus for employees to meet with a benefits specialist. A list of special events regarding benefits was also provided and attached to these minutes.

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

Kristi Palmer, Faculty Council Executive Committee Member

Palmer reported on the IU Common Calendar initiative. The academic calendar will be regulated so that each campus is on a common calendar. This will be especially helpful for those enrolled in IU Online. The University Faculty Council is working with the campuses to create the final policy for approval.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes reported on the following:

- The new premier soccer team, Indy Eleven, will begin holding games at Carroll Stadium on April 11. Offices are being built around the stadium for their use.
- The dining hall in The Tower will be open this summer.
- The campus has received its third superstar award from Angie's List.
- A 2% merit-based salary pool was announced as well as an extra 1% for faculty retention.
- Minimum wage for the university will be increased to \$8.25 on July 1.
- Severe Weather Awareness Week is March 16-22.
- A meeting will be held in early April with the executive committees of the Staff and Faculty Councils. There will be a price increase, but should not be prohibitive. Parking spaces will also be optimized.

- The fringe benefit rate is going down. The reduction of the benefit rate will help with the pay increases. The amount decreased due to employee migration to the high deductible healthcare plan. The new fringe benefit rate will begin July 1.
- When will the new office building be open? Rhodes said the build is 18 months, so it would be around fall 2015. Will they close University Boulevard eventually? Will they have two lanes still? Rhodes did not know.

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

The following committee report was given orally:

- Membership Committee (Alicia Gahimer, Chair): Election time is beginning. Per the bylaws, the committee looks at the voting blocks to see if there needs to be adjustments. The committee and the SC Executive Committee agreed to leave the voting blocks as they are. Therefore, Gahimer made a motion to do the same. The motion came out of committee so a second was not needed. The motion passed. Unit representatives will begin elections first with nominations accepted in the next few weeks. Persons who are nominated will receive a paper to fill out to show their interest. Elections will be in April. Up next is nominations for officers – First Vice President and President Elect. Nominations will be accepted until May 1. She encouraged the members to approach current and former members about returning to the council and perhaps serving as an officer. The nominations will be given to the EC on May 14 and then presented to the full council on May 21. The election will be in June. You must be present to vote.
- [Ad Hoc] Technology Committee (Andrew Myers, Co-Chair): the Staff Council directory still needs pictures. Twelve members have submitted pictures, but have not accepted them on the directory. There are 31 people that do not have pictures. Twenty-six or seven have accepted their picture in the directory.
- Rewards and Recognition Committee: Klenner will call a meeting in the next few weeks to talk about award nominations and deadlines.

The following committee reports were submitted in written form (no changes made to the reports):

- [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee met on Tuesday, February 25<sup>th</sup>. We generated ideas for the next few months of Member Features and members volunteered to draft the article. The group reviewed the information for the internal Staff Council awards and approved the process and awards as presented. 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 will be invited to collaborate on this idea. The group reviewed the documents for the staff development grant applications. Concerns were expressed about how long the application for both the applicant and reviews, so elements were trimmed. The maximum length of the application is now 9 ½ pages but can be shorter. The documents were then presented to the Executive Committee for their consideration and are under revision. Work is also underway on the Staff Development training opportunity in June. Lindsey Mosier has reached out to Stephen Hundley’s staff in regards to a leadership presentation. Suggested topics are leading up and discovering your leadership style. The group also expressed interest in putting on a half-day leadership conference later in 2014. This will be explored further at our March 25<sup>th</sup> meeting and a more formal idea will be presented to the Executive Committee for their consideration.
- [Ad Hoc] Academic Affairs Committee (Laura Masterson, Chair): Academic Affairs last met at the end of February. We have been discussing ways our committee can keep staff informed about the dramatic academic changes happening on campus, including the merging of academic schools, regulations from the Indiana Commission for Higher Education, and the Student Success Initiatives

at IUPUI. Providing information to the rest of staff through the newsletter is one way that our committee can meet the needs of staff. Additionally, we are seeking ways to connect students to staff. Several mentoring programs are already available on campus. One role of our committee could be to better inform staff of these opportunities. Lastly, we hope to follow up on our presentation on working with faculty to enhance the understanding among faculty of staff issues. Our next meeting will be March 20 at 2 pm.

**Agenda Item X: Unfinished Business**

There was no Unfinished Business.

**Agenda Item XI: New Business**

There was no New Business

**Agenda Item XII: Final Remarks and Adjournment**

With no further business appearing, First Vice President Klenner adjourned the meeting at 3:25 p.m.

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

## 2014 Benefits Satellite Office Schedule

Date	Time	Location
January 21 <sup>st</sup>	1:00 – 4:00 pm	Campus Center - 305
February 18 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center – 406
March 18 <sup>th</sup>	9:00 am – 4:00 pm	University Library – 2115E
April 15 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center - 305
May 20 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center – 305
June 17 <sup>th</sup>	9:00 am – 4:00 pm	Campus Center - 268
July 15 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 309
August 19 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305
September 16 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305
October 21 <sup>st</sup>	1:00 – 4:00 pm	University Library – 1116 Conference Room
November 18 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305
December 16 <sup>th</sup>	1:00 – 4:00 pm	Campus Center - 305

- ❖ Satellite Offices provide a central location on campus for employees to meet with a Benefits Specialist. The specialist will be available to answer questions and assist with online entries.
- ❖ Open Enrollment Sessions and Additional Satellite Office Sessions will be added in November to assist with open enrollment questions.

## 2014 Benefits Outreach Schedule

Date	Event	Time/Location
February		
March 27 <sup>th</sup>	Pre-retirement Symposium	9am – 4pm ROC
April 10 <sup>th</sup>	UHRs Retirement Readiness Program Presentations (2)	9:30 – 11:30 am 1:30 – 3:30 pm Campus Center Group Practice Room
May 6 <sup>th</sup>	HDHP & HSA	1:00 – 2:30 pm Campus Center, 305
June 3 <sup>rd</sup>	IU Tuition Benefit	1:00 – 2:30 pm Campus Center, 309
July		
August		
September 30 <sup>th</sup>	IU Supplemental Retirement Plans	1:00 – 2:30 pm Campus Center, 305
October 31 <sup>st</sup>	IUPUI Health & Benefits Fair	9am – 4pm Campus Center
November		
December		