

IUPUI Staff Council (SC)

Minutes

November 17, 2010 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Amber Allen, Maryanne Alyea, Dawn Anderson, Stella Anderson, Marjorie Aprile, Sarah Baker, Pamela Baker, Troy Barnes, Yvonne Baynham, Michelle Benberry, Russell Black, Jeramy Bowers, Susan Bradley, Chris Brown, Martha Bulluck, Camilla Butcher, Kristy Chapman, Melanie Curfman, Gary Curto, Nancy Daniels, Rebecca Dixon, Mary Fisher, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Katherine Garner, Nancy Gibson, Dana Gonzales, Sarah Gries, Barb Hanes, Lee Harrison, Deanna Hart, Shane Hatchett, Linda Henson, Sue Herrell, Robin Hill, Nikki Holdcroft, Patti Holt, Rochelle Hudson, Margaret Hughes, Talena Huntsman, James Klenner, Earl Knight, Kimberly Lewis, Lindsay Macy, Helen McKuras, Amy Maidi, Cortnee Martin, Lana Matthews, Teresa McCurry, Greg Mobley, Lyndsi Moser, Michael Ney, Gloria Quiroz, Darlene Pitman, Eric Raider, John Rasmussen, Amanda Ringler, Kathy Risacher, Colleen Rusnak, Kara Salazar, Meagan Senesac, Amanda Shumaker, Monique Sims, Diana Sims-Harris, Vicki Slunaker, Candice Smith, Heather Staggs, Christopher Stines, Lee Stone, Becky Thacker, Shelley Tyler, Janice Walls, Carlene Webb-Burton, Susan Wheeler, Misty Wick, Cheryl Wisdom, Mary Wolting, Courtney Wooton, Emily Wren, and Debbie Wyeth

Agenda Item I: Welcome and Call to Order

IUPUI President Sue Herrell called the meeting to order at 2:08 p.m.

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

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

Agenda Item III: [Action Item] Approval of the Minutes of the October 20, 2010, Meeting

Hearing no objections, the minutes of the October 20, 2010, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_10-20-10.pdf)

Agenda Item IV: [Action Item] Mid-Term Election of Corresponding Secretary

Lee Stone, Second Vice President and Election Chair

Stone read the ballot as follows:

Beth Chaisson

Beth is a proud graduate of IUPUI and has been employed by the University since 1996. She is currently a Senior Administrative Secretary with the Section of Neonatal-Perinatal Medicine in the Department of Pediatrics. Beth has been a member of the Staff Council since February of 2009, serving first as a member of the Rewards and Recognition Committee and currently with the Special Events Committee. She was also a member of the 2010 Fine Arts and Crafts Fair Committee. Beth is a recipient of the 2010 Staff Council Spirit Award and would look forward to applying that spirit to the role of corresponding secretary.

Lindsay Macy

Lindsay has worked for the IU School of Medicine for over three years now. Currently, she is the Sponsored Programs Manager in the IUSM Dean's Office, Office of Operations. Lindsay's job duties include supporting the Amos Medical Faculty Development Program, the new Physician Scientist Initiative, and the Indiana Genomics Initiative (both initiatives provided for by Lilly Endowments). This is Lindsay's first year serving on Staff Council and she is looking forward to finding new opportunities to get involved and be connected to campus.

Members were instructed to vote for one candidate. Results would be announced later in the meeting.

Agenda Item V: Update from the Associate Vice Chancellor Facilities

Emily Wren, Associate Vice Chancellor for Facilities / Chancellor's Administrative Designee Alternate

Wren reported on the following:

- Gateway Garage is complete structurally. The installation of the "skin" has not been completed but should be by January. A stop light is expected to be approved at the corner of North and Blackford Streets for the entrance to the garage.
- The Glick Building will be completed in Summer 2011.
- Ball Garden renovation fundraising is ongoing. The garden is located to the north of Ball Residence Hall.
- Sciences Building funding is hoped to be released by the end of the year for construction to be completed by the end of 2013.
- Natatorium garage expansion will be completed by the fall of 2012.
- Clinical quad improvement talks are ongoing as it relates to the Glick Building. The bids are going out in January for the project. A sculpture has been identified for the area.
- Sports Expansion Garage is still in design to reduce the cost further. It will not be open for fall 2012, but probably January 2013.
- The Cultural Trail will be developed through campus during the summer.
- Wishard land swap: Five cranes are busy constructing new facilities for the Wishard complex. A medical master plan has begun that takes in consideration Wishard's property, the canal, the property by Senate and 16th Street, and the 16th and Capital facility near Methodist Hospital. The plan will be presented to the board of trustees in January. The academic master plan will need to be updated after the medical plan is completed. More parking will be looked at.

Questions:

- Will the Ball Garden project bid to outside resources? Is it possible to involve inside persons like Herron and Biology/Geology? Wren responded that the garden is part of the historical landmarks and are governed by certain rules. Outside sources will need to be used.
- Does the master plan involve housing with retail space like that being built on Indiana Avenue? Wren responded that housing on our campus will not include retail space; however, the developer on Indiana Avenue at the old YMCA site is using retail. They hope students, faculty, and staff use the apartment facilities being built there as well as farther down on Stadium Drive.
- There is increased activity in the Waterway area. Is more land being purchased? Wren said that it has always been in the university's master plan to acquire land in that area.
- For persons parking in the Waterway area, are services still available like car jump-start, recycling, and others? Wren said they have been in conversation with building landlords about recycling. At this time, they have not reached an agreement. Development of a parking/transportation services for jump-start has not been worked out yet. The basic services are provided, but the more complex is harder to achieve.
- What is the status of the bells in the bell tower? Wren said the bells are installed and are working.
- Is the Natatorium parking garage going automated? Tokens were to be received by a department in November, but they still have not been received. Wren said she is not aware of what the problem might be. There may be some delay in the automation at this time. Staggs said the process of creating tokens for departments is taking longer than expected.
- What is the timeline for opening the Wishard Garage? Wren said at last report it is March 2012.

Agenda Item VI: Report from Human Resources Administration

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Bulluck reported on the following:

- **Health Engagement Program Results:** Some links have not worked properly during registration and the need for tracking was suggested. Dan Rives has said by the end of this year or the beginning of next year, there will be a tracking device to help you know what needs to be done to complete all the information needed for the program. Rives is asking for nominations for the Health Engagement Advisory Committee, and the SC Executive Committee will handle that appointment. The Health Assessment will not be required for this year. BMI screenings are due by February 28, 2011. Question was asked about whether it is known how many people have declined IU healthcare. Bulluck did not know. Question was about whether target numbers will be changed. Bulluck said the numbers will change but the doctors' sheet has not changed. She will make a recommendation to change the numbers on the form. It was stated that the phone number listed in an e-mail about changing an appointment did not work. Bulluck will look into this.
- **Holiday Hours:** Based on your staff level, there are different procedures for claiming your time in order to get paid. A memo is going out to campus leadership to communicate those procedures. Some offices will be closed and some will have shortened hours. December 24 and December 31 are the official holiday days.
- **Student Employment:** There is a program that provides employment for students on this campus. A flyer was provided today.
- **Health and Benefits Fair:** It is not known how many persons attended the fair. All four rooms reserved for BMI screenings were used. The date for next year is still in consideration, but it will probably be held on a Thursday. Herrell stated she hopes it will be on a Thursday so that the council can partner with Human Resources on the cost of the tables for the Fine Arts and Crafts Fair.

Agenda Item VII: Standing and Ad Hoc Committee Reports

- **Bylaws:** Patti Holt, chair, introduced the proposed bylaw change for Article II.

Article II currently reads:

Article II, Definition of Staff.

For the purpose of the Staff Council organization, the term staff shall mean Administrative, Clerical, Nursing, Ambulatory Nursing, Professional, and Technical, Research Technician, General Supervision, and employees who are not elsewhere represented. These are employees whose staff classifications are CL, IR 93, NU, PA, PB, PC, PN, TE, RS, and GS.

Proposed new Article II reads:

Article II, Definition of Staff.

For the purpose of the Staff Council organization, the term staff shall mean all full-time, non-faculty and non-union employees of IUPUI.

Rational for Revision of Article II:

As Human Resources has updated job classifications and families, these classifications are often no longer in existence.

The proposed article was presented to the Executive Committee and was approved by them. A vote on the proposed article will occur at the December Staff Council meeting.

Question: Why does the definition only include full-time? Who takes care of part-time staff? Holt said they are considering that question as they had it too, and she will report an answer when they have one.

- Communications: Meagan Senesac, chair, said now that new staff members are going through orientation, a letter has been constructed and approved by the Executive Committee to be given to the new staff members along with an informational magnet. They have also finalized recommendations for an electronic newsletter. There was a suggestion by a staff member to place a signature line in e-mails noting affiliation with the Staff Council. The committee is working with Troy Brown on the appropriate way to do that. Herrell noted the electronic newsletter was approved by the Executive Committee.
- Diversity: Troy Barnes, chair, attended the university Diversity Cabinet meeting where they discussed the results of a survey on how staff perceive the university. It is not as bad as it was expected, but still not as good as it could be. The SC committee is meeting after the end of this Staff Council meeting.
- Membership: Lee Stone, chair, said the committee met yesterday and had discussed more bylaw changes regarding membership. Stone recognized the following persons who have resigned from Staff Council and those who have come on to take over the representative position. Those persons are:

Becky Cass (Academic Support) resigned; replacement being sought.

Jamie Clougher (Business) resigned; replaced by Dawn Anderson.

Janie McCammon (Dentistry) resigned; replaced by Rebecca Dixon

Shane Hatchett (Dentistry) resigned; replacement being sought.

Louise Watkins (Health and Rehab Sciences) resigned; replaced by Stormy Thatcher.

Shannon Wise (Liberal Arts) resigned; replaced by Camilla Butcher.

Debra Kent (Medicine) resigned; replacement being sought.

Marsha Quarles (Medicine) resigned; replacement being sought.

Crystal Haney (Medicine) resigned; replaced by Lee Harrison.

Marty Doty (Medicine) resigned; replaced by Pamela Clinton

Dolly Warner (Medicine) resigned; replaced by Lana Matthews

Douglas Smith (University College) resigned; replaced by Karen Neely

Stone announced that Beth Chaisson has been elected the new corresponding secretary for the council.

- Rewards and Recognition: Kyle Torgerson, chair, was not present due to the birth of his son (Liam Mark Torgerson) this morning.
- Special Events: Kristy Chapman, co-chair, thanked everyone for their work on the fall blood drive. Ninety-nine donations were received which saves three hundred lives. She also thanked those who helped plant the fall flowers in October at Michigan and West Streets. The holiday party is scheduled for December 15 following the regular Staff Council meeting. Please bring new or gently used hats, scarves, and gloves to donate to the Center for Young Children's Giving Tree. Herrell thanked the committee for their hard work to pull together the blood drive at the last minute.
- Staff Affairs: Candice Smith, co-chair, said the committee has met and the subcommittees are being formed. Names have been forwarded to the Executive Committee for the committee mentioned by Bulluck earlier as well as a campus-wide committee. Those names are Colleen Rusnak, Michael Ney, Candice Smith, and Vicki Slunaker. Alicia Gahimer, co-chair, asked Bulluck to provide numbers from the Open Enrollment about the Health Engagement Program. Specifically she asked for the number of persons who enrolled and numbers of persons who were

above their BMI as well as below their BMI. Bulluck said a summary report will probably be done and she will share it when she receives it.

- Fine Arts and Crafts Fair: McCurry, co-chair, reported that it appears that a modest profit has been raised for scholarships. Well over 500 persons attended the event. Footage appeared on Channel 13. She thanked the volunteers for their assistance. A suggestion was made to hold the event on a weekday so that staff could attend. McCurry said Human Resources advised the committee that some departments may not allow staff to get away to attend. Parking may not be available for community visitors and vendors if it is held during the day. It was suggested to hold the event toward the end of the day. She said the committee has decided to hold the event one more year to decide whether the event is profitable enough to make a difference. A chair or co-chairs are needed for next year's fair. Herrell said the quality of the vendors was high. More funds were spent this year on advertising and it made a huge difference. The final profit will be announced in December as invoices are still being received.

Agenda Item VIII: Call for Additional Reports from Standing or University Committees

- ADVANCE Internal Advisory Board: No report.
- Campus Center Advisory Board: The board has met a few times. They have developed a tenant policy and reviewed applications for tenants for the space. The Campus Center has money set aside to give grants to student groups to hold events in the building. The board will help review those applications. They are looking at the bell ringing schedule as well as the possibility of persons being able to request certain songs. Partitions in the bathroom have been replaced. The building design won an architectural award.
- Campus Sustainability Committee: No report.
- Common Theme Committee: No report.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: The committee continues to review budget drivers.
- Search Committees: No report.

Agenda Item IX: Report from IUPUI Faculty Council Liaison

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- The IFC committees are working on various things include a "dead week" before final exams.
- A group has been formed to review general education to be able to avoid "credit creep" for students.
- Electronic textbooks are under discussion for use on this campus.
- Early Warnings for students have gone out. The process is done to help students who are failing to be able to get back on the right track.
- Dean Scott Evenbeck gave a presentation on entering students and the programs to support them.
- Cost Benchmarking will be discussed on the Executive Committee's agenda.

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

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- The personal development plan is in the process of moving to an Oncourse-type program so that students can use the plan throughout their entire student career.
- Earning Warnings: It is important that faculty appreciate the earlier they receive information on students the better it will be to help them approve.
- The Office of Academic Affairs website will be launched on December 1.

- She has two quilts in the juried art show in the Cultural Arts Gallery.
- Dean searches are underway with candidates coming to campus. University College Dean Search is still discussing candidates and persons have not been invited to campus yet.
- The Common Theme is being discussed for next year and will be on civic entrepreneurship. The book has not been selected. Colin Beaven was on campus last week to promote his book *No Impact Man* which completed the theme for 2010. The theme centered on sustainability.
- Honors College had an open house for their new facility.
- The 2012 accreditation committees have begun their work. Town halls will be held in the spring about the process.

Agenda Item XI: Old Business

There was no Old Business.

Agenda Item XII: New Business

- Policy Review IT-03, Eligibility to use IT Resources: Stone said we have been asked to review a policy on the rights of spouses/domestic partners of deceased faculty/staff in the use of university information and technology services. The members were asked to review and comment.

Feedback needed by November 22, 2010:

Human Resources requested this revision to better reflect desired university practice with regard to eligibility of spouses/domestic partners of deceased faculty/staff, and the University Information Policy Office worked with HR representatives to develop the revised language for this policy.

Since the revised language changes eligibility for certain spouses/domestic partners of faculty/staff who become deceased, we are distributing the draft language to our stakeholder list for a 30 day comment and review period.

The current version of IT-03 can be found on the University Information Policy Office web site at the following URL: <http://www.informationpolicy.iu.edu/policies/IT03>

Revised Policy

Proposed Changes to Policy IT-03, Eligibility to use IT Resources

Current policy - <http://informationpolicy.iu.edu/policies/IT03>

Current Language	Draft Language for Review
<p>Policy Statement</p> <p>Persons having the following affiliation(s) with Indiana University are eligible to access and use university information technology resources</p> <ol style="list-style-type: none"> 1. Current academic appointees and staff, including post-doctoral fellows, 2. Currently enrolled students (including undergraduate, graduate, and non-degree students), 3. Retired academic appointees and staff, 4. Spouses/domestic partners of faculty or staff who become deceased while employed by the University, and 5. Certain persons affiliated with external agencies collaborating with Indiana University. 	<p>Policy Statement</p> <p>Persons having the following affiliation(s) with Indiana University are eligible to access and use university information technology resources</p> <ol style="list-style-type: none"> 1. Current academic appointees and staff, including post-doctoral fellows, 2. Currently enrolled students (including undergraduate, graduate, and non-degree students), 3. Retired academic appointees and staff, 4. Spouses/domestic partners of faculty or staff who become deceased after attaining official IU Retiree Status as determined by age and years of service, and 5. Certain persons affiliated with external agencies collaborating with Indiana University.

<p>Last paragraph of Policy Statement:</p> <p>Initial and continued eligibility of spouses/domestic partners of faculty or staff who become deceased while on active appointment to use university technology resources is granted in recognition of honorable service to the university community. A new account will be made available to the surviving spouse/domestic partner for his or her own use. Access is generally limited to electronic mail, and the service will be extended to the surviving spouse/domestic partner as long as computing resources are available to support it. If resources become constrained, this practice will be reviewed and may be restricted or eliminated in favor of allocating required resources to uses by active faculty, students, and staff.</p>	<p>Last paragraph of Policy Statement:</p> <p>Initial and continued eligibility of spouses/domestic partners of faculty or staff who become deceased (after attaining official IU Retiree Status as determined by age and years of service) to use university technology resources is granted in recognition of honorable service to the university community. A new account will be made available to the surviving spouse/domestic partner for his or her own use. Access is generally limited to electronic mail, and the service will be extended to the surviving spouse/domestic partner as long as computing resources are available to support it. If resources become constrained, this practice will be reviewed and may be restricted or eliminated in favor of allocating required resources to uses by active faculty, students, and staff.</p>
<p>Procedures Section – Honorable Service</p> <p>Spouses/domestic partners of faculty/staff who</p>	<p>Procedures Section – Honorable Service</p> <p>Spouses/domestic partners of faculty/staff who</p>
<p>become deceased while on active appointment are eligible to use technology resources with a written request from the university Dean, Director, or Department Chair of the faculty/staff member, as long as there are resources available to support their continued use. A new account will be made available to the surviving spouse/domestic partner for his or her own use. The sponsor submits the request to add an affiliate account by visiting https://itaccounts.iu.edu/. Periodic renewal by the sponsor is required. If a resource supporting active users becomes constrained and the number of accounts belonging to spouses/domestic partners of deceased faculty/staff must be reduced, technology managers will use account longevity as the criterion for removing accounts as necessary to recover appropriate resources. These accounts will be the first candidates for removal in the case of constrained resources.</p>	<p>become deceased after attaining official IU Retiree Status as determined by age and years of service are eligible to use technology resources with a written request from the university Dean, Director, or Department Chair of the faculty/staff member, as long as there are resources available to support their continued use. A new account will be made available to the surviving spouse/domestic partner for his or her own use. The sponsor submits the request to add an affiliate account by visiting https://itaccounts.iu.edu/. Periodic renewal by the sponsor is required. If a resource supporting active users becomes constrained and the number of accounts belonging to spouses/domestic partners of deceased faculty/staff must be reduced, technology managers will use account longevity as the criterion for removing accounts as necessary to recover appropriate resources. These accounts will be the first candidates for removal in the case of constrained resources.</p>

- It was moved and seconded to destroy the ballots from the election of the corresponding secretary. The motion passed.
- Future topics for discussion: The topics were received from representatives at the summer retreat. Herrell shared recurring topics of concern are staff pay, staff morale, parking, health insurance, benefits, food service, better collaboration with other departments, faculty governance, student policies, volunteering in the community, and others. A discussion of the IMPACT Campaign and how staff can help impact the campaign in a time of financial hardship will be held at a future meeting with campaign leadership present. Another topic will be cost benchmarking. Kathleen McNeely will attend an upcoming SCEC meeting to address that. Herrell attended a lunch and learn session on volunteerism. Is there an interest in something like that?
 - Thacker said there are volunteer opportunities on this campus that persons can participate in. Perhaps a different organization can attend each meeting and give a small presentation. Quiroz said Student Life has an e-newsletter that has shares community volunteer possibilities. Herrell thought volunteerism could be promoted in our Newsletter.
 - Herrell asked for input on what members would like to hear about.

- Martin suggested having someone from the campus campaign come to speak.
- Herrell wished everyone a Happy Thanksgiving. She reminded everyone of the Jam the Jaguars event and to donate if possible. Information is located on the SC website.

Agenda Item XIII: Adjournment

With no further business appearing, President Herrell adjourned the meeting at 4:00 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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