

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

### **Minutes**

**May 19, 2010 ~ Campus Center, Room 409 ~ 3:00 – 5:00 p.m.**

**Members and Guests Present:** Nate Allen, Marilyn Baker, Sarah Baker, Yvonne Baynham, Michelle Benberry, Linda Bethuram, Russell Black, Chris Brown, Jennifer Burba, Elizabeth Chaisson, Kathy Champ, Kristy Chapman, Jaime Clougher, Barrie Cross, Nancy Crouse, Melanie Curfman, Karen Dickey, Mary Fisher, Margo Foreman, Tiffany Fox, Avis Frieson, Alicia Gahimer, Katherine Garner, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, Dana Gonzales, Barb Hanes, Crystal Haney, Deanna Hart, Susan Henderson-Sears, Linda Henson, Sue Herrell, Annette Hill, Rochelle Hudson, Janie McCammon, Teresa McCurry, Helen McKuras, Marietta Moore, Lyndsi Moser, Scott Orr, Levi Osborn, Christine Padgett, Ellen Poffenberger, Gloria Quiroz, John Rasmussen, Dawn Rhodes, Colleen Rusnak, Kara Salazar, Meagan Senesac, Amanda Shumaker, Monique Sims, Vicki Slunaker, Lucy Smiley, Candice Smith, Doug Smith, Holli Smith, Lee Stone, Becky Thacker, Martin Wagner, Robin Waldron, Sheila Walter, Louise Watkins, Carlene Webb-Burton, Susan Wheeler, Terry Wilson, Scott Wilson, Misty Wick, Mary Wolting, Courtney Wooton, and Debbie Wyeth

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

IUPUI President Sue Herrell called the meeting to order at 3:04 p.m. Herrell congratulated staff members on their graduation and thanked persons for congratulating her on her 10<sup>th</sup> anniversary with IUPUI.

#### **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 April 21, 2010, Meeting**

Hearing no objections, the minutes of the April 21, 2010, SC meeting stood as written and were entered into record. ([http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes\\_SC\\_4-21-10.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes_SC_4-21-10.pdf))

#### **Agenda Item IV: Report from Human Resources Administration**

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- Recognized staff members for their years of service at IUPUI.
- Student Employment and Experience Fair: A [flyer](#) was provided regarding the fair to be held on Thursday, August 26. This is a fair to show students what positions are available for them to apply for on campus.
- Service with Distinction: May 24 is the next opportunity to be on a focus group regarding this initiative. What does service with distinction look like? What creates service with distinction? Contact HRA to schedule a time. Herrell reported the SCEC has participated in a focus group.

#### **Agenda Item V: Report from IUPUI Faculty Council Liaison**

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- At the May 4 Faculty Council meeting, elections were held for various positions including President and Vice President of the Faculty. Jack Windsor (Dentistry) and Jeff Watt (Science) will serve respectively.
- The Faculty Council Executive Committee members were elected as follows: John Hassell, Sarah Baker, Marianne Wokeck, Cliff Goodwin, and Ben Boukai.

- The Athletics Committee report was presented.
- Some of the same concerns with the Health Engagement Program were expressed by the faculty that have been expressed by the staff. Concern was also expressed regarding the biometric analyses. Follow-up emails were sent to Dan Rives with these concerns.
- Herrell thanked Baker for her leadership from the faculty on behalf of the Staff Council.

**Agenda Item VI: [Information Item] IUPUI's Moment in Time**

Charles R. Bantz, Chancellor

Bantz reported on the following [Comments are not verbatim.]:

- IUPUI makes contributions to the community and state in many ways. We are Indiana's health and life science campus. This campus has more Indiana students than any other in the state. We are the state's urban public research university. We are one of the country's leading campuses for civic engagement. For a century, we have been the health sciences campus.
- Healthcare is an important topic across America. We do not have the quality health indicators that are needed for the good of the state. The cost of healthcare is growing much more rapidly than the quality of the outcomes. We make a contribution in the treatment of disease. He spoke of champions of cancer – those who work to treat cancer and do research to cure it. It takes a team of individuals to make these kinds of successes. The campus partners with Clarion Health and Wishard Hospitals to work on treatments and cures.
- Student Success: We have over 30,000 students on this campus with the possibility of having 1,000 more in the fall. The education of these students will change our campus for the better. The state of Indiana is at the bottom of all states of those with adults with a baccalaureate degree. The role of staff members on this campus plays a large part in students finishing their degree. These staff members go the extra mile to see they are successful. Jag Advisors and the Carol Nathan Scholarship have all been awarded to staff to continue their own education.
- What does it mean to be an urban public research university? Learning, research, and engagement. We conduct original research and some is translated into practice. We have already broken our record for externally funded research. The researchers know they cannot do their work without the staff that assists them. Much of the money received goes to support the staff doing the work. Urban universities believe that part of their mission is to do research that directly affect their community. He recognized Alicia Gahimer who is a proposal writer for the Office of the Vice Chancellor for Research.
- Civic Engagement: Moi University is a partner with IUPUI for research and civic engagement. Evan Dobel lists IUPUI as a "Savior of the Cities." President Obama has recognized the campus on its work in civic engagement. Ali Jafari and David Mills (E&T, Mills a former student and staff member) invented Angel Learning and was sold for \$90 million to Blackboard. Indiana University owned a portion of the business and received funds in the sale and will be used to build a new research building. Jafari and another student have now invented Epsilon. Vera Bradley has given funds to create the Vera Bradley Center for Breast Cancer. He spoke of Marty Posch and Maggie McFarlin who worked on the Back Pack Attack, as well as the Council's work on blood drives and the Komen Race for the Cure.
- The current pulse of the campus is tough – economy, etc. Although the economy is tough, we are doing work in spite of it and being successful doing it. Bantz addressed the following items that have been listed incorrectly in the news:
  - Raises: A decision has not been made at this time regarding raises for the coming academic year. It will be made once we see how the state's budget revenues are.
  - State misses revenue forecast: Not totally true. It is true we took less tax revenue than we did a year ago, but we did not expect to take in much. Still, we did receive more than expected. We have sequestered 2% of funding in the budget in case the state cuts the

budget further. We have cut ahead of time to be proactive. The vast majority of shrinkage in staff has come from positions that have not been filled. The state is a large funder of the university as are students through their tuition. Grants provide a significant part of our budget and those are increasing as well.

- How can we build a parking garage when we are in a recession? Funds for this type of progress come from a different budget than other items pertinent to the campus. Other buildings are being built through generous gifts such as the gift from Eugene and Marilyn Glick (\$20 million) to build the Glick Eye Institute. None of the buildings being constructed now have been funded by the state.

Questions for the Chancellor:

- Partnership with IU Health/Clarion name change: This is the name suggested by the Clarion Board. IU Hospital and Riley Hospital used to be part of Indiana University. In 1997, they became partners with Methodist Hospital which is a partner of Clarion Health. Each of these partners has now become Indiana University Health. They will begin rebranding in January. (The Indiana Clinic is controlled 51% by Clarion.)
- Indiana Clinic effect on the IU budget: Yes, it will affect the budget if IUPUI employees are moved to the Indiana Clinic. VC Rhodes said that in fiscal year 2011 we will still be carrying more employees in healthcare than had been planned originally with the move to the Indiana Clinic.
- How do you think healthcare costs and parking costs affect morale when no raises are being given? Bantz said he knows this is a concern. Healthcare costs have gone up systematically this year, and we have kept costs down as much as possible. Retirement vesting of new hires is being deferred for a few years in order to reduce healthcare costs for employees. Parking costs have gone up as part of the plan to have more parking spaces. If we didn't need more spaces, the rates would probably not go up. We need more parking garages so that we are not parking on grassy areas. Parking fees also pay for the shuttles that go around on campus to keep people moving. Parking garages are being built on the periphery of campus and shuttles being provided to keep people moving. We need to walk more around campus. Question was whether we will bring parking costs back down once the parking is addressed. VC Rhodes cannot promise that as there will be new and different needs as the years go by. Parking is an auxiliary budget that must provide their own funds in order to provide services and positions. Question was a parking garage to help the medical side. Bantz said Wishard will build a parking garage that we may be able to have access to. We will also have ownership of the Wishard garage once the land swap is complete. The master plan shows a parking garage north of Riley Hospital. At some point in the future, the Wilson Street garage will need to be razed and another built.
- What are plans for staff in the Union Building? Bantz said the current plan is to have persons working in a "better building than he works in." VC Rhodes said there is a group working on plans on where to move people. Some will be moved to the Library, some off campus for a period of time, some will go to Waterway Boulevard. Plans are being made for each unit. The first planned move is the Faculty/Staff Council Office which is being moved to the University Library. Campus Compact is moving to Waterway as it is a good location as they serve the state.
- Are there plans to do private sector advertising on campus? The campus accepts advertising now, but not in the way of putting ads on bus shelters and other areas. The Chancellor will not allow alcohol and smoking advertising on campus.
- Classroom Space: A small amount of classroom space will come in the Science and Engineering Building being built. Analyses are being done to find areas that space is not being used. Could we swap space somewhere? Thursday nights, we are completely full of students in the entire inventory of classrooms. Could the School of Dentistry classroom space be used after 5 p.m.

when the students are not there? There are schools that are pushing to have classes on Fridays and Saturdays.

- Budget restriction on travel: Deans are in the position of making sure their budgets stay low. A Board of Trustees member will look at travel next year to see if there is travel being done on anything other than unfunded research. Professional development travel may not be allowed for several years. Being creative with travel is also a consideration. He spoke about traveling to a meeting one day and returning the same day to save on hotel costs. Watch for sales on air fare. Pooling resources of several people going to conferences should be considered. Can one person go instead of three?
- Fees on campus for classes: To increase baccalaureate degrees, can something be done about the fees being paid? VC Rhodes said the general fee was to take care of all fees. We do not look at fees for a service. The fees go for services for the betterment of the campus. For example, the fees cover counseling for students that are less expensive than they would be if they didn't receive fee income. When we are in a state with less funding, the desired services needed as students need to be received through fee income.

#### **Agenda Item VII: Report from the Chancellor's Academic Liaison**

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Thanked the staff for their work to make commencement work well.
- Academic Affairs will be working to move to an electronic dossier process for promotion and tenure. This reduces the amount of paper used. There will be training to use the new system.
- On July 7 (1-4 p.m.) there will be a promotion and tenure workshop about the update to the P&T campus guidelines.
- On July 1, information will be sent out to the departments about leadership development for faculty.
- The Guidelines for Promotion and Tenure for 2010 are available on the Dean of the Faculties website. This includes sample dossiers.
- The Academic Affairs website is being revised and will be available before fall semester.

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

- Bylaws: No report.
- Communications: Senesac (interim chair) reported the committee is working on a letter introducing new staff to the Staff Council. The letter will include the Staff Council magnet and informational sheet. They are also working on the proposal for the new electronic Newsletter.
- Membership: Stone (Chair) reminded the Council Members to continue to vote for unit representatives. Voting ends Friday. He announced the slate of officers for the coming academic year. The slate is as follows:

*First Vice President:*  
Christine Padgett  
Amanda Shumaker

*Members-At-Large:*  
Margo Foreman  
Colleen Rusnak  
Meagan Senesac

- Rewards and Recognition: Foreman (chair) reported nominations are being received for the Bepko Spirit Award. The next scholarship will be the Carol Nathan Staff Scholarship. The committee is working on a scholarship/award to help with fees for staff who are taking classes. The committee is working with Finance and Administration to make this award possible. The funds were received from the 2008 Fine Arts and Crafts Fair.

- Special Events: Gibson (co-chair) reported the blood drive yielded 41 pints and 54 pints from the Campus Center. The Circle K student group helped with the drive. The Staff Council Retreat will be July 16 at the Greenwood Learning Center. The SC Legacy Project will have flower planting on May 21 from 1-3 at the campus portal (Michigan and West Streets), then Limestone and New York. If it rains, the alternative date is May 25. To volunteer, email Nancy Gibson.
- Staff Affairs: Gahimer (co-chair) reported the Campus Pedestrian Safety Committee has received an internal grant from the Sustainability Committee to provide more bicycle racks on campus. There will be a bike fair the first week of classes. Vendors will be invited. May 21 is Bike to Work Day.
- Fine Arts and Crafts Fair: The fair will be on October 30. So far, 23 vendors have applied; 40 are needed for the show to move forward.

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

- ADVANCE Internal Advisory Board: No report.
- Campus Center Advisory Board: No report.
- Campus Sustainability Committee: No report.
- Common Theme Committee: Candice Smith said “No Impact Man” (shortened title) is the common theme book for the next academic year.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: No report.

**Agenda Item X: Old Business**

No Old Business.

**Agenda Item XI: New Business**

- Melanie Hollcraft promoted the Faculty Club. Staff are invited to become a member. For June, July, and August, you can be a member for \$20. If you decide to continue your membership, it is \$25. \$12.95 is the price for lunch for the summer. This includes the free events scheduled in the Faculty Club.
- Chris Brown said the email regarding the new parking permit prices did not go to everyone. VC Rhodes said that everyone on campus should have received the email and she will look into why they did not. Brown also asked about staff and faculty who begin employment after July. VC Rhodes said the intent is to have parking for them, but it may not be on campus.
- Herrell reported on a new initiative proposed by Marty Posch regarding a volunteer recognition program for staff. A monthly award will be given to staff for any type of volunteer work. We need to do a better job of teaching our staff how to be more involved with the community. Those selected will receive a plaque, certificate, article in Inside IUPUI, and possibly other things. He was concerned the new initiative would conflict with the Nan Bohan Community Engagement Award. Bohan was contacted and she has given the go-ahead to begin the process. The Executive Committee will work with Posch on the initiative. Staff are nominated by their peers and the winners selected by a committee. Winners could also receive tickets to a Colts game and be honored as Impact Players of the Week. The program will be launched in September.
- The Staff Council Executive Committee received a request from the Equal Opportunity Office to make mandatory training for the prevention of Online Sexual Harassment. They are looking for the endorsement of the program. The Executive Committee unanimously agreed to support the endorsement which follows.

**The Equal Opportunity Council (EOC) recommends to the Chancellor of IUPUI that, beginning 1 July 2010, all employees new to the campus successfully complete the Online Preventing Sexual Harassment training module within 30 days of assuming their positions. In addition, the EOC**

**recommends that all current employees on the IUPUI campus document that they successfully completed the Online Preventing of Sexual Harassment training module during the past three years or take a refresher course.**

Note on implementation and enforcement: At the end of the online “Preventing Sexual Harassment” training there is an opportunity to determine to whom notification of completion of the module should be sent in addition to the OEO director (Dr. Kim D. Kirkland). The deans (or executive associate deans) of each unit, or the delegates they determine, should be the recipients of the certificates for their information and to allow them to act on the information. In addition, Dr. Kirkland will provide summary data about the completion rates of the online “Preventing Sexual Harassment” training in each unit in the annual OEO reports. She will also discuss the completion rates, and plans for improving them, if necessary, with each of the units in the annual goal setting meetings.

#### **Agenda Item XII: Adjournment**

With no further business appearing, President Herrell adjourned the meeting at 5:00 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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