

IUPUI Staff Council (SC)
Minutes
October 17, 2012 ~ Campus Center, Room 450B ~ 2:00 – 4:00 p.m.

Members and Guests Present: Charles Akerland, Joshua Aldoriso, Marjorie Aprile, Rose Baker, Jill Beeler, Bobby Bell, Kaitlin Bell, Michelle Benberry, Lee Bernard, Victoria Bills, Russell Black, Vicki Bonds, Benita Book, Britt Booram, Landon Brothers, Chris Brown, Denise Brown, Tina Carmichael, Becky Cass, Beth Chaisson, Kristy Chapman, Wade Chatmon, Ben Cockrum, George Davis, Caitie Deranek, Aron DiBacco, Teri Duell, Natalie Edwards, Connie Ely, Pinkie Evans, Joann Farris, Mary Fisher, Rita Flynn, Margo Foreman, Avis Frieson, Alicia Gahimer, Cindy Gilbert, Jane Goergen, Jim Graber, Deanna Hart, Sharon Henson, Todd Herring, Patti Holt, Rochelle Hudson, Phyllis Humphrey-Sarver, Kate Julius, Betty Klein, Jim Klenner, Lyndy Kouns, Tammy Leone, Barbara Lerner, Pamela Lovejoy, Anthony Masseria, Catherine Matthews, Teresa McCurry, Amelia Miller, Charlie Miller, Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, Andrew Myers, Kasey Myers, Scott Orr, Kristi Palmer, Jennifer Paton (alt: Ritha Ridgeway), Mary Pat Poskon, Melanie Pride, Kibi Pryor, Dawn Rhodes, Tim Roach, Casey Roell, Patriece Roulette Landis, Liz Rybak, Meagan Senesac, Candice Smith, Damon Spight, Michael Sprinkle, Heather Staggs, Susan Steele-Moore, Lee Stone, Yolanda Taylor, Carleen Thompson, Lindsay True, Jack Waggoner, Maya Wagle, Terry Wilson, Emily Wren, and Debbie Wyeth

Members Absent or Excused: Melissa Ade, Amber Allen, Ingeborg Auditore, Virginia Blevins, Matt Borden, Bwana Brooks, Nathan Byrer, Cathie Carrigan, Shannon Cooper, Barbara Hanes, Linda Henson, Edgar Holdaway, Margaret Hughes, Deborah Jenkins, Pam King, Mary Lindop, Lodema Lines, Christophe Marchal, Cortnee Martin, Laura Masterson, Helen McKuras, Brady McManama, Christen Mumaw, Kitty O'Doherty, Jillian Patterson, Jennifer Pease, Lori Pollock, Dawn Roberts, Carol Robinson, Meagan Sabatino, Bill Stuckey, Sherrie Tucker, Sara Vitaniemi, Etta Ward, and Melody Warman

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: [Action Item] Approval of the Minutes of the August 15, and September 19, 2012, Meetings

Hearing no objections, the minutes of the August 15, and September 19, 2012, SC meetings stood as written and were entered into the record.

http://www.iupui.edu/~scouncil/documents/minutes/2012-2013/minutes_SC_8-15-12.pdf

http://www.iupui.edu/~scouncil/documents/minutes/2012-2013/minutes_SC_9-19-12.pdf

Agenda Item IV: [Information Item] IUPUI Food Service

Chris Yeadon, Director of Dining Services

Kate Julius, Assistant Vice Chancellor for Auxiliary Services

Yeadon and Julius reported on the following:

- Food service has been provided to the Center for Young Children since January 2012.
- In the food court, Papa Johns replaced Flat Bread Pizza in March and pizza purchasing has gone up three-fold. Simmer, an Asian concept, has also been added.
- Mondo's Call Ahead program allows you to place your order ahead of time for pick up at a specified time later. No waiting in lines.
- A new catering referral card can be given to a new client. 20% will be given to the established client for the referral and the new client will receive 20% off on their first order.
- A new frequency/loyalty card is available for Papa Johns.

- Food Service Advisory Group: The first meeting of the group was last week. They represent the faculty, staff, and students and focus on quality, compliance, and food safety. Feedback from the group will be given in the next E-Newsletter from Auxiliary Services.
- Academic Collaboration: IUPUI Food Service is collaborating with the Department of Kinesiology where a 300 level class is working to find out if a Kitchens Project can come to campus. It allows students to get into the “back of the house.”
- Auxiliary Services E-Newsletter: A registration sheet was distributed to subscribe to the food services and auxiliary services newsletter.
- How do you work with or in conjunction with the catering service at the hospital? Julius said there is competition near the campus. Chartwells has an exclusive contract with the campus and FLIK at University Place. As good stewards of the university, it is hoped that Chartwells is the first venue chosen for catering.
- Is Jimmy Johns coming to campus? No, but Mondo’s has the same concept as Jimmy Johns. They are open to recommendations for vendors; however, branded services are very expensive as there is a trademark that needs to be paid for and considered.
- Does catering take account numbers? No, but it takes purchase orders.

Agenda Item V: [Information Item] Conversion of University Place Hotel to Classrooms / Dorms

Dawn Rhodes, Vice Chancellor for Finance and Administration

Zeb Davenport, Vice Chancellor for Student Life

Rhodes and Davenport reported on the following:

- The conversion portfolio includes housing, classrooms, and a dining hall. The conversion addresses needs of additional classroom space, additional housing, and an on-campus dining facility.
- The hotel and conference center will close on November 30, 2012. Classroom space will open in June 2013. Residential spaces will be available in August 2013.
- Residence Hall: The hotel side will be the residence hall. It is referred to as The Tower at this time. There will be 560 beds, a study lounge, a computer lounge, community space, and workout space. The dining facility will be where Scholars Hall is now. Campus housing is at 100%. Park Place is at 98.9% capacity (247 students). 243 students are not accommodated by housing. The benefits of on-campus housing include higher academic achievement measures, increased options for Residential-Based Learning Communities (honors, engineering, first-generation students, non-residents, second-year students, international students, STEM and PETM), and a faculty in residence program. This past year, students living in residence halls had a higher GPA than their peers who lived off campus. They are more engaged with the campus. 42% of the students are in a residential-based learning community. A faculty in residence will have their own residence and be able to interact with the students.
- Dining Hall: This is the first of this kind of dining hall to open on a campus. COMPASS/Chartwells collaborated with the committee on the style of dining that will move forward on the campus. Scheduled to open in August 2013, to residents, faculty, staff, students and general public. Will include six distinct dining options (Fresh Market, Bakers, All American, Eat-Learn-Live, The Kitchen, and My Pantry). Artisans will be converted to Market 360 which is a grab and go concept. There will be meal plans available for everyone. The dining hall will seat 470 persons at each dining session. Features open, contemporary design with its own culinary and operations staff. Special dietary menus will be available. The dining hall will provide additional food options for the campus, and offer a social gathering place for students, faculty, and staff to connect.
- There will be a place for study in the dining hall as well.
- University Place Dining:

- Our Den and Chancellors will close between November 21-30, 2012. The Bistro will be open as an alternative through May.
 - The Faculty Club will not be affected and will remain open during renovation.
- Academic Building:
 - There will be 15 classrooms and be available in January 2013.
- Events and Meeting Space:
 - Special events and lectures can be held in the auditorium. Existing meeting rooms in the tower to include ballroom and second floor meeting rooms and will be available for campus, student, and conference use. The Campus Center and other public spaces can also be used for these and other activities. Catering services will be available.
- Parking: 373 parking spaces will become part of the campus inventory, but they will be for events and residents.
- We are cognizant of the staff members who are impacted by these changes and are supportive as possible. The staff in the hotel are dedicated and they have given no indication to anyone visiting that the hotel will close in November. They are very professional.
- conversion@iupui.edu – address to use for questions if not answered in the FAQs on the master plan site. convproj@iupui.edu is an address that can also be used to ask questions.

Questions:

- Is this an opportunity to hire more employees? Yes, a residence hall director will need to be hired as well as a few graduate students.
- Scholars Hall and staging area outside of this space is going away for renovation to become the full dining hall. The ballroom will still be available.
- What is happening to Ray's Campus Salon? Ray is staying in the hotel as he has a contract through November next year. Students have visited the salon and would like to have something more geared to them and he is looking to make some changes (possibly).
- Is the North Garage staying just as it is? Yes.
- Where will the computer lab be? Around the area where Chancellor's is now. There will be 15-20 computer stations. It will not be open 24 hours due to security issues.
- What will the hours be for the dining facility? It will cover all three meals and a late night concept for the evening.
- Will the Bistro be open? It will be open from 11:30 – 8 p.m.
- Where can we send conference guests? Purchasing is doing an RFP to try to get discounted rates for IUPUI groups to use in hotels close by.
- How are you focusing on crisis response? As long as the space is on campus, we are ready for crisis. There are protocols to follow that are already in place.

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

Dawn Rhodes

Rhodes reported on the following:

- Parking Monetization: A committee has been meeting to form a document of things that need to be in place and considered to be in place for an RFP to be considered. It is not an RFP at this time. Last week, the Board of Trustees, based on the document, gave permission to talk to a financial consultant to see what kind of income would be received from this type of arrangement. It did not go without much discussion. IUPUI parking is much different than IUB parking. At IUB, parking has been used to subsidize other programs. At IUPUI, Rhodes has supported increasing rates each year. The IUB has not raised their parking rates. Some board members are asking why do the monetization and just increase the rates so we can just do things we want. Monetization would bring a lump sum of money right away. Another member said that you

would need to know where the money would go when it is received. The campus has permission to go to the next stage to get an estimate, but no one has made up their mind that this is the right thing for IUPUI or not. Rhodes said one item in the document is that the campuses would set the parking rates established.

- Strategic Planning: Rhodes is vice chair of the process for the campus. There has been a retreat in August and a retreat in September with the steering committee and planning committee. The objective was to respond to campus with what we want to be known for in the next 15 years. What are our strengths and weaknesses that we can focus on? Once we find a vision that we all agree on, then we will have themes to begin to work on the vision and action plans to achieving the vision. We hope to have the process completed by spring or early summer 2013. There will be many opportunities on campus to have input on the process.

Agenda Item VII: [Information Item] Lateral Transfer Policy

Dawn Rhodes

Rhodes reported on the following:

- Two and half years ago, we started having problems getting approvals on promotions for persons moving to the same range. They might accept a different position in the same rank, but with increased responsibility, we could not give them a raise. Now we can. If you can document that there is substantial increase in authority, policy, or work, document it and forward it to have it approved. We can do that through December as long as Vice President Neil Theobald is here. It is not known if that will still happen once a new person replaces him.
- Is that only for the professional level or also clerical staff? Response was that it covers all staff ranks.
- Stone encouraged the reps to get the word out about this and Rhodes will ask Carleen Thompson to get the information out.

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

Carleen McElroy Thompson, Assistant Vice Chancellor for Human Resources

Thompson reported on the following:

- Benefit changes: The question is asked every year about why we cannot get the premium information earlier for planning purposes. Based on her experience, the earlier you receive your rates, the higher they tend to be. The later release allows for better brokering for lower rates. She meets with Vice President Dan Rives (University Human Resources) three times a month (his HR staff meetings, roundtable of directors at all campuses, and in bargaining sessions on behalf of the police). Thompson feels that being self-insured is the best route, but it is always good to get the data to see both sides. She offered to take any questions the staff has with her to these meetings to get them addressed. She would like the questions channeled through her office so that when she next meets with Rives (early November), she can share those questions with him and the rest of the HR directors. Have questions to her by early November. Comments should be sent to Karen Lee and a summary will be given to her. Lee will post the questions to Oncourse. Thompson will report back on the responses at the next full council meeting.
- Can staff at IUB transfer their PTO to other staff? Can they donate their time to someone else? Thompson does not know, but will find out. It would be a good idea to set up a donation mechanism even if it is done department by department.

Agenda Item IX: Report from the President

Lee Stone

Stone reported on the following:

- **Parking Monetization:** Stone attended the October Board of Trustees meeting. The Bloomington Faculty Council (BFC) took a heavy stance against monetization. IC Faculty Council President, Jack Windsor, said the IUPUI campus does not have concerns since we are so early in the process, but he wanted to be sure that staff is treated equally on all campuses. The IFC will give more feedback once an RFP is announced. With the increase of parking rates and insurance, it creates a financial hardship if parking rates are raised significantly. The information created by the committees will be going on to a financial entity for more consultation. The Trustees have put in place a measure that will monitor this process. The BFC said they are concerned about the loss of community at IU. IU employees accept less in upfront pay because they feel they are paid in other ways. Parking privatization may reduce emphasis on the common good. The statement referred to the care of the staff by the faculty. Windsor asked for transparency in this process so everyone is informed.
- **Strategic Directions Standing Committee:** The September 26 kickoff session went well and many good ideas were given. Brent Ruebens, from Rutgers University, led the retreat. The process will conclude in late spring early summer. Spight and Pease serve on the planning committee. As the process continues, he feels subcommittees will be formed and he would like to see more SC representation. He sent an e-mail to the IFC about the lack of discussion on retaining high quality faculty and staff. He likened the process to the replacement referees in the NFL. The referees were taken for granted and the staff at IUPUI cannot be taken for granted.
- **Committee Chair orientation** was on September 24. Dan Griffith had a small training session on leading effective meetings. Stone is excited about the participation in the committee meetings and there are good ideas and projects out there.
- Stone is looking at creating a way for staff to be recognized at Board of Trustee meetings. There is a report on faculty and students during the meeting, but none for the staff. He would like to see about forming a University Staff Council/Organization. With one voice, we could then ask for representative at the meetings. We need one organization to pull all the work together.
- **2012 Reaccreditation:** The Higher Learning Commission will meet with campus leaders including the Staff Council Executive Committee and a larger meeting for all staff members.
- Stone said the Staff Council charge is to develop staff and aid highly qualified personnel. He would like to focus on this during his term as president. At the November meeting, council members will set aside 45 minutes to talk about ideas to attract and retain high quality staff on this campus. "Making IUPUI the employer of choice."

Agenda Item X: Standing and Ad Hoc Committee Reports

- **Academic Affairs:** October 8 was first meeting. It was a brainstorming session of what the committee might cover during the year. Possible topics are: Academic Advising Reports – some departments do these to show students their progress toward graduation. Some know how to write these and some do not. TIME system and managing working conditions. Classroom space. How IU Online will affect departments. Next meeting is November 12.
- **Bylaws:** McCurry said the committee met last Thursday for the first time. The committee is taking under advisement some issues that were previously brought forward. In the coming months there will be amendments to vote on.
- **Communications** met on October 3 and brainstormed ideas for staff. 1 – There will be a survey going out about what people want to see happen for communications (Facebook, etc.). 2 – Maintain the staff newsletter – contest for naming the newsletter.

- Community Outreach – Holt said the charge is to go out into the community to provide service. A survey was available at the meeting for members to vote on areas that the council could be involved with. She wanted members to give their first three choices.
- Diversity: DiBacco said the committee meets monthly. They will help to select the Multicultural Diversity Award. They are working on other initiatives and will be reporting out on those as they are more concrete.
- Faculty Relations: Stone said current projects include an audit of the TIME system. Several letters have gone back and forth to Chancellor Bantz. A response is needed from him at this time. Health insurance premiums: at the time the committee met, the rates had not been released. Now that they have, we know there is a large increase in the PPO plans. An issue the committee is concerned with is the current pay bands for determining pay increases. There is a significant change in the rate of payment as you go up to another band. The other concern is not finding out the cost of the premiums until late in the year when so many employees are living paycheck to paycheck. The committee discussed some possible actions to make the changes. They will meet again on November 7. There were concerns by both faculty and staff regarding the monetization. There is interest in a town hall meeting between the faculty, staff, and students. Stone will meet to talk about plans with others involved. He is not sure how the town hall will be handled. Both faculty and staff were interested in the strategic planning committee. A strategic planning steering committee will be meeting soon and he hopes to create a committee to attract and retain exceptional faculty and staff. Rhodes said in regard to getting premiums earlier, there is a process for a self-insured business, and rolling premium data that needs to be considered before the premiums can be considered for the next year. Without the data for the previous year, they would have to guesstimate and it may be difficult to get the information earlier. A question was asked about when data would be received about whether the university should still be self-insured (actuarial reports). Wagle reported that Susan Brewer said it takes 18 months to get the data. If we are self-insured, shouldn't administration costs be lower? Brewer said she would provide a cost comparison for each provider. A website has been established called CostCompare that gives comparisons for health procedures. Why aren't we pushing to get the data to see if we should not be self-insured? Rhodes said she thinks there are very few universities that aren't self-insured. Stone will check to see what he can find out. We will discuss this further.
- Membership: Chris Brown is celebrating his 15th year anniversary at IUPUI. The committee is staffing the Staff Council booth at the Health and Benefits Fair. The volunteers met after the meeting to determine what times they will work during the day. If there are staff members who are having trouble getting time off to attend the event, please let the council know as the administration has distributed a letter asking that staff be able to go without having time counted against them.
- Rewards and Recognitions: The deadline for the awards is October 31. Diversity Committee is helping determine the Diversity award.
- Special Events: The blood drive is November 9 at Taylor Hall and Med Sci Atrium. Chapman will distribute a sign-up sheet to help pass out goodies to donators. They are also working on the holiday party and the retreat next summer.
- Staff Affairs: No report.
- Staff Development: The committee is looking at the Employee Assistance Program by offering better services or making it better known. They want to highlight a SC member in each Newsletter. They also want to have leadership training during a SC meeting. The committee needs additional members.
- Sustainability Committee: The first meeting is next week.
- Web Committee: The website has been revised and the members are asked to review it and let Lee know of any changes. They are also asked to check out other universities to see what their staff council webpages are like.

Agenda Item XI: Other Standing or University Committee Reports

- Pedestrian Safety Committee: It was noted by a member that there is still a need for safety around the IT building.
- Resource Planning Committee: Evans reported the committee is talking about budgets. Also how to raise scholarship funds for undergraduate students. There may be a moratorium on raising tuition. Scholarships are needed especially for students who are just above the income line for Pell Grants.
- Tobacco Free: McCurry said the committee meets monthly. Zero citations have been given, although there are still people smoking on campus. Staff members can refer persons anonymously to the appropriate offices for citations or help.

Agenda Item XII: Old Business

No Old Business.

Agenda Item XIII: New Business

- Stone wished Teresa McCurry a Happy Birthday.
- The November meeting date will be changed as it is the day before Thanksgiving. Lee will send a poll out to the members to determine the new date.
- Foreman said there is an online exit survey for faculty and staff to share information or comments of why they are leaving. The survey is anonymous. They are interested in knowing the information to be able to address what we need to do as a campus to retain faculty and staff. Were they given a performance appraisal? The information will be shared with OEO and HRA. Stone asked if the data could be shared with Staff Affairs. She said it was possible. The IFC asked specifically for the information.

Agenda Item XIV: [Information Item] United Way

Sara Griffin, United Way Campaign Manager

Griffin reported that \$360,000 is the goal and that 60% of the goal has been reached. www.iupui.edu/unitedway is a place to make an online donation. At the health and benefits fair, there will be a booth in the atrium with a silent auction.

Agenda Item XV: Report from the Chancellor's Academic Liaison and from the 2012 Reaccreditation Committee

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported that the reaccreditation visit is November 5-7, 2012. The self-study has been added to the website. She indicated that Lee Stone let her know about photos in the self-study that are clear violations of IOSHA standards. Those photographs have been changed. The Executive Committee should be familiar with the self-study before their meeting with the reviewers on November 6. The self-study will help guide the strategic planning process.

Agenda Item XVI: 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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