

IUPUI Staff Council (SC)
Minutes
June 17, 2009 ~ CE 409 ~ 3:00 – 5:00 p.m.

Members and Guests Present: Sara Allen, Emily Anderson, Marjorie Aprile, Brenda Baker, Sarah Baker, Josh Berger, Joann Bright, Jennifer Burba, Judy Carley, Elizabeth Chaisson, Kristy Chapman, Etta Childs, Trisha Clark, Pamela Clark, Jamie Clougher, Scott Cunningham, Gary Curto, Cora Daniel, Karen Dickey, Jim Fiddler, Mary Fisher, Margo Foreman, Tiffany Fox, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Nancy Gibson, Kim Gibson, Ali Godby-Schwab, James Graber, Nicholas Harris, Deanna Hart, Natalie Harvey, Robin Hawkins, Sue Herrell, Angela Hill, Melanie Hollcraft, Danielle Hull, Leslie Kidwell, Kim Kirkland, Brett Jackson, Theresa Martin, Megan May, Teresa McCurry, Caroline Miller, Marietta Moore, Scott Orr, Christine Padgett, Abbey Pintar, Ellen Poffenberger, Andrew Poland, Gloria Quiroz, Dale Ray, Dawn Rhodes, Dan Rives, Kara Salazar, Amy Sandlin, Meagan Senesac, Vicki Slunaker, Candice Smith, Lee Stone, Pat Stites, Becky Thacker, Mel Titus, Shari Upchurch, Robin Waldron, Louise Watkins, Carlene Webb-Burton, Cheryl Wisdom, and Marianne Wokeck

Agenda Item I: Call to Order

IUPUI President Sue Herrell called the meeting to order at 3:07 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 May 20, 2009, Meeting

Hearing no objections, the minutes of the May 20, 2009, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes_SC_5-20-09.pdf)

Agenda Item IV: Election of Second Vice President, Corresponding Secretary, and Executive Committee At-Large

Ray read the following ballot and voting began.

Ballot for the Elections of

Second Vice President, Corresponding Secretary, and Members-at-Large

Corresponding Secretary (vote for one)

Margo Foreman

Avery Nelson

Shari Upchurch

Second Vice President (vote for one)

Dale Ray

Members-At-Large (vote for three)

Alicia Gahimer

Amanda Shumaker

Lee Stone

Agenda Item V: [Discussion Item] Staff Council Resolution in Support the IFDC PAO/PAU Resolution

Herrell introduced the reason for the resolutions from the IUPUI Faculty Council and the IUPUI Staff Council. The IFC, at their meeting on May 5, 2009, voted to write a resolution in support of the Staff Council in their endeavor to stop the PAO/PAU initiative. The IFC wrote the resolution and voted to approve it. The Staff Council has written the following resolution in support of that resolution and letter to the Chancellor.

Padgett spoke of the resolutions (Padgett's notes are below).

IUPUI FACULTY COUNCIL RESOLUTION
May 2009

Title: IUPUI FACULTY COUNCIL Resolution to Suspend the Planned Implementation of the TIME (Timekeeping Information Management Enterprise) for PAO/PAU Staff

Whereas, the rationale offered for the change in timekeeping systems appears incomplete and misleading since there is no violation of compliance with the Fair Labor Standards Act and Indiana University's internal auditors determined the current timekeeping system to be adequate; and

Whereas, the IUPUI FACULTY COUNCIL is concerned about the likely negative effect this change will have on the academic culture of the campus, the morale of faculty and staff, the vital bond of professionalism, and customer service, especially to students; and

Whereas, lack of timely and serious-minded consultation with the faculty, many of whom supervise and work with PAO/PAU staff, indicates disregard, if not disrespect, of the fundamental nature of academic work; and

Whereas, considerable time and energy will be required on the part of those faculty who supervise PAO/PAU staff, thereby shortchanging interaction with students and taking time from tasks that are research or service based; and

Whereas, the decision to shift from the current timekeeping system to the synchronous TIME system appears to be an arbitrary choice and one that is not systematically applied across the IU system, that is decidedly user-unfriendly, and that is expensive to implement; and

Whereas, the proposed shift from monthly to biweekly pay would cause affected staff to experience a de facto pay cut each month for more than six months and cause them a considerable amount of involuntary deferment of pay that would create real and considerable hardships.

Be it Resolved, the planned implementation of the synchronous TIME system and biweekly pay for PAO/PAU staff be suspended.

Sue Herrell, Staff Council President received confirmation from Simon Atkinson, the Faculty Council president, that the resolution was supported by the faculty by a vote of 54 in favor and 8 opposing.

The Faculty Council Executive Committee will send a letter to the Chancellor informing him of the vote and asking that he consider this resolution a priority for the campus.

Staff Council Executive Committee has recommended that the Council prepare a statement supporting the Faculty Council's resolution.

According to Staff Council Bylaws of April 21, 2009; *Article VI. Meetings; Section E. Resolutions;*

[Resolutions shall be introduced at least one Council meeting prior to presentation for vote. Immediate action may be taken on items by suspending this requirement with the unanimous consent of those members present. A two-thirds vote of the total Council membership is required for the adoption of a resolution. Reports of resolutions adopted and action taken shall be communicated to the staff by the appropriate means including publication on the Staff Council website, in existing campus media and/or email notification.]

The Executive Committee made a motion to suspend the SC Bylaws (*Article VI. Meetings; Section E. Resolutions*) for consideration of a statement of the IFC resolution. The motion passed unanimously.

For consideration of presentation a statement supporting the IUPUI Faculty Council Resolution, Title: IUPUI Faculty Council Resolution to Suspend the Planned Implementation of the TIME for PAO/PAU Staff (dated May 2009).

Padgett read the resolution from the Staff Council as follows:

IUPUI STAFF COUNCIL STATEMENT SUPPORTING
THE IUPUI FACULTY COUNCIL RESOLUTION TO SUSPEND
THE PLANNED IMPLEMENTATION OF TIME FOR PAO/PAU STAFF
June 2009

Whereas, the rationale offered for the change in timekeeping systems appears incomplete and misleading since there is no violation of compliance with the Fair Labor Standards Act and Indiana University's internal auditors determined the current timekeeping system to be adequate; and

Whereas, the IUPUI STAFF COUNCIL is concerned about the damaging effect this change will have on the morale of staff, the vital bond of professionalism, the academic culture of the campus, and customer service, especially to students; and

Whereas, lack of timely and serious-minded consultation with all staff, many of whom supervise and work with PAO/PAU staff, who are also PAO/PAU staff themselves, indicates disregard, if not disrespect, of the fundamental nature of academic work; and

Whereas, considerable time and energy will be required on the part of those staff who supervise PAO/PAU staff, thereby shortchanging interaction with students and taking time from tasks; and

Whereas, the decision to shift from the current timekeeping system to the synchronous TIME system appears to be an arbitrary choice and one that is not systematically applied across the IU system, that is decidedly user-unfriendly, and that is expensive to implement; and

Whereas, the proposed shift from monthly to biweekly pay would cause affected staff to experience a de facto pay cut each month for more than six months and cause them a considerable amount of involuntary deferment of pay that would create real and considerable hardships.

Now, Therefore, Be It Resolved, IUPUI Staff Council is in agreement with and endorses the IUPUI Faculty Council Resolution adopted June 8, 2009, to suspend the planned implementation of the synchronous TIME system and biweekly pay for PAO/PAU staff.

Be, It Further Resolved, Chancellor Bantz and the IUPUI administration is hereby requested to assign highest priority to this matter.

Discussion began:

- The IFC resolution is written in such a way that it appears that staff will not do our work if we do not get our way. Padgett stated that the wording from the IFC Resolution comes from the IU Internal Audit.
- How can we be facing a loss in pay if we are receiving six days of pay? Ray stated that the PAO staff will be losing 10% of their pay for each of 10 months.
- How can we be expected to be paid overtime? VC Rhodes stated that 24% of the staff responded to a survey saying that they work overtime and they do not get paid overtime. It is an issue on this campus. Based on when you get paid, the six days will be given in the first biweekly paycheck. The second six days will come in the second pay. The second six days could be considered a hardship.
- In regard to approving timesheets, it may take 10 to 15 minutes longer on a bad day.
- The CL staff feels this is a real slap in the face because they did not get this kind of talk when they were forced to clock in and out.

The motion to pass the Staff Council resolution was passed (32 approved; 11 opposed).

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

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following items:

- Enrollment for fall is anticipating 3% above this time last year. This changes on a weekly basis. The schools are involved in calling students who were enrolled but have not enrolled again. They are encouraging the students to register and find out if there are any problems they can be assisted.
- Academic Affairs will have a new website this fall. There will be a new web design for the campus and this office will be one of the first to have the design.
- Within the next month, the progress of the Academic Plan will be revealed by mid-August on the Dean of the Faculties website. It will show what has been accomplished and what still needs to be done.
- Question was asked about the Class of 2013 and placing them on the fast track to degree completion. Fisher said the state said that we may be incentivized by degree completion instead of enrollment. Scott Evenbeck, Dean of University College, is leading a group of deans to identify degree completion plans for students to review and decide how they would like to complete their degrees. Some schools are looking at offering more summer courses.
- Is the administration looking at ways for persons to have more course options in the evening? Fisher said Khaula Murtadha (Community Learning Network) is looking at offering these types of courses off-campus. Some schools have time constraints and others do not. She gave the example of nursing students needing clinical times.

Agenda Item VII: Report from Human Resources Administration

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- Thanked the staff for attending the meeting as it shows engagement.
- The gender equity review has been completed for staff as the faculty study continues. HRA conducted the staff PA review. They knew the PA staff were in the market ranges since the initiative a few years ago, however, the gender equity had not been reviewed. The review was conducted within job families. They looked for gender differences above 5%. There was one job family (information technology) that needed to be reviewed. 17 employees were identified and 1 employee was identified as being out of compliance. That has now been resolved. Below is the analysis.

IUPUI Staff Gender Equity Analysis
Fall 2008 – Spring 2009
Project Overview

- Gender equity review for IUPUI staff paralleled timeframe for IUPUI faculty review
- Review conducted within PA job families with enough staff members for adequate comparisons within levels
 - Administrative Services
 - Development
 - Information Technology Services
 - Student/Academic Services
 - Research/Science
 - Media/Public Relations/Alumni Services
 - Facility Services
- Methodology
 - Computed both mean and median
 - overall
 - by gender
 - Compiled number and percentage distribution of employees across six ranks (P1-P6)
 - Computed average and median salary by gender for P2, P3, P4 ranks
 - Computed average and median salary by gender based on each job family market zone
 - below market
 - within market
 - above market
 - Computed percentage distribution by gender across the three zones
 - Looked for gender differences greater than 5%
 - by average salary
 - by median salary
 - If greater than 5%, looked for reasonable factors which could explain the difference
 - Also reviewed internal equity within campus units
- Analysis did not indicate an across the board pattern of salary inequity based on gender
- In one job family (Information Technology) an additional review was needed to clarify salary differences for 17 staff members within 8 campus units
- Special thanks to Paul Carlen and Gary Pike for consultation and guidance, as well as John Murray for gender equity project coordination

- Staff Survey Findings (unofficial): The IUPUI staff continues to be generally satisfied with their jobs. With IUPUI as an institution (reputation), the ranking went up. The two areas that need more attention are staff evaluations and recognition. 60% of staff receives evaluations and more want them. HRA will take a more proactive approach to get more supervisors to do an evaluation. Staff would also like to be asked how they would like to be recognized. In regard to the physical work environment (office space, cubicle, office building), 72% said it was satisfactory. Staff are satisfied with their pay.
- Voluntary benefits: Teresa Martin said the August issue of the Informed Employee will have the first communication regarding the voluntary benefits. At your home address at the end of August, you will receive more information. September 9 and 10 will be the information sessions. Pay particular attention to the information because there will be special enrollment periods for some of the benefits, including short-term disability. Will there be seminars off-campus for employees who work off-campus? Martin said there will be webinars for those employees.
- Judy Carley has provided a flyer on SEEF.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration and Chancellor's Administrative Designee)

Dan Rives, Associate Vice President, University Human Resources

Rhodes gave background on the PAO/PAU information and the staff Council's desire to delay implementation and also to make this campus equal with what is being done on the Bloomington campus. A survey was sent to effected staff and the results are:

Survey Summary:

Survey was sent to 564 PAO/PAU employees at IUPUI – 328 responded.

92% have access to the internet or a web enabled device

88% would prefer to use the TIME system asynchronously

50% indicated that the transition from monthly pay to biweekly will represent a hardship

44% have made plans to prepare for the transition to biweekly pay

66% indicated they are NOT expected to work overtime

24% indicated that they work overtime, but do NOT report it.

The University has said that implementation will go through on August 23 and the PAO/PAU staff will move to a bi-weekly pay schedule. What is left to decide is whether to record time as synchronous or asynchronous. The fiscal officers met with campus administration and that group was divided as well. It was decided that across the university, the Chancellor is given the decision to decide synchronous or asynchronous or he can push the decision down to the Vice Chancellors or their subordinates. The chancellor was just informed of this in the last few days. He is in the process of informing the Vice Chancellors as he has decided to push the decision to them. Each of those persons can decide to do what they want to do. They are also looking at the issue of financial hardship. They have worked on a proposal which Rives shared. She asked that only the PAO/PAU staff comment on the proposal.

Rives said that in August there are six extra days of pay for PAO/PAU staff. He looked at what could be done to help. The proposal is for PAO/PAU staff to sell back some PTO time. He and Rhodes are interested in whether this is a good idea or not. You must have PTO time to sell-back. Debts must exceed two paychecks to become eligible. If your debts are more than two pays by 50%, this is considered a hardship. Forms would need to be filled out for evaluation. In October an additional payment would be given for those PTO times. PTO would be reduced at the end of the year. This was

modeled after the private sector that employees can use to show hardship and use retirement to assist. They would use the highest level of confidentiality.

Questions/Comments:

- Is this a one-time deal? Rives responded affirmatively. The person commenting felt this was a good option and asked then why the resolutions were needed. Padgett said because there was some concern about the change being made, the Executive Committee heard the complaints and is trying to make a difference.
- It was asked if there was an analysis that shows how many staff would be affected and could take advantage of this. Rives said 1,100 employees will go through the change. Rhodes said they do not know enough about the financial situation of employees to know how many people will be affected.
- It was asked if the university could provide a loan. Rives said no.
- Quality and inequality among staff was mentioned. These two issues have caused uproar between the CLs and PAEs when it was shown that the PAO/PAUs would receive six free days of pay. Why not offer that to others? The commenter said, “Thanks for listening to us, but perhaps we are not doing our part well enough.” The Executive Committee acknowledges that both the PAO/PAU staff needs should be addressed, but also those of the CL staff. We came to the university to be a professional. When we accepted a PA position, we knew we would be treated professionally, but now we find that we are not being treated that way. And now you plan to let departments decide how they are going to go – synchronous or asynchronous.
- If it has been determined that there will be a hardship, why do we have to prove that there will be a hardship? Rhodes said the change is being made so that the university can be more compliant. Opening it up to everyone will not be accepted by the university.
- What are the defined obligations of debt? Rives said mortgage, credit cards, and car payments. Groceries and child care are not included. That’s why we are using the 50% number.
- I will give you six days back if you implement this initiative six months later.
- If there is a true hardship, this person supports the initiative. She also suggested moving to 15 pay periods instead of 12.
- The majority of departments do not pay overtime, but comp time.
- Could the time be bought in September and sold in April? No response.

Discussion closed and a decision on buy-back was not made.

Agenda Item IX: [Discussion Item] Equal Opportunity

Kim Kirkland, Director of Equal Opportunity

Annual Report Link: <http://www.iupui.edu/~oeo/reports/2009AnnualReport.pdf>

Kirkland shared and explained the Office of Equal Opportunity’s annual report.

Questions/Comments:

- Curto said HRA creates many workshops to help us learn about how to change some of the things mentioned in the report as being problems. What would be the method that we could be proactive to bring closer the day when the numbers become below the national average? Kirkland said if we communicate better, it will certainly help. Communication between two or more people helps to solve problems. Tell someone how you feel instead of letting the issue fester.
- Is it possible for your office to present to faculty and staff to teach how to communicate with one another? Kirkland said the office would like to create a training module to create an environment of communication.

Agenda Item X: Report from the First Vice President

Due to the lack of time remaining in the meeting, there was no report.

Agenda Item XI: Standing Ad Hoc Committee Reports

- Bylaws: No report.
- Communications: No report.
- Membership: Ray (Chair) reported the results of the elections as follows:
 1. Corresponding Secretary - Margo Foreman
 2. Second Vice President - Dale Ray
 3. Members-At-Large: Alicia Gahimer, Amanda Shumaker, and Lee StoneAndrew Poland and Megan May will take over as Co-Chairs for the Communications Committee. Senesac was thanked for her service as outgoing Communications Committee Chair.
- Rewards and Recognition: Foreman (Chair) encouraged the staff to nominate and apply for the Bohan award and Nathan scholarship. Both award information are on the SC website.
- Special Events: Gibson (Chair) invited the SC members to attend the retreat on July 10.
- Staff Affairs: Stone (Chair) reported the Crosswalk Safety brochure has been distributed to each person in attendance. Gahimer said a video will be on JagTV this fall. The brochure will be put in New Student Orientation packets and New Employee Orientation packets.

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

No additional reports.

Agenda Item XIII. [Discussion Item] Common Theme Committee

This item was postponed until a fall meeting.

Agenda Item XIV: Old Business

No business.

Agenda Item XV: New Business

- Member Recognition: Herrell recognized the members who will not be continuing for another term. As names were read, certificates were distributed.

Agenda Item XVI: Adjournment

President Herrell adjourned the meeting at 5:14 p.m.