

IUPUI Staff Council (SC) Minutes

September 16, 2009 ~ Ruth Lilly Learning Center Auditorium ~ 3:00 – 5:00 p.m.

Members and Guests Present: David Adams, Amber Allen, Nathaniel Allen, Marjorie Aprile, Brenda Baker, Sarah Baker, Yvonne Baynham, Michelle Benberry, Josh Berger, Linda Bethuram, Russell Black, Joann Bright, Christopher Brown, Trena Brim, Jennifer Burba, Kim Campbell, Jan Canganelli, Becky Cass, Elizabeth Chaisson, Kristy Chapman, Etta Childs, Trisha Clark, Pamela Clark (Kathy Nichols, sub), Heather Coates, David Craig, Samantha Cross, Nancy Crouse, Gary Curto, Tina Darling, Francine Epperson, Margo Foreman, Tiffany Fox, Roxana Fuentes, Alicia Gahimer, Nancy Gibson, Kim Gibson, Ali Godby-Schwab, Jane Goergen, Betsy Grim, Barb Hanes, Crystal Haney, Amy Harrity, Deanna Hart, Shane Hatchett, Natalie Harvey, Linda Henson, Sue Herrell, Angela Hill (Fin and Adm), Angela Hill (Med), Jana Hill, Nikki Holdcroft, Melanie Hollcraft, Patti Holt, Rochelle Hudson, Sherry Kendall, Brenda Lawless, Emilie Leveque, Kim Lewis, Lodema Lines, Janae Marking, Theresa Martin, Megan May, Teresa McCurry, Helen McKuras, Marietta Moore, Lyndsi Moser, Scott Orr, Levi Osborn, Christine Padgett, Katrina Patterson, Ellen Poffenberger, Marsha Quarles, Gloria Quiroz, Dale Ray, John Rasmussen, Andrea Rostanzo, Colleen Rusnak, Amy Sandlin, Meagan Senesac, Tonya Shelton, Amanda Shumaker, Vicki Slunaker, Candice Smith, Douglas Smith, Holli Smith, Tonia Stubbs, Becky Thacker, Shelley Tyler, Shari Upchurch, Martin Wagner, Robin Waldron, Aaron Walton, Dolly Warner, Sheila Walter, Elizabeth Way, Carlene Webb-Burton, Sue Wheeler, Terry Wilson, Cheryl Wisdom, 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 3:05 p.m., welcoming the representatives to the new Staff Council year. She spoke of the list of suggested agenda topics and concerns for the SCEC to review in the coming year. The SCEC will review the list and an upcoming meeting.

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 June 17, 2009, Meeting

Hearing no objections, the minutes of the June 17, 2009, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2008-2009/Minutes_SC_6-17-09.pdf)

Agenda Item IV: Report from Human Resources Administration

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- Thanked everyone for attending. Attendance at this meeting is better than it has ever been and it is because the staff is engaged.
- Voluntary Benefits: Open Enrollment is now. The Staff Council has been engaged in the planning for the short-term disability. Enrollment must meet a percentage to become effective. Enrollment deadline is September 30. Marsh (not the grocery store) is the company sponsoring the benefit packages. Question was about a new employee who begins after the September 30 period. Poffenberger said this will be addressed during the New Employee Orientation. www.iuvoluntarybenefits.com.
- Pandemic Flu: President McRobbie has enacted a Pandemic Emergency Policy for staff and how their time off will be affected should the campus need to close, etc. The policy has been sent to

each dean and director. Although it is unlikely, if the campus should close due a pandemic flu epidemic, staff would be paid for up to 15 calendar days.

- Professional Development: The Chancellor has issued a memo of support for staff to take advantage of professional development, including taking classes for credit. The Administrative Support Professional Series is this fall and the deadline to register is September 17. The series begins September 24 and ends in April.
- October 30 is the Employee Health and Benefits Fair. Staff Council will have a presence at the fair. Location is the Campus Center, 4th Floor. Question was whether there would be H1N1 vaccinations available. Teresa Martin said Health Services would be there with H1N1 vaccinations, but they are not sure how it screening will take place.

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

Sarah Baker, Faculty Council Executive Committee

Baker, reporting for Mary Fisher, relayed the following information:

- The Faculty Council (IFC) year is just beginning and they are working to form committees.
- The IFC is working on a Constitutional change to allow for electronic voting at any time.
- Herrell stated that she and Padgett will take turns making monthly reports at IFC meetings.

Agenda Item VI: Report from the First Vice President

Christine Padgett, First Vice President

Padgett reported on the following:

- SC Committee memberships are forming.
- Register early for voluntary benefits.
- An Ad Hoc TIME Committee has been appointed by the SCEC to assist staff in voicing their concerns with the TIME system and seek solutions which support accountability and best practices to carrying out the vision, mission, and goals of the university. (Bylaws: Article 1. Purpose & Section B&C). This committee will provide a channel of communication for staff regarding the TIME system with administration, collect data which may be instrumental in advocating effective TIME policies supporting fairness between staff, co-workers and supervisors. It will also collect data which may assist TIME programmers/administrators to provide better functionality within TIME. We are in the data collection phase now and then the SCEC will meet to discuss next steps and meet with appropriate administrators to seek solutions.

The Ad Hoc TIME Committee encourages all staff members with concerns regarding the TIME system to utilize the following communication methods:

1. The Staff Council website under "Contact Us – Submit Feedback"
(<http://www.iupui.edu/~scouncil/contact/feedback.html>)
2. Via Campus Mail: Karen Lee, Coordinator, Office of the Staff Council, UN 403.
3. Ad Hoc TIME Committee Chair: Christine Padgett, 1st Vice President, cepadget@iupui.edu
4. Staff Affairs Chair: Lee Stone, Member-at-Large, leestone@iupui.edu

Question: If a problem comes up, is it better to bring it up during the SC meeting, or submit it one of the four ways? Padgett said it is best to submit one of the four ways.

Agenda Item VII: [Discussion Item] IndyGo Green: Public Benefits and Corporate Commitments in Relation to Indianapolis' Sustainability

Samantha Cross, Director of Business Development, IndyGo

PowerPoint: <http://www.iupui.edu/~scouncil/documents/indygo.pdf>

Cross discussed the PowerPoint and encouraged everyone to remember IndyGo when going green. Try taking the bus once or twice a week.

Agenda Item VIII: Updates from the Associate Vice Chancellor for Facilities

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

Wren reported on the following:

- The Glick Eye Center will be located between Michigan Street and Coleman Hall and construction will begin soon.
- Fesler Circle will be improved in a three-phase process.
- The second phase of Neurosciences has been approved for the Methodist Campus.
- A new roof will be put on the E&T building. The "green" portion of the roof has not been funded at this time but can be added later when funding becomes available. The roof will be white to reflect heat and save on costs.
- A new parking garage will be constructed near Blackford and North Street. The design phase is occurring and it is hoped that building will begin in November. The garage will have solar panels on the top and E&T is helping to find funding for this.
- The starburst paving outside Riley Hospital is being repaired once again.
- The BS breezeway has been repaired.
- The State gave authorization for bonding for energy management projects. They are working with consults for five buildings that are considered "energy hogs." The bonding funds need to be paid back eventually, and is expected to be received from the savings from the improvements made.
- Ball Gardens: In design phase and there may be action within a year. The play garden will be done first.
- The Math Assistance Center is being expanded and is moving to the basement area of Taylor Hall.
- The Multicultural Center (first floor of Taylor Hall) has finished the designed phase and is moving to the planned construction phase.
- Taylor Hall, Room 115, will be out of service for room scheduling until summer 2010. It will be a temporary office for persons who are being moved due to Taylor Hall renovation.
- "Park is bad this year." That's the bad news. The good news is that enrollment is going up and we have students who are staying on campus longer and taking more classes. Grass parking will continue until relief is received through increased spaces or garages.
- Wren spoke about staff selling back their parking permits and use the campus shuttles. Students need to be close to buildings as they are our customers. Offsite parking is on Indiana Avenue (used to be Stadium Drive) and a shuttle is available. There are 300 spaces available and most are not taken.

Questions:

- Is 16th Street parking a secured lot? No, it is just a regular parking lot.
- If we give up our permit, but there are days we need to park on campus, would Parking Services give us an X number of passes to allow for that? Wren said departments would need to accommodate that, but it may be possible.

- Is the 16th Street parking safe (security)? Wren said there is no security for any of our lots, but we may need to consider it.
- How often does the shuttle go to the off-site parking? Wren said that if there is an emergency, we can get you to your car quickly. Otherwise the shuttle runs every 20 minutes.
- Can we get bike lockers? We currently do not have them, but we are thinking of making the new garage a transportation center. So, it may be possible.
- Where does the off-site shuttle pick up and drop off? Wren said the information is all on-line.

Agenda Item IX: [Discussion Item] Update on Actions by Staff Council on PAO/PAU Timekeeping Initiative

Sue Herrell

Herrell said, due to lack of time, that the SC website has much of the pertinent information. Also, check the June minutes as much information was given there as well. As a result of the resolution, there was a change in the policy by the University Human Resources. UHR gave authority back to the campus to choose synchronous or asynchronous as to which method they would use. Some units have gone either way. It was hoped that everyone would choose one way or the other, but it didn't turn out that way and the campus is split.

Agenda Item X: [Discussion Item] Food Service Update

Josh Berger, IUPUI Food Service Director

Tom Cappucci, General Manager, University Place Hotel and Conference Center

Berger and Cappucci reported on the following:

- Berger was hired last November.
- The name has changed to IUPUI Food Services instead of Chartwells.
- Food service is very busy during the summer. The food court is open early for breakfast service. Several areas are open later as well.
- The food service look at the law school has changed and the name has changed as well to "The Docket."
- FourCourse Catering has changed by adding a tier that is full service at a value price. The menus have been analyzed to give the best value for the money.
- <http://www.food.iu.edu> is the new website.
- Students have been hired to staff food service areas.

Agenda Item XI: Old Business

No business.

Agenda Item XII: [Discussion Item] Common Theme

David Craig, Chair, Common Theme Committee

Website: http://www.iupui.edu/common_theme/

Flyer: http://www.iupui.edu/~scouncil/documents/common_theme_flyer.pdf

Craig reported on the following:

- The book for this year is *Deep Economy* by Bill McKibben, and the theme is consuming well for the wealth of communities from IUPUI to the World.
- What are the consequences of our consumption? What does it mean to consume well? What is the wealth of our community? How can you connect to the project? There is a calendar of events on the site. Senator Lugar will be speaking about energy security. The author is coming in

November. There is also a blog available. If you have an event that promotes the common theme, please send information via the website.

- Common Green Contest: Students and staff are asked to propose ways to make the campus more sustainable.
- Candice Smith, a SC representative, is a member of the committee.

Agenda Item XIII: New Business

- United Way (Jana Hill): Hill said the United Way Campaign goal for IUPUI is \$417,000. The campaign runs from September 4 to October 2. Sarah Fisher, racecar driver, spoke at the first campus event for the campaign. \$4,000 was raised at that event. At this time, about 42% of the goal has been met.

Agenda Item XIV: Adjournment

President Herrell adjourned the meeting at 5:02 p.m. for members to enjoy catering sponsored by FourCourse Catering.

Minutes prepared by Staff Council Coordinator, Karen Lee
UN 403 / 274-2215 / Fax: 274-2970 / scouncil@iupui.edu / <http://www.iupui.edu/~scouncil>