

IUPUI Staff Council (SC)
Minutes
April 17, 2013 ~ CE 450A ~ 2:00 – 4:00 p.m.

Members and Guests Present: Melissa Ade, Charles Akerland, Marjorie Aprile, Rose Baker, Kaitlin Bell, Michelle Benberry (alt: Ronda Davis), Victoria Bills, Vicki Bonds (alt: Shannon Williams), Benita Book, Matt Borden, Landon Brothers, Denise Brown, Tina Carmichael, Kristy Chapman, Ben Cockrum, George Davis, Caitie Deranek, Aron DiBacco, Connie Ely, Pinkie Evans, Joann Farris, Avis Frieson, Alicia Gahimer, Carlos Garcia, Jane Goergen, Jim Graber, Barbara Hanes, Linda Henson, Sharon Henson, Todd Herring, Patti Holt, Rochelle Hudson, Phyllis Humphrey-Sarver, Betty Klein, Jim Klenner, Lyndy Kouns, Karen Lee, Pamela Lovejoy, Lodema Lines, Cortnee Martin, Anthony Masseria, Laura Masterson, Catherine Matthews, Teresa McCurry, Helen McKuras, Brady McManama, Charlie Miller, Greg Mobley (alt: Kathy Logan), Matthew Moody, Lindsey Mosier, Kevin Mouser, Christen Mumaw, Andrew Myers, Kasey Myers, Kitty O’Doherty, Scott Orr, Kristi Palmer, Jennifer Paton, Jennifer Pease, Mary Pat Poskon, Dawn Rhodes, Tim Roach, Patriece Roulette Landis, Liz Rybak, Candice Smith, Damon Spight, Susan Steele-Moore, Lee Stone, Bill Stuckey (alt: Louise Watkins), Yolanda Taylor, Carleen Thompson, Lindsay True, Jack Waggoner, Maya Wagle, Etta Ward, and Debbie Wyeth

Members Absent or Excused: Amber Allen, Bobby Bell, Lee Bernard, Russell Black, Virginia Blevins, Bwana Brooks, Nathan Byrer, Cathie Carrigan, Becky Cass, Wade Chatmon, Shannon Cooper, Teri Duell, Natalie Edwards, Rita Flynn, Cindy Gilbert, Deanna Hart, Edgar Holdaway, Margaret Hughes, Pam King, Tammy Leone, Barbara Lerner, Mary Lindop, Jillian Patterson, Melanie Pride, Kibi Pryor, Carol Robinson, Dawn Roberts, Casey Roell, Anthony Scott, Meagan Senesac, Jan Smith, Michael Sprinkle, Sherrie Tucker, Melody Warman, and Terry Wilson

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 March 20, 2013 Meeting

The minutes of the March 20, 2013, SC meeting were approved.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes discussed the budget for the next academic year as follows:

- State Appropriations in the state Senate for 4-4-13 look like this:

	FY 14	FY 15	
IUPUI	6.3%	5.7 million*	95.8 million
IUSOM	<u>3.5%</u>	<u>3.7 million*</u>	<u>109.4 million</u>
	9.8%	8.4 million	205.2 million

*=net impact

- IUPUI Internal Process
 - Student General Fee Process – October/November
 - 26 Budget and Planning Conferences were held between March 2 and March 28, 2013.
 - Resource Planning Committee (RPC) charged to provide recommendations to the chancellor.
 - Budget construction due the third week of May.
- Tuition and Program Fees:
 - Graduation, Professional, and all program fees due to university on April 26
 - Undergraduate tuition still being discussed.

Agenda Item V: [Information Item] Emergency Management

Carlos Garcia, Director, Emergency Management and Continuity

PowerPoint: http://www.iupui.edu/~fcouncil/documents/pps/Garcia_4-17-13.pdf

Garcia presented the linked PowerPoint presentation including the background of IU Emergency Management and Continuity (IUEMC), key projects and tasks, the March 19, 2013, “armed person on campus” incident, lessons learned from incident, and next steps.

Questions:

- Regarding the March incident, Masterson asked about messages sent to classrooms or professors about how to stay put or not to leave class. There was confusion about whether to hold class or cancel it. Rhodes said for that reason, classes weren’t canceled because it wasn’t known how to handle it.
- What is the faculty obligation of students who have been in class for a long time and want to leave? Garcia said because we are dealing with adults, technically, we cannot keep them in the classroom or wherever they might be. However, because there was an order to stay in place by the police, if they were to go out, they could endanger themselves and others. They could potentially be arrested because it was a direct police order.
- Martin said her office has a view of many areas on campus and saw police watching students walking around and not asking them to take shelter. Will that be standard operating procedure? Garcia said communication is the key. What are police saying to other police? What is the command center saying to others? When we have several different agencies helping in the situation, as we did that day, the commands can mean other things. Also, the media uses scanners to find stories and put out reports that were confusing. Clearing a building and sweeping a building means two different things. In the long run, the police had a mission to screen and work through certain buildings and that was their focus. Communication will be addressed in the discussions going on now.
- How do we handle the patients and visitors in the hospitals and clinical areas that then come on over to the campus area? They do receive the emergency notices? Garcia said law enforcement and his office is trying to work through that right now. There would need to be someone stay in the facility to notify the patients and administrators of the status.
- The garages should have been secured at the same time as the buildings.
- Another member was in a school that had a view to many areas on campus. Students were coming and going from the Lecture Hall and other buildings with backpacks and other items. Everyone had different ideas of what “lockdown” and “shelter in place” was. Garcia said these issues are being addressed. In 2010, the University of Texas at Austin experienced a person that rode a bus to the campus and began shooting people. He then went to the library and committed suicide. UTA provided some very good detail on what to do after this incident. There were plain clothed officers on campus as well following that incident.
- The recent tornado drill was also ignored by students.
- How do you manage the safety of the staff and faculty when the students ignore the mandate? Garcia said preparedness starts with the individual. It will take a huge outreach effort to teach and train and engage them in knowing when to honor the commands given to them. Bottom line: do all you can to protect yourself.
- An emergency coordinator has been established in each building.
- The emergency website previously had a connection to the IUPUI Preparedness website. That website has not been used for a long time. Garcia said that when the department became a system department they tried to centralize information at protect.iu.edu. The connection for the old website has been changed to move to the protect.iu.edu website.

- Rhodes said Chancellor Bantz asked IUEMC to key in whatever is needed to make the messages campus specific. Garcia said there will be a running blog of updates as the incident occurs until the end of the operation should there be another incident.

Agenda Item VI: Presentation from Human Resources Administration

Carleen Thompson, Assistant Vice Chancellor for Human Resources

PowerPoint: http://www.iupui.edu/~fcouncil/documents/pps/thompson_4-17-13.pdf

Thompson presented the linked presentation that included the differences between IUPUI Human Resources Administration and University Human Resources Administration in the areas of classification, compensation, records, employment, employee relations, benefits general, and benefit plans.

Questions:

- What is the support staff initiative? Thompson responded that when they look at the classifications for staff, they look at the labor market surveys that are bought every year reflecting the geographical and labor market HR would hire employees from. They use the information to compare rates and where the position falls, then use that information to make decisions. An analysis will begin next fall of the present positions.
- Do we have any input on policies considered by UHRS? Thompson said we are starting to get input. Ongoing dialogue is going on regarding policies at the monthly meetings.

Agenda Item VII: President's Report

Lee Stone

Stone reported on the following:

- The council is getting ready for unit elections. Eleven units will go through elections this year for unit representatives. Stone also said the council will also elect three at-large members, a second vice president, and a corresponding secretary.
- The Diversity Fair was successful and DiBacco reported on it during Committee Reports.
- Thanked Lee for the new look of the newsletter.
- The Special Events Committee will discuss the July 12 Staff Council Retreat under reports. The committee is also working on getting polo shirts for members.
- Strategic Directions Town Hall: Stone attended one session in person and one on-line. Dr. Stephen Hundley will talk at the May meeting about the rough draft. Please review it before the next meeting. The next step will be prioritization and implementation.
- Please attend the Mutt Strut to raise money for the Humane Society of Indianapolis. The Community Outreach Committee is sponsoring it for the council. They now report as a subcommittee of the Special Events Committee as some of the duties overlap.
- The SC blood drive is on April 18.
- Roach will replace Evans on the Chancellor's Resource Planning Committee.
- CAPS counseling service staff is down in that area and there is a heavy need for counselors. They are working around this as best as possible to treat students in need until having a full staff once again. They are serving current clients as well as acute emergencies. No new counseling will happen until mid-summer. He asked that the members send the recent correspondence about the changes in CAPS to their constituents.
- Jag-A-Palooza: The Division of Student Life and the Student Activities Board is holding a Jag-A-Palooza on April 26 from 4-11 p.m. in Taylor Courtyard. All events are free to members of the IUPUI community and their families. Stone asked the members to share the information with their constituents. An e-mail was circulated with the information.

- Your hard work has not gone unnoticed by the Strategic Directions leadership. Stone read an e-mail from them about the Staff Council and the Task Force on Staff Talent as being the most involved in the process. A cake reception will be held for the council members at the May 15 SC meeting. Vice Chancellor Paydar is very pleased with the council's effort.
- Pease appreciated the information about the summer camp left on the registration table. She has been asked about listings for summer camps for prospective students. She thought staff would take more advantage of the camps if they knew what they were. She spoke to External Affairs about this as well. There are many opportunities on campus for the summer that we don't know about. Stone recommended the Staff Affairs Committee work on this and to post it on the SC website.

Agenda Item VIII: Standing and Ad Hoc Committee Reports and Other Standing or University Committee Reports

The following reports were heard by the members:

- Bylaws Committee: Klenner introduced the bylaws change as stated on the agenda. It will go up for a vote at the next meeting.

Bylaws Committee – Proposed Bylaw Change

Current Bylaw:

None. The Staff Council Committee on Diversity, Equity and Inclusion was established as an ad-hoc committee by a motion passed at the July 2012 Executive Committee and is not currently mentioned in the Staff Council Bylaws.

Proposed amendment to Staff Council Bylaws, Article V, Section B (Committees):

The Committee on Diversity, Equity and Inclusion shall consist of no fewer than **five** members. This committee is responsible for identifying formal **and** informal efforts supporting staff diversity, equity and inclusion at IUPUI; contributing to relevant IUPUI policies, practices, and procedures; and making the resources of Staff Council available for this work. **This includes providing access to staff, advocacy with administration, communication across campus and opportunities for those creating a diverse and inclusive campus to meet and work together.**

*(Original statement: "This committee will also work towards enhancing IUPUI through diversity, equity and inclusion in support of all staff by **advocating communication across campus, between staff and administration**" – amended to read as above)*

Rationale:

Standing Committees are constituted to perform a continuing function, and remain in existence permanently or for the life of the assembly that establishes them. RONR (10th ed.), p.473, l. 20. This committee has been actively working towards their charge to enhance IUPUI through diversity, equity and inclusion in support of all staff. The committee requests a status change from ad-hoc to standing committee to continue this work and a motion requesting such change was made by Chair Aron DiBacco at the February 2012 Executive Committee meeting. The committee proposes the status change by way of this proposed amendment to the current Staff Council Bylaws.

- Staff Development Committee: The committee introduced three awards for SC members
 - Outstanding New Member: The intention of this award is to honor a member who has jumped in with both feet to the work of the Council during their first term. He or she is active both within the greater Council and their committee, serving with consistency and creativity, whether in a leadership role or not. The ideal honoree has demonstrated great commitment to serving his or her fellow staff throughout the term.

- Outstanding Committee Chair: The intention of this award is to honor a chairperson who has gone above and beyond the call of their position. The ideal honoree has demonstrated passion for their work, worked effectively as a leader, and has inspired his or her committee to excel in their work during the 2012-2013 year. The awardee would have pushed the committee beyond its normal activities to innovate and create change at IUPUI, bettering the campus and reaching the needs of the Council's constituents.
- Staff Council Member of the Year: The intention of this award is to honor a member who has exhibited extraordinary service to IUPUI's staff through his or her work on the Staff Council. The ideal honoree has demonstrated great commitment to serving his or her fellow staff through committee work, leadership roles, or general membership. He or she has gone above and beyond the responsibilities of Staff Council membership to serve members of the campus community and improve the experience of their constituents. The awardee is active in both general meetings and committee assignment, providing valuable feedback and serving as a conduit for the needs of staff.
- Deranek encouraged the members to nominate themselves or someone else. Nominations are eligible the month of May. The descriptions will be placed on the SC website soon. The awards will be given out at the retreat on July 12.
- Committee on Diversity, Equity, and Inclusion: DiBacco, chair, reported on the following:
 - The Staff Diversity Resource Fair was on April 9. The fair was attended by approximately 30 people. Several campus vendors were there to share what they do. It was generally positive and she looks forward to having one next year.
- Special Events
 - The Staff Council Retreat will be on July 12 at Victory Field. The speaker Kenneth Vaughn from the Indiana Blood Center. An RSVP will go out in May.
 - The service project for 2012-13 will be Pantry Partners for the Ronald McDonald House. Items to stock a pantry will be collected at various sites around campus and then brought to the May 15 meeting for pickup.
 - The Mutt Strut is Saturday, April 27, 2013.

The following reports (unedited) were posted on the agenda for review by the members:

- [Ad Hoc] Academic Affairs Committee: The Academic Affairs Committee met on March 4, 2013. The following topics were discussed: the handling of course evaluations and concerns about hand written comments from students; Academic Advising Reports; the new Advising Records system to be launched (AdRx); understanding the hierarchy and relationships between faculty and staff; eTextbooks; reasons students do not re-enroll in classes; Hine Hall and touring The Tower; classroom furniture; web posting of course syllabi; and Academic Committees on campus. The next meeting will be Monday, April 1st from 2-3pm with location to be determined.
- Campus Center Advisory Committee (Matt Moody reporting):
Subject: 2/21/13 CE Advisory Board Wrap-up
 1. We reviewed the Policy Manual which is the black & white instructions regarding conducting business in the Campus Center. No major objections were raised.
 2. We discussed the use of banners in the Campus Center and the new option of using the second floor railing; the Campus Center will hang some sample banners after the International flags come down at the end of the month to encourage more usage. Additionally we'll work with the Multimedia Service Center regarding the best pricing options for student orgs going forward.
 3. We agreed that we would do some more aggressive marketing of our lockers to the Bridge program and during Orientation.
 4. It was suggested that the Campus Center explore more directed amplification in the Atrium in an attempt to keep the sound on the first level; additionally it was suggested we look into background music in the Citizens Commons.

5. Finally we discussed reaching out to AT&T to see if anything can be done to ramp up the wireless signal in the building.

We agreed that that the 4/18/13 meeting will begin at 4:30pm where the topics will include the Campus Center Strategic Plan review and meeting planning for the 13-14 academic year.

Joe Hayes, Director, Campus Center, IUPUI Division of Student Life

- Communications Committee (Todd Herrington, Chair): Working with the Committee for Diversity, Equity, and Inclusion for marketing materials for their fair in April. The committee has also been collaborating via email on communications procedures and documentation.
- Committee on Diversity, Equity, and Inclusion (Aron DiBacco, Chair):
 - Working with Bylaws committee to become a standing committee of the Staff Council
 - We are starting to think now about membership for 2013/2014. Contact Aron (adibacco@iupui.edu) if you are interested in being on our committee. We are open to non-SC members.
- Parking Advisory Committee (Jack Waggoner, Reporting)
 - Due to the high # of open spaces in the garages, garage passes (more expensive than “A”) are going to be offered to students for purchase.
 - There were plans in place to move the lower-level visitor Natatorium parking to the new Riverwalk garage in order to open up more B/E spots there but that has been postponed indefinitely.
 - The message below went out to all A, B, and E permit holders on January 30 regarding guaranteed garage parking in the Riverwalk garage upper levels. I’d like to gather feedback (positive or negative) about this pilot program to take back to the committee for discussion. If you have thoughts/feedback/praise/concerns please e-mail them to Jack Waggoner at jacwaggo@iupui.edu
 - Exclusive parking for Law students (PGS labeled spaces) was a pilot program and will cease at the end of this academic year and will open back up 152 “E” spaces on that surface lot.
<https://www.parking.iupui.edu/blog/index.php/archives/519>
- Resource Planning Committee (Pinkie Evans, Reporting): The RPC was cancelled last week due to Spring Break. It will meet on Thursday, March 21 in a Special Meeting. There is no word yet on budget information: proposed salaries or additional information.
- Staff Affairs Committee (Candy Smith and Jennifer Pease, Co-Chairs): The Staff Affairs Committee met on Tuesday, March 12.
 - We are finalizing the research that individual committee members have been doing on our Urban 15 peer institutions. The goal to have to the comparison information to Lee Stone and others no later than Friday, March 15. Committee members have been asked to post that information in a common format in the Resource folder on the Staff Affairs Oncourse site. It was suggested that a questionnaire for IUPUI be completed as well so help with the comparisons.
 - Committee members were reminded to continue posting to the Task Force on Staff Talent IdeaScale as well the Strategic Plan site. It was suggested that a reminder with the links be sent out once again to the membership and Karen Lee will be asked to distribute that message to remind and encourage all members of the Staff Council to submit feedback.
 - Plans are underway to schedule some “Educational Opportunities Here At Home” sessions for current staff, similar to what was done in the past. Human Resources has committed to help support and promote these events. A number of staff have enrolled or applied as a result of the information session co-sponsored by Staff Council at the October 31 HR Benefits Fair.
 - The committee has recommended that Staff Council work closely with HR in the future in regards to the Chancellor’s Employee Recognition Convocation, especially with respect to the Irwin, Bohan and other award winners who are selected by the Staff Council Rewards and Recognition Committee. A number of suggestions were shared with Jim Klenner, who was in

- attendance at this meeting, and he indicated that those will be shared with the Executive Committee as well.
- Work still needs to be done in regards to the subcommittee effort and we will address that prior to the next committee meeting.
 - [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The committee continues to work on resources to distribute on how to expand available training and to best take advantage of those items that are available. (This information was not shared in the verbal report.)
 - Common Theme Committee (Cathie Carrigan, Reporting):
 - The Common Theme is ending the “Change Your World” theme with a film series that is currently being featured on the IUPUI home page: http://events.iupui.edu/calendar/?cal_id=126
 - International Opportunity: A Fulbright Representative will be on campus and give a presentation on the Fulbright Specialist opportunity for professionals on April 1. Flyer attached (not to the minutes).
 - The March 1 submission for the Campus Strategic Plan included many suggestions for international opportunities for staff. It is just a starting point, and staff are welcome to comment/suggest additional ideas:

Agenda Item IX: Unfinished Business

Stone said the council is involved in the next employee recognition ceremony. Klenner, Stone, and Lee are participating on the committee.

Agenda Item X: New Business

There was no New Business.

Agenda Item XI: Report from IUPUI Faculty Council Liaison

There was no report.

Agenda Item XII: Final Remarks and Adjournment

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

Minutes prepared by Staff Council Coordinator, Karen Lee
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