

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

**April 21, 2010 ~ Campus Center, Room 405 ~ 3:00 – 5:00 p.m.**

**Members and Guests Present:** Terina Allen, Marjorie Aprile, Sarah Baker, Yvonne Baynham, Michelle Benberry, Russell Black, Chris Brown, Jennifer Burba, Donna Burkhardt, Becky Cass, Elizabeth Chaisson, Kathy Champ, Kristy Chapman, Etta Childs, Jaime Clougher, David Cory, Nancy Crouse, Gary Curto, Karen Dickey, Mary Fisher, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Katherine Garner, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, Dana Gonzalez, Michelle Griffin, Rob Halter, Barb Hanes, Deanna Hart, Natalie Harvey, Shane Hatchett, Susan Henderson-Sears, Linda Henson, Sue Herrell, Angie Hill, Annette Hill, Nikki Holdcroft, Patti Holt, Rochelle Hudson, Kim Lewis, Lodema Lines, Jayme Little, Joyce Marlatt, Megan May, Janie McCammon, Teresa McCurry, Helen McKuras, Marietta Moore, Lyndsi Moser, Levi Osborn, Christine Padgett, Ellen Poffenberger, Gloria Quiroz, Eric Raider, John Rasmussen, Dawn Rhodes, Andrea Rostanzo, Colleen Rusnak, Kara Salazar, Meagan Senesac, Amanda Shumaker, Monique Sims, Vicki Slunaker, Lucy Smiley, Candice Smith, Holli Smith, Lee Stone, Tonia Stubbs, Becky Thacker, Kyle Torgerson, Shelley Tyler, Carol VanNort, Sara Vitaniemi, Martin Wagner, Sheila Walter, Michael Warwick, Louise Watkins, Carlene Webb-Burton, Susan Wheeler, Cheryl Wisdom, Misty Wick, Mary Wolting, and Debbie Wyeth

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

IUPUI President Sue Herrell called the meeting to order at 3:02 p.m. She wished everyone a wonderful Administrative Professionals Day.

### **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 March 17, 2010, Meeting**

Hearing no objections, the minutes of the March 17, 2010, SC meeting stood as written and were entered into record. ([http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes\\_SC\\_3-17-10.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes_SC_3-17-10.pdf))

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

Dawn Rhodes, Vice Chancellor for Finance and Administration and SC Administrative Designee

Vice Chancellor Rhodes reported on the following:

- Construction: A handout was distributed on construction projects. (<http://www.iupui.edu/~scouncil/documents/handouts/construction.pdf>)
- Update on the University Place Hotel news story: Rhodes said the story in the Chicago Sun about an alleged assault by a Colts player was not correct. Many of the items that were stated as having been done incorrectly by the IUPUI Police were incorrect. They were, in fact, done correctly.
- Restructuring of the Department of Purchasing: Rob Halter spoke about the merging of all university purchasing departments. In January, the President asked that the merger take place before February 1. By merging the departments, it was decided to use all of the employees' strengths. IUPUI has oversight of life sciences, office supplies/equipment, materials repair for facilities, and professional services. IUB has oversight of technology, furniture and furnishings, and promotional items.

Questions:

- Godby-Schwab said many of her hospitality orders have attachments with them. Where should she send the attachments? She is told to fax them different places and then mail them someplace else. Halter said this is the area that is not transitioned the best. Hospitality forms should be going to Richmond. May 15 should be time this should be fixed. She asked about travel forms as well. Fuentes is having problems with hospitality as well. Halter individually answered questions about this area.
- He stated he will try to place all the changes and a FAQ on the website to help.
- Are the minority vendors the same across campuses? Halter responded yes. There is no contract with IKON, but if they are not used, you must have competitive bids as well as a minority or woman-owned business. We go with the best bid – it may be the lowest, it may not be. For the most part, we will go with the low bid. We are obliged to go with the low bid.
- Herrell asked that if there are further questions to please contact Halter ([rhalter@iupui.edu](mailto:rhalter@iupui.edu)).

**Agenda Item V: Report from Human Resources Administration**

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- HRA has been asked to look at ways to save money. There are a few pay policies – shift differential and Sunday premium. As of the end of this fiscal year, those premiums will not apply to hourly employees. Another change is a shift is to the campus holiday. We will go with a floating holiday in 2011. As of March 1, the holiday can be used at any time during the year, but will not have a premium attached to it. Question was whether a school could require staff to use the floating holiday if they close the school on a certain date. Theresa Martin responded that they could not with the floating holiday.
- Donna Burkhart and Terina Allen spoke about the Service with Distinction program. The program will create a culture of distinction on campus. (<http://www.iupui.edu/~scouncil/documents/newsletters/volume3/servicedistinction.pdf>). The focus groups will be held now through May. VC Rhodes said service is critical if we want to serve and recruit students. If we can help them navigate the campus easier, they will tell others. For faculty and staff, service with a distinction attract new faculty and staff because they *want* to be here. If we can distinguish ourselves with the level of distinction we give on this campus, it will help our retention of students, staff, and faculty. What is the behavior that will distinguish service? What gets in the way of providing service with distinction? Herrell said the Staff Council Executive Committee will be a focus group and persons are able to join that group.

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

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Principles of Undergraduate Learning website has been launched (<http://faa.iupui.edu/pul/>). This is the official website for the PULs. There are many sites that mention the PULs that are incorrect. They will be contacting various web masters and asking them to change their information or link to the official site.
- A Town Hall meeting will be on April 28, from 4-5:30 p.m. in the Library auditorium, on the upcoming accreditation. The self-study organizational structure and committee will be discussed. This meeting will help to address questions you may have about the accreditation process. This is the first semester that PUL assessment is being done in preparation for the accreditation process.
- Over the summer, the new Academic Affairs website will be changed. Work is being done now to enhance the site.

**Agenda Item VII: [Information Item] Health Engagement Program**

Dan Rives, Associate Vice President for University Human Resources Administration

PowerPoint: [http://www.iu.edu/~uhrs/benefits/hep/Presentation\\_Trustees-Feb2010.pdf](http://www.iu.edu/~uhrs/benefits/hep/Presentation_Trustees-Feb2010.pdf)

Rives addressed the items within the PowerPoint and answered questions. We are currently spending \$154M for healthcare and it will go up to over \$160M next year. A committee was asked to look at healthcare cost initiatives to find ways to lower the cost of healthcare. We do not purchase insurance, but we pay the cost of reimbursement for services (\$154M). In years one through three, employee payroll contributions will go up. However, each year, employees can receive “credits” to lower their cost with certain assessments being done. Health assessments are done the first year as well as a credit for non-tobacco use. Year 2 includes credits for health status outcomes. Year 3 includes credit for compliance with physician directives. Clarian will be doing the biometric analysis for employees. The data will not be housed at the university. Security and confidentiality is a top requirement. Clarian will not keep the records as part of the hospital system in that our own employees could access. They will be kept separately. <http://www.iu.edu/~uhrs/benefits/hep/index.html> Detailed information will go out in July.

Questions:

- When will we know the increased amount of payroll and the credits so that we can plan our budgets? Rives said the actual incentive amount/credits should be available in July. The other is up to renewal levels.

**Agenda Item VIII: [Information Item] Lessons Learned: A Decade of Working with Entering Students**

Scott Evenbeck, Dean, University College

PowerPoint: [http://www.iupui.edu/~scouncil/documents/pps/evenbeck\\_4-21-10.pdf](http://www.iupui.edu/~scouncil/documents/pps/evenbeck_4-21-10.pdf)

Evenbeck gave the PowerPoint presentation and discussed briefly the data within.

**Agenda Item IX: [Action Item] Staff Council Meeting Time Change**

Sue Herrell

Herrell reported that after a second survey sent to all SC members, 92% reported they were available to attend SC meetings on the third Wednesday of each month from 2:00 to 4:00 p.m., changing from 3:00 to 5:00 p.m. She then read the following proposal from the Staff Council Executive Committee:

The Staff Council Executive Committee presents for consideration a proposal to change the monthly IUPUI Staff Council meeting time from 3:00-5:00 p.m. to 2:00-4:00 p.m. while maintaining the current meeting schedule of the third Wednesday of every month. If approved by the voting members of Staff Council, this new meeting time would take effect September 2010.

This proposal is brought to the Council membership as a result of staff responses to two on-line surveys providing feedback and preferences for monthly meeting times. The surveys were conducted as a result of ongoing staff concerns and recommendations that a time change be considered.

The motion needed no second. A voice vote was taken and passed.

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

Reports were tabled. Chairs were asked to submit reports for publication in the minutes or in the Newsletter. Nancy Gibson reported on the April 28 Blood Drive. Foreman announced the Gerald L. Bepko Spirit Award nominations are open until May 14 at 5:00 p.m. ([http://www.iupui.edu/~scouncil/awards/bepko\\_spirit.html](http://www.iupui.edu/~scouncil/awards/bepko_spirit.html)). Godby-Schwab updated the Council on the Komen Race for the Cure – 50 registered members on \$2114 with money still coming in. The Staff Council team raised the third highest amount of money of all IUPUI teams!

### **Agenda Item XI: 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: No report.
- External Affairs Coordinating Committee: Osborn announced they have released the new campus map on the campus website. New options include showing construction updates as well as the availability for students to map their routes to their classes to show how long it will take to get there. The map is still in beta format and staff is encouraged to review the information for your office as some phone numbers are incorrect.
- Resource Planning Committee: No report.
- Fine Arts and Crafts Fair: No report.

### **Agenda Item XII: Old Business**

No Old Business.

### **Agenda Item XIII: New Business**

No New Business

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

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- Faculty Council extended their thanks to the Council.
- There will be a change in leadership in the Faculty Council as the President is not running for another term.
- Elections were held for the first time for non-tenure-track faculty to hold 10 at-large seats.
- A policy of religious holidays is being reviewed and how they are viewed by faculty on their syllabi.
- A call for committees has gone out for next year's committees.
- One more meeting in May.

### **Agenda Item XV: Adjournment**

Teresa McCurry announced 20 applications have been received for the Fine Arts and Crafts Fair. The deadline has been extended. Applications need to number 40 to be profitable.

President Herrell adjourned the meeting at 5:00 p.m.