

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

**April 20, 2011 ~ Campus Center, Room 450A ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Maryanne Alyea, Stella Anderson, Marjorie Aprile, Charles Bantz, Yvonne Baynham, Michelle Benberry, Russell Black, Jeramy Bowers, Susan Bradley, Chris Brown, Regeania Brown, Martha Bulluck, Camilla Butcher, Judy Carly, Elizabeth Chaisson, Kristy Chapman, Gary Curto, Nancy Daniels, Rebecca Dixon, Joann Farris, Mary Fisher, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Nancy Gibson, Jane Goergen, Dana Gonzalez, Sarah Gries, Barb Hanes, Scott Harmon, Deanna Hart, Susan Henderson-Sears, Sue Herrell, Jana Hill, Nikki Holdcroft, Patti Holt, Dave Hosick, Rochelle Hudson, Margie Hughes, Talena Huntsman, James Klenner, Earl Knight, Lindsay Macy, Joyce Marlatt, Cortnee Martin, Helen McKuras, Kelly Miholic, Greg Mobley, Marietta Moore, Kathy Nichols, Levi Osborn, Darlene Pitman, Gloria Quiroz, April Reed, Kathy Risacher, Colleen Rusnak, Kara Salazar, Eric Schmidt, Meagan Senesac, Amanda Shumaker, Monique Sims, Diana Sims-Harris, Candice Smith, Holli Smith, Rich Strong, Lee Stone, Rich Strong, Becky Thacker, Stormy Thrasher, Shelley Tyler, Tina Vandebark, Sara Vitaniemi, Patricia Wade, Martin Wagner, Sheila Walter, Aaron Walton, Susan Wheeler, Terry Wilson, Cheryl Wisdom, Mary Wolting, Debbie Wyeth, and Michael Yates

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

IUPUI Staff Council President Sue Herrell called the meeting to order at 2:03 p.m.

### **Agenda Item II: Adoption of the Order of Business for the Day**

The Agenda was changed to accommodate the arrival of Chancellor Bantz. The agenda was adopted as the Order for the Business of the Day with this change.

### **Agenda Item III: [Action Item] Approval of the Minutes of the March 16, 2011, Meeting**

Hearing no objections, the minutes of the March 16, 2011, SC meeting stood as written and were entered into record. ([http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes\\_SC\\_3-16-11.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_3-16-11.pdf))

### **Agenda Item IV: [Information Item] A Conversation with Chancellor Bantz**

Charles Bantz, Chancellor

Bantz reported on the following:

- Attended an economic forum and spoke of how the economy strikes persons as well as the institution. He recognizes the difficulty and thanked persons for their patience.
- The state cut the budget, and the university has cut some staff. Most of the loss is due to attrition.
- The Board of Trustees met last week and it was noted that the analysis of Human Resources processing is very good. The board is concerned about the TIME system and we will be hearing more about that. Benchmarking reports were given to the trustees as well as marketing and communication. The trustees made recommendations to coordinate the marketing better throughout the university.
- Eligible employees have received notice of the early retirement incentive offered by the campus and enrollment was open April 18. He encouraged staff and faculty to look at this option very carefully with their family before making a decision.
- The state budget is moving through the state senate. As of yesterday, the news is not “rosy.” All of our government affairs staff has said not to panic until the final budget emerges. It is possible that the budget could be reduced, but IUPUI is in good shape and this campus’s budget could be more favorable than the other campuses. Revenue is being generated through other means. The state budget is only 30 percent of the budget of Indiana University. Funds coming from research grants and philanthropy make up the rest of the percentage.

- Sustainability: He is regularly asked about this topic and he said there will be an Office of Sustainability open on this campus to address it full-time. This will be a single-person office. An advisory committee is working on the plans for the office.
- There has been a lot of turnover with senior administrators. Searches have taken place and those persons have been replaced. Most recently, Simon Rhodes (School of Medicine) has agreed to be the new Dean of the School of Science, and Kathy Johnson (School of Science) has been appointed the new Dean of University College. Rick Ward (School of Liberal Arts) has taken the position of Director of the Center for Research and Learning. Zeb Davenport is the new Vice Chancellor for Student Life. Four searches are underway including International Programs (hope to come to a close in the next few weeks) and Basketball Coaches (two are under search and should be announced soon).
- Many construction projects are coming to a close soon. The new sports parking garage expansion will begin in the next few months with completion around January 2012.

Questions:

- The Bloomington Herald reported that IUB was approved for more student housing. IUPUI needs student housing. What is your opinion? Bantz said housing on the two campuses is independent of each other. Some of their housing is very old and needs to be replaced. IUPUI needs housing as well because we have people living off campus as housing is not available on campus to accommodate the need. We are working on a financial model to move housing forward, but we are having trouble finding a business model that will work. Bantz is looking for a donor (or more) who can help with the funding of housing. He also encouraged others to look as well. The master planners placed new student housing on Vermont Street and that is the option the campus will take when funding is available. With commercial housing available along Indiana Avenue, it is possible that students will be able to take advantage of apartment-type housing. He believes there will be demand for additional housing on campus as parents want better supervision of their students while away from home.
- Is there an official response from this new university to Western Governor's University (WGU)? To his knowledge, IU has no official response. The university is a supplement education to persons who do not have easy access to education. Colorado and Utah are the drivers of the institution. Since western states are large in land mass, WGU decided to offer education online to accommodate more people. Students must pass competency tests in business, nursing and information technology. There are about 20,000 students nationwide and 1,000 in this state. He feels the university is a good thing for the state to increase college completion as our state is low in adults completing a baccalaureate degree. IUPUI will always have a chunk of the market for students who want baccalaureate degrees and complete degrees. Bantz stated he is not afraid of competition and what we do here is very good and he welcomes competition.
- As a Latino staff member, Quiroz is disappointed to see so many Latino staff members leave for different reasons. What is Bantz's response? A faculty member has just left the school of law to be a dean at Tulane. He is beginning to work with the Latino Faculty Staff Council on recruitment with the faculty and staff. He wants an academic area for students who are of Latino decent or interested in Latino studies. An academic home for Latino students, etc., is a good way to recruit as well as increase diversity.
- Last fall, Bantz met with the Chancellor's Professors. He asked them what they are concerned about. One new professor said the campus needs to do something about our staff and the ability to retain them as they are important to the work the faculty do. Others reported that their staff is being "raided" to other universities for their expertise. That group of faculty recognized that they could not succeed without the work of their staff. He thanked the staff again for their work at IUPUI.

**Agenda Item V: [Information Item] Status of Sustainability on Campus**

Rich Strong, Director, Office of Environmental Health and Safety and Co-Chair, Sustainability Steering Committee

Handouts provided post meeting:

<http://www.iupui.edu/~scouncil/documents/handouts/sustainability4-11.pdf>

[http://www.iupui.edu/~scouncil/documents/handouts/greening\\_grants4-11.pdf](http://www.iupui.edu/~scouncil/documents/handouts/greening_grants4-11.pdf)

Website: [http://cees.iupui.edu/Education/Campus\\_Sustainability/](http://cees.iupui.edu/Education/Campus_Sustainability/)

Strong reported on the following:

- As the chancellor mentioned, an office of sustainability has been created. We are in the process of finalizing the job description, then to post and hire. We have room for two student interns as well. That office will report to Strong as well as the Dean of Honors College (Jane Luzar) as their supervisor.
- Sustainability is meeting the needs of the present without compromising the future and meeting their needs. This affects global warming and other environmental issues. There will be a website listed on the handout as well as the principles of sustainability. There is a calendar of events and resources on the websites.
- Subcommittees have been appointed and are as follows: Built Energy; Energy and Utility Management; Land, Air, and Water Management; Public Health; Recycling and Waste Reduction; and Transportation.
- The campus is a member of the Association for the Advancement of Sustainability in Higher Education. There is information on the sustainability website about membership in this organization.
- Recycling is available on campus and information about it is on the website as well. He encourages everyone to recycle.
- Upcoming events:
  - Earth Day is April 27. Sponsored by the Student Sustainability Council. There are events throughout the day.
  - Electronic waste collection day is May 14. All electronic gear can be taken to specific sites.
  - There will hopefully be a Tox-Away Day this fall. There are sites around town where toxic materials can be taken any time. Electronic gear cannot be thrown in the trash.
- There is an urban garden on the south side of the SL/LD building. Contact Rachel Bennett if you are interested in getting involved with the student group or campus committee.
- Strong co-chairs the Sustainability Steering Committee with Lenore Tedesco. The Campus Sustainability Principles and subcommittees were established through this committee. Waste minimization information has gone out. Vehicle idling will be limited to three minutes in the future. We will try to limit pesticides in buildings only if necessary. Mercury elimination will go campus-wide.
- The Greening IUPUI Grant Program has taken place for the past three years. \$50,000 is available each year for funding. Grant applicants design start-up projects. \$24,000 was awarded in 2009, \$48,800 in 2010, \$42,889 in 2011. Some of the projects funded are:
  - Water fill stations, instead of drinking fountains. You will not have to buy bottled water; the water will be filtered.
  - At the Center for Young Children, rain barrels will be placed for use in an urban garden located at the center.
  - Office paper reduction project was awarded to Human Resources.
  - Reusable water bottles will be given out as promotions.
  - Herron students proposed sculptured bike racks.
  - Earth Day events.
  - Urban Garden.

- Geo Tea is a system to create compost to use as fertilizer on the lawns.
- A sustainability report from 2006-2010 is under creation. A report will be issued each year.
- A consultant has been hired to design bike trails throughout campus.
- There are green teams in the Administration Building, School of Dentistry, and University Library.
- The Common Theme Project used the book “No Impact Man” which focused on sustainability.
- Question was about how to get recycling over on Waterway. Strong said there will be barrels available soon as the campus now owns the building.
- It was noted that the Psychiatric Research building has a Dumpster on the north side of the building where anyone can place recycling items.

#### **Agenda Item VI: Report from Human Resources Administration**

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Bulluck reported on the following:

- An Office of Health Engagement has been constructed and a director has been hired for all campuses. Bulluck mentioned the health engagement community conversations held with Bruce Jacobs and reported some results:
  - Campus provides assistance in helping employees identify healthy lifestyles.
  - Work between doctors and employees to work on BMI results.
  - Having the campus identify healthy food on campus as it is the perception that the vending machines are full of “junk” food and not with many healthy food choices.
  - Activities on campus should reflect a healthy lifestyle. Employees would like time off for exercising and/or coaching with professionals for healthy lifestyles.Feedback will be sent to those persons who indicated at the meetings they wanted to see the feedback. A fitness center was not discussed but was suggested by persons as the conversations.

#### **Agenda Item VII: Report from the First Vice President**

Amanda Shumaker, First Vice President

Shumaker reported on the following:

- The Race for the Cure was this past Saturday. The council raised a little over \$1700.
- There are two more SC meetings left in the semester.
- Voting for unit representatives last until the end of the month. Please vote if you have not done so already and encourage constituents to do so as well.
- The IUPUI Performance Report is available at the information table.
- The search committee for human resources will have candidates visit soon and she encouraged everyone to attend public presentations if possible.

Herrell thanked Shumaker for leading the March SC meeting. She thanked those who participated in the Race for the Cure.

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

- Bylaws: Holt reported that the IUPUI Staff Council Bylaws Committee proposes the following revisions. The revisions were shared in written format at the March 16 Staff Council meeting.

#### **Article II**

Current: **Article II:** For the purpose of the Staff Council organization, the term staff shall mean all full-time, non-faculty and non-union employees of IUPUI.

Proposed Revision: **Article II:** For the purpose of the Staff Council organization, the term staff shall mean all appointed, non-faculty and non-union employees of IUPUI.

*As the revisions are presented in the form of a motion out of committee, no seconded was needed. A vote was taken and the proposed change was passed.*

**Article III, Section B: Eligibility for Voting**

Current: All full-time, appointed staff, as defined in Article II, on active duty on this campus on the date designated as opening date for nomination of candidates and who shall not have terminated employment prior to the date of elections may vote for unit representatives.

Proposed Revision: All appointed staff, as defined in Article II, on active duty on this campus on the date designated as opening date for nomination of candidates and who shall not have terminated employment prior to the date of elections may vote for unit representatives.

*As the revisions are presented in the form of a motion out of committee, no seconded was needed. A vote was taken and the proposed change was passed.*

**Article III, Section D, 1**

Current:

**1. Request for Unit Elections**

The Membership Committee shall, through the Council Office, distribute information on vacancies in each unit to the eligible voting staff. A copy shall be sent to the administrative head designated for each unit.

Proposed Revision:

**1. Election Process**

The Membership Committee shall send out a request for nomination e-mail no later than the second Friday of March through the Council Office. The deadline for nominations should be no earlier than two (2) weeks after the nomination e-mail has been sent. At the nominations deadline a verification of willingness to serve will be sent out by the Membership Committee through the Council Office to all nominees. This verification will contain information about their duties as a Staff Council member and will also inform them that those nominees not elected will be placed on an alternate list for membership on the Council should a vacancy in their unit occur in the order of votes received, and will request a written acknowledgement of the nomination.

The election e-mail, which will include a hyperlink to the ballot, shall be sent out to eligible staff no later than the second Friday in April with a voting period of two (2) weeks. The ballots shall identify each nominee by name and department. Each eligible staff member may vote for as many unit representatives as there are positions to be filled within their unit. No candidate may receive more than one vote per ballot.

**Rationalization:**

The Membership Committee has requested the revision of this Section to further clarify how the election process will be conducted.

*As the revisions are presented in the form of a motion out of committee, no seconded was needed. A vote was taken and the proposed changes were passed.*

### **Article III, Section D, 2**

Current:

#### **2. Election Results**

At the May meeting of the Staff Council, the members shall certify the election results. Those elected shall be notified by the Corresponding Secretary of the Staff Council. [see Article IV, Section A.5]

Proposed Revision:

#### **2. Election Results**

Before the May meeting of the Staff Council, a majority of the Membership Committee shall certify the election results. The candidate receiving the greatest number of votes shall be declared elected. In the case of a tie, the nominee with the most seniority, defined as years of service with the University, shall be elected. Those nominees who were not elected shall remain on an alternate list, in the order of votes received, should a vacancy occur within their unit. Those elected shall be notified by the Corresponding Secretary of the Staff Council through the Council Office. [see Article IV, Section A.5]

#### **Rationalization:**

Again, the Membership Committee has requested the revision of this Section to further clarify how the election results will be conducted.

Question: Is full-time status with the university, in the department, on all campuses of Indiana University. Service is through the entire university, not in the department, and is across all campuses of Indiana University. If there is a tie as the Bylaw states, the Membership Committee would need to check on the service dates of the employees involved in a tie. If needed in the future, the bylaw can be amended.

*The Bylaws Committee will work with the Membership Committee to clarify the bylaw, and it will be brought back for a vote.*

- Communications: Senesac had no report. Herrell said the committee has been getting the word out about the Blood Drive and other events.
- Diversity: No report. Herrell said Troy Barnes (chair) is waiting on word from Assistant Chancellor Ken Durgans on feedback from the chancellor on the diversity award.
- Membership: Lee Stone, chair, reported on the following:
  - Staff Anniversaries:
    - Beth Chaisson: 15 Years
    - Camilla Butcher: 5 Years
  - Resignations / Additions to the Staff Council:
    - Kyle Torgerson (Athletics) – resigned; his constituents have moved to others in the unit.
    - Eric Raider, Dawn Anderson, and Jaime Clougher (Business) resigned; Dave Hosick and Laura Owens were appointed in their place.
    - Nate Allen will leave the council at the end of April; his constituents have moved to another representative
    - Betsy Horton (Medicine) resigned; constituents reassigned.
    - Lyndsi Moser (Medicine) is on maternity leave; constituents have been reassigned.
    - Pamela Lovejoy (Dentistry) resigned; Tina Vandembark replaced her.
  - Unit Elections are in the balloting process. Please vote for persons in your area. Nominations are still being accepted for officers through the end of the week – President Elect, Second

- Vice President, Corresponding Secretary, and three At-Large members (Executive Committee). Send nominations to Lee Stone or Karen Lee. Officer elections will be in June.
- Rewards and Recognition: Herrell announced that Kyle Torgerson has resigned from Staff Council to focus on the health of his newborn son, and Sheila Walter and Courtney Wooton have agreed to take on the role as co-chairs. Herrell and Karen Lee will meet with the co-chairs in the next few weeks.
  - Special Events: Chapman reported on the following:
    - Blood Drive is April 28 at Taylor Hall and Med Sci Atrium.
    - Staff Council Retreat is July 29. A save-the-date will be sent to you soon.
  - Staff Affairs: Smith reported on the following:
    - An article coming out after the Board of Trustees meeting stated health premiums will go up. A New Directions report has also been sent out.
    - Colleen Rusnak serves on a healthcare committee that is reviewing the information received from the healthcare town hall meetings.
    - Gahimer reported on the pedestrian/bike safety committee. A bike safety brochure is being constructed and they hope to have it finished by fall. May 20 is bike to work day. They are working on a proposal to reduce speed on campus to no greater than twenty-five miles per hour as three persons have been struck on campus in the past year. The streets are not owned by the campus, so it will be a long journey to work with the city to make this happen. They will mention the cultural trail and other venues in the proposal. Brown asked about yielding to students on campus as the University of Indianapolis has signs designating that. Gahimer said persons on campus are supposed to yield to pedestrians here as well. It was asked why the campus can't be designated as a school zone. Gahimer said the campus does not qualify for a school zone under Indiana law.
  - Fine Arts and Crafts Fair: The fair will be on October 29 in the Campus Center CE A, B, and C and Balcony and First Floor. The committee is working to contact vendors and find students to partner with to decrease costs.

#### **Agenda Item IX: Call for Additional Reports from Standing or University Committees**

No reports.

#### **Agenda Item X: Old Business**

- Foreman reminded the council to remind faculty and staff to complete the online sexual harassment online module. There will be some in-class options for those who cannot take the online module. Attending the in-class option will bring persons into compliance. May 19, 11:30-1:00, CE 450A and June 13, 3-4:30, Lilly Auditorium in the University Library will be the next sessions.
- Foreman reported that new search committee members can take all modules on serving on a search committee. These modules are available through the Office of Equal Opportunity.

#### **Agenda Item XI: New Business**

- Judy Carley reminded the council of the handout on student employment during the summer.

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

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- 140 positions will be available this summer to students who have enrolled in summer classes through the summer enrollment initiative. Short-term housing will be available this summer as

well. Research shows that the more students stay on campus and be engaged, the more they will do better in school.

- Dean Goldblatt's (School of Dentistry) wife was killed in a car accident last Friday.
- Reaccreditation town hall meetings are being held to discuss the portions of the 2012 reaccreditation bid. The preliminary report will be done in the fall and ready for comments. The committee is looking for examples of excellence to include in the report. A newsletter is sent out to keep people informed of what is occurring. Reaccreditation occurs every ten years. If the university is not accredited, students will not be eligible for student aid and the campus loses some credibility in their programs.

**Agenda Item XIII: Report from IUPUI Faculty Council Liaison**

Sarah Baker, IUPUI Faculty Council

No report.

**Agenda item XIV: Adjournment**

Stone thanked everyone for participating in Staff Council Awareness Month. The trivia contest was well participated in. The grand prize winner was Ann Shepherd.

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

Minutes prepared by Staff Council Coordinator, Karen Lee  
UL 3115N / 274-2215 / Fax: 274-2970 / [scouncil@iupui.edu](mailto:scouncil@iupui.edu) / <http://www.iupui.edu/~scouncil>