

**Indianapolis Faculty Council (IFC)**  
**Minutes**  
**May 5, 2009 ~ CE 409 ~ 3:00 – 5:00 p.m.**

**Faculty and Guests Present:** William Agbor-Baiyee, Hasan Akay, Rachel Applegate, Enrica Ardemagni, Simon Atkinson, Carol Baird, Sarah Baker, Trudy Banta, Charles Bantz, Martin Bard, Robert Barrows, Margaret Bauer, Anne Belcher, Ed Berbari, Robert Bigsby, Marc Bilodeau, Jacqueline Blackwell, Bonnie Blazer-Yost, William Blomquist, Polly Boruff-Jones, Heather Bowman, Betty Jones for Amanda Cecil, Philip Cochran, Janice Cox, Andre De Tienne, Cornelis de Waal, Ken Durgans, Nancy Eckerman, Marsha Ellett, Mary Fisher, Carlos Gonzalez-Cabezas, Linda Adele Goodine, Joseph Harmon, John Hassell, Sue Herrell, Jay Howard, Marilyn Irwin, Kathy Johnson, Nicholas Kellum, Joan Kowolik, Kathy Lay, Chris Long, Carmen Luca-Sugawara, Brenna McDonald, Henry Merrill, Bethany Neal-Beliveau, Bart Ng, Ann O’Bryan, C. Subah Packer, Christine Padgett, Ellen Poffenberger, Rebecca Porter, William Potter, Stephen Randall, Dawn Rhodes, Fred Rees, Lisa Riolo, Jodi Smith, Anita Snyder, Lee Stone, Uday Sukhatme, Richard Ward, Jeff Watt, Clark Wells, Corinne Wheeler, Jack Windsor, Frank Witzmann, Marianne Wokeck, Emily Wren, Frank Yang, and Oner Yurtseven

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

IUPUI Faculty Council Vice President, Jeff Watt, called the meeting to order at 3:05 p.m.

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

The Agenda was adopted as the Order for the Business of the Day. Watt moved that the faculty body suspend the rule for non-voting members so that they may take part in today’s discussions. The motion was passed.

**Agenda Item III: Memorial Resolutions for Suzanne Steinmetz, John Schmedtje, and Victor Milstein**

Attachment: [http://www.iupui.edu/~fcouncil/documents/mem\\_res\\_Suzanne\\_Steinmetz.pdf](http://www.iupui.edu/~fcouncil/documents/mem_res_Suzanne_Steinmetz.pdf)

Attachment: [http://www.iupui.edu/~fcouncil/documents/mem\\_res\\_John\\_Schmedtje.pdf](http://www.iupui.edu/~fcouncil/documents/mem_res_John_Schmedtje.pdf)

Attachment: [http://www.iupui.edu/~fcouncil/documents/mem\\_res\\_Victor\\_Milstein.pdf](http://www.iupui.edu/~fcouncil/documents/mem_res_Victor_Milstein.pdf)

A moment of silence was given by the assembly.

**Agenda Item IV: [Action Item] Approval of the IFC April 7, 2009, Minutes**

Hearing no objections, the IFC April 7, 2009, minutes stood as written and were entered into record.

([http://www.iupui.edu/~fcouncil/minutes/Minutes\\_IFC-4-7-09.pdf](http://www.iupui.edu/~fcouncil/minutes/Minutes_IFC-4-7-09.pdf))

**Agenda Item V: Updates/Remarks from the Chancellor**

Chancellor Bantz gave the following report:

- **Budget:** The state revenue is down more than expected. The General Assembly and the Governor failed to agree on a state budget. If a state budget is not reached by July 1, the university has a contingency measure to present to the Board of Trustees. We should operate as normal.
- **N1H1 Flu Virus:** The Emergency Operations Team for the campus was implemented this past Thursday. Diane Mack is the leader of the team and is coordinating all measures with the State Board of Health and CDC. Shaking hands at Commencement will not be done this year as a safety measure.
- A news release about the School of Public Health will be sent at 5:00 p.m. to the media today.

- Searches: Honors College: An offer has been extended to a candidate, but no answer has been received as of this meeting. The VP for Research search is interviewing candidates. The Center on Philanthropy has issued recommendations to the Chancellor.
- The Board of Trustees meeting next week will include promotion and tenure recommendations as well as a recommendation to build a parking garage close to the ITCT building. This is the first step in the process of implementing the master plan.
- Impact IUPUI: The fundraising campaign set another record to \$323,691 donated.

#### **Agenda Item VI: Updates/Remarks from the IFC President**

IUPUI Faculty President Simon Atkinson gave the following report:

- The UFC is reviewing the promotion and tenure guidelines that was reviewed at the April 7 IFC meeting. The campuses will be reviewing the document once again. The UFC also passed an amendment to the university-wide Code of Student Rights and Recommendation on gender identity.
- Administrative Reviews: The Chancellor's Review Committee has completed the survey portion of the review and will be seeing the results soon. They have interviewed 25 individuals around the campus as well as received many external letters. A peer reviewer, James Stuckel, was on campus recently and will submit a report to the committee. The president indicated that he wants the recommendation from the committee by the end of the academic year. Dean Broome's (Nursing) review is in process with a survey to the faculty, staff, and students of the school due by May 15. External reviews and internal reviews are being conducted with a final report due by June 30. Dean Gonzalez's (Education) review committee has met but will not begin active work until the fall semester. They will conduct a survey of the faculty and interviews at that time. Upcoming reviews for the next academic year are the Deans of the Herron School of Art and Design as well as core schools for Journalism, Business, and SLIS.
- Blue Ribbon Expert Committee on Healthcare Cost Containment: The committee is currently conducting a wide-range of discussion of items that impact healthcare. The committee welcomes input (<http://www.indiana.edu/~uhrs/blueribbonhealth.html>). The committee was asked to make recommendations for any changes in the healthcare plan that might be built into the budget this year as well as long-term recommendations. Mary Fisher is a member of the committee. If there are questions, Fisher could help answer them during the Question and Answer period.
- The VP for Research candidates are: The IFC Research Affairs Committee has met with the candidates.
- Erica Dowell has been elected the President of the Bloomington Faculty Council and will be co-chair of the UFC next academic year along with Atkinson.
- Thanked the retiring faculty for their service to the campus, especially those who have been involved in faculty governance.

#### **Agenda Item VII: [Action Item] Election of IFC Executive Committee, Nominating Committee, and the Undergraduate Curriculum Advisory Committee**

Jacqueline Blackwell, Chair, Nominating Committee

The slate was read as follows and voting began.

#### **Slates for Election**

**Executive Committee** (need to elect four)

1. Janice Cox (Dentistry Library)
2. Todd Daniels-Howell (University Library)
3. Carol Brooks Gardner (Liberal Arts)

4. Dean Hawley (Medicine)
5. Kathy Lay (Social Work)
6. Lisa Riolo (Health and Rehab Sciences)
7. L. Jack Windsor (Dentistry)

**Nominating Committee** (need to elect three)

1. Janice Cox (Dentistry Library)
2. Robin Crumrin (University Library)
3. Eyas Hattab (Medicine)
4. Kim Lovejoy (Liberal Arts)
5. Malika Mahoui (Informatics)
6. Steven R. Miller (Law Library)

**Undergraduate Curriculum Advisory Committee** (need to elect two)

1. Ken Carow (Business)
2. Kathleen Hanna (University Library)
3. Randi Stocker (University Library)
4. Nancy Young (Dentistry)

**Agenda Item VIII: [Discussion Item] PAO/PAU Staff Transition Concerns**

Sue Herrell, President, IUPUI Staff Council

Lee Stone, Chair, IUPUI Staff Council Staff Affairs Committee

Attachment: <http://www.iupui.edu/~fcouncil/minutes/PAO-PAU Faculty Council 5-5-09.pdf>

Herrell and Stone discussed the attached presentation.

**Questions:**

- Ng said the issue was brought forward to the Academic Deans earlier in the year as a compliance issue. Based on this presentation, it doesn't appear to be a compliance issue and that TIME is being implemented on this campus and not Bloomington. Is that correct? Vice Chancellor Dawn Rhodes said the issue is a compliance issue and the goal is to make sure we are adequately paying employees for overtime. We can be fined as an institution when we do not pay overtime. The Board of Trustees want the issue "fixed." A methodology must be found to record time. Before the issue came up, there was a decision to do timekeeping to be in compliance. The decision was made before she arrived on campus, but she would have chosen the same method. She feels the administration on the Bloomington campus wants to move to synchronous timekeeping and will move there in the future. She believes we are at a point that this is going to happen and we need to find a way to convince the staff that we care about them and want to do what's best for them. Regarding the worksheet distributed, there will be six days of supplemental pay.
- Atkinson asked about synchronous and asynchronous timekeeping. According to colleagues in Bloomington, in academic areas, synchronous timekeeping will not happen on that campus and they find it is not appropriate for academic staff to keep time in this manner. Atkinson agrees with them that it is not appropriate and is corrosive for professional staff to punch a clock in an academic area.
- Herrell said the clerical staff already use the system and have found ways "around" the system. It boils down to the accountability and trustworthiness of employees and supervisors. If an employee can log in hours at anytime without a supervisor viewing them clocking in, how can it be found to be accurate?

- Watt asked if there has been any study between the two systems on how much it costs the faculty to use the system. Rhodes said we are still in the implementation stage and she knows of no study.
- Ng agreed with the point Atkinson took. He already sees morale decreasing in his school.
- Yang said he spent three hours last week in training for timekeeping. If the problem is due to overtime, why don't we use the system in the areas that aren't keeping accurate time? If Bloomington doesn't have to do it, why does the IU School of Medicine have to do this?
- Packer said the procedure was to protect the staff to receive overtime, the faculty and supervisors who have not been paying the staff the way they are supposed to be should be held accountable and not the staff.
- Padgett, Staff Council First Vice President, said the Fair Labor Standards Act states that there is no chosen measure of how time should be recorded. She also said that Bloomington's professional staff union did a study on moving to the synchronous system and the study was not received well by payroll supervisors. The Staff Council has a copy of the study and can make it available to others.
- Clark Wells: Is the synchronous decision based on personal decision or actual data? In his area, it has been found that the synchronous system has been found more inaccurate.
- Goodine said she went through training two months ago and found the procedure outrageous. What does the staff Council want from the IFC? Stone said the Council needs faculty support and needs to do all we can do to keep the issue alive since they have been told this is a "done deal." Herrell said the campus is asking staff to do a time management piece and move to bi-weekly pay and this is too much to ask at one time in this economic period, especially for those persons who are one income families and worried about their finances.
- Bard asked how the staff feel about those who say this isn't issue? Stone said it is more work for staff to clock in and clock out. The overtime issue is that it is still on the employee to report the time. Employees can still fail to report the time because they don't want to clock in and clock out to do additional work. They would like to leave overtime alone and just do their job.

At this time, the Nominating Committee reported that there was a tie for the Nominating Committee election. Blackwell asked for the Council Members to vote once again for either Malika Mahoui or Jan Cox. The Committee will tabulate the ballots and report again.

**Agenda Item IX: [Action Item] Vote on Amendment to Change the Bylaws**

Cornelis de Waal, Chair, Constitution and Bylaws Committee

de Waal read the following amendment change to the Bylaws. The first reading was during the April 7, 2009, IFC meeting.

**Section D. Election of IUPUI Representatives to the University Faculty Council (UFC)**

2. Term of office - UFC. All elected members shall serve terms of two years, starting with the first meeting of the academic year, and shall be eligible for re-election, provided that no member shall serve more than two terms consecutively, **or until their successors are elected, and whereby any extension beyond two terms may not exceed the length of one term.**

The amendment passed with a voice vote.

**Agenda Item X: [Discussion Item] Change the Bylaws: Allow Co-Chairs for Standing Committees**  
Cornelis de Waal, Chair, Constitution and Bylaws Committee

de Waal read the following proposed amendment change (in red) to the Bylaws. The vote on this amendment will take place at the September 1, 2009, IFC meeting.

**BYLAW ARTICLE III. COMMITTEES OF THE FACULTY**  
**Section A. Committee on Committees**

1. Composition. The Committee on Committees shall be composed of the members of the Executive Committee of the Faculty Council.
2. Responsibilities. The Committee on Committees shall:
  - a) determine the size, appoint the members, and designate the chairs of each standing committee of the faculty, except as provided otherwise by the Constitution or the Bylaws. At least one member of each standing committee shall be a member of the Faculty Council, and no committee shall have a majority of its members appointed from the same academic unit. **To facilitate year-to-year transition, the Committee on Committees may designate that a standing committee will have staggered co-chairs, each serving two-year terms;**
  - b) specify the terms of service of each person appointed to a standing committee, provided that no appointment shall be for a term exceeding two years, and that no person shall be eligible to serve more than three terms consecutively on the same committee;
  - c) make recommendations to the Council concerning the establishment of new committees, abolition of existing committees, or modification of the charge to any committee; and,
  - d) solicit and receive from the faculty, nominations for committee appointments, provided that the nominees shall have indicated their willingness to serve if appointed.

de Waal said that a suggestion was given to change the word “designate” to “stipulate.” The amendment change will be voted on at the first meeting in the fall.

de Tienne said the change is not needed because the first part of a) says the committee can determine the size and designate the chairs.

No other comments. The vote will be taken in the fall.

**Agenda Item XI: [Discussion Item] IFC Handbook Committee Report**  
No report given.

**Agenda Item XII: [Discussion Item] Faculty Grievance Advisory Panel / Board of Review Annual Report**  
Simon Atkinson, President of the Faculty

Atkinson read the following report:

**Annual Report on Board of Review Activity**  
Since May 2008

Simon Atkinson, President  
IUPUI Faculty Council meeting  
May 5, 2009

<b>Total Number of Board of Review Cases:</b>	<b>4</b>
<b>Total Number of Requests Denied:</b>	<b>1</b>

Number of Board of Review Cases for:

- Dismissal
  - Academic Freedom
  - Non-Reappointment 2\*
  - Tenure 1\*
  - Promotion 1\*
  - Salary Adjustment 2
  - Nature or Conditions of Work 1\*
- \*Same case.

Update from 2007-2008 – Case 08-01: A formal hearing was held on April 17 and 18, 2008, dealing with “Non-Reappointment.” The Board’s recommendations did not fully support the grievant. At meeting time (May 6, 2008), the final report had not been issued to the Chancellor. The final report was issued and the Chancellor accepted the Board’s primary recommendation.

Board of Review Case 08-02: A formal hearing was held on January 22, 2009, dealing with non-reappointment due to tenure not being granted (as well as promotion). The Board’s recommendations did not fully support the grievant. The Chancellor accepted the Board’s primary recommendations.

Board of Review Case 08-03: A Board of Review was appointed and met regarding salary adjustment. After deliberations, the Board reported to the Chancellor that it was felt no formal hearing could be held at this time pending the review of recommendations made to the Chancellor. The Chancellor accepted the Board’s primary recommendations and asked the IFC Executive Committee to consider the grievance “pending” until the recommendation has been implemented. He also asked that the Faculty Council “conduct a review of its procedural rules and modify them, if needed, to eliminate future misunderstandings or complaints from either a grievant or respondent concerning the need to conduct a hearing.”

Board of Review Case 08-04: A Board of Review was appointed and met regarding salary adjustment. A formal hearing is being scheduled.

Board of Review Case 09-01: A formal hearing is scheduled for May 21, dealing with non-reappointment and nature and conditions of work.

**Total Number of Grievances**

**6**

Members of the Faculty Grievance Advisory Panel reported six contacts by faculty members or librarians during the 2008-2009 academic year. Three grievances were resolved prior to any request for a Board of Review being made. Two other cases were sent to Boards of Review and one grievance has not been referred to a Board of Review as of the time of this report.

**Agenda Item XIII: Announcement of Results from Election of the IFC Executive Committee, Nominating Committee, Undergraduate Curriculum Advisory Committee, and At-Large Representatives**

Carol Baird, Co-Chair, IFC Nominating Committee

Baird announced the following election results:

IFC Executive Committee:	Carol Brooks Gardner (Liberal Arts) Kathy Lay (Social Work) Lisa Riolo (Health and Rehabilitation Science) Jack Windsor (Dentistry)
IFC Nominating Committee:	Robin Crumrin (University Library) Jan Cox (Dental Library) Kim Lovejoy (Liberal Arts)
Undergraduate Curriculum Advisory Committee:	Ken Carow (Business) – 3 year term Nancy Young (Dentistry) – 3 year term Randi Stocker (University Library) – completion of a 2 year term (for Linda Adele Goodine)
At-Large representatives:	William Agbor-Baiyee (Medicine) Terry Baumer (SPEA) Susan Boland (Law) Polly Boruff-Jones (University Library) Ellen Chernoff (Science) Nancy Eckerman (Medicine Library) Vance Farrow (Herron) Janice Froehlich (Medicine) Pamela Ironside (Nursing) Sheila Kennedy (SPEA) C. Subah Packer (Medicine) Mathew Palakal (Informatics) Stephen Randall (Science) Alan Schmetzer (Medicine) William Schneider (Liberal Arts) Rosalie Vermette (Liberal Arts) Richard Ward (Liberal Arts) John Watson (Science) Marianne Wokeck (Liberal Arts) Wanda Worley (E&T)

It was moved and passed that the ballots be destroyed.

**Agenda Item XIV: Report from the IUPUI Staff Council**

Sue Herrell, President, IUPUI Staff Council

Before Herrell gave her report, a motion was made by the IFC as follows:

That the IFC-EC prepare a resolution that summarizes the concerns of the staff about the timekeeping system and that expresses support for the Staff Council's position.

This resolution should be presented to IFC for electronic voting as soon as possible.

The motion was seconded and discussion began. Ward, as a nonvoting member, said to add something about faculty concern because there is faculty concern as well as staff concern. Packer agreed to add the amendment to the motion. MacKinnon suggested to have changes to the motion be made when it is

distributed by the IFC for email vote. The IFC-EC will work on the resolution for ten days to have for a vote to the IFC.

A vote was taken and the motion passed.

Herrell reported on the following:

- The unit representative elections are completed and a letter will be sent to the supervisors for their information.
- The annual retreat will be July 10 at Bradford Woods.

**Agenda Item XV: Questions and Answer Period**

- Barrows agreed with Atkinson about his views on PAO/PAU timekeeping and that it also applies to clerical staff as well. It is demeaning, violates rules of personnel management, is inefficient, and six minute increments of time does not work in the way people actually do their jobs. The staff is well educated and should not have to report time in six minute increments. The staff are complaining loudly about the new system. As a supervisor, he has never gone through a pay period when he hasn't had to make changes. It isn't due to errors by employees but due to the way they do their jobs and how the time has to be recorded.
- Atkinson said the synchronous timekeeping system has not been implemented for the clerical staff in the academic area at IUB. Frank Yang said that is not what is being told to the faculty in the training systems. Poffenberger said there are four units in Bloomington using the synchronous timekeeping for their staff members.
- Betty Jones for Amanda Cecil: For staff that are designated as a faculty, how are these people reviewed? Bantz said he is being reviewed as something other than a faculty member although he is a faculty member, and asked her to talk with him after the meeting.

**Agenda Item XVI: Unfinished Business**

- Eckerman said since we have a report on food service, and asked if there are there any measures being taken regarding that report. Rhodes said some recommendations done so far are consistent management. Changes are being made by the new management on inventory control as well as other recommendations. We are looking at inaccessibility of food in the evening and weekend. She has challenged Chartwells to find options to fill this need. The Campus Center was felt to be too sterile and those conversations are being held as well. John Short is in conversation with Dean Roberts about food service in the law school. They are working on cutting costs.

**Agenda Item XVII: New Business**

No business.

**Agenda Item XVIII: Adjournment**

A motion to adjourn was made and seconded. The motion carried. Vice President Watt adjourned the meeting.

Minutes prepared by Faculty Council Coordinator, Karen Lee  
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