

School of Engineering and Technology
Staff Advisory Committee
Meeting Minutes
Friday, January 25, 2002

Present: Sherri Alexander, Carmen Buchanan, Ben Cochrum, Laura Jefferson, Phyllis Koch, Sally Manion, Terri Ryckaert, Karen Sloan, Sheila Walter, Oner Yurtseven

Minutes were amended and approved.

Dean's Report

Enrollment for the school and campus. Enrollment for the school has been rising for many semesters. It is typical for enrollment to increase at college campuses when there is an economic slump.

Two new programs are in the works for the school. One is the BME Bachelor degree, which is in the system at Purdue WL awaiting approval. The other program is the Interior Design Bachelor degree which is in the pre-proposal stage and is facing some opposition from WL and Bloomington. Traditionally students are expected to go to Bloomington or West Lafayette, however, most of our students have no desire, ability, or intent to go to Bloomington and/or West Lafayette to finish their degree.

The Dean's Office is almost done with renovations. A few furniture items still need to arrive.

Search and screen committees are ongoing for several positions including the Administrative Secretary position, the EDDP Coordinator Position, and the Director of Recruitment Position.

Senate Bill 51 is a bill before the state legislature which seeks to make IUPUI the University of Central Indiana. The administration of both IU and PU have testified against the bill. The bill has come before the legislature before and has not been given too much attention in the past but it makes people nervous.

The year 2002 marks the 30th anniversary of the school. Paula Jenkins-Williams and her staff are planning many events to celebrate throughout the year.

Staff Council

The Staff Council Spirit Award Applications will be available starting in the summer.

The Carol D. Nathan Scholarship will be available at the end of this semester.

The pilot for the automatic timekeeping project is going well.

Volunteers are needed for Explore IUPUI Day.

There are 1100 more students on campus this spring semester than last spring semester.

Bob Martin will be at the next Staff Council Meeting to discuss the budget crisis and how it has and will affect IUPUI.

Benefits-With the conversion to CIGNA dental, most people have not gotten their insurance cards. If you have a dental appointment coming up call CIGNA and find out if you are in their system. If not, call HR. Medical cards are forthcoming.

Elections to the IUPUI Staff Council are in April.

March is Staff Council Awareness month.

IUPUI has a choir. It meets on Wednesday 11:45-12:45-contact Carmen Buchanan for more information.

Staff Lounge

Ben will distribute a survey to assess current and future use of the staff lounge. The feedback from the survey will be used by the committee to recommend further use of the room. The survey was distributed and approved pending amendments.

Retreat Follow-Up

Many of the items that had been listed during the retreat follow up meeting in November have been accomplished. Dr. Yurtseven has been in communication with Department Chairs about communications issues and that will be the focus of this year's CDD retreat. Dr. Yurtseven asked each department to have a yearly retreat.

A sub-committee for retreat follow up will consist of Sherri, Terri (Chair), and Sheila. This sub-committee will gather information for a ½ day retreat on attitude and communication.

Terri is soliciting ideas for the fall retreat. If you have any ideas please send them her way.

Future of Staff Committee

Karen's term as chair of the committee and Laura's term as secretary of the committee are up in May. If you are interested in either of these positions, contact Karen.

Christmas Family Committee

\$718 dollars was collected and spent on the Christmas Family for food clothing, and toys this Christmas.

New Business

Terri is going to attend a meeting regarding the bi-weekly time off policies next week and will return with feedback.

Dr. Yurtseven would like the committee to explore the need for Staff Development Funds. Faculty have funds which they can write proposals for in order to attend workshops and conferences. Staff should be able to do this as well. Terri will get some information from HR regarding this. Dr. Yurtseven would like to put it in the budget for July.

The staff committee needs to develop one more award which will compliment the one award already given to staff. This award should have meaning.

Members of the Staff Committee were selected and are as follows:

Sally Manion-CHAIR

Jeff Sears

Teresa Abney

Tim Diemer

Sheila Walter

Patrick Gee

Liz Coles

Maurice Bluestein

Razi Nalim

The amount of the Outstanding Staff Award is \$1,000. Dr. Yurtseven also suggested that the staff advisory committee decide on other types of recognition for staff (these will not necessarily be recognized at the convocation). He also added that our committee should nominate candidates for campus wide awards such as the Staff Spirit award.