

IUPUI Staff Council (SC) Minutes

October 20, 2010 ~ Lilly Auditorium (University Library) ~ 2:00 – 4:00 p.m.

Members and Guests Present: Nate Allen, Maryanne Alyea, Dawn Anderson, Stella Anderson, Marjorie Aprile, Sarah Baker, Pamela Baker, Russell Black, Jeremy Bowers, Susan Bradley, Martha Bulluck, Elizabeth Chaisson, Kristy Chapman, Melanie Curfman, Gary Curto, Mary Fisher, Margo Foreman, Avis Frieson, Alicia Gahimer, Jane Goergen, Dana Gonzales, Sarah Gries, Barb Hanes, Deanna Hart, Shane Hatchett, Susan Henderson-Sears, Linda Henson, Sue Herrell, Jana Hill, Nikki Holdcroft, Patti Holt, Rochelle Hudson, Margaret Hughes, Talena Huntsman, James Klenner, Earl Knight, Sue Knight, Lindsay Macy, Amy Maldi, Cortnee Martin, Kelly Miholic, Greg Mobley, Marietta Moore, Lyndsi Moser, Karen Neely, Michael Ney, Jenny Parliament, Gloria Quiroz, Darlene Pitman, Eric Raider, Andrea Rostanzo, Colleen Rusnak, Kara Salazar, Meagan Senesac, Amanda Shumaker, Monique Sims, Diana Sims-Harris, Vicki Slunaker, Lucy Smiley, Holli Smith, Lee Stone, Becky Thacker, Kyle Torgerson, Sara Vitaniemi, Martin Wagner, Janice Walls, Sheila Walter, Cheryl Wisdom, Mary Wolting, Courtney Wooton, Debbie Wyeth, and Michael Yates

Agenda Item I: Welcome and Call to Order

IUPUI President Sue Herrell called the meeting to order at 2:05 p.m.

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: Update from the Vice Chancellor for Finance and Administration

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

Rhodes reported on the following:

- **Service with Distinction:** Focus groups were held earlier in the year about what makes up service with distinction and excellence on this campus. Over 440 people participated. The definition of service with distinction has been defined as: “Service is at the core of everything we do. Every day and with every interaction people are valued and understood, reinforcing the choice to be at IUPUI.” Eight Service Standards and Associated Behaviors were established: Ownership/Accountability, Knowledge/Spirit of Excellence, Courtesy, Engaging, Initiative, Respectfulness, Communication, and Consistency. The top barriers to delivering service with distinction are training; policy implementation and application; lack of resources; employee empowerment; communication, information sharing, and referrals; faculty buy-in and support; lead by example; appreciation, recognition, and performance management; and disengagement and low morale. The project team is with Deb Dunbar, Bridget Working and others.
- **Performance Management:** The chancellor’s staff went through performance management in February 2010, the vice chancellor for finance and admin in September 2010, and finance in October 2010. Performance management will cascade through the units from this point on.
- **Cost Benchmarking:** www.indiana.edu/~costben/ Areas effected in this study are: Human Resources Administration, Payroll, Student Services (Bursar, Financial Aid, Registrar, including support for Academic Advising, Admissions), Marketing, and Bloomington Physical Plant. The study will be used to see if services can be used across the university and will be led by a steering committee with working teams. The working teams will be the data collectors. The timeline is October 2010 through April 2011. The goal is to measure ourselves against other groups to see how we manage service. It is hoped that costs can be saved along the way.
- There is a renewed focus with the hotel doing business with units on campus working within the budget they have.

Agenda Item IV: Report from Human Resources Administration

Martha Bulluck, Interim Assistant Vice chancellor for Human Resources

Bulluck reported on the following:

- Herrell introduced Bulluck to the Staff Council.
- Open Enrollment: Open Enrollment Packets have been sent to campus mail addresses. Enrollment is November 1-12, 2010.
- Health Benefits Fair: October 28, 2010, 9:00 a.m. to 3:00 p.m., 4th floor Campus Center. There will be two Open Enrollment opportunities at the fair as well as an eldercare workshop.
- Health Engagement Project: A town hall meeting was held yesterday, and it was well attended. You need to be mindful that you have the tobacco free affidavit due by November 12, personal health assessment by November 12, and biometric screenings due by February 28, 2011. A list of places and dates for screenings are available at <https://www.clarianhealthyresults.com/sso/loginIU.aspx>.

Agenda Item V: Report from the Chancellor's Academic Liaison

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Fall Break: How did it go? It was felt it went well by the members.
- Each semester, the campus works hard to give early warnings to students who are not doing well in a course. Several hundred students were notified so that they can either withdraw or enhance their performance.
- 2012 Accreditation: There will be a public launch of accreditation activities in November. Committees have been formed to begin collecting data. It is hoped that each committee will get to ask a question that is not mandated by the accrediting committee. We want the accreditation to be a time to reflect and get better. Individual schools have their own accreditation that is important to the disciplines. If the campus is not accredited, we would be unable to give student loans and most likely, the campus would not be viable. Accreditation occurs every ten years with the last accreditation occurring in 2002. We need to show and demonstrate how we meet the criteria. The accrediting agencies are being scrutinized by the federal government and we now need to meet minimal requirements in each school. Each school must publicly display the student learning outcomes. The outcomes will be put on the Registrar's website.
- New Academic Affairs website: It is hoped the website will be ready by the end of the semester.
- Academic Town Halls: The purpose is to engage the academic community on important subjects to the campus. Attendance this year has been down. You are encouraged to attend the remaining town hall meetings:
 - Monday, November 1, 2010 – 4:00 – 6:00 p.m.: IMPACT IUPUI Fundraising Campaign with Dee Metaj and Marti Heil
 - Monday, November 8, 2010 – 4:00 – 6:00 p.m.: Campus Space Issues with Dawn Rhodes, Roger Schmenner, and Emily Wren

Agenda Item VI: Standing and Ad Hoc Committee Reports

Herrell thanked each of the committee chairs for agreeing to serve as chairs this year.

- Bylaws: Patti Holt, chair, said the committee has met for the first time. There have been many changes suggested. The goal is to get Article 2 and 3 to the Executive Committee for approval first, then move on to the other changes.
- Communications: Meagan Senesac, chair, said the committee is working on the possibility of an e-mail signature line that indicates a person is a member of Staff Council. New staff members

will be contacted by council members to welcome them to campus and giving them a magnet. The e-newsletter proposal will move forward with trying to figure out who will send and when.

- Diversity: Troy Barnes, chair, was not present, but had the following report:
 - He is proposing the committee adjust its mission from producing events that celebrate diversity to being a conduit for diversity events occurring on campus. Many groups who are better equipped to put on those events are already doing that and we should not attempt to recreate that wheel.
 - The committee will meet soon for the first time.
 - They will work on how to share the list of diversity events with the Staff Council and the staff at large.
- Membership: Lee Stone, chair, gave the following report:
 - The committee is working with the Bylaws Committee on Articles 2 and 3 that deal with Membership.
 - A Corresponding Secretary needs to be elected. He would like to have a slate of persons for an election at the next meeting. Herrell would like the Corresponding Secretary to do more of the correspondence to guests before the meeting as well as send thank you notes later.
- Rewards and Recognition: Kyle Torgerson, chair, said the committee has not met because the cycle for work is during the latter part of the spring semester and throughout the summer.
- Special Events: Kristy Chapman, co-chair, said the committee has met once. A blood drive will be held on November 2. The council was approached by the Indiana Blood Center as there is great need. The drive will strictly use bloodmobiles. The committee will be set up with task groups to plan events in teams.
- Staff Affairs: Alicia Gahimer, co-chair, said the committee has met once. Health and Safety, Transportation/Parking, Human Resources, and Benefits are the subcommittees. There will be a subcommittee on the Health Engagement Program as well. Other subcommittees will be formed as items come to their attention. It was noted there is a food service survey available in JagNews.

Agenda Item VII: Call for Additional Reports from Standing or University Committees

- ADVANCE Internal Advisory Board: No report.
- Campus Center Advisory Board: Senesac said the Post Office moved back to its original location. A document has been developed explaining what services are still available at the Campus Center. The committee is also trying to decide who will move into the space. It was stated that when students are not present, the faculty and staff still need food service. Senesac will bring this to their attention. Fisher said they should at least keep one vendor open during breaks.
- Campus Sustainability Committee: No report.
- Common Theme Committee: No report.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: No report.

Agenda Item VIII: Report from IUPUI Faculty Council Liaison

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- The faculty of the School of Medicine are voting on whether they want to extend the tenure clock for that school's faculty.
- The president of the Faculty Council (IFC) met with administrators in Bloomington regarding the Health Engagement Program (HEP) and the lack of screenings. More screenings have become available.

- The Principles of Graduate and Professional Learning are being reviewed. This may be an information item at the next meeting.
- Early Warnings: She received numerous comments from the faculty about this process to make it better.
- Questions: Has the IFC received petitions regarding the HEP? Baker responded that they have, but it isn't known how or if to react. Has the IFC discussed special parking permits and how faculty are not receiving permits? Baker said they have not, but it has been known that faculty are being sent to off-campus parking for departments and faculty who were late getting their requests in. Senesac said this would be a good way for the two councils to team up next fall to get more awareness of permit renewal. Did the IFC have any input on the Institutional Space Policy (on the Registrar's website)? Baker responded no. Herrell spoke about the petition from the IUB Faculty Council regarding the Health Engagement Program. More than 300 people have signed the petition and are opposed to the new program.

Agenda Item IX: Old Business

- Fine Arts and Crafts Fair: McCurry encouraged persons to attend the fair on October 30. Table tents are available with the handouts for display in your area. Vendors are on a waiting list to be at next year's fair. Proceeds go to student scholarships. Herrell encouraged persons to volunteer the day before and day of.
- Herrell thanked the IUPUI Regatta Staff Council Schooners. The SC teams did not finish last, and they managed to stay in the canoes!

Agenda Item X: New Business

- United Way Campaign: Hill distributed a list of the United Way of Central Indiana (UW) Programs and Agencies. Priorities for the UW are human services and education. 90% of every dollar raised goes directly to UW agencies. The goal is \$415,000 for this year's campaign and the campaign dates are November 1 through December 3. In 2009, IUPUI was honored with the Top 20 Award, which means we were first in educational institutions in central Indiana and 16th in overall funds. Payroll deductions begin January 1, 2011. The funds are taken out the first check of the month. The campus has taken a position on donation to the Boy Scouts. Chancellor Bantz has said, "For several years, members of the IUPUI community have thoughtfully, but persistently, asked that we reconsider our participation in the UWCI campaign in light of the discriminatory practices of the Boy Scouts of America (BSA) with respect to sexual orientation. We have listened carefully to arguments on all sides, but have determined that it is inconsistent with our values for us to—however passively—support the BSA with the pledge procedure we had been using, which allowed donors to "opt out" of having their contributions going to the BSA. Beginning with this year's campaign, we will conduct IUPUI's UWCI campaign so that donors must "opt-in" to direct their contributions to the Boy Scouts. The online pledge form now reflects this change in policy."

Agenda Item XI: [Information Item]: IUPUI Honors College

E. Jane Luzar, Founding Dean

Luzar reported on the following:

- Renovation is complete.
- Luzar showed the progress of the renovation which is available on their website.
- Students are enjoying the new space.
- Professor Drew Appleby has been appointed Associate Dean.

For Approval: 11-17-10

Agenda Item XII: Tours of the IUPUI Honors College

The SC members were broken up into groups and toured the new facilities. A reception provided by the Honors College was held for members.

Agenda Item XIII: Adjournment

- Herrell encouraged persons to attend the Chancellor's State of the Campus address on November 2.
- Thanked Chris Brown for including the Staff Council Newsletter in *Inside IUPUI*.
- The SC Annual Report is now ready. It will be sent to Academic Deans and Vice Chancellors as well as posted on the website.
- Next meeting is November 17, CE 450A, 2:00 p.m.

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 / <http://www.iupui.edu/~scouncil>