

IUPUI Staff Council (SC) Minutes

February 16, 2011 ~ Campus Center, Room 450C ~ 2:00 – 4:00 p.m.

Members and Guests Present: Amber Allen, Amber Alyea, Stella Anderson, Marjorie Aprile, Sarah Baker, Pamela Baker, Troy Barnes, Yvonne Baynham, Michelle Benberry, Russell Black, Jeremy Bowers, Susan Bradley, Chris Brown, Elizabeth Chaisson, Kristy Chapman, Gary Curto, Rebecca Dixon, Joann Farris, Mary Fisher, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Katherine Garner, Nancy Gibson, Jane Goergen, Dana Gonzales, Sarah Gries, Barb Hanes, Scott Harmon, Lee Harrison, Deanna Hart, Susan Henderson-Sears, Linda Henson, Sue Herrell, Patti Holt, Rochelle Hudson, James Klenner, Earl Knight, Kim Lewis, Lindsay Macy, Helen McKuras, Amy Maldi, Cortnee Martin, Lana Matthews, Teresa McCurry, Helen McKuras, Kelly Miholic, Greg Mobley, Marietta Moore, Lyndsi Moser, Karen Neely, Levi Osborn, Jennifer Parliament, Gloria Quiroz, April Reed, Angela Reese, Andrea Rostanzo, Colleen Rusnak, Meagan Senesac, Amanda Shumaker, Monique Sims, Diana Sims-Harris, Vicki Slunaker, Holli Smith, Heather Staggs, Lee Stone, Uday Sukhatme, Becky Thacker, Kyle Torgerson, Shelley Tyler, Sara Vitaniemi, Janice Walls, Louise Watkins, 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 2:03 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: [Action Item] Approval of the Minutes of the January 19, 2011, Meeting

Hearing no objections, the minutes of the January 19, 2011, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_1-19-11.pdf)

Agenda Item IV: Special Election of First Vice President

Lee Stone, Second Vice President

Stone referred to the ballot provided to the voting members listing the candidates and their bios. Candidates for election are Michael Ney (School of Medicine) and Amanda Shumaker (School of Dentistry). Voting began and results were announced later in the meeting.

Agenda Item V: Update from the Associate Vice Chancellor for Facilities

Emily Wren, Associate Vice Chancellor for Facilities / Chancellor's Administrative Designee Alternate

Wren reported on the following:

- Wishard Project Update: Plans to vacate the Union Building are underway as are negotiations for two floors in the Safeco Building (corner of Michigan and Meridian). One floor will include occupants of the Union Building, Research Administration, Testing Center administration, and Human Resources Administration and the other the Department of Public Health. Counseling and Psychological Services will go to the Walker Building. Stuart Center will house the Community Learning Network.
- Sports Expansion Garage: Construction will begin in about a month.
- Gateway Garage: Materials to replace the side panels have been repeatedly delayed; however, the garage is parkable.
- Ball Gardens: A sign has been placed on the fence surrounding the gardens to encourage persons to donate for the redesign of the area. The playground that was to be built in that area has been moved to the Riley Hospital area so that children do not need to cross the street.

- Medical Master Plan meeting: A meeting was held a few weeks ago about the Wishard Hospital space and how it would be used, the canal area's use, and education/clinic research spaces. A parking master plan consultant was hired as well to plan the space for medical parking. Discussion was to park persons out by the Starbuck's area off 10th Street and use the Peplemover to shuttle them in.
- A concern was shared by a member that a constituent said that space in the parking garages are becoming tight and the spaces they purchased were to be guaranteed. Wren shared that when the ice storm came, the top levels of the garages were not cleared as it was very dangerous. Until the weather can thaw that area, the spaces will remain tight.
- What kind of parking is available at the Walker Building? There is parking all around the building that is free. Paid parking spots are available across the street on campus property.
- When will the street construction be completed on Michigan Street? The street is a city street and the city is moving priorities so that street repairs are done in a timely manner. The city does not want to repair the street only for it to be torn up again for Wishard to put in utility lines.
- What kind of protection will be provided for students between the Natatorium and NIFS when the sports expansion garage begins construction? There are no sidewalks available. Wren said some sidewalks will be put in near the old tennis court area. Construction managers are in charge of providing safe walking areas when they begin construction.

Agenda Item VI: Report from Human Resources Administration

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Bulluck reported on the Health Engagement Program (HEP). The HEP will be expanded to include a wellness aspect. Bruce Jacobs (IUB) has been appointed by Neil Theobald to go around all campuses and obtain input from everyone on healthy wellness programs to see what works for each campus. HRA is working with Jacobs to schedule meetings. Maggie Stimming is working as well on the committee. There will be a new position of Director for Healthy Engagement for the campuses. The position is charged with developing the program on all campuses. On March 23, there will be a town hall meeting in CE 450C to voice opinions. There will be small group discussions during the town hall regarding what you want in a healthy program on campus. One committee is working on the BMI aspect of the health engagement program. Another committee is the committee on the wellness program.

Agenda Item VII: Report from the President

Sue Herrell, President

Herrell reported on the following:

- Yesterday, she had lunch with Ellen Poffenberger and reported that she is doing well and visiting with her family. She is also doing some volunteer work with United Way and other agencies giving her time on staff issues in those agencies.
- The February IFC meeting was canceled; therefore, no Staff Council report was given.
- Komen Race for the Cure: The race is on April 16. If you are interested in chairing or co-chairing the team, please let Herrell know. Patti Holt has agreed to co-chair, but would appreciate some help.
- March SC meeting: A presentation will be given on the IUPUI IMPACT Campaign as well as a panel discussion with Maggie Stimming to address the topic of flex schedules or a compressed work week. The panel will discuss what works and what does not.
- April meeting: The chancellor will make his annual visit to the council.

Agenda Item VIII: Standing and Ad Hoc Committee Reports

- Bylaws: Patti Holt, chair, is continuing to work on the bylaw changes in Article 3, Sections 1, 2, and 3. Lee Stone will share the results of the part-time staff representation under his report.
- Communications: Meagan Senesac, chair, said approval has been received from administration on an e-mail signature line showing you are a member of Staff Council. They are also working on various communications requested by committees.
- Diversity: Troy Barnes, chair, attended the Diversity Cabinet meeting last month. The committee is working on the diversity award along with the Office of Diversity. They are working with the affinity groups as well to see how the council can help them with their work and vice versa. They will begin to populate the diversity calendar. Their next meeting follows the SC meeting today. Foreman reminded the members that the Taylor Symposium lunch will be on March 23 where a diversity staff award will be given. The symposium is free; however, the lunch is not. Quiroz mentioned the Cesar Chavez dinner and day of service that was advertised in the last SC Newsletter.
- Membership: Lee Stone, chair, reported on the following:
 - He recognized the members who have resigned from Staff Council and those who have come on to take over the representative's position. Those persons are:
 - Marsha Quarles (Medicine) resigned; replaced by Cari Lehigh.
 - Christine Padgett (Medicine) resigned; replaced by Patricia Wade.
 - Misty Wick (UITS) resigned; replaced by Joann Farris.
 - Staff Anniversaries:
 - Angela Hill, 10 years
 - Christopher Stines, 15 years
 - Gary Curto, 30 years
 - Staff Council Awareness Month will be in March and a booth will be set up every Wednesday. A trivia contest will be held each week with ten questions. Persons will need to go to the booth to pick up the week's questions. He has prizes to award. Two season tickets will be awarded for next season's basketball games. There will be a weekly prize with a grand prize of all the weekly prize winners. He is asking for donations for giveaways at the table. Each week a committee will be highlighted and that committee will be responsible for staffing the booth. The schedule will be:
 - March 9 – Staff Affairs Committee
 - March 16 – Special Events / Rewards and Recognition
 - March 23 – Membership / Bylaws
 - March 30 – Communication / Diversity / Web
 - Full-time vs. Part-time: A vote was taken by the council members and the outcome is to include part-time members as the council as voting members.
 - Thanked the candidates for their willingness to run for first vice president. Amanda Shumaker was elected first vice president.
 - Herrell congratulated Chris Brown on his promotion.
- Rewards and Recognition: Kyle Torgerson, chair, will meet with the past chair in the next few weeks. The essay question for the Carol Nathan Award will be changed. He will provide more updates on the scholarships as the deadline approaches. Herrell was reminded by Senesac that the Women's Leadership Award nominations are being accepted by February 28 for faculty and staff. She encouraged persons to nominate others for awards. If you need assistance in writing a letter of support or beginning the nomination process, Herrell and other EC members are willing to assist.
- Special Events: Kristy Chapman, co-chair, reported on the following:
 - Community project will be sometime in March and will involve providing a meal to families at the Ronald McDonald House.

- Legacy Project: Spring planting will be the end of March, first part of April, weather pending.
- Spring Blood Drive is on April 28 at various locations. Volunteers will be needed to staff the SC tables. Circle K student group will assist with the drive.
- Staff Retreat is July 29. Place has not been confirmed pending approval by administration.
- Staff Affairs: Alicia Gahimer, co-chair, said the pedestrian safety committee is working on a bicycle safety brochure. The SA committee is working with Bridget Working on performance management. The SC is represented on Health Engagement Plan Committee by Colleen Rusnak. If we are asked to provide support for the new wellness committee mentioned by Bulluck, we will provide a staff representative.
- Fine Arts and Crafts Fair: McCurry, co-chair, said there is a committee meeting on Friday at 2:30 in the table area across from Caribou Coffee.

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

- ADVANCE Internal Advisory Board: No report.
- Campus Center Advisory Board: A new tenant has been selected for the space that was occupied by the Post Office. A clinic for students will be housed in that space. They will have limited hours of operation. The committee reviewed grant proposals for student groups who want to hold events for their organizations in the building. In the theatre space, they will begin to ask for bids for construction of group practice space for opening in the fall.
- Campus Sustainability Committee: Thacker said the committee has been quiet for a few months because the chair has been on sabbatical. She read the following excerpt from the chair's (Lenore Tedesco) e-mail to the committee: "I am happy to report that sustainability at IUPUI has caught fire and despite the inactivity of this group, there has been a lot of activity and interest in sustainability. The Common Theme project is a great effort, the students are active, there are now 2 degree programs in Sustainability under development – and potentially a third, departmental and school green teams are forming, the IUPUI urban garden has been initiated – and many many more things. The Greening IUPUI grant preproposals have been submitted and a review committee will be assembled shortly. Full proposals are due February 28th."
- Common Theme Committee: No report.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: No report.
- Search Committees: Foreman reported the Student Life search has been working and three candidates were identified and have been on campus for their interviews. Campus visit interviews are available for review on the search website. The committee meets again on February 21 to begin to prepare the report of recommendations to the chancellor. She encouraged members to participate on search committees if given the opportunity. You can give your name to the Office of Equal Opportunity to be placed on future committees as needed.

Agenda Item X: Old Business

No Old Business.

Agenda Item XI: New Business

No New Business.

Agenda item XII: Report from IUPUI Faculty Council Liaison

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- The February IFC meeting was canceled due to the weather. The agenda for that meeting has been moved to the March meeting.
- Committees are working on a lecturer policy.
- The president of the faculty club (Susan Kahn) and Mary Fisher reported that University Place Hotel has raised the rent and meal cost of the University Faculty Club.
- The USG will be making a presentation to the Board of Trustees to have a health/wellness center on campus.

Agenda Item XIII: [Information Item] A Conversation with Uday Sukhatme
Uday Sukhatme, Executive Vice Chancellor and Dean of the Faculties

Sukhatme reported on the following:

- Academic Plan: Trying to enhance research through the Signature Center initiatives. April 1 is the deadline to submit a request for a signature center.
 - Teaching and Learning: The data show that our retention and graduate rates are going up. It will grow even more this fall according to the indicators. We have embarked on an aggressive campaign to try to get students to enroll in summer courses to help alleviate the stress of classrooms and parking during the fall semester. We will try to make the courses more flexible. Some courses will use summer 1 and 2, others will be six-week courses, and still others will last for three weeks. He urged members to get the word out to students to take more summer courses.
- IMPACT Campaign: \$1.25 billion is the target. \$900 million has been raised at this time with a year more to go.

Questions:

- Will financial aid be available to students during the summer? He responded there will be financial aid as well as one hundred new jobs opening up for students to make money to help them pay for summer courses. Housing will also be available; they are working on short-term plans as well. This is a pilot project this year and is only at IUPUI. Students would need to register for six credit hours.
- Where is the 2011 diversity report? The report is available by hard copy and we will find out when the new report is available online.
- For staff members who take classes, how will it work for staff members during the summer? It is an employee benefit.
- How are schools assessed on campus and how will it impact schools? There is a group meeting to work on assessments and they are not close to finishing the discussion. It will probably be three or four more months.
- Benchmarking update: There is a meeting set up in March to discuss the report. April 1 is the deadline for presentation to the Board of Trustees.
- How is the space in Greenwood working out academically? He said the space is nice, convenient, and state of the art. They offer both credit and non-credit bearing courses. They are doing reasonably well for the non-credit bearing courses in the evening. The credit courses during the day are not highly populated. Khaula Murtadha is working to get more courses out there. It is used for meetings and retreats at this time. It is not near capacity in the daytime.
- Search and Screens:
 - Student Life: Three candidates have recently come to campus.
 - Science Dean: three candidates were invited back and a decision will be forthcoming.
 - Dean University College: Candidates have been on campus as well recently.
 - Associate VC for International Affairs: They have narrowed down the search to three candidates who will come to campus soon.

- VC for Auxiliary Services: No update.

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

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Faculty Club: Fisher is the Vice President of the Faculty Club (FC) Board. The FC includes faculty and staff. The hotel is under financial constraints and needs to have all their areas profitable. They had been subsidizing the club for a while and had not increased fees or meal costs. They are in agreement to have a viable club, but they want the club to be fully contributory. The initial request to the board was not viable. They increased meal cost by \$3.50 as well as charging a high rent. The hotel and board have met and agreed to write a business plan to increase the cost of the meals over two years. The board is still in negotiation on the rent. The club is used socially by faculty and staff as well as a place to bring candidates for lunch and hold special events. The board has asked the Faculty and Staff Councils to support the club in their work to make the club viable. The cost to be a member of the club is \$75. The fee was raised a year ago to renovate the space. Fisher was not able to provide the number of staff members who are members. Between now and the fall semester, you can join the club for \$20. A question was asked if there was discussion to change the name of the club to the Faculty and Staff Club. Fisher said there is a national coalition for the club and it would need to remain called the Faculty Club. The club has welcomed staff for a few years, but they are not aware they can be members. It was suggested to have students provide some redesign ideas for the club.
- Summer courses: Flyers will be available next week. A website is being constructed as well to give more information. Deans have been encouraged to balance their curriculums across the week to get students to attend classes on Friday as well as the other days of the week. Students do not want to register for Friday classes, so we need to try to encourage students to change their thought. Deans are also encouraged to share classrooms with other schools or classes.

Agenda Item XV: Adjournment

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

Minutes prepared by Staff Council Coordinator, Karen Lee
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