

IUPUI Staff Council (SC) Minutes

February 17, 2010 ~ Campus Center, Room 409 ~ 3:00 – 5:00 p.m.

Members and Guests Present: Teresa Abney, Marjorie Aprile, Michelle Benberry, Russell Black, Chris Brown, Jennifer Burba, Jan Canganelli, Becky Cass, Elizabeth Chaisson, Kathy Champ, Kristy Chapman, Trisha Clark, Jamie Clougher, Nancy Crouse, Melanie Curfman, Gary Curto, Mary Fisher, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Kim Gibson, Nancy Gibson, Ali Godby-Schwab, Jane Goergen, James Graber, Barb Hanes, Crystal Haney, Deanna Hart, Natalie Harvey, Susan Henderson-Sears, F. Vincent Henly, Linda Henson, Sue Herrell, Nikki Holdcroft, Melanie Hollcraft, Patti Holt, Rochelle Hudson, Brenda Lawless, Kim Lewis, Lodema Lines, Jayme Little, Janie McCammon, Teresa McCurry, Marietta Moore, Lyndsi Moser, Scott Orr, Christine Padgett, Ellen Poffenberger, Gloria Quiroz, Eric Raider, John Rasmussen, Andrea Rostanzo, Colleen Rusnak, Tammy Sajdyk, Kara Salazar, Amy Sandlin, Meagan Senesac, Douglas Smith, Holli Smith, Lee Stone, Becky Thacker, Kyle Torgerson, Laurie Turner, Shelley Tyler, Sara Vitaniemi, Robin Waldron, Sheila Walter, Dolly Warner, Louise Watkins, Carlene Webb-Burton, Susan Wheeler, Misty Wick, Terry Wilson, Cara Fast for Cheryl Wisdom, Mary Wolting, Courtney Wooton, Emily Wren, and Debbie Wyeth

Agenda Item I: Welcome and Call to Order

IUPUI President Sue Herrell called the meeting to order at 3:03 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 20, 2010, Meeting

Hearing no objections, the minutes of the January 20, 2010, SC meeting stood as written and were entered into record.

http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes_SC_1-20-10.pdf

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

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- Town Hall Meetings: Staff are invited to these meetings
 - IUPUI Honors College (Jane Luzar): March 8, 2010, 3:30 – 5:00 p.m., University Library Lilly Auditorium
 - IUPUI's Role in the STEM Teacher Preparation (Kathy Marrs and Pat Rogan): March 22, 2010, 3:30 – 5:00 p.m., University Library Lilly Auditorium
 - Improving Graduate Education and Support (Sherry Queener and John Omachonu): April 1, 2010, 4:30 – 6:00 p.m., University Library Lilly Auditorium
 - 2012 Accreditation – Connecting Courses with PULs and Assessment (Mary Fisher and Trudy Banta): April 28, 2010, 4:00 – 5:30 p.m., University Library Lilly Auditorium
- Faculty Club Events (2nd level of Hotel/Conference Center):
 - Conversations at Tea Time: March 3, 2010, 4:30 p.m., Chancellor Bantz will speak on current topics of interest to the campus. There will be time to ask questions
 - Reading at the Table: April 8, 2010, 11:30 a.m., Rachel Wheeler on “To Live Upon Hope: Mohicans and Missionaries in the 19th Century Northeast.”
 - Scholarship at Lunchtime: March 25, 2010, 11:30 a.m., Philip Goff on “Understanding Religion in American Life and the Role of IUPUI in that Endeavor.”

- Cutting Edge Lecture Series: February 24: George Edwards on “Human rights, International Trade: Lessons Learned from Katrina.”
- Behavioral Consultation Team: This team works with concerns/situations with faculty, staff, and students that could become a major situation. It is an early warning system to work proactively for the protection of the campus.

Agenda Item V: Update from the Vice Chancellor for Finance and Administration

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

No report as VC Rhodes was not able to attend at the last minute. Ellen Poffenberger took questions:

- Will Michigan and New York Streets continue to be two-way streets? Bob True reported that preliminary discussions have occurred with the Indiana Department of Public Works. No further action taken at this time.

Emily Wren attended on VC Rhodes’ behalf and had arrived to give a report:

- The Board of Trustees will be approving the Science Engineering Lab building at their meeting on February 18, 2010. The Schools of Science and Engineering and Technology will both be housed in that building. It will be located by the current E&T building, and the exact site will be determined by the master builder.
- A new name is being proposed for the California Street Garage. It will be Gateway Garage if the Board of Trustees approves it.
- West Drive will be changed to Riley Hospital Drive.
- Energy Management: \$15M bonding will be sought to do some energy saving work. The bonding will be repaid with the money saved from the new work.
- Clinical quad work: The Fesler Hall area will be revised to allow for patient parking. The campus and School of Medicine is jointly funding that project.

Questions:

- When will the Glick Building be finished? Wren said it will be finished in 2012.
- Will the NCAA move their building space into the NIFS parking lot? Wren said we know they are expanding and 191 spaces from the NIFS parking lot will be taken. They are working with NIFS to find alternative parking.
- Parking by the IT building. As parking becomes more difficult at the east and west ends of the campus, we have been told there are parking spaces available on the campus, but they may not always be near the building in which we work. How can we spread the word about off-campus parking? Wren said this is a good contribution that the SC can make. If there are ways to get the word out, please let Emily Wren or Karen Lee know. There are still spots available on Stadium Drive as well as guaranteed spots at the Vermont Street Garage.
- The gates are slow getting in and out of the Natatorium Garage? The readers are not working well. Wren will look into this.

Agenda Item VI: Report from Human Resources Administration

Ellen Poffenberger, Assistant Vice Chancellor for Human Resources

Poffenberger reported on the following:

- Workshops:
 - Telephone and Email etiquette seminar: February 22, 10-12.
 - March 22, 2010, 1:00-4:00 p.m.: Professionalism in the Workplace: Being a Valued Employee
 - March 24-May 5, 2010, 9:00-4:00 on Wednesdays: Fundamentals of Supervision Series.

- There are consultants in HR that are available for coaching employees who are going through personal issues that may affect the workplace. They can assist with dealing with co-workers, supervisors, etc.

Questions:

- It was stated that some employees have difficulty getting away from the office to attend the workshops. Could the workshops be mobile and go out to the departments? Poffenberger said this could be worked out as well as tailor content for individual units.
- The Bloomington Professional Council is concerned about the prospective changes with PTO for PAEs. Is that occurring on this campus as well? Poffenberger said that policy is under review at this time. She is not hearing much concern on this campus at this time.

Agenda Item VII: [Information Item] Campus Safety

Chief Paul Norris, Capt. Bob True, Capt. Bill Abston – IUPUI Police Department

Stone introduced Chief Paul Norris. Norris thanked the SC for the support given to him and the police force. 274-4911 is the number to call for the Police Department. The following questions were posed to the officers.

- The daily thefts on campus are creating distress and anxiety about crime on our campus. Please discuss what steps are being taken to prevent thefts on campus and your recommendations on how staff should respond if they witness a theft or if they are robbed. Are there any plans to install security cameras in high crime areas like parking lots and vending areas?
 - Officers are being sent to buildings more often. Theft is a crime of opportunity and it is important to reduce the opportunity. Lock your office, lock your purse in your office, notice who is in your area, and call if you are uncomfortable with someone who isn't usually in your area. When you call the department, describe the situation in detail, including the person in question. Give your name as they cannot deal with anonymous phone calls. For theft in cars, keep items out of site; lock items in your trunk. Thieves look for suction cup marks on windshields for GPS devices – lock those items in your trunk. Join the police listserv so you can see where the crime activity is and what it is. Some security cameras are being put in off-campus parking areas. At this time, there are 39 police officers working at IUPUI – four of which are still in training. 43 officers are slated for service in the future. Hate crime statistics are tracked although there are very little on campus. Graffiti is considered vandalism unless the graffiti is hate related.
- There is growing concern about staff security at off-campus parking areas. Please discuss how the off-campus parking areas will be monitored and/or patrolled.
 - We have applied for a grant (Urban Security Initiative) to obtain more cameras. These are the cameras that have the blue light on them that you may see around the city. The cameras will also help with monitoring traffic situations. Federal funds are hard to get at this time, but they are working hard to receive it.
- There is a concern about vagrants entering buildings at night (the BS building entryway from the North Street Parking garage late in the evening for example). Please discuss how buildings are secured at night and steps that are taken to prevent vagrants from entering buildings at night. Also discuss recommendations on how to deal with vagrants and those begging for money.
 - Buildings are locked and unlocked in several different ways. The BS building is locked by Campus Facility Services (CFS) every evening. Keeping people out is a problem. A university is an open environment. If you see someone acting suspicious, let the police know. Just because someone looks homeless, doesn't always mean they are homeless. You must have a good reason why the person looks suspicious. Do not give money to vagrants. Call

the police and they will take care of these persons. Building hours are set by building coordinators.

- Please discuss the procedures for maintaining the emergency call boxes located on campus. Are they tagged if they are not operational?
 - The call boxes are checked monthly. They should be repaired within 24 hours if we know about a problem. We have a contract with a private firm to keep the boxes running. When a phone is picked up, we know where the caller is located. This is important if someone has a medical emergency and is not able to speak.
- There is a perception among staff of a lack of police presence on campus. Please discuss your staffing schedules and any plans you may have to increase police presence on campus.
 - It will vary depending on special events, but mostly three to five officers are on the schedule every day. Usually the Sargeant and three officers, but we adjusted accordingly. Full-time students are hired part-time in the Cadet Program. If the students are accepted, they go through the police academy and work for the IUPUI Police Department. At this time, 15 are in the program with 8 scheduled to go to the academy this summer. There is a crime prevention program on campus as well. We want to increase the number of programs that gives crime prevention tips.

Questions:

- Is there a way for everyone to get on the crime listserv? Perhaps put it on Oncourse for persons to opt in if they want. Response: That is a good idea and a possibility.
- Is information listed on the listserv when crimes are resolved? Response: News is put on JagNews about crime, but we are not good at “tooting our own horn.” It is a good idea to let persons know. Norris said that the police have actually helped several persons keep from performing acts such as Virginia Tech.

Agenda Item VIII: [Information Item] “Ridesharing Options to be Green, Save Money, and Help Reduce Parking Demand”

Andrew McGee, Outreach Representative, Central Indiana Commuter Services

PowerPoint: http://www.iupui.edu/~scouncil/documents/mcgee_2-17-10.pdf

McGee discussed his PowerPoint.

Questions:

- How many persons are considered a carpool? Carpools are considered more than two persons.
- Where is the funding coming from? CMAC funding is 100% for outreach purposes. The funding is guaranteed for the next three years due to the current air quality of the city.
- Is there smoking matches for riders? Yes, there is that possibility. We recommend that any carpoolers meet before the carpool begins to assure compatibility.
- Are there chances of having dedicated lanes for carpoolers? We hope so, but that is up to the INDOT. Nothing is known at this time.
- Are bus seats cleaned now? Yes, seats are cleaned and busses are cleaned more often than they used to be. Busses are also monitored via cameras.
- One carpooler stated that when it was not her turn to drive, it made the ride much more pleasant. McGee encouraged persons to take alternative transportation three times a week.
- Is the Emergency Ride Home 50 miles one way or round trip? It is one-way. The system is set up through Yellow Cab and you can print vouchers from your computer to give the cab drivers for payment. It is not a reimbursement system.
- If departments would like more information, he can provide a more in depth presentation.

Agenda Item IX: Report from the First Vice President

Christine Padgett

Padgett reported on the following:

- The Chancellor's Review Committee has submitted their final report to President McRobbie. On March 2, the IFC will hear the report in executive session. The report will be given in summary following that meeting.
- New SC Reps: Dana Gonzalez (Medicine) and Eric Raider (Kelley School of Business).

Agenda Item X: Report from IUPUI Faculty Council Liaison

Sarah Baker, IUPUI Faculty Council Executive Committee

No report as Baker was not able to attend at the last minute due to a student situation.

Agenda Item XI: Standing and Ad Hoc Committee Reports

- Bylaws: Lines (chair) reported that the committee will meet from 2:00-4:00 on February 25 in the University Library. They will be discussing the proposed Bylaw changes.
- Communications: Senesac (interim chair) reported that the committee has discussed a proposal for an electronic newsletter. The proposal shortens the length of the Newsletter with links like JagNews uses. The Executive Committee is reviewing the report.
- Membership: The first meeting will be February 22, 2010, LO 251, at 11:00. They will plan the Staff Council Awareness Month activities that are held in March. They will also discuss membership attendance as well. Ideas are welcome for SC Awareness Week.
- Rewards and Recognition: Foreman said their first meeting will meet next month to discuss the award deadlines for the summer months.
- Special Events: Gibson (co-chair) reported the Blood Drive will be April 28. She is also working with the grounds department for planting at the portals for the Legacy Project. The planting will be in the afternoon from 3-5 to involve more SC members.
- Staff Affairs: Stone (Chair) reported he is in search of a chair for the committee. The food service committee is very busy. The Baker Group has a follow-up survey on retail issues. The SC was involved in that meeting. The quality of items for the price is not achieved and the Baker Group is working with Chartwells on this issue. The retail prices are also too high. The safety task force is working on bicycle safety. We expect to see more bicycles on campus. Human Resources Task Force is working on annual evaluations. The biggest concern is making sure all staff receives an evaluation. Question is whether there is a long-standing contract with Chartwells. There is continued displeasure with Chartwells. Why not deal with the issue and not renew the contract? Stone replied that Chartwells has an extended contract and has given the campus quite a bit of money. They are under new management and he is seeing some progress. Canganelli (Chartwells Task Force Chair) said the contract is through 2017 and by giving them feedback, they are improving. Quiroz said the Latino Affinity Council is working with them to have more ethnic food. She would like to join forces with the SC team.

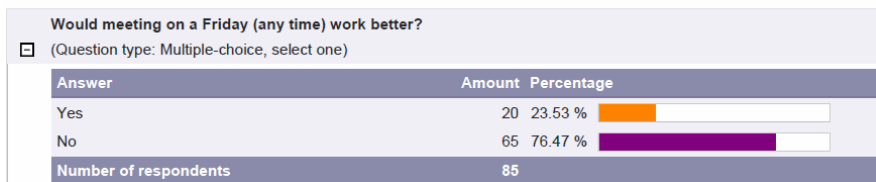
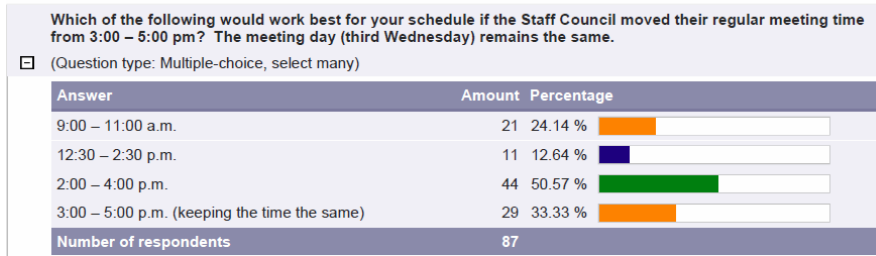
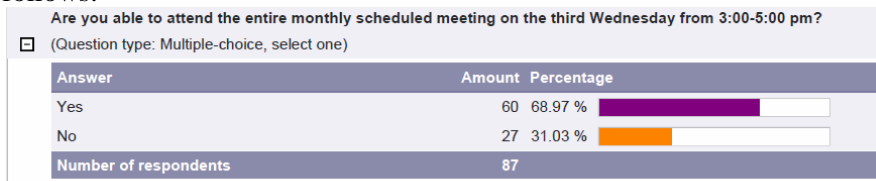
Agenda Item XII: Call for Additional Reports from Standing or University Committees

- Advanced Internal Advisory Board: No report.
- Campus Center Advisory Board: Senesac reported the next meeting is next Friday. If anyone has comments, let her know.
- Campus Sustainability Committee: Thacker reported that the committee met two days ago and there is a greening IUPUI grant. If you have an idea and would like to apply, applications are availability on the task force website. The deadline is the end of February. Little said on March 6, the Alumni Relations is hosting a greening the campus event.

- Common Theme Committee: No report.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: No report.
- Fine Arts and Crafts Fair: McCurry reported the date for the fair is October 30, 2010; place is Campus Center.
- Affinity Councils: Little said the GLBT is sponsoring a grant to provide information on GLBT awareness on the campus. Quiroz said the Latino Affinity Council is sponsoring the Cesar Chavez grant. The dinner is on Sunday, March 28. More information is on the Campus and Community Life website. The Black Faculty and Staff Council will have a Think Tank Conference from 9AM to 1 on March 5. Registration is on their website.
- Komen Race for the Cure: Godby-Schwab promoted the Race for the Cure. There is a 5K walk/run or Sleep In for the Cure. Aim is 41 members on the team and \$1001 monetary goal. Patti Holt is the co-chair. Prizes are for most sponsors, most prize money, and wears the most pink on during the race. She encouraged offices to promote the race on the windows of their building. Let her know if you decorated your window and she will take a picture of it. The best window decoration will receive a prize. Voting will be at the April meeting based on the pictures.

Agenda Item XIII: New Business

- Staff Council Meeting Time Change: A survey was run by the EC to address complaints by the unit representatives on the length of the meeting and needing to leave early. The results are as follows:



For Approval: 3-17-10

Additional comments were given as an open-ended question and the EC is looking at those as well. A second survey was sent to find out if unit representatives could attend on the third Wednesday from 2:00-4:00 p.m. 92% said they could attend at the time. The results of this survey will be discussed at the EC's March meeting before presenting for a vote before the entire Council. Herrell welcomed any email comments for consideration before the EC meeting.

- Tree Planting in memory of SC member, Virginia Dowling: Herrell spoke of Dowling's passing last fall. Her department wanted to honor her memory by planting a tree. It will be planted near the ICTC building in the spring. If you would like to contribute to the planting, contact Herrell for the information.

Agenda Item XIV: Old Business

No business.

Agenda Item XV: Adjournment

President Herrell adjourned the meeting at 4:59 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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