

IUPUI Staff Council (SC) Minutes

March 20, 2013 ~ University Library Lilly Auditorium ~ 2:00 – 4:00 p.m.

Members and Guests Present: Charles Akerland, Marjorie Aprile, Rose Baker, Bobby Bell, Kaitlin Bell, Victoria Bills, Russell Black, Benita Book, Bwana Brooks, Landon Brothers, Denise Brown, Tina Carmichael, Cathie Carrigan, Kristy Chapman, Wade Chatmon, Ben Cockrum, George Davis, Caitie Deranek, Aron DiBacco, Connie Ely, Pinkie Evans, Joann Farris, Avis Frieson, Alicia Gahimer, Jim Graber, Barbara Hanes, Deanna Hart, Patti Holt, Phyllis Humphrey-Sarver, Pam King, Betty Klein, Lyndy Kouns, Karen Lee, Tammy Leone, Barbara Lerner, Lodema Lines, Laura Masterson, Catherine Matthews, Teresa McCurry, Brady McManama, Charlie Miller, Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, Andrew Myers, Kasey Myers, Kitty O'Doherty, Scott Orr, Kristi Palmer, Jennifer Paton, Jennifer Pease, Mary Pat Poskon, Melanie Pride, Dawn Rhodes, Tim Roach, Patriece Roulette Landis, Anthony Scott, Candice Smith, Damon Spight, Lee Stone, Bill Stuckey, Yolanda Taylor, Carleen Thompson, Lindsay True, Sherrie Tucker, Maya Wagle, Etta Ward, Louise Watson, and Debbie Wyeth

Members Absent or Excused: Melissa Ade, Amber Allen, Michelle Benberry, Lee Bernard, Virginia Blevins, Vicki Bonds, Matt Borden, Nathan Byrer, Becky Cass, Shannon Cooper, Teri Duell, Natalie Edwards, Rita Flynn, Cindy Gilbert, Jane Goergen, Linda Henson, Sharon Henson, Todd Herring, Edgar Holdaway, Rochelle Hudson, Margaret Hughes, Jim Klenner, Mary Lindop, Pamela Lovejoy, Cortnee Martin, Anthony Masseria, Helen McKuras, Christen Mumaw, Jillian Patterson, Kibi Pryor, Carol Robinson, Dawn Roberts, Casey Roell, Liz Rybak, Meagan Senesac, Jan Smith, Michael Sprinkle, Susan Steele-Moore, Jack Waggoner, Melody Warman, and Terry Wilson

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Lee Stone called the meeting to order at 2:00 p.m.

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

The agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item]: Approval of the Minutes of the February 20, 2013 Meeting

The minutes of the February 20, 2013, SC meeting were approved.

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

Dawn Rhodes, Vice Chancellor for Finance and Administration

Rhodes took the following questions:

- Will there be meetings regarding the campus lockdown that occurred yesterday and how it went? Rhodes said the Incident Command Station will meet as well as the Policy Committee. She has asked for the emergency coordinators of the buildings to attend the meetings. She is asking for input from everyone. The police's main focus during the incident was to see if there was a gunman in the buildings. Messages went out every hour, then every half hour, to those registered in the IU alert system. The message told people to stay on campus in secure locations, and if you were to come to campus, not to come. The intent was not to cancel classes. Some schools sent messages to their students telling them that classes were canceled so that they didn't come on campus. Three local emergency agencies helped with the incident. There were some communication glitches that need to be addressed.
- Can you let the hospitals know when emergencies of this sort occur? The council member had to take her phone and the emergency message to security to let them know there was an incident on campus. Rhodes said they should have received the notice and may have received it later than the IU employees.
- The messages could contain a description of the assailant so others could be on the lookout.

- The Chartwells staff in the BS building were not given the option of closing down and seeking shelter. The Campus Center eateries were open as well.
- There was confusion as to what the campus's definition of "lock down" was. Does it mean we are locked in our offices or the buildings are locked? She will ensure the messages are better written should there be future incidents. Rhodes said lock down means to stay in place and if there is the ability to lock your door, then do so. We can't make anyone lock themselves in, but we strongly recommend it.
- There was no information placed on the IUPUI website about the situation. Rhodes said the Emergency Preparedness Team is not an IUPUI department, but a university department. There was a software change that generates the IU Notify system. Something broke with the update on their website. Rhodes called, but they didn't think they could fix it in time.
- Should building managers be locking the doors? Rhodes said there is an Emergency Coordinator for each building. That person is supposed to develop a team in case of emergency. Locking doors is part of their responsibility. Recently there was a robust effort to identify the coordinators. A training session was early to mid-march. She wants to talk to them to see if the training helped with the incident.
- If the classrooms can't be locked, it is their hope that the building can be locked? Will this incident help get auto locks in buildings once again? The member spoke of auto locks not being installed in new computer labs due to budgets. Rhodes said there needs to be a conversation with the architect's office that every building needs to have an auto locking system.
- Sign up for phone, text, and e-mail alerts through IU Alert.
- In the Regenstrief building, there are IU employees, hospital employees, and Riley employees. Wishard told the IU employees that they were not in lockdown, so there was miscommunication in these areas.
- No one was supposed to leave a building until an all clear was issued at 5:07. If the police came through saying "all clear," it meant they couldn't find anyone in the building. Wait for the message through IU Alert.
- For Adaptive Educational Services in Taylor Hall, it would help to have signage for those students in the courtyard who are hearing impaired to know there is an alert.
- How do you become on an emergency preparedness team? Rhodes asked the member to give Karen Lee her name and building. We are taking volunteers.
- Stone said at our next meeting, and emergency preparedness director is coming to make a presentation.
- After the all clear, there was a line of cars in the Vermont Street Garage up to the 5th Floor. Could the garages just open the gates to allow people to leave?
- Do we know if there was a threat and was the threat removed from campus? Rhodes said we are not 100% sure there was a gun. The witness said she approached the person talking about the possibility of being a musical instrument and when the person opened the case, it appeared to be a long barreled gun. The person drove away and the witness was not able to get the license plate number.
- The library's PA system was out of service. For people in the basement, wireless access was spotty. Rhodes said each building team is supposed to come up with the best "stay in shelter" for each building. Each building should build the plan that is right for their building.
- The law school building coordinator did not get the official e-mail.

Agenda Item V: [Information Item] Report from Human Resources Administration (HRA)

Alyce Archie, Reporting for Carleen Thompson, AVC for Human Resources

2013 Benefits Presentation Schedule:

<http://www.hra.iupui.edu/content/doclib/HR%20Update/2013/April/2013%20Benefits%20Presentation%20Schedule%20%20%20.pdf>

Archie discussed the presentations explaining changes in benefits for 2013-14. The presentation schedule is linked above.

Agenda Item VI: President's Report

Lee Stone

Stone reported on the following:

- Strategic Directions Report: The task forces have put together a report to the Steering Committee who will then create a draft report of the suggestions for further review. Campus Town Hall meetings are April 10, from 9-10:30 a.m., in the Lilly Auditorium, and April 11 from 3-4:30 p.m., in Hine Hall Auditorium.
- Parking Monetization: The SC continues to monitor the process. There is nothing new to report from the university. However, there is a development in the state legislature, [Senate Bill 578](#), which unanimously passed and is in the House Ways and Means Committee. If passed, it will become a law on July 1. If the bill passes, before the university goes through monetization, it will need to go through the state review board.
- Professional photos: IU Communications is offering free professional headshots for faculty and staff on the following dates. The members were encouraged to have their picture taken for the SC website and their professional use:
 - April 10, 9 a.m. – 1 p.m., UL 0125
 - April 24, 1-5 p.m. – CE 031 (This room may be changed; check with Liz Kaye, lizkaye@iu.edu)
 - May 8, 9 a.m. – 1 p.m., UL 1116
 - May 22, 1-5 p.m. – CE 306
 - June 12, 9 a.m. – 1 p.m., UL 1126
 - June 26, 1-5 p.m. – CE 264
- Staff Council Leadership Roundtable: Stone is trying to get a group of presidents/representatives of Staff Councils of area colleges/universities together to talk about common practices.
- The chancellor's Resource Planning Committee needs a representative from the Staff Council. Pinkie Evans will need to leave her role on that committee at the end of the academic year. If you are interested, contact Lee Stone or Karen Lee.
- Employee Recognition Ceremony (March 6, 2013): Stone recognized the employees who were honored this year. Human Resources Administration is moving the ceremony back to September 18, 2013. Stone said AVC Carleen Thompson did not feel the date was conducive to a large attendance and the weather may play a factor as well in the future. The Staff Council will take a more active role in planning the event.
- He read a thank you letter from Maggie Stimming, former Work/Life Director, for her retirement gift.

Agenda Item VII: IUPUI Athletics

Michael Moore, Athletic Director

Presentation: <http://www.iupui.edu/~scouncil/documents/pps/athletics2013.pdf>

Moore reported on the contents of the PowerPoint Presentation as follows:

- Athletics Overview
 - 230+ student athletes
 - Fall cumulative GPA of 3.16
 - 11 Top 100 students are athletes
 - Three coaches of the year from current athletics season
- Discussion of Slides

- Key notes:
 - 6,800 seats;
 - students to maintain free admission with JagTag;
 - faculty/staff season tickets will be discounted below the \$15 per game ticket price;
 - campus units will have increased hospitality opportunities
- Questions
 - Transportation - Will have options for campus community to get to Fairgrounds (shuttles, etc.)
 - “Behind the scenes” opportunities – IUPUI will have specific locker room
 - Cost – no lease; athletics department will pay a per game rental rate
 - Dissemination of Information – athletics department will spread information as widely as possible once agreements have been signed; we would ask for staff council members support to serve as ambassadors

Agenda Item VIII: Standing and Ad Hoc Committee Reports and Other Standing or University Committee Reports

The following reports were heard by the members:

- Committee on Diversity, Equity, and Inclusion: DiBacco, chair, reported on the following:
 - A Staff Diversity Resource Fair will be on April 9, from 11 a.m. – 1 p.m., in UC 104. A handout was shared stating the purpose was to gather groups who are engaged in diversity efforts on campus to share with each other what they are doing and how it relates to others.
 - At the February 20, Staff Council meeting, the SCCDEI led SC in a short presentation and discussion about diversity. People said they found the process useful, and would like to go both deeper and broader in the future. Most of the people who answered said they do think about diversity on campus, though a handful only think about it when something happens. The people who think about it think about cultural sensitivity, the role of supervisors in issues where it comes up, and fairness. Many people would like to work on what the term “Diversity” means here, expanding it beyond just black/white and gender. People had a lot of interest in how diversity concerns are addressed in our hiring, compensation, and retention procedures. Also, people want training for staff and for upper level administrators. We asked what people would like SCCDEI to work on in the future. Ideas included helping SC think about the diversity aspects of general SC issues; using Oncourse to make information and resources available; education of staff/SC on how diversity is measured here and what is done with that information, as well as general information on procedures in place for hiring, compensation and retention. Some asked for SC training on how to be diversity advocates for staff. People suggested bringing in motivational speakers for the whole campus, offering cultural sensitivity trainings, and continuing to host the Staff Diversity Resource Fair. Also, want to see SCCDEI support existing programs, such as having a booth at Black Expo.
- [Ad Hoc] Community Outreach Committee
 - IUPUI Staff Council Blood Drive, Thursday, April 18: The committee is still looking for individuals who would be willing to staff the Staff Council tables on April 18 (a sign-up sheet was passed around during the meeting). The Indiana Blood Center will provide e-mails to be sent out to all staff on or about April 1; the e-mails will contain the link for signing up to donate blood.
 - Mutt Strut, Saturday, April 27, 2013: A flyer was distributed. If you are interested in volunteering for the event, you must be 18 or older and for the orientation, which is April 13 or 16. They will choose the date at the time of registering. If you are interested in supporting, but do not want to walk, you can join the Drowsy Dog/Cat Nap Club for a donation of \$45 and will still receive the 2013 Mutt Strut T-shirt and support the cause.

- Dress for Success/Jacob's Closet: The committee is gathering information on the "Dress for Success" program and their current needs, which includes hosting an "accessory drive." This will be scheduled sometime in late summer or early fall. They are still waiting to hear back from Jacob's Closet on their needs. They have received approval to move forward with an accessory drive in the late summer for Dress for Success.
- Habitat for Humanity: The committee is working with Jessica Conway from Habitat for Humanity to schedule a time that she will be able to make a brief, 10-minute presentation to the Staff Council committee.
- Membership Committee: Gahimer, chair, reported on the following:
 - SC Awareness Month is March. The members will be receiving information from Karen Lee or Meagan Senesac about how they are to honor the month. Members are to meet with their constituents, talk about what the council does, and have them sign the roster that they were visited. If the list is completed, the member will be eligible for a prize from Barnes and Noble. Members are to use the new staff rosters that will be distributed.
 - Stone and Gahimer reviewed [changes approved by the Executive Committee](#) for council membership in the next academic year.
 - Membership Concerns
 - Number of members attending Staff Council meetings
 - Problems filling open positions
 - One big election for the School of Medicine (not everyone knows who they are electing)
 - Location of representatives
 - Distribution of representatives
 - Have never analyzed the number of representatives. We have been operating on the "This is how we always do it" mentality.
 - Big Questions
 - Do we have an appropriate number of representatives?
 - Do our units have uniform representation?
 - Do we have adequate coverage of representatives across the campus?
 - Can we create a guide for determining the number of representatives?
 - Audit Results
 - Stone performed an audit of SC meeting attendance over the past five years. The following was reported:
 - Median Number of Representatives in Attendance: 70
 - Average Number of Representatives in Attendance: 68
 - Average Number of Representatives in Attendance (minus the first two 2008 data points): 72
 - Median Number of Representatives in Attendance (minus the first two 2008 data points): 70
 - In comparison with similar institutions (number of council members, number of employees represented, and number of employees per representatives, the median employees per representatives was 114. The average employees per representatives was 141.
 - The current IUPUI Staff Council membership stands at 108 representatives. This covers 22 academic units, 10 support units, and 3,808 employees.
 - Summary of Audit Results
 - Median number of active members over 5 years is 70.
 - Average number of employees per representative at IUPUI is 35.
 - Average number of employees per representative in eleven similar institutions is 141.
 - Several academic units have no representation.

- School of Medicine has one large election.
- Lack of uniform representation.
- Summary of Approved Membership for 2013-14:
 - Average number of constituents per representative at IUPUI will be 65 (still the lowest number of the similar institutions).
 - All academic and support units will have representation.
 - School of Medicine will have several elections based on location.
 - More uniform representation.
 - Number of representatives equal the number of current active representatives.
- Questions:
 - If you aren't an elected member, will you be able to attend meetings? Stone responded yes, but you would need permission from your supervisor.
 - What if there is one representative, but can't attend a meeting? Stone said that those who were on the ballot for election, but not elected, would serve as alternates.
 - Council member, Candice Smith, voice her concern that downsizing the council is not a good plan. She felt it would not encourage more staff participation, but a leaner staff participation. If the council moved with the new membership plan, she felt it would be better to have one representative per unit and be seen more as a Staff Senate. Further, she felt that the council had worked hard to build membership and recognition, and now it wants to move to a smaller council.
 - Council member, Damon Spight, currently represents 50 staff member and consistently sends notices when requested. He has received less than five questions or responses to notices and felt the change would not be a problem.
 - Council member, Tim Roach, felt the numbers could be tweaked depending on the unit. Stone responded that Responsibility Center Management (campus budgeting plan), is a problem and each school or unit does things differently.
- Stone asked for a vote by hand on approval of the adjusted number of representatives. All members approved except one. Stone said the model could continually be tweaked until the right number or formula was found. Council member, Jennifer Pease, said there needs to be "buy in" from the top down with the new plan. Stone wants the plan in place by the end of March so that elections can be held on time. He is open to e-mail on this subject.

The following reports were posted on the agenda for review by the members:

- [Ad Hoc] Academic Affairs Committee: The Academic Affairs Committee met on March 4, 2013. The following topics were discussed: the handling of course evaluations and concerns about hand written comments from students; Academic Advising Reports; the new Advising Records system to be launched (AdRx); understanding the hierarchy and relationships between faculty and staff; eTextbooks; reasons students do not re-enroll in classes; Hine Hall and touring The Tower; classroom furniture; web posting of course syllabi; and Academic Committees on campus. The next meeting will be Monday, April 1st from 2-3pm with location to be determined.
- Campus Center Advisory Committee (Matt Moody reporting):
Subject: 2/21/13 CE Advisory Board Wrap-up
 1. We reviewed the Policy Manual which is the black & white instructions regarding conducting business in the Campus Center. No major objections were raised.
 2. We discussed the use of banners in the Campus Center and the new option of using the second floor railing; the Campus Center will hang some sample banners after the International flags come down at the end of the month to encourage more usage. Additionally we'll work with the Multimedia Service Center regarding the best pricing options for student orgs going forward.

3. We agreed that we would do some more aggressive marketing of our lockers to the Bridge program and during Orientation.
4. It was suggested that the Campus Center explore more directed amplification in the Atrium in an attempt to keep the sound on the first level; additionally it was suggested we look into background music in the Citizens Commons.
5. Finally we discussed reaching out to AT&T to see if anything can be done to ramp up the wireless signal in the building.

We agreed that that the 4/18/13 meeting will begin at 4:30pm where the topics will include the Campus Center Strategic Plan review and meeting planning for the 13-14 academic year.

Joe Hayes, Director, Campus Center, IUPUI Division of Student Life

- Communications Committee (Todd Herrington, Chair): Working with the Committee for Diversity, Equity, and Inclusion for marketing materials for their fair in April. The committee has also been collaborating via email on communications procedures and documentation.
- Committee on Diversity, Equity, and Inclusion (Aron DiBacco, Chair):
 - Working with Bylaws committee to become a standing committee of the Staff Council
 - We are starting to think now about membership for 2013/2014. Contact Aron (adibacco@iupui.edu) if you are interested in being on our committee. We are open to non-SC members.
- Parking Advisory Committee (Jack Waggoner, Reporting)
 - Due to the high # of open spaces in the garages, garage passes (more expensive than “A”) are going to be offered to students for purchase.
 - There were plans in place to move the lower-level visitor Natatorium parking to the new Riverwalk garage in order to open up more B/E spots there but that has been postponed indefinitely.
 - The message below went out to all A, B, and E permit holders on January 30 regarding guaranteed garage parking in the Riverwalk garage upper levels. I’d like to gather feedback (positive or negative) about this pilot program to take back to the committee for discussion. If you have thoughts/feedback/praise/concerns please e-mail them to Jack Waggoner at jacwaggo@iupui.edu
 - Exclusive parking for Law students (PGS labeled spaces) was a pilot program and will cease at the end of this academic year and will open back up 152 “E” spaces on that surface lot. <https://www.parking.iupui.edu/blog/index.php/archives/519>
- Resource Planning Committee (Pinkie Evans, Reporting): The RPC was cancelled last week due to Spring Break. It will meet on Thursday, March 21 in a Special Meeting. There is no word yet on budget information: proposed salaries or additional information.
- Special Events Committee (Kristy Chapman and Cortnee Martin, Co-Chairs): We are continuing to plan the retreat. The biggest part has been finding an appropriate speaker that fits our topic/theme and is within our budget. We have several people that we are interested in pursuing further.
- Staff Affairs Committee (Candy Smith and Jennifer Pease, Co-Chairs): The Staff Affairs Committee met on Tuesday, March 12.
 - We are finalizing the research that individual committee members have been doing on our Urban 15 peer institutions. The goal to have to the comparison information to Lee Stone and others no later than Friday, March 15. Committee members have been asked to post that information in a common format in the Resource folder on the Staff Affairs Oncourse site. It was suggested that a questionnaire for IUPUI be completed as well so help with the comparisons.
 - Committee members were reminded to continue posting to the Task Force on Staff Talent IdeaScale as well the Strategic Plan site. It was suggested that a reminder with the links be

- sent out once again to the membership and Karen Lee will be asked to distribute that message to remind and encourage all members of the Staff Council to submit feedback.
- Plans are underway to schedule some “Educational Opportunities Here At Home” sessions for current staff, similar to what was done in the past. Human Resources has committed to help support and promote these events. A number of staff have enrolled or applied as a result of the information session co-sponsored by Staff Council at the October 31 HR Benefits Fair.
 - The committee has recommended that Staff Council work closely with HR in the future in regards to the Chancellor’s Employee Recognition Convocation, especially with respect to the Irwin, Bohan and other award winners who are selected by the Staff Council Rewards and Recognition Committee. A number of suggestions were shared with Jim Klenner, who was in attendance at this meeting, and he indicated that those will be shared with the Executive Committee as well.
 - Work still needs to be done in regards to the subcommittee effort and we will address that prior to the next committee meeting.
- [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee met on March 1. We discussed our ongoing fundraising efforts, including a few possible activities that would be planned for 2014. We are in discussions with IU Policies on the appropriate requirements and preparations for fundraising efforts. We are also excited to announce that we are initiating three internal Staff Council Awards to honor the service of members for the 2012-2013 year. They are called IUPUI Staff Council Member of the Year, IUPUI Staff Council Outstanding New Member, and IUPUI Staff Council Outstanding Committee Chair.” Please be thinking about your nominations or consider nominating yourself! More information on how to apply and nomination criteria will come at the April Staff Council meeting. Finally, the committee continues to work on resources to distribute on how to expand available training and to best take advantage of those items that are available.
 - Common Theme Committee (Cathie Carrigan, Reporting):
 - The Common Theme is ending the “Change Your World” theme with a film series that is currently being featured on the IUPUI home page: http://events.iupui.edu/calendar/?cal_id=126
 - International Opportunity: A Fulbright Representative will be on campus and give a presentation on the Fulbright Specialist opportunity for professionals on April 1. Flyer attached.
 - The March 1 submission for the Campus Strategic Plan included many suggestions for international opportunities for staff. It is just a starting point, and staff are welcome to comment/suggest additional ideas:
 - Use our existing Strategic International Partnerships and add a fourth or fifth Strategic International Partnership so teaching, research, engagement, and exchange opportunities exist in many parts of the world for IUPUI staff and faculty.
 - Encourage staff and faculty engagement with international communities here in Indianapolis and Central Indiana.
 - Use IUPUI’s Inter-Group Dialogue initiative to encourage participation in constructive conversations across cultural distinctions for all staff and faculty at IUPUI.
 - Increase staff and faculty participation in Fulbright and other opportunities for overseas experiences and engagement.
 - Support staff development of second-language competency and other means (including overseas experience) of more effectively interacting with our local international communities and serving international students and visitors.
 - Assure that campus and unit-level HR policies encourage and accommodate staff engagement in internationalization activities such as those identified above.

Agenda Item IX: Unfinished Business

There was no Unfinished Business.

For Approval: 4-17-13

Agenda Item X: New Business

There was no New Business.

Agenda Item XI: Final Remarks and Adjournment

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

Minutes prepared by Staff Council Coordinator, Karen Lee
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