



**AGENDA**  
**IUPUI Staff Council**  
**Wednesday, December 18, 2013**  
**2:00 – 4:00 p.m. ~ Campus Center 450A**



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- I.**      2:00 p.m.      **Welcome and Call to Order**  
Lee Stone, IUPUI Staff Council President, [leestone@iupui.edu](mailto:leestone@iupui.edu)
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- II.**                      **Adoption of the Order of Business for the Day**  
Lee Stone
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- III.**      2:05 p.m.      **Report from the President**  
5 minutes      Lee Stone
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- IV.**      2:10 p.m.      **Report from IUPUI Faculty Council Liaison**  
5 minutes      Kristi Palmer, [klpalmer@iupui.edu](mailto:klpalmer@iupui.edu)
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- V.**      2:15 p.m.      **Standing and Ad Hoc Committee Reports and Other Standing or University Committee Reports**  
15 minutes      Submitted as written reports following this agenda unless business needs discussed in person.
- A. Bylaws Committee (Teresa McCurry, Chair) – See reverse side.  
B. Membership Committee (Alicia Gahimer, Chair)
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- VI.**      2:30 p.m.      **Unfinished Business**  
5 minutes      Lee Stone
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- VII.**      2:35 p.m.      **New Business**  
5 minutes      Lee Stone
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- VIII.**      2:40 p.m.      **[Information Item] Partners in Student Success: Faculty and Staff**  
30 minutes      Cathy Buyarski, Executive Associate Dean, [cbuyarsk@iupui.edu](mailto:cbuyarsk@iupui.edu)
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- IX.**      3:10 p.m.      **Report from Human Resources Administration**  
5 minutes      Carleen Thompson, Assistant Vice Chancellor for Human Resources, [thompcar@iupui.edu](mailto:thompcar@iupui.edu)
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- X.**      3:15 p.m.      **Update from the Associate Vice Chancellor for Facilities**  
5 minutes      Emily Wren, Associate Vice Chancellor for Facilities / Chancellor’s Administrative Designee  
Alternate, [ewren@iupui.edu](mailto:ewren@iupui.edu)
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- XI.**      3:20 p.m.      **Final Remarks and Adjournment – Next Meeting: January 15, 2014, CE 450A**  
5 minutes      Lee Stone
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- XII.**      3:25 –      **Holiday Celebration**  
4:00 p.m.      Please enjoy refreshments from your Executive Committee and Special Events Committee.
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**Staff Council Foundation Accounts:** Poffenberger Work/Life Program Fund: 32-P023-024; Staff Council General Account: 32-P000-12-1

**Meetings:**

The **IUPUI Staff Council** will meet on the following Wednesdays from 2-4 p.m.

- February 19, 2014 / CE 450A
- March 19, 2014 / CE 405

**Committee Reports:**

**[Ad Hoc] Academic Affairs Committee (Laura Masterson, Chair)**

Academic Affairs is excited to sponsor today’s presentation, “Partners in Student Success: Faculty and Staff.” We welcome feedback from Staff Council members following the presentation on how our committee can help enhance collaborative success with faculty. Academic Affairs also strives to provide more education and resources to staff regarding all the constituent groups

on campus. We are currently discerning the role our committee can play involving students more closely with Staff Council and also providing mentorship opportunities for students. Our next meeting will be in January, date and time TBD.

### **Bylaws Committee (Teresa McCurry, Chair)**

#### **AT-LARGE MEMBERS:**

Currently Article IV, Sections A and B read as follows:

*“A Second Vice President, Corresponding Secretary, and three members of the Executive Committee shall be elected by a majority of the voting representatives present at the June meeting of each odd numbered year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot.”*

*“A First Vice President and three members of the Executive Committee shall be elected by a majority of the voting representatives present at the June meeting of each even numbered year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot.”*

*“The Council Officers and six additional members from the Council shall comprise the Executive Committee.”*

#### **Proposed amendment for submission to the Executive Committee:**

*“A Second Vice President, Corresponding Secretary, and **three At-Large Members** of the Executive Committee shall be elected by a majority of the voting representatives present at the June meeting of each odd numbered year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot.”*

*“A First Vice President and **three At-Large Members** of the Executive Committee shall be elected by a majority of the voting representatives present at the June meeting of each even numbered year from a slate of candidates prepared by the Nominating Committee. This vote shall be taken by secret ballot.”*

*“The Council Officers and **six At-Large Members** from the Council shall comprise the Executive Committee.”*

#### **Rationale:**

The At-Large Members are included in the Staff Council Executive Committee and as such should be identified by name in the SC bylaws.

### **Committee on Diversity, Equity, and Inclusion (Yolanda Taylor and Phyllis Humphrey-Sarver, Co-Chairs)**

The IUPUI Black Student Union will host their Annual Dr. Martin Luther King Dinner on January 19, 2014, at the Indiana Roof Ballroom. Staff Council will support the SBU with representation of both co-chairs of the Committee of Diversity Equity and Inclusion and the donation of 4 tickets to the Office of Student Involvement. SCCDEI will further discuss hosting the Steward Speaker Series presentation scheduled for March 7, 2014, during the January 2014 meeting. The Steward Speaker Series is designed to foster meaningful dialogue and cultural exchange; IUPUI is a Title Sponsor for the Steward Speaker Series. The committee invited Margo Foreman from the Office of Equal Opportunity (OEO) to the meeting to engage in a one-on-one with Margo and to review the 2013 OEO Annual Report.

### **Staff Affairs Committee (Barb Hanes and Kevin Mouser, Co-Chairs)**

The Staff Affairs Committee met on December 5th. The Committee had an open discussion on HJR- 6. The Committee continued discussion on the following work groups: Campus Smoking Policy Enforcement, Continuing Education/ Staff Scheduling Flexibility, Sharing of Paid Time Off Among Staff, Merit Raises/Performance Evaluations. Work group members were asked to define potential outcomes/products of each work group. Members were reminded to complete research into their Urban 15 institution. It was agreed that information gathered from the project would be shared with other Urban 15 institutions as well as the Staff Development Committee.

### **[Ad Hoc] Staff Development Committee (Caitie Deranek, Chair)**

The Staff Development Committee met on November 26<sup>th</sup>. The committee discussed the change in schedule for the newsletter and that we need to be sure that the member feature is completed the month before. Members volunteered to write the feature through February and generated ideas for featured members through March's newsletter. Please send any suggestions for potential featured members to Caitie Deranek at [cderanek@iupui.edu](mailto:cderanek@iupui.edu). At the time of the meeting, the Bloomington Professional Council had not sent the materials they use to evaluate staff development grant applications. After the meeting, these materials were received and will be edited to share with the Executive Committee at their January meeting. SDC members also reviewed the Urban 15 report's information regarding staff development, tuition fees, and retirement benefits. The information is very comprehensive, so additional research is not required. SDC members have offered to help the Staff Affairs Committee complete the report by early 2014 for wide distribution. Finally, the Committee discussed the Staff Council Leadership Training opportunity in June. Names for potential facilitators were considered and the group brainstormed ideas for activities and foci. Ideas included leading up and identifying your leadership style. The group also felt it would be beneficial to invite Deb Dunbar to come to a Staff Council meeting to share about university-wide training and organizational development activities, particularly given the difficulty with filling the position in IUPUI's HRA. The committee will meet again at the end of January. The main point of discussion will be the implementation of the Staff Council Awards for 2014 and other ongoing projects.