

## **IUPUI Staff Council (SC) Minutes**

**January 19, 2011 ~ Campus Center, Room 450C ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Nate Allen, Dawn Anderson, Stella Anderson, Marjorie Aprile, Sarah Baker, Pamela Baker, Russell Black, Jeramy Bowers, Susan Bradley, Chris Brown, Martha Bulluck, Elizabeth Chaisson, Kristy Chapman, Melanie Curfman, Nancy Daniels, Rebecca Dixon, Sheri Eggleton, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Katherine Garner, Nancy Gibson, Jane Goergen, Dana Gonzales, Sarah Gries, Scott Harmon, Deanna Hart, Teresa Helming, Sue Herrell, Nikki Holdcroft, Patti Holt, Talena Huntsman, James Klenner, Earl Knight, Pamela Lovejoy, Helen McKuras, Amy Maldi, Cortnee Martin, Teresa McCurry, Greg Mobley, Marietta Moore, Lyndsi Moser, Karen Neely, Levi Osborn, Gloria Quiroz, Darlene Pitman, John Rasmussen, April Reed, Angela Reese, Dawn Rhodes, Andrea Rostanzo, Colleen Rusnak, Kara Salazar, Meagan Senesac, Amanda Shumaker, Diana Sims-Harris, Candice Smith, Holli Smith, Christopher Stines, Lee Stone, Becky Thacker, Shelley Tyler, Sara Vitaniemi, Janice Walls, Sheila Walter, Susan Wheeler, 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 2:06 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 December 15, 2010, Meeting**

Hearing no objections, the minutes of the December 15, 2010, SC meeting stood as written and were entered into record. ([http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes\\_SC\\_12-15-10.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_12-15-10.pdf))

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

Dawn Rhodes, Vice Chancellor for Finance and Administration / Chancellor's Administrative Designee  
PowerPoint: [http://www.iupui.edu/~scouncil/documents/pps/rhodes\\_1-19-11.pdf](http://www.iupui.edu/~scouncil/documents/pps/rhodes_1-19-11.pdf)

Rhodes reported on the following:

- **Cost Benchmarking:** The university-wide initiative looked at how four areas (Human Resources, Payroll, Student Services, and Marketing and Communications) do their business. There will be a compilation of all information received and recommendations from the two outside consultants at the conclusion of the project. The recommendations anticipated will be at a high level because they are looking at the areas at a university level, not campus or departmental. The recommendations should come at the end of March, first part of April.
- **Service with Distinction:** Service with Distinction is 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.” If we put all our energy into service, we can gain the competitive advantage of attracting students to this campus. Refer to the PowerPoint above for more information. Phase One units for review will include the Campus Budget Office, Campus Center, Campus Facility Services Campus Center Operation, Honors College, IUPUI Food Service, School of Physical Education and Tourism Management, School of Dentistry clinics, and the University Library. Surveys will be done to compare what they believe their service is to the Service with Distinction definition and goals. Rhodes said, “Implementation will be unique to each unit but outcome will be consistent across IUPUI.” Other units are already volunteering to be in the second round of reviews.

**Agenda Item V: Report from Human Resources Administration**

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Attached: [http://www.iupui.edu/~scouncil/documents/handouts/hra\\_1-19-11.pdf](http://www.iupui.edu/~scouncil/documents/handouts/hra_1-19-11.pdf)

Bulluck reported on the following:

- Nominations for Student Employee of the Year: Staff was encouraged to nominate student employees for this award.
- Human Resources Administration and School of Liberal Arts are planning an intergroup dialogue to develop a curriculum of program activities with experiential learning and engage in community learning. A SC member is needed to assist with this initiative.

**Agenda Item VI: Report from the President**

Sue Herrell, President

Herrell reported on the following:

- Normally this report is reserved for the First Vice President. However, Christine Padgett has resigned from Staff Council for personal reasons. She will be missed as she has contributed greatly to the Council. Padgett held two positions on the council – unit representative and first vice president. Her unit position will be filled in the usual manner, and an acting officer has been appointed per the Bylaws for the first vice president position. Amanda Shumaker has agreed to serve as interim first vice president. The Executive Committee approved this appointment and has begun serving already. An election for the permanent position will be held within the next several meetings.
- The committee chairs had an orientation last week with Marilyn Kuhn, Human Resources Administration, serving as presenter on conducting effective meetings. It is hoped to hold future orientations. Troy Barnes has put together a template for a committee notebook for each chair. The goal would be put on the website for future use.
- Uday Sukhatme, Executive Vice Chancellor and Dean of the Faculties will meet with the Staff Council at the February 16 meeting. Please encourage your constituents to attend. The March meeting will have a presentation on the IMPACT Campaign as well as a panel discussion by Maggie Stimming on flexible work and compressed work weeks. Examples of successful implementation will be given as well. The April agenda will include a presentation by Chancellor Charles Bantz.

**Agenda Item VII: [Information Item] Performance Management**

Bridget Working, Training and Organizational Development Consultant

Mary Ellen McCann, University Organization Development Consultant

Handout: [http://www.iupui.edu/~scouncil/documents/handouts/perfman\\_1-19-11.pdf](http://www.iupui.edu/~scouncil/documents/handouts/perfman_1-19-11.pdf)

Rhodes introduced the speakers by talking about the importance of performance management and what they have been presenting to units who have agreed to do performance management. Working and McCann reported on the following:

- Determine major job duties: Have you ever been surprised to learn your job duties when you have met with your supervisor? Were they different than what you thought they were? Performance management is making sure employees and supervisors know what is expected, what a good job looks like, and to receive feedback. As employees, we all deserve to know these things.
- Define performance standards for each duty: As a supervisor, create an environment and opportunities for employees to be successful.
- Document job performance: The key is that if you are not meeting standards, you should hear about it. On the other hand, if you are meeting standards or excelling, you should hear about that,

too. Dialogue between employees and supervisors should occur during this step. As employees, you are responsible for documenting the good performances you are doing and relaying them to your supervisor as they do not always hear all good things about you.

- Evaluate job performance: At a performance review, you should not be hearing about something you did not do correctly the first time. You should be hearing about it when it happens. Dialogue and communication must occur at all times. Service with Distinction standards should be discussed during these discussions.
- Hold performance discussions: Discussions should be held at regular intervals set by the department. This can be monthly, biannually, or annually. If there is a dispute that was brought forward earlier, this is the time to measure the success of interventions or measures taken, or an opportunity to make further corrections. This is also the time to be sure your job description is up-to-date by taking a snapshot of what you do on a daily basis. This is not a guarantee of a position upgrade should your description change.
- This initiative is beginning across campus beginning with the Chancellor's Cabinet.

#### Questions:

- Can the department fire an employee that has not received a performance review and is not doing well in his/her position? McCann responded that this cannot be done as there are steps that need to be taken before this action happens, including conducting a performance review.
- How do you hold a meaningful conversation with a supervisor who is a faculty member and they have no idea what the process is for a review or the functions of the position of the employee? Working suggested showing the supervisor what good standards are so that a baseline can be established.
- What can you do if you request a performance review, but the supervisor refuses to give one? At this time, reviews are not mandatory, but HRA is working to move in this direction.
- Can merit increases be tied to performance management? Rhodes said no merit increase has been announced for the future. A department can use the process to give merit increases.
- If a job has been identified as being able to be upgraded, but is on hold, when will the hold be released? Bulluck said that if a salary recommendation is needed, the request goes to the vice president for finance in Bloomington. If the job upgrade is just in the queue, she would need to see why there is a hold-up. At this time, there is a restriction on salary increases within the same band (i.e., moving from one PA3 level to another PA3 level.)
- What is the downside of not conducting a performance review? The response was that there is no downside. However, if you mandate someone to do a performance review, they tend to push back and resist. The campus would like to encourage everyone to do a performance review rather than mandate them. It was stated by staff members that if faculty are mandated to do a Faculty Annual Report each year, they could easily be mandated to give a performance review to their employees.
- What right does a staff members have to see their performance evaluation? Do they have a right to see their employee file? Yes! The employee should sign off on a performance evaluation stating they have seen it. You can ask your internal HR employee to see your file.
- How do you update your job description? Call Human Resources to begin the process.

#### **Agenda Item VIII: Standing and Ad Hoc Committee Reports**

- Bylaws: Patti Holt, chair, reminded the members of the recent passage of Bylaws Article II. At the time of the vote, there was a question about why part-time employees are not included on the council. The Executive Committee is reviewing the information received from Bulluck and it is hoped to be able to report the answer at the next SC meeting.
- Communications: Megan Senesac, chair, said the committee will be meeting soon and are also waiting on work to come through from other committees. Over 200 letters have been sent to new employees welcoming them to the campus.

- Diversity: Avis Frieson, reporting for the chair, thanked Chris Brown for starting a diversity calendar and the committee will begin to populate the calendar with events. The calendar also has RSS Feed capability. Troy Barnes, chair, will attend the January 26 Diversity Cabinet meeting. The committee is working with the affinity groups on how the council can work with them.
- 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:
    - Becky Cass (Academic Support) resigned; replaced by Angela Reese.
    - Shane Hatchett (Dentistry) resigned; replaced by Pamela Lovejoy.
    - Debra Kent (Medicine) resigned; replaced by April Reed.
    - Christine Padgett (Medicine) resigned; replacement being sought.
    - Misty Wick (UITS) resigned; replacement being sought.
  - Thanked Amanda Shumaker for agreeing to serve as Interim First Vice President. An election needs to be held for the term that ends June 30, 2012. To serve as first vice president, you must have served on the council for one year. If you are interested, contact Lee Stone or Karen Lee. He hopes to hold an election next month.
  - Congratulated Sue Herrell on her birthday tomorrow.
  - The Membership Committee will be meeting soon to begin discussion of employee breakdown for elections in May.
  - Full-time vs. Part-time: The committee and EC are discussing the possibility of representing part-time staff on the council as they are eligible for benefits if they work more than 1,330 hours a year. They are also considering whether part-time employees can serve as representatives or officers on the council. Three options were discussed by the EC: (1) let the part-time staff serve as officers and representatives, (2) let the part-time staff participate on the Council without vote, (3) have a subunit of ten part-time staff serve on the council with a vote, but not serve as a unit representative. Stone opened the floor for discussion. Comments received were:
    - Option three would be good.
    - Option three would be good as it takes time to be a representative or officer and since they are part-time, their supervisors may be reluctant to let them have time away.
    - Representation would be good.
    - Have we approached part-time staff to see if they want representation on the Council? Stone responded not at this time.
    - As a supervisor, this council member felt it would be hard to release them from their part-time work as they are only there a short time. However, it would be good to have them represented on the council. Stone reiterated that only employees who work more than 1,330 hours a year are eligible for benefits and these are the employees in question.
    - Some units hire employees for one or two hours less than 1,330 or just up to that amount and they should receive representation as well.
    - Shouldn't the guidelines of whether a person has time to serve on the council as a part-time staff member be up to the department and not the council?
  - Staff Council Awareness Week will be during spring break and will be held for an entire week. The committee will be discussing this soon and they are open to creative ideas. Discussion was that there isn't much activity at the display table during spring break. When there are no students in the Campus Center, the building is not very "staff friendly," so it would not be good to have a table in this building.
- Rewards and Recognition: No report from the chair. Herrell reported that she will be meeting with Kyle Torgerson in the next few weeks.
- Special Events: Kristy Chapman, co-chair, thanked everyone for their donations during December at the holiday party/meeting. The committee met last week and are planning the

retreat, the spring blood drive, and a community project. They are hoping to provide residents of the Ronald McDonald house with a meal one evening.

- Staff Affairs: Alicia Gahimer, co-chair, said the committee will be discussing the performance appraisal process with Working and McCann in the future. The committee is dealing with issues as they come up. Colleen Rusnak will meet on February 7 with the Health Engagement Committee.
- Fine Arts and Crafts Fair: McCurry, co-chair, reported that no one has volunteered to chair the next fair. However, she is going to move forward for the next fair that is scheduled on October 29. McCurry has volunteered to chair once again and is looking for volunteers. Any staff member can participate on the committee or be a vendor.

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

- ADVANCE Internal Advisory Board: No report.
- Campus Center Advisory Board: No report.
- Campus Sustainability Committee: No report.
- Common Theme Committee: Herrell reported that Candice Smith has resigned from this committee and the EC is looking for a member to serve in her place. If you are interested, please let Herrell know. Meeting times are sporadic and not more than once a month. The next meeting is January 28.
- External Affairs Coordinating Committee: No report.
- Resource Planning Committee: No report.
- Search Committees: No report.

#### **Agenda Item X: Old Business**

- Herrell said she spoke to the Council last month about wanting to volunteer for MLK Day. She did volunteer, but she was not able to participate as the number of volunteers had maxed out and they were not accepting any more people.

#### **Agenda Item XI: New Business**

- Maidi asked if the campus was working with anyone on the traffic gridlock on West Street. Rhodes said that if there is a project on a city street, the campus does not always receive information about it in order to do something to assist. Rhodes is open to ideas and she will talk with the Campus Police to see if there is anything they can do with congestion.
- Cesar Chavez dinner is March 27 and day of service is March 26. When more information is received, it will be shared for inclusion in the Newsletter.

#### **Agenda item XII: Report from IUPUI Faculty Council Liaison**

Sarah Baker, IUPUI Faculty Council Executive Committee

Baker reported on the following:

- At the January IFC meeting, Gary Pike and Michele Hansen gave a presentation on “Knowing Our Students.” The presentation gave a snapshot of who our students are and how they are different than in years past.
- The Student Disciplinary Procedures for the IUPUI Campus has been approved. The policy is posted on the IFC website.
- Rebecca Porter gave a handout on spring enrollment which showed a slight increase.
- The IFC is beginning elections for the Faculty Grievance Advisory Panel, Board of Review, and Members At-Large. She suggested having members of the faculty and staff talk together about performance management.

For Approval: 2-16-11

- The EC will meet tomorrow and will be looking at the issue of student housing and board of review changes. Rhodes said occupancy in housing is still above capacity and more housing and food service is needed. This is not to say the campus will become residential, but there is room for housing on campus.
- They continue discussion of a fitness center for wellness of employees.

**Agenda Item XIII: Report from the Chancellor's Academic Liaison**

No report.

**Agenda Item XIV: Adjournment**

Herrell asked the members if the 2:00 to 4:00 start time works. Members expressed the time is working well. With no further business appearing, President Herrell adjourned the meeting at 3:40 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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