

IUPUI Staff Council (SC) Minutes

December 15, 2010 ~ Center for Young Children ~ 2:00 – 4:00 p.m.

Members and Guests Present: Stella Anderson, Pamela Baker, Troy Barnes, Yvonne Baynham, Michelle Benberry, Jeremy Bowers, Susan Bradley, Chris Brown, Camilla Butcher, Kristy Chapman, Gary Curto, Rebecca Dixon, Margo Foreman, Avis Frieson, Alicia Gahimer, Nancy Gibson, Jane Goergen, Barb Hanes, Lee Harrison, Deanna Hart, Shane Hatchett, Sue Herrell, Patti Holt, Rochelle Hudson, Margaret Hughes, James Klenner, Kimberly Lewis, Pamela Lovejoy, Lindsay Macy, Amy Maldi, Cortnee Martin, Teresa McCurry, Greg Mobley, Lyndsi Moser, Karen Neely, Gloria Quiroz, John Rasmussen, Angela Reese, Kara Salazar, Meagan Senesac, Amanda Shumaker, Monique Sims, Diana Sims-Harris, Heather Staggs, Lee Stone, Becky Thacker, Kyle Torgerson, Shelley Tyler, Sara Vitaniemi, Sheila Walter, Misty Wick, Terry Wilson, 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 2:00 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 September 15, and November 17, 2010, Meetings

Typographical errors were noted on the September minutes. Hearing no further objections, the minutes of the September 15, and November 17, 2010, SC meetings stood as corrected and written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_9-15-10.pdf and http://www.iupui.edu/~scouncil/documents/minutes/2010-2011/Minutes_SC_11-17-10.pdf)

Agenda Item IV: Report from Human Resources Administration

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Herrell read from Bulluck's report on the following:

- Indianapolis Star article on Healthcare Deficit of \$25 million:
<http://content.usatoday.net/dist/custom/gci/InsidePage.aspx?cId=indystar&sParam=35273393.story&POE=click-refer>
Dan Rives (AVP University Human Resources) confirmed that the new Employee Healthcare Advisory Committee will assist IU in planning. Since names for the committee were solicited from the Staff Council, Bulluck recommends that the selected individual (Colleen Rusnak) communicate the actions of that committee during its planning stage to the Staff Council and solicit feedback from the Council. This permits the Council to have input in the planning process. Three summary points:
 1. The \$25 million is a projected shortfall, if some changes are not made. The trustees will be addressing the issue, but nothing has been decided at this date.
 2. The Staff Council will have a representative on the Employee Healthcare Advisory Committee.
 3. The healthcare plans that were presented during Open Enrollment are the plans that will be in effect on 1/1/2011; no one will have their plan discontinued on 1/1.

The Trustees' concerns about the cost of the university's healthcare plans are not new which is the reason the Blue Ribbon Health Committee was commissioned and the Health Engagement Program was developed. UHRS will continue to respond to the trustees' concerns, and Dan Rives

or Susan Brewer has offered to come up to talk with the Staff Council after the first of the year and answer any questions if you wish.

- End of the year bi-weekly PTO: At the end of November, payroll shared with payroll personnel the policies and changes made. The changes should have been shared with the employees as well. The attendance year for biweekly paid staff ends with the last full week of the pay period – December 25, 2010. All hours before that time count for the 2010 usage. All hours after December 26 count on the 2011 hours. For monthly paid employees, December's paycheck will be issued on January 3, 2011. A member stated that if we had known earlier in the year, staff could have used the hours for PTO time that will now be banked instead. Links to Holiday policies:

All nonunion staff: <http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.2.html>

SM staff: <http://www.hra.iupui.edu/HRA/Policies/SMManualweb.pdf>

Agenda Item V: [Action Item] Proposed Bylaw Change to Article II.

Patti Holt, Chair, Bylaws Committee

Holt moved to adopt the proposed bylaw change for Article II that was first read at the November 17, 2010, Staff Council meeting.

Article II currently reads:

Article II, Definition of Staff.

For the purpose of the Staff Council organization, the term staff shall mean Administrative, Clerical, Nursing, Ambulatory Nursing, Professional, and Technical, Research Technician, General Supervision, and employees who are not elsewhere represented. These are employees whose staff classifications are CL, IR 93, NU, PA, PB, PC, PN, TE, RS, and GS.

Proposed new Article II reads:

Article II, Definition of Staff.

For the purpose of the Staff Council organization, the term staff shall mean all full-time, non-faculty and non-union employees of IUPUI.

Rational for Revision of Article II:

As Human Resources has updated job classifications and families, these classifications are often no longer in existence.

Questions:

- With the change to full-time staff beginning with thirty hours a week on January 1, 2011, will this change the wording of the Bylaw? It will not.
- Will the council be including part-time staff? This question has been asked to Martha Bulluck, and we are waiting for a response.

The motion was seconded and the policy passed unanimously.

Agenda Item VI: Standing and Ad Hoc Committee Reports

- Bylaws: Holt, chair, said the committee will work on Article III and have something to the council as soon as possible.
- Communications: Senesac, chair, said 200 welcome letters have been sent out to new staff members with a SC magnet. The letters do not include the person's unit representative, but could in the future.
- Diversity: No report.

- **Membership:** Herrell reported for Lee Stone, chair. The committee will meet next month to begin discussion of the spring elections.
- **Rewards and Recognition:** Torgerson, chair, will meet with his committee next month. Herrell congratulated him on the birth of his son, Liam, last month.
- **Special Events:** Chapman, co-chair, thanked her committee for their work on the holiday celebration. In the spring, they will work on the retreat, spring blood drive, and community project. Gibson, co-chair, reported that CVS donated paper towel, toilet tissue, pens, paper, bandages, and other items to the Center for Young Children.
- **Staff Affairs:** Gahimer, co-chair, said she was not aware of the new guideline to use their PTO time before December 25 as reported under Agenda Item IV. Colleen Rusnak will begin to work with the healthcare committee so they will have something to report on soon. Further discussion on the article regarding the \$25 million shortfall was held. Wolting asked if there was any discussion on the movement at other universities to move full-time persons to part-time to save on benefits. An answer was not known. Brown asked if there is a movement to have a uniform performance appraisal so that when there is another merit raise, supervisors will actually have something to base the raise on. Senesac said she raised this issue to Bulluck and Vice Chancellor Dawn Rhodes at the last EC meeting and both indicated they had not heard any complaints about the way raises were issued. It was stated that over the summer, a Staff Affairs Sub-Committee met with Deb Dunbar about performance management. University Human Resources were working on having all faculty and staff do an appraisal, but the policy has not been rolled out yet. The committee will revisit the question with Dunbar or others. Herrell said the officers should meet with Rhodes and talk about performance management at an EC meeting, then be prepared to discuss it with the full Council. Regarding prescriptions, if you have problems with being prescribed a non-generic drug and having to pay a portion for it, you should contact Benefits in Bloomington because what is being written as policy is different than what is being told to employees. If you have changed to the Indiana Clinic, please be sure to make sure your physicians are “in network.”
- **Fine Arts and Crafts Fair:** McCurry, co-chair, thanked all persons who helped with the arts and crafts fair. A chair or co-chair is needed for next year’s fair. \$3,925 was raised from the vendors. Expenses were \$3,669.90 for total proceeds of \$255.10. Having sponsors next time will allow for a higher profit. Sixty-one vendors participated; forty of them responded to the evaluation. Many evaluations were positive; some were not. Twenty-eight vendors are on a waitlist for the fair next year on top of the vendors who have already said they will return. Five hundred sixty-nine visitors attended the fair.

Agenda Item VII: Old Business

- Herrell reported that a chair orientation meeting was set up for December 2, but was canceled due to her being sick. Marilyn Kuhn, HRA, will help plan the agenda and present on having effective meetings. Another orientation is being set up.

Agenda Item VIII: New Business

How will the Indiana Clinic affect SC representatives? Lee said that the bylaws of the Staff Council say you must be an employee of Indiana University to be on Staff Council and be served by it. Please send her an e-mail if this change includes you. (Stated bylaw is the bylaw approved at today’s meeting: Article II, Definition of Staff. For the purpose of the Staff Council organization, the term staff shall mean all full-time, non-faculty and non-union employees of IUPUI.)

- A reception for Susan Sutton (International Affairs) will be on Monday, December 20, 2011.
- **MLK Day of Service (January 17, 2011):** Herrell plans to volunteer that day and would like others to join her. Contact her if you are interested in volunteering with her.

For Approval: 1-19-11

Agenda Item IX: Report from IUPUI Faculty Council Liaison

No report.

Agenda Item X: Center for Young Children

After a brief holiday reception, Herrell introduced David Sandrick, Director of the Center for Young Children (CYC). Sandrick spoke briefly about the CYC. Gibson presented the donation of items mentioned in the Special Events Committee report from CVS to Sandrick. Later, the children of the CYC sang several songs in honor of the holidays for the Staff Council.

Agenda Item XI: 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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