IUPUI Staff Council (SC) Minutes December 14, 2011 ~ Campus Center, Room 405 ~ 2:00 – 4:00 p.m.

Members and Guests Present: Melissa Ade, Kacy Allgood, Maryanne Alyea, Sarah Baker, Trudy Banta, Bobby Bell, Lee Bernard, Vickie Bills, Vicki Bonds, Jeramy Bowers, Susan Bradley, Chris Brown, Denise Brown, Regeania Brown, Martha Bulluck, Emily Burke, Nathan Byrer, Cathie Carrigan, Becky Cass, Timothy Centers, Elizabeth Chaissen, Kristy Chapman, Shannon Cooper, Gary Curto, George Davis, Aron DiBacco, Monica Doyle, Joann Farris, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, LaTasha Gilson, Erin Glueckert, Jane Goergen, James Graber, Sarah Gries, Michelle Hacker, Barbara Hanes, Margaret Hannah, Scott Harman, Linda Henson, Sue Herrell, Edgar Holdaway, David Hosick, Margaret Hughes, Talena Huntsman, Rebecca Jacobs, Maureen Jayne, Earl Knight, Sue Knight, Lyndi Kouns, Tho Le, Tammy Leone, Barb Lerner, Amy Maidi, Christophe Marchal, Catherine Matthews, Teresa McCurry, Helen McKuras, Kelly Miholic, Charlie Miller, Greg Mobley, Lindsey Mosier, Kathy Nichols, Scott Orr, Jennifer Paton, Kibi Pryor, April Reed, Angela Reese, Kathy Risacher, Colleen Rusnak, Meagan Senesac, Amanda Shumaker, Diana Sims-Harris, Candice Smith, Chris Stines, Lee Stone, Bill Stuckey, Teresa Stukey, April Taylor, Christina Terkhorn, Stormy Thrasher (alt: Dawn Lipker), Lindsay True, Sherrie Tucker, Lisa Tully, Vinny Vincent, Sara Vitaniemi, Louise Watkins, Terry Wilson, Debbie Wyeth, and Michael Yates

Agenda Item I: Welcome and Call to Order
IUPUI Staff Council President Sue Herrell called the meeting to order at 2:03 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 October 19, and November 16, 2011, Meetings
Hearing no objections, the minutes of the October 19, and November 16, 2011, SC meetings stood as written and were entered into the record.

Agenda Item IV: [Information Item] Update on Reaccreditation 2012
Trudy Banta, Senior Advisor to the Chancellor

Banta reported on the following:
- Reaccreditation will take place in November 2012.
- IUPUI has been accredited since 1972 and reaccredited every ten years. Some schools are accredited as a school, but this accreditation is for the entire campus. The visitors want to know how we provide service to the students.
- The department of education looks to regional accrediting bodies on the awarding of federal aid for our students. If we do not get reaccredited, the students do not get federal aid.
- There are five required chapters to the self-study that are reviewed. Four of the chapters have been written and are being reviewed by various bodies.
- IUPU Columbus has received the chapters to add their information.
- Town Hall meetings will occur in February, March, and April. The chapters will be available for review before each of the meetings.
- Participation in the review process is welcome.
Agenda Item V: Update from Finance and Administration
No report.

Agenda Item VI: Report from Human Resources Administration
Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Bulluck reported on the following:
- Adverse Weather: A memorandum has been sent to all fiscal officers, deans, and directors regarding the policies for staff time in the case of adverse weather.
- Super Bowl: A memorandum has been sent by Vice Chancellor Dawn Rhodes regarding the possibility of taking time off the Friday before and the Monday after the Super Bowl as traffic will be heavy on those days. Departments are encouraged to take advantage of several possibilities to handle the time off. Bulluck said there should be a campus directive distributed this week for staff if they choose to not work on those two days. Possible solutions are:
  - Flex work arrangements or flex start-stop times to avoid heavy traffic.
  - Compressed work week.
  - Work from alternate locations (e.g., home or remote location).
  - Work a different schedule during the same week (e.g., Sunday through Thursday).

Each of these options needs to be approved by supervisors. If staff wants to use benefits that would have been used during the holiday period, the following could be used:
  - Utilize options above.
  - Use accrued benefits.
  - Use of authorization of sick time to use during this event time only (two days).
  - Compensatory time.
  - Time off without pay.

Questions:
- Do you have to use all of your vacation time before you use time unpaid? Bulluck said that if you want to use time unpaid, you can do that without depleting vacation time.
- If a staff member wants to use flex time during that week, do they need to do the paperwork for it, or is it an agreement between supervisor and employee? Bulluck said an agreement can be done for those two days.
- Can the floating holiday be used at this time? Bulluck said that has been discussed, but it has not been cleared.

Agenda Item VII: Report from the President
Sue Herrell

Herrell reported on the following:
- Thanked Lee Stone for chairing the November meeting.
- Health Care Resolution: The Staff Council vote on the resolution was 70 in favor and 2 opposed. The IFC presented the resolution at their meeting last week and was passed unanimously. From here, President Windsor will take that resolution to the University Faculty Council along with other resolutions from the campuses and they will either go with one resolution that reflects all wishes, or rewrite a resolution already written.
- Information Technology Policies: From time to time, Eric Cosens (Office of Information Technology) asks the Staff Council to provide input on technology policies. Herrell has appointed an ad hoc committee of SC members, Barb Hanes, Scott Orr, and Becky Thacker, to review the
policies. They have a few policies to review by the end of the month and they will prepare a response on behalf of the council, give it to the SCEC, and then submit back to Mr. Cosens.

Agenda Item VIII: Report from the First Vice President
Amanda Shumaker

Shumaker reported on the following:
- She attended the Faculty Council (IFC) meeting last week. The IFC passed the health care resolution unanimously.
- The USG brought forth a resolution on the cost of textbooks. The students want textbooks ordered earlier for the bookstore so they can purchase them earlier or purchase elsewhere to save money. Book buyback should be earlier and accepting more textbooks will help in the cost of getting cheaper books. Units are being asked to turn in the book orders earlier. An incentive will be given to departments that get the orders in early. Risacher said that if 13% more books would be ordered earlier, $50,000 could be saved by students. Over a year, this translates to almost a million dollar savings.

Agenda Item IX: Standing and Ad Hoc Committee Reports
- Bylaws: Bowers said the SC Executive Committee is reviewing proposed changes for an election in a tie and year-round meetings.
- Communications: No report.
- Diversity: No report.
- Faculty Relations: Stone said the committee will meet on January 13.
- Fine Arts and Crafts Committee: McCurry said the committee met for the final time following the fair. The fair netted a small profit due to an unexpected decrease in the cost of rooms in the Campus Center. The committee is doing a full assessment of the value of the fair as it is not a large money maker. They will let the council know once it makes a decision. Herrell added that McCurry will not chair the committee should it move on, another chair will be needed. The fair is a lot of work and we need to think fully whether it should continue or not.
- Membership: Gahimer indicated that there is an opening for a representative in the School of Medicine and no one to take it. There is no alternate list to draw from. Since there is no bylaw with a recommendation, a decision was made to ask a current medicine representative to take over the list that is vacant. Volunteers are to let her know if they want to take over the list. The committee will meet in January to discuss this situation in the future.
- Rewards and Recognition: No report.
- Special Events: Chapman and Miholic thanked the council for their large donation of items to go to the troops. An overwhelming number of items were donated by the members and their departments. After this meeting, refreshments will be served, and then the bags for the troops will be put together. $250 has been received to help mail them at this time. It costs $20 per box. The USO will cover the cost of the shipments if they are not covered. It was also suggested to ask Family Readiness Groups to help with the costs.
- Staff Affairs: Smith reported on the New Leader Transition follow up meeting for Geary Robinon, Director of Parking Services. He has many recommendations and he will share those in writing. She spoke about the following:
  - Parking permits will automatically renew if you have permit costs coming out of payroll.
  - License recognition programs will be developed in the future.
  - Refiguring parking garage arms to help entering and exiting go more quickly.
  - They are looking more heavily at the usage of A spots on campus to convert the A to B spots. They have been keeping track of empty spots throughout the week to see what actual usage is.
He is looking at changes that he can do in the next three to five years. He stated that staff needs to feel like they matter.

Herrell said the committee still needs a co-chair.

**Agenda Item X: Old Business**
- Herrell has asked the SCEC continue reviewing the annual report by Friday and the report and letter will go out on Monday to the deans.
- Committee Chair orientation: Good intentions did not reap an orientation this year. Shumaker, Stone, and Herrell are going to meet after the New Year to discuss the concerns and how to divvy them up to the committees to work on them. Stone will set the orientation early next academic year so that it will occur.
- Denise Brown mentioned that new evening sessions have been added to the free IT training.

**Agenda Item XI: New Business**
No New Business

**Agenda Item XII: Report from IUPUI Faculty Council Liaison**
Sarah Baker

Baker reported on the following:
- The IFC and IFC-EC thanks the council for their hard work.
- The health care resolution did pass to the IFC as previously mentioned. There was some question about the timelines.
- The Super Bowl has been discussed and there may be more information coming from the Registrar about how to handle classes and classrooms. Faculty have been getting reminders as they work on their spring syllabi.
- Student resolution on early textbook adoption. She said the resolution results in a win-win situation for the students. After the meeting, some of the faculty spoke to students who have had bad experiences with textbooks; it is helping to get some conversations going.
- General Education Task Force: Rick Ward chaired the GETF on this campus. IUPUI does not have a core general education curriculum. The report is being reviewed and now being chaired by Kathy Johnson, Dean of University College, with a representative from every school. Ivy Tech transferability is being discussed in this regard. More funding will be given each year for a more timely graduation. We need to get more students out the door as well as in the door. A wider report will be shared with groups, including the SC later on.
- The IFC-EC is giving a donation in thanks for what the staff does for mailing the items to the troops.

**Agenda Item XI: Adjournment**
Herrell spoke about Ellen Poffenberger, former Assistant Vice Chancellor for Human Resources, and the comments she has made in the past at the December meeting. If she were here, she would ask that each person cherish the time spent during the holiday break, enjoy your families, and be sure to rest. Poffenberger sent Herrell an e-mail wishing the staff Council her best. Her son is receiving chemotherapy at the Simon Cancer Center. Herrell asked that each member cherish their time with their families. She wished peace and happiness, and thanked the council for all the work they do. With no further business appearing, President Herrell adjourned the meeting at 3:00 p.m. for a holiday celebration and to pack boxes for the Make a Soldier Smile project.