

Staff Council Minutes

August 16, 2023 ~ 2:00-4:00 p.m.

IT 355 or Zoom

**Members and Guests Present:** Kenya Alexander, Sadiya Ali, Connie Anoskey, Tom Baker, Megan Bettag, Cody Breault, April Briggs, Kim Burrows, Crystal Clark, Beth Chaisson, Tina Cochran, Mindy Cooper, Brooke Creech, Jeffrey Dawn, Valerie Decker, Amber Delp, Emily Dunham, Tricia Edwards, Sarah Frigo, Alicia Gahimer, Jennifer Gilles, Lauren Gronke, Todd Grooten, Robyn Hart, Bernetta Hartman, Katie Grace Jackson, Stacy Files for Kim Johnson, LaVerne Johnson, Todd Kirk, Natalie Lin, Anne McGee, Margaret Miley, Dawn Molnar, Todd Morton, Shelli Reed, Mary Beth Ryan, Evelyn Safder, Anita Sale, Ryan Schafer, Paige Smith, Heather Staggs, Brian Starkel, Kathryn Bahene for Robin Tew, Amy Treat, Melissa Vastag, Terry Wilson, Kelly Zimmerman, Jennetta Archer, Camy Broeker, Tammy Leone and Anne Mitchell

**Members Excused:** Michelle Benberry, Amanda Gist, Sarah Herpst, Kim Johnson, Diana Sims-Harris, Dionna Weatherly

**Members Absent:** Jessica Darling, Connie Ely, Carolyn Hasser, Julie Heger, Tre Quarles, Jeanne Rushin

# Agenda Item I: Welcome and Call to Order

Heather Staggs, *Interim President*, hstaggs@iupui.edu

IUPUI Staff Council Interim President Heather Staggs called the meeting to order.

# Agenda Item II: [Action Item] Adoption of the Order of Business for the Day

Heather Staggs

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

# Agenda Item III: [Action Item] Approval of Minutes of the June 21, 2023, SC Meeting

# Heather Staggs

# With no objections, the June 21, 2023 SC meeting minutes were approved.

# Agenda Item IV: Report from the President

Heather Staggs

Heather then shared the following reminders and updates:

* August 2 was our last blood drive- 34 donors participated, resulted in 28 units, supporting 83 people.
* Next blood drive will be in the campus center atrium from 10 am to 4 pm on September 27
* 15th annual Regatta is on September 30th. The race takes place over by the Indiana State Museum and Military Park. We need 5 paddlers for our team, so let Heather know if you’re interested.
* Many of you saw the note from President Whitten that the search for the new Executive Vice President and Chancellor will begin soon, and Heather is part of the search committee.
* The fall semester starts next week, so get out and be active with our students!
* Professional development opportunities- if you ever come across any please share with Heather
	+ Grant application windows for Staff Council- August 1, December 1, and April 1. For this current window we received nine applications that are currently being reviewed.
	+ Staff mentoring program applications are open now and will be open through Sept. 7.
	+ Chancellor’s Diversity Speaker series is coming up as well- check the attachments for the flyer. The first one will be on Sept. 12 at 6 pm, and the event is free.
	+ Check out the IUPUI Events calendar to find more opportunities.
* For anyone that wasn’t able to be at the staff council retreat, here are this year’s award winners:
	+ Robyn Hart, Outstanding New Member
	+ Leslie Albers, Outstanding Committee Chair
	+ Tricia Edwards, Member of the Year
* More awards coming up in September that are given at the Chancellor’s Staff Recognition ceremony in October. More information to come.
* DEI is accepting nominations for their own awards, open through Sept. 25. To nominate someone, email Karen Dace.
	+ Advocate for Equity in Accessibility Award
	+ Multicultural Impact Staff Award
* Professional Development:
	+ Diversity speaker series starts Sept 20. [register here.](https://go.iu.edu/4pOh)
	+ The IUPUI Events Calendar is a great resource for finding professional development and engagement opportunities. There are several options in the next couple of weeks offered via Zoom.
		- 8/17 Succeed at Work: Maximizing Your Time 1-2pm
		- 8/22 Confident Parenting: Success in School 1-2pm
		- 8/24  Invest Confidently in Your Future 12-1pm
		- Your Healthy Lifestyle: Eating Right on the Run 1-2pm
		- 8/25 Focus On: Understanding IU’s Retirement Plans and all they have to Offer 12-1pm

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

Camy Broeker, *Vice Chancellor for Finance and Administration,* cbroeker@iupui.edu

Camy shared the following updates:

* Enrollment is down around 2.5% across the board, but that will vary from school to school. We did plan for a decrease in the budget for this year so it shouldn’t hit us too hard. Graduate enrollment is up as is non-resident enrollment. Be aware of this information and keep an eye out for more information, especially as far as the campus change goes. We are down in campus housing so if you know someone who needs housing, let them know we have openings.
	+ Liberal arts and education are probably the hardest hit.
	+ Overall beginning class is down 4.5%, most coming from resident students. Incoming freshman is down 10%, transfers and second degree beginners are up though.
* Update on the climate action plan: Over the past year the campus committee created goals to present to the president. We have a goal of carbon neutrality by 2040. You’ll probably see more about this in the coming weeks. You can expect an announcement about an executive search for a Chief Sustainability Officer for IU in the next week or so. We will maintain sustainability offices in Bloomington, Indianapolis, and at the regionals and are promoting inter-campus collaboration. There will be a recommendation for each campus to create a campus sustainability (broad-based) committee of faculty, staff and students to help decide how to implement sustainable actions.
	+ 13 recommendations that came out of this plan, Camy will send it to Rachel for attachment.
	+ Changes already made include: 1. Changing set temperatures to 76 in the summer and 70 in the winter (you will need to adjust to this, please don’t plug in space heaters to combat the cooler temps in the winter- that defeats the purpose); 2. Centralizing and standardizing the STAR reporting across all campuses; 3. Closer collaboration between sustainability offices in Bloomington and Indianapolis.
* Construction updates
	+ Taylor courtyard and hall are almost done.
	+ Business/SPEA, we know there’s a hot water issue and we’re working on it.
	+ If you see anything that needs to be worked on around campus please reach out to CFS at their phone number 8-1900.
	+ Nursing school will be starting a big renovation sometime in Nov. with the goal of being wrapped up by Fall 2024.
	+ Bryce is being wrapped up hopefully soon.
* Food updates:
	+ Indy Coffee Shop (where Starbucks used to be) will be opening back up- it is still not a full Starbucks so it won’t accept or give rewards, gift cards etc.
	+ New Middle Eastern cuisine called Aroma in the campus center opening next week.
	+ Denny’s is still up on the second floor.
	+ With the Boost app, you can order ahead; remember lines will be long with students coming back.
* Parking- garage gates will be up through Labor Day. Will begin enforcement of the license plate reader program this Fall. You will **not** be able to back into your spaces.
* Center for Young Children- enrolling in multiage, application for preschool and toddlers is open.
* Bookstore- faculty and staff get a 10% discount, 20% discount for departmental purchases.

Questions:

* You said we might be unhappy with some things that resulted. Was that just the set points you were talking about? Or were their things asked for that were dropped?
	+ That’s the one that’s been implemented now.
* 76 degrees is too warm for research labs, will they be different?
	+ We will not implement the temperature initiative in research labs where temperature would affect their work.
* Are we moving forward with IUI branding?
	+ Yeah, some changes have been done already and that will continue to roll out. There is no date on a full switch yet.
* What is happening with Indiana Ave?
	+ Cultural trail work is continuing. That project will be complete eventually- hopefully by October.
* On license plates- are you handing out warnings yet?
	+ We’ve been issuing warnings and will move on to enforcement now.
* Will the coffee shop eventually become a full pour?
	+ It’s possible; we’re still having conversations about that. It’s also possible that we could take it in a different direction (i.e. a local business). There is an exterior door (emergency exit only) being added on Michigan St. The main entrance is now directly off the atrium instead of through the bookstore.

# Agenda Item VI: Report from Human Resources

Anne Mitchell, *Senior Human Resources Director,* amitch29@iupui.edu

Anne shared the following updates:

* Welcome to our new Senior HR Director! Previously, Anne was the director of the office of equal opportunity. She has been on campus for 16 years in various roles.
* Thank you to Juletta Toliver, our previous HR liaison, who has been promoted to AVP of HR, serving all of the campuses while still calling Indianapolis her home base.
* In addition to Juletta and Anne’s promotions, there is a new structure for how HR works. Historically, HR reported to FIAD; now HR reports directly to the Chancellor’s office and sits on the Chancellor’s cabinet. The relationship between FIAD and HR is still extremely important to this campus and to staff specifically. Anne is looking forward to continuing the relationship between HR and Staff Council.
* Open enrollment is coming, Oct. 23 – Nov. 3. You should see more information about that coming in September.
* My Voice survey for staff engagement is upcoming in 2024.
* HR has spent a lot of time and resources in the past year shifting the way that staff are physically hired in the system- this probably will not impact you, but Anne thought it was important information to share.
* Continuing to work with Purdue HR on the transition that is happening on this campus for employees in Computer Science and Engineering and Technology.
* There are a number of people on campus in HR positions both in IUSM and IUPUI that are available to help you when you have questions.

Questions:

* A couple months ago we had an HR presentation where there was talk about reviewing the calendar of days off specifically around the holidays. Is there an update?
	+ There’s not been an update on whether we will get the week between Christmas and New Years as a holiday or not. Anne will look into it.

# Agenda Item VIII: [Information Item] Staff Mentor Program

# Deborah Nicholas, *Human Resources,* debnicho@iupui.edu

# Deborah shared the following information about the Staff Mentor program:

# The program is based on a campus-wide model aimed to support a diverse cohort of participants each program year. It has been developed and implemented by a multi-unit advisory committee.

# Any full time staff from all schools/units and all ranks are eligible to apply as mentees or mentors. The mentors will be from a diverse range of ranks and roles.

# Mentors must be full time staff with at least two years of work experience at IUPUI.

# Mentors are expected to spend at least 25 hours with their mentee.

# Mentees are required to develop an Individual Development Plan.

# Mentees and mentors will agree on the goals to be realized during the program.

# The program is one calendar year in duration.

# Mentees and mentors are required to attend and onboarding meeting in October 2023, a mid-program meeting in April 2024, and an end of program meeting in September 2024. There are also additional, optional, meetings mentors and mentees can attend throughout the year.

# Final reports will be submitted in Canvas within 10 days prior to the end of program meeting by mentees and mentors. It must describe the mentorship experience, specific impact of the experience on the mentee’s professional development, and key highlights.

# Mentees and mentors will receive a certificate for completing the program once the reports have been reviewed and accepted by the Staff Mentoring Program Advisory Board.

# Information session on Aug 24 1-2 pm on zoom:

# Application process is open Aug 14 – Sept 8

# Selection process

# The advisory board goes through the applications and resumes in order to match appropriate mentors and mentees according to their wants, needs, and preferences.

# Website: <https://fiad.iupui.edu/programs/staff-mentoring-info.html>

# Questions:

# None.

# Agenda Item IX: [Information Item] Staff Council Survey Results

# Heather Staggs

A survey was sent at the end of the year to hear what people wanted from staff council and make sure we are still resonating with staff. Here is an overview of the responses.

* 55 responses, down 5 from last year, with 9 new members, 40 returning, and 6 exiting members responding.
* Most responses prefer meeting in a hybrid format.
* Most responses noted all resources are helpful, including: bylaws, handbook, meetings, fellow representatives, and the website.
* Ideas for additional resources include:
	+ New member/executive officer training, meeting for new people “intro to being a staff council rep”
	+ List of past and future projects, initiatives, etc.
	+ Pair with an existing member to catch up.
	+ Template for drafting resolutions.
	+ Recordings of meetings.
* Feedback on potential presenters
	+ Linda Ramey-Greiwe, IUPUI Brand Leader; Luke Bosso, IUPUI Athletic Director; Jaideep Kakar, Undergraduate Student Gov. president; Megan Hillier-Geisler, Grad and Professional Student Gov. president; Deans; IUPD; and Paws Pantry
	+ IU/City Leadership: W. Quinn Buckner, Chair of the Board of Trustees; Russell Mumper, VPR; Jessica Davis, Interim Director of Sustainability; Jay Gladden, AVP for Learning Technologies; city leadership
	+ Also requested as standing presenters are President Whitten and the Interim/new Chancellor.
* Ranked presentations/initiatives from highest enjoyment to lowest
	+ DEI
	+ Sustainability
	+ Student Enrollment / Climate/Engagement Surveys (tie)
	+ Affinity groups
	+ IUPD
	+ Athletics
	+ Equal Opportunity/AES
	+ Veteran’s affairs
	+ Freeform responses: Vision 2024, Alumni Association, Student interns
* Representatives want to learn more about (in order of most to least votes)
	+ Organization Structure
	+ Professional Development
	+ Recruiting, hiring, and retention
	+ Career Progression
	+ Job Framework
	+ Executive searches
* Meeting category rankings (in order of most to least votes)
	+ Standing presenters
	+ Invited presenters
	+ Networking opportunities
	+ Committee reports
* Topics/concerns to address
	+ Reasons for high turnover and response to resignations
	+ Staff networking events
	+ Strategies for increasing morale
	+ Staff opportunities for advancement
	+ Competitive compensation
	+ Staff equity issues, salary compression
	+ Campus and community issues regarding race relations
* Freeform comments on current meeting structure
	+ More networking/engagement
	+ Earlier meeting time or two shorter, biweekly meetings
	+ Make sure the presenter is on the screen
	+ No committee work at the general meeting; time to work with committees at the general meeting (both were requested)
	+ Repeat questions and speak into the microphone
	+ Place invited speakers at the beginning (due to logistics this isn’t always possible)
	+ Start on time
	+ SC representative training
	+ Open discussion at meetings
* Additional comments
	+ Have in person meetings with the ability to ask to join remotely when necessary
	+ Track representatives not emailing constituents and remind them to be engaged
	+ Have active involvement at meetings- draft legislation, collaborative work w/faculty, affinity groups and administration for input on campus issues
	+ Direct advocacy for change- staff council has the ability to advocate for staff and the difficult experiences they are facing
	+ More outreach- regatta tent, update orientation materials, outreach days
	+ SC social, booth at fair/festivals, small group gatherings
	+ Suggest volunteer opportunities
	+ Free food
	+ More workshops/retreats, professional development
	+ New member training and refresher training
	+ Retention plans, Vision 2024, methodist expansion information
* Topics/Concerns to address
	+ DEI
	+ Salaries, cost of living, pay disparity
	+ Construction projects
	+ Vision 2024- campus change long and short term
	+ Volunteer and team building opportunities
	+ Parking costs
	+ Better participation
	+ University/campus administrative changes
	+ Workplace burnout/mental health
	+ Sustainability
	+ Recruitment and retention issues
	+ Career planning and job framework
	+ Strategic Plan 2030
	+ Navigating politics with the 2024 Election
	+ Centralization issues (i.e. jobs consolidated/lost)

Questions:

* Are we allowed to meet on our own as a committee outside of the quarterly meetings?
	+ Yes! Committee chairs will work with all members to decide what works best. Quarterly meetings are just a regular opportunity for everyone to get together.

**Agenda Item XII: [Information Item] Staff Council Committees and Committee Chair Opportunities**

Tricia Edwards, *First Vice President*, trewrigh@iupui.edu

Tricia shared the following information regarding Staff Council committees and chair opportunities:

* We have nine committees!
* Communications committee
	+ Disseminate information regarding activities of the staff council.
	+ Develop and promote new channels of communications (FB, Twitter, Instagram, IU Today, IUPUI calendar and email)
	+ Community outreach.
* Diversity, Equity and Inclusion
	+ Identify formal and informal efforts supporting staff diversity, equity and inclusion at IUPUI
	+ Contribute to relevant policies, practices and procedures while making the resources of staff council available for everyone.
	+ Provide access to staff, advocacy with admin, communication across campus, and opportunities for those creating a diverse, equitable, and inclusive environment.
	+ Share DEI events.
* Faculty staff relations
	+ Identify staff concerns with faculty, with HR, and with campus activities which impinge upon the quality of campus life
	+ Address issues of mutual concern and promote communication between the two groups.
	+ Collaborate with the faculty council and its relevant committees to make appropriate recommendations.
* Rewards and recognition
	+ Coordinate, advertise, collect, and evaluate applications received for the current staff recognition programs implemented by the staff council.
	+ Design and implement further rewards and recognition programs for the campus.
	+ This past year they reviewed the fall awards and the spring staff council special awards and updated the requirements.
* Special events
	+ Plan and/or coordinate special events that incorporate business and/or social activities relevant to staff council meetings, such as the annual staff council retreat.
	+ Blood drives, retreat, holiday party!
* Staff affairs
	+ Represent all non-union staff at IUPUI
	+ Monitor concerns of all nonunionized staff members regarding HR concerns, etc.
* Staff development
	+ Focuses on staff development programming
	+ Administer the staff council’s professional development grant program.
	+ Professional development mini-conference
* Sustainability
	+ Create a culture of campus sustainability to make IUPUI a place where faculty, students and staff are engaged in research, teaching and learning about urban sustainability and its best practices.
	+ Promote and create green events.
* Bylaws
	+ Review the bylaws to make recommendations to the council for needed changes and/or additions
	+ Meet as needed to review the current bylaws and make proposed changes.
* Next steps!
	+ Select the committee that best fits your interests. 6 members per group on average, though some may have larger membership.
	+ Participate!
	+ Become a committee chair!
* Committee chairs…
	+ Schedule and organize meetings
	+ Encourage fair and open discussion
	+ Provide monthly reports of committee work
	+ Complete year end report that summarizes the work of the committee

**Agenda Item XII: Question and Answer Period**

# Heather Staggs

# Tips for being a representative, from Heather!

# In the bylaws it talks about the responsibilities of being a representative and requirements such as attendance. As reps, it is our primary responsibility to share information. Add a little personal touch to the emails Rachel sends you for distribution, and forward them to your constituent lists.

# When you get information about staff council meetings, you can share that as well! Anyone can come to a staff council meeting. Please also share the meeting minutes with your constituents after. The minutes are also available on the website.

# Please attend all the meetings you can. Be actively involved, ask questions, share feedback from constituents.

# If you cannot attend a meeting, you need to notify the corresponding secretary Kelly Zimmerman and find an alternate to attend in your place, if possible.

# One of the biggest things you can do is be active on committees- go to meetings, attend events.

# If anyone has questions for the council for you, and you don’t know the answer, send the question to the executive committee and the person who knows the answer will get it to you.

# There are many ways to be involved as a member of staff council, so take advantage! The staff mentoring program is one way- we also participate in executive searches, strategic planning meetings, administrative review boards, faculty council meetings, climate action planning, the Chancellor’s recognition ceremony, etc.

# Is there a yearbook or something with everyone’s information and picture?

# Rachel will be reaching out soon to get pictures for everyone for this year’s rep directory.

# Can we have tent cards/desk cards for everyone?

# Rachel can make them for those who plan on attending in person, but those who are joining online please make sure your name and position/unit are on your zoom name. Include your pronouns too, if you are comfortable with that.

# How does committee selection work?

# The link will be sent out and you can choose your top three committee choices. We do our best to make sure everyone gets their first choice, but we also try and make sure the committees are balanced. As a note, being on more than one committee is possible.

# Agenda Item XIII: Unfinished Business

# Heather Staggs

# None.

# Agenda Item XIV: New Business

# Heather Staggs

* Rachel will be creating a member photo directory. Please send her the photo you would like her to use as well as your personal information (name, pronouns, title, Staff Council position, etc.).

# Agenda Item XVI: [Action Item] Final Remarks and Adjournment

# Heather Staggs

# The meeting was adjourned. The next Staff Council meeting will be September 20, 2023, in Campus Center 409 Library or on Zoom,  <https://iu.zoom.us/j/82894707308>.

Minutes prepared by Rachel Molina

INAD 4058 / ramolin@iu.edu