

Staff Council Minutes

August 17, 2022 ~ 2:00-4:00 p.m.

BS 4095 or Zoom

**Members and Guests Present:** Leslie Albers, Kenya Alexander, Sadiya Ali, Connie Anoskey, Cheryl Avery, Tom Baker, April Briggs, Kim Burrows, Beth Chaisson, Tina Cochran, Mindy Cooper, Jessica Darling, Valerie Decker, Julie Driscol, Emily Dunham, Tricia Edwards, Connie Ely, Stacy Files, Sarah Frigo, Alicia Gahimer, Jennifer Gilles, Lauren Gronke, Robyn Hart, Bernetta Hartman, Carolyn Hasser, Julie Heger, Lindsay Heinzman, Sarah Herpst, Bryce Hockman, Katie Grace Jackson, Curtis Kester, Todd Kirk, Jenna Machunas, Anne McGee, Margaret Miley, Todd Morton, Kim Richards, Dawn Roberts, Jeanne Rushin, Mary Beth Ryan, Evelyn Safder, Ryan Schafer, Mansi Singh, Heather Staggs, Brian Starkel, Shomita Steiner, Robin Tew, Amy Treat, Kevin Walsh, Terry Wilson, Mary Anne Black, Camy Broeker, Madeline Niemi, Deborah Nicholas, Christina Padilla, and Juletta Toliver

**Members Excused:** Michelle Benberry, Thora Berndt, Diana Sims-Harris, Melissa Vastag, Terry Wilson

**Members Absent:** Hsi Chang, LaVerne Johnson, Kris Powell, Nichelle Turentine

# 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 15, 2022, SC Meeting

# Heather Staggs

# With no objections, the June 15, 2022 SC meeting minutes were approved.

# Agenda Item IV: Report from the President

Heather Staggs

Heather then shared the following reminders and updates:

* August 3 blood drive was a success! 42 people registered with 28 donations. Some people had to be sent away due to recent travel. The next blood drive will be Sept. 28 from 10 am – 4 pm in the Campus Center.
* Welcome brigade from August 22 – 23 is a fun opportunity to engage with new and returning students. Two hour slots are still available, especially from 4 – 6 pm.
* 14th annual regatta is on Sept. 24 and works as a fundraiser for students and as an engagement opportunity. There will be, among other things, a canoe race and many activities.
* IUSM will be offering a basic essentials of supervision training professional development opportunity soon.
* Last Friday, there was an opportunity to hear President Whitten speak at Walker Theater as part of the Hazelett Forum.
* Posters for athletics are available! If you’d like one, talk to Lauren Gronke. Additionally, there will be a special soccer double header on August 25th as part of the week of welcome.

# 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:

* Reminder that with school starting, there will be increased traffic and parking challenges. Please give everyone a little extra time and grace!
* Dining on campus will return with regular operations starting August 22. Starbucks in the campus center will be coming back right after Labor Day, but will be managed by Chartwells for now. There is a hope to make it a full Starbucks in the near future, but this requires construction. Tower dining is open to the entire community, but be mindful of the influx of students at the beginning of the semester. Chancellor’s restaurant is also open.
* University Blvd. has been repaved between Michigan St. and New York. Work between Michigan St. and Indiana Ave. will be coming once the first couple weeks of school have passed.
* Evacuation drills are upcoming, starting Aug. 29 – Sept. 9.
* For those who deal with the Office of Academic Affairs, Rachel Applegate is going into phased retirement.
* Addressing the announcement made regarding major changes to IUPUI – keep doing things as normal for now. We recognize it’s sad, but there are also opportunities for the future.
* Covid tests are available at the campus center west entrance vending machine and in the vending machine at the front library entrance. We won’t be testing them ourselves anymore so they will be shipped to Bloomington and results will be a little later than normal.
* The campus immunization clinic will take place Aug 25 from 9 am – 3 pm in Campus Center 450. Open to all faculty, staff, students, and their families. Bring your out of network insurance card with you, but the IIC will provide you with these vaccines at no cost to anyone uninsured or out of network. Vaccines include those required by the state for school, meningitis B, HPV, and Covid.

Questions:

* Seeing the Luddy name as part of the School of Informatics was a surprise. Explain?
	+ This is part of all the changes going on with the new vision for the school, including switching around the computer science departments.
* During the transition, will they go forward with the chancellor search?
	+ No, the search is paused for now with no set date to resume. The search for the Division of Undergraduate Education will continue.
* There’s concern for the current School of Science students who are in the middle of their program and the value of their degree as they graduate during this change. What will happen to them?
	+ Students who start with us under the assumption of one degree will be able to complete that degree.
* For those part of the integration (UA Realignment project) it doesn’t seem to be going smoothly, and there’s already conversations about where people will be located if they have the UA designation but are placed on other campuses. What does this mean for current representatives who are part of the realignment?
	+ There are a lot of transitions going on, and we do have a lot of UA people coded in the system as still having this campus be their “campus home,” i.e. designated IUINA. It’s just a centralization of staff reporting lines, but they are still part of our community.
* Do you think there will be a reduction of the work force because of the coming changes?
	+ No, this is not part of the conversation right now.
* Was it a mistake or was it intentional that the announcement about the changes went out from IBJ before it went out internally?
	+ There was a communications plan developed at the university level, and this was intentional.

If anyone has any more questions, concerns, or just needs to chat about the upcoming campus changes, Camy’s door is open.

# Agenda Item VI: Report from Human Resources

Juletta Toliver, *Human Resources,* jtoliver@iupui.edu

Juletta shared the following updates:

* Since the last meeting the new HR VP, Todd Richardson, has started work and is already beginning to make changes.
* Inquiries about Covid protocol have been coming in. With the realization that we will never totally get rid of Covid, the university is updating its policy accordingly.
	+ If someone is working on campus and gets Covid, they need to isolate (not quarantine) for five days. If they have no symptoms after five days they can come back while wearing a mask for another five days.
	+ We are no longer providing any specific Covid codes on time sheets. Departments are asked to be flexible when possible, allowing people to work remotely if necessary.
	+ All new guidelines can be found here: <https://www.iu.edu/covid/prevention/isolation-quarantine.html>
* Remote work has been a hot topic for President Whitten in recent weeks, and she wants to make sure we provide an active and vibrant campus for the students while also balancing a remote work option for staff. We are waiting to hear a definitive response from President Whitten, and are asking no one make any changes at the moment. Hopefully it will stay with the discretion of the departments, with some possibilities where individuals can be fully remote if they are not front facing. There should be an official announcement before the next meeting.

Questions:

* Working for campus health, if you have symptoms and test positive is it five days from having symptoms or five days from a positive test?
	+ That depends on what campus health is doing. They are using five days from a positive test because new variants are giving symptoms but negative tests for the first few days of sickness. It will be up to the departments to make an end line for remote work, but we ask they be flexible at the beginning of sickness.
* With Covid pay being discontinued, has the university talked about having any kind of compensation for those required to miss a week of work that don’t have PTO to cover that required time?
	+ Not right now due to the number of vaccinated individuals, but if numbers rise I the fall we may have to revisit this. Juletta is on record not supporting anyone being terminated due to this situation.
* There will be upcoming webinars with Dr. Aaron Carroll covering Covid, Monkeypox, and sexual and mental health.

# 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 now in its 5th year, and is strictly for full time staff on IUPUI’s campus. The idea behind this is staff mentoring staff, making connections and networking around campus.

# Emails for this program went out last week with information and a link to the application if you have interest in being either a mentor or a mentee.

# Please apply if you have interest! There is an information session Wednesday August 24 via Zoom with current mentors and mentees talking about what the program means to them.

# Orientation will be in October, with the program running for one year. This program year is 2022-2023.

# Questions:

# Do you have an approximate amount of time that it takes to be a mentor?

# Requirements ask that mentors and mentees meet at least 25 times over the year, but these don’t have to be formal meetings or even in person! It could be a walk around campus, meeting for coffee, or meeting over Zoom. The purpose is to build relationships across campus. While 25 meetings is the goal, if you can get close but not quite hit that number that’s okay as well.

# Agenda Item IX: [Information Item] Orientation

# 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.

* 60 responses, including 19 new members, 29 returning members, and 12 outgoing members
* Most responses noted all resources are helpful, including: bylaws, handbook, meetings, fellow representatives, and the website.
* Ideas for additional resources include:
	+ Mentors/orientation for new representatives
	+ Set timeframe for sharing information with constituents
	+ Advertise Teams at meetings and on minutes
	+ Office hours with executive committee
	+ Ability to provide anonymous feedback on committee work
	+ Member listings with photo
	+ Tips for engaging constituents
	+ Updating content on website
* Feedback on potential presenters
	+ Standing: President Whitten and Interim/New Chancellor
	+ Campus Leadership: Deans/Research leaders, Dr. Perry, IUPD, IU Global
	+ IU Leadership: Julie Payne-Kirchmeier (VP Student Success), Todd Richardson (Chief HR Officer and VP), IU Med HR, Dr. Aaron Carroll, and Dwayne Pinkney (EVP FIAD)
* Ranked presentations/initiatives from highest enjoyment to lowest
	+ DEI
	+ Student enrollment
	+ Equal Opportunity, Adaptive educational services
	+ Affinity groups
	+ Sustainability
	+ Climate/engagement surveys
	+ IUPD
	+ Veteran’s affairs
	+ Athletics
	+ Freeform responses: HealthyIU, HR, and leadership engagement
* Representatives want to learn more about (in order of most to least votes)
	+ Professional development
	+ Career progression
	+ Recruiting, hiring, and retention
	+ Job framework
	+ Organization structure
	+ Executive searches
* Meeting category rankings (in order of most to least votes)
	+ Job framework
	+ Career planning
	+ HealthyIU/ updates from VP academic affairs
	+ New degree certificates
	+ Sustainable development goals
	+ University library resources
	+ State of sustainability
	+ Factors that affect how we think about disability
	+ Affirmative action plan
	+ University library classes
* 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
	+ Would prefer having everyone facing each other instead of having the executive committee in front classroom style.
	+ Would like more conversation instead of just being “talked at” by leadership.
	+ Drop the faculty council update.
	+ Feel too formal (Alicia addressed this at last week’s meeting)
	+ Would like more time for networking.
	+ Many think the meetings are too long (This has been addressed by Heather, and meeting times will not change.)
	+ Technology problems during hybrid meetings are “painful” to sit through.
	+ Drop Guess Who game
* Additional comments
	+ It’s hard to see what work the staff council is actually doing, and it feels more informational than action oriented.
	+ Would like to do more group activities and projects to combat the lack of engagement.
* Decisions based on survey response
	+ Meetings will be hybrid with in person committee work quarterly. It is highly encouraged to be in person during the committee work meetings if possible.
	+ During meetings if you are attending virtually, keep cameras on (if possible) and add your pronouns to your name. The SCEC will add their title to their screen name as well.

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.

Introduction of Executive Committee

* Heather Staggs, Staff Council President. IUSM HR business partner, with the university for 24 years.
* Tricia Edwards, Staff Council 1st Vice President. IUPD director of 911 center and chief diversity officer, with the university for over 20 years.
* Beth Chaisson, Staff Council 2nd Vice President. IUSM manager, with the university for 26 years.
* Leslie Albers, Corresponding Secretary. Compliance project coordinator in the Office of Research Compliance, with the university for 8 years.
* Alicia Gahimer, Parliamentarian. OVCR (for now) programs and operations manager, with the university for 18 years.
* Sarah Frigo, Member at Large. Financial affairs coordinator in the Kelley School of Business, with the university for 5 years.
* Bryce Hockman, Member at Large. Clinical research coordinator with Department of Plastic Surgery, with the university for 2 years.
* Dawn Roberts, Member at Large. HR business partner in Department of Medical and Molecular Genetics, with the university for 26 years.
* Mansi Singh, Member at Large. Office of Academic Affairs director of operations and communications, with the university for 10 years.
* Lindsay Heinzman, Member at Large. School of Science, with the university for 10 years.
* Thora Berndt, Member at Large. IUSM.
* Rachel Molina, SC Coordinator. Administrative and project coordinator for FIAD, with the university for 3.5 years.

Resources and Expectations

* Website: <https://staffcouncil.iupui.edu/>
* Bylaws: on website under governance and in the Teams folder, IUPUI Staff Council
* Handbook: in the Teams folder, IUPUI Staff Council
	+ The Staff Council was established in 1979 and represents all full time non-union staff hired by IUPUI even if their primary work location is elsewhere.
	+ Reps have the job of reaching out to their constituents to provide valuable information about benefits, HR, upcoming events, etc.
	+ Reps are also able to volunteer around campus on behalf of campus staff.
	+ Meeting logistics: if you can’t make it to a meeting, please let either Leslie or Rachel know and try to find an alternate to attend in your place if possible.
	+ Annual reports are created by each committee at the end of each year and sent to the Chancellor’s office to share what work we have done.
	+ If you are not part of the Teams page, please let Rachel know and she will add you.
* Meeting format explanation
	+ There are rules we must follow as a formal council (known as Robert’s Rules), which is why the meetings are structured the way they are and why we approve motions and minutes etc.
	+ Since Covid, the SC has become less structured out of necessity; Alicia would like us to get back into a more structured format now that we are back on campus. Attend in person when you can, especially when we have special presenters like President Whitten or one of the Chancellors.
	+ We were given a two hour time commitment a few years ago and that time is important. If the time commitment becomes an issue with your supervisor, please let an executive officer know.
	+ If you have ideas for new ways to do things, please bring them to the executive committee for consideration.

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

# Heather Staggs

# Communicating with constituents; how do you address when people ask to be removed from our information lists?

# Share what we’re doing on their behalf and that we represent them, and have them connect with Heather. At the end of the day if they don’t want the information, that’s their choice.

# Should reps send an introduction email so people know who they are and that they’ll be communicating with them?

# That’s a great idea!

# When will everyone be receiving information about their committees?

# All committee chairs have now been notified and received their committee lists. They should be contacting you soon.

# Agenda Item XIII: Unfinished Business

# Heather Staggs

# None.

# Agenda Item XIV: New Business

# Heather Staggs

* Committee work during meetings will start in September, with time for this built into the schedule.
* 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.).
* Committee Chairs:
	+ DEI- Valerie Decker
	+ Faculty/Staff Relations- Sarah Herpst
	+ Membership- Beth Chaisson
	+ Rewards and Recognition- Tricia Edwards
	+ Special Events- Connie Anoskey
	+ Staff Affairs- Sarah Frigo
	+ Staff Development- Leslie Albers
	+ Sustainability- Mindy Cooper

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

# Heather Staggs

# The meeting was adjourned. The next Staff Council meeting will be September 21, 2022, in Ruth Lilly Auditorium in the University Library or on Zoom,  <https://iu.zoom.us/j/82894707308>.

Minutes prepared by Rachel Molina

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