

Staff Council Minutes

September 21, 2022 ~ 2:00-4:00 p.m.

UL 0130 or Zoom

**Members and Guests Present:** Leslie Albers, Kenya Alexander, Sadiya Ali, Connie Anoskey, Cheryl Avery, Tom Baker, Thora Berndt, April Briggs, Beth Chaisson, Tina Cochran, Mindy Cooper, Valerie Decker, Emily Dunham, Tricia Edwards, Connie Ely, Stacy Files, Sarah Frigo, Alicia Gahimer, Jennifer Gilles, Lauren Gronke, Robyn Hart, Bernetta Hartman, Carolyn Hasser, Sarah Herpst, Bryce Hockman, Katie Grace Jackson, Emily Thein for LaVerne Johnson, Curtis Kester, Jenna Machunas, Anne McGee, Todd Morton, Kim Richards, Dawn Roberts, Jeanne Rushin, Mary Beth Ryan, Ryan Schafer, Diana Sims-Harris, Mansi Singh, Heather Staggs, Brian Starkel, Shomita Steiner, Robin Tew, Amy Treat, Melissa Vastag, Kevin Walsh, Courtney Whitear, Valerie Winbush, Terry Wilson, Mary Anne Black, Camy Broeker, Amanda Fishman, Sarah Glener, Cindy Harkness, Michael Hernandez, Angela Hill, Andrew Klein, Christopher Konz, Margie Smith-Simmons, Thomas Stucky, and Juletta Toliver

**Members Excused:** Todd Kirk, Tre Quarles, Evelyn Safder

**Members Absent:** Michelle Benberry, Kim Burrows, Jessica Darling, Julie Heger, Lindsay Heinzman, Miley Margaret, Nichelle Turentine

# Agenda Item I: Welcome and Call to Order

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

IUPUI Staff Council 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 August 21, 2022, SC Meeting

# Heather Staggs

# With a note to add Courtney Whitear to the members present list, the August 21, 2022 SC meeting minutes were approved.

# Agenda Item IV: Address from Interim Chancellor Andy Klein

Andy Klein, *Interim Chancellor of IUPUI*, chancllr@iupui.edu

Interim Chancellor Klein thanked the Staff Council for the invitation to speak and shared the following information.

* We had a fantastic move in and weeks of welcome to start the semester. Residence halls are filled to capacity and have waiting lists. The ice cream social was fun and he enjoyed being able to serve faculty, staff, and students, and was looking forward to a successful Regatta (this past weekend). It was the first time we’ve had an expanded bridge week available for all incoming students. Bridge week helps students build a strong foundation and sense of belonging on campus and is shown to increase retention rates and graduate success.
* Every person on campus no matter their position is important as we navigate transitions moving forward.
* We will all work together to launch Vision 2024, which will result in significant realignment of workings on campus as it pertains to the responsibilities of IU and Purdue. Purdue will manage their schools (Engineering and Technology, Computer Science) from West Lafayette while IU manages the rest of the schools on campus. Moving forward, our campus will be rebranded as IU’s urban research campus in Indianapolis. We need everyone to collaborate during the course of this academic year in working groups to identify changes needed; the changes identified will be implemented next academic year. The final taskforce kickoff meetings were held last week and work for those groups will begin this week. As leaders, our response to the 2024 vision realignment will make a difference in our community. Interim Chancellor Klein is very positive about this campus’s future. Change is never easy and issues will arise, but we will be facing the challenges together; this will only strengthen our campus. Lift people up and help them achieve their goals. Embrace the changes on the horizon and lead as optimistic team players so everyone can flourish.
* Every campus in the IU system is undertaking the process of strategic planning. Our focuses are on the success of students, research enterprise, and service to our state and beyond. We are fortunate to be taking these two transitions at the same time because they cross over often. IUSM is also undergoing their own version of strategic planning, and the rest of campus welcomes their input as we go through it as well.
* We’re navigating campus change during a significant challenge in the state and country for higher education. Numbers of students continuing into higher education from high school are rapidly declining not just in Indiana but around the country. People are questioning the importance of higher education. It falls on us to make sure this campus remains a destination for people who want to grow, achieve, and improve. We need to keep focusing on student recruitment, retention, and graduation as our top priorities.
* The Interim Chancellor expressed his deep gratitude to staff council and all staff on campus. “You are the engines that keep this campus going. I deeply appreciate your commitment and service to this campus.”

Questions:

* Can you share more about the aligning for service excellence project that’s going on?
	+ At the university level, President Whitten has asked to centralize services that are provided. It’s not impacting much of campus this year. The president is conscious that this is a big change and wants to do this to the UA units first before it’s implemented at the school level.
* Will the transition require legislative approval? Will anything go through the general assembly?
	+ It does not require legislative approval, but Purdue and IU leadership has already been in talks with the general assembly about future projects and funding. Legislative leaders and the business community are all excited about this change.
* Will Purdue continue to be part of our facilities after 2024?
	+ Yes. The idea is that the campus will continue to feel exactly the same. They will be in the same space they’re in now with the same faculty, staff, and students, they will just be renting the building space now. Purdue has also expressed interest in expanding their presence in Indianapolis in the future.
* Where do you anticipate there being the most significant changes happening through this transition as far as staff are concerned?
	+ The biggest transition will be in the School of Engineering where staff will now have to become Purdue employees. Other staff probably won’t have much change as they continue to work for this campus, even if the campus is named something different. We are not doing this disconnected from Purdue; they have also formed working groups on their end to help with the transition and make it as painless as possible.
* Down the line with rebranding, each school will have to make new marketing materials. Will schools have assistance for those projects?
	+ Yes, significant assistance. There is a communications and marketing taskforce that will support schools as we make the transition from IUPUI to IU Indianapolis.

If you have any more questions for Interim Chancellor Klein, please forward them to Heather Staggs and she will get them to his office.

# Agenda Item V: Report from the President

Heather Staggs

Heather then shared the following reminders and updates:

* Regatta was this past Saturday in Military Park from 10 am – 4 pm. Thanks to our team, the Motley Crew (Heather Staggs, Todd Morton, Robyn Hart, Ryan Schafer, and Rachel Molina), for competing on behalf of the Staff Council!
* Basketball season ticket order forms are on sale! If you have questions about ordering, please contact Lauren Gronke at lgronke@iu.edu
* Updates from the August meeting:
	+ Upcoming presentations based on survey response include HealthyIU (October) and IRDS (November).
	+ Members of the executive committee reviewed and revised the staff council awards to make them more equitable and consistent. Camy reviewed the revisions and has approved them for use this year. She has also approved the proposal to add a Sustainability Award. Nominations for these awards are live on the staff council website and will be from Sept. 26 – Oct. 7.

# Agenda Item VI: 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:

* Staff recognition is just around the corner. Invites and information will go out shortly for those who will be celebrating 20+ years. There will also be an upcoming reception for 5, 10, and 15 year employees.
* Did you know that the president has charged a climate action committee? They’ve been meeting all summer and will be hosting an open town hall on Sept. 28 to gather input from all stakeholders and constituencies. The town hall will be in Hine Hall from 9 – 11 am. They aim to develop recommendations for the short and long term and create opportunities to help reduce the impact of campus greenhouse gasses. Please plan to attend!
* Flu vaccine clinic in the campus center on Sept. 28. Please schedule before going at health.iupui.edu.
* PCR Covid tests are still available in vending machines in the library and in the campus center by the west entrance. They are drop off only, and we ask that you please take the tests outside. On Fridays antigen (rapid) tests are provided since the lab is closed on Saturdays. Those go quickly, so be aware.
* We are in the middle of our United Way campaign! Campus puts on a fundraising campaign for United Way of Central Indiana every fall. All proceeds go to agencies around central Indiana to help those in need. Every unit on campus has a goal to reach, with events and competitions throughout the fall. The culmination is a silent auction on Oct. 26 in the campus center. Ask your schools about their events and plans to raise money during this campaign, or send any questions to Rachel Molina (campaign coordinator).
	+ FIAD is doing candygrams across campus to raise money, and it’s open to anyone! Check the attached flyer or email Jamie Owens at owensjam@iupui.edu for more information.
* Camy would like to echo the Interim Chancellor’s comments about the upcoming transitions on campus. Please join them in embracing this opportunity to shape the future of this campus. Be positive and work to make it the best possible place that we can.

Questions:

* Will the climate event in Hine Hall have a zoom component?
	+ This session will not. There is potential to have sessions later with a virtual component.

**Agenda Item VII: Report from Human Resources**

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

Juletta shared the following updates:

* She is serving on the HR and Finance taskforce for the upcoming transitionary period. For more information about the transition, check here: <https://www.iupui.edu/about/vision/index.html>
* Action planning is continuing for the My Voice survey done earlier this year and they are hoping to have it complete by October 15. They would also like to focus on performance management. If you have not seen the My Voice data or been part of the planning, let Juletta know so she can contact the appropriate HR reps who should be sharing that data.
* What can HR do to help us get people hired? HR has moved to auto-referrals. No one from HR will be reviewing applications to make sure applicants meet minimum requirements anymore; this will speed up the process, with all completed applications going directly to hiring committees. It’s up to the search committee to make sure the applicants they interview meet the requirements of the position in question.

Questions:

* Is there an update on the remote work policy?
	+ Nothing official yet, though they’re wanting to roll out something in the next week or so. Right now it doesn’t look like it will be much of a change from what we’re currently doing. The president has an expectation to have campus be “vibrant,” with more people in person for students. Remote work arrangements are good for recruiting if the position can allow it.
* Someone in the McKinney School of Law noticed that the organization chart on the employee center for their school has a lot of wrong information.
	+ Schools need to go through and clean up their charts on their own. If anyone has questions or need to update information in the IU Org Chart, please check out the following FAQ <https://hr.iu.edu/secure/reports-to-project.html>
* What’s the deal with sign on bonuses?
	+ We’re looking for more ways to attract employees for vacated positions, and this is one way. We aren’t offering it for every single hire, it’s just an option if a position is being particularly difficult to fill.
	+ A one-time lump-sum payment may be used as an incentive and/or negotiation strategy for departments when hiring external candidates. Sign-On Bonuses cannot be offered to any current Indiana University employee, including Part-Time employees.  Please direct specific questions regarding Sign-On Bonuses to your respective HR Business Partner.

# Agenda Item VIII: Report from Faculty Council Liaison

# Dr. Tom Stucky, *School of Public and Environmental Affairs,* tstucky@iupui.edu

# Welcome to our new Faculty Council Liaison, Dr. Tom Stucky! Tom shared the following updates:

# An introduction: Tom has been here since 2004 and is a faculty member in the School of Public and Environmental Affairs. He also is serving as the interim director for the Center of Research and Learning. He is looking to increase opportunities for research and uptake for students of color and first generation students.

# This time of change is scary, and change is always difficult; staff have good reason to feel some level of discomfort with that. In his experience on this campus, we will do the best we can to minimize the amount of impact it has on people. Changes as big as this are often difficult to predict, but they also provide opportunity for changing campus for the better.

# Please don’t hesitate to contact him if you need someone to advocate for you to the IFC.

# Questions:

# What is the most important thing the IFC gleans from the Staff Council?

# It’s always good to see the issues around campus from a different perspective. Having multiple points of view helps everyone reach the solution that works best for all parties.

# Agenda Item IX: [Information Item] Auxiliary Services Presentation

# Angie Hill, *Auxiliary Services,* anhill@iupui.edu

Angie shared the following information about the services offered by Auxiliary Services.

* Mascot program- you can request mascots be at your events, where you can engage with them one on one! We have 8 mascots total, all students, who are available to go to events.
* For those who engage in social media, follow @auxatiupui on Instagram
* In the past, we’ve had many people utilize the summer daycare program on campus facilities including the Natatorium and Carroll Stadium. Since Covid, the program has been suspended. However, we plan on reopening it in Summer 2023!
* There are many health and wellness opportunities around campus. If you want a new exercise or wellness opportunity, check the auxiliary services website to see what’s happening around campus.
* Parking- the largest north campus lot is undergoing construction and permit holders have had communication regarding this situation. The climate action committee is working with the parking office on electric vehicle charging stations. The LPR (license plate recognition system) that was supposed to go into effect before Covid is being reviewed and should go back into effect soon. The following phase of the LPR program will be going gateless in garages (testing will occur in one of the student parking garages). Make sure your vehicle information is updated in the IUPUI system so that you don’t get a ticket.
* Surplus- the surplus warehouse has moved from 16th Street to 1277 W. 18th Street. There are no open house hours right now. The next public auction is tentatively scheduled for Oct. 27.
* Mail services- Reminder that we have a fully functioning campus post office in Hine Hall on the 1st floor. Will all the offices moving around campus, please make sure to update your mailing address so that you continue to receive your mail.
* Miles printing- Prints letterheads and business cards, located in the basement of the Campus Center. The Center for Young Children will always take donated old letterhead as scratch paper; you can drop it off for them in the campus post office.
* Bookstore- with the new bookstore through Follett, we are getting an Apple product demo table! It’s out in the campus center now, but there are no products yet.
* Advisory groups- We have staff council representation on the bookstore and food advisory committees. A parking advisory committee is in the works.
* Molli Loftus, Chartwells Senior Marketing Manager, was unable to be at the meeting due to extenuating circumstances, so here are some quick Chartwells facts:
	+ Starbucks in the campus center is now open (a soft opening)! You must go through the bookstore to get there, though it will eventually have its own separate entrance. On Monday Sept. 26 it will be fully open. It’s still a “proudly pour” store (not a “full” Starbucks), though we are working on getting it fully licensed eventually.
	+ Chartwells has an app for preordering called Boost, and also has kiosks available for immediate ordering instead of waiting in line.

Questions:

* There is a constituent concern about the vending machines not being full and the ability to use a Crimson Card to pay.
	+ Last year there were issues with Coca-Cola’s service. Part of it is contributed to staff shortages; the problems were system wide, not just with our campus. Auxiliary services ended up talking with higher ups at the company about the issues and is hoping things will improve as the semester goes on. If you see an issue with a vending machine being empty or broken, let Angie know.
* Challenges with Chartwells for events, not getting responses.
	+ These problems are well known and conversations are happening, but no information or specifics can be shared at this moment. Catering minimums are going to be changing and pizza, donuts, and coffee service can now be ordered from anyone.

**Agenda Item XII: Committee Breakout Time**

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# Committees worked on individual work for 20 minutes.

# Agenda Item XIII: Unfinished Business

# Heather Staggs

# None.

# Agenda Item XIV: New Business

# Heather Staggs

None.

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

# Heather Staggs

# The meeting was adjourned. The next Staff Council meeting will be October 19, 2022, in Ruth Lilly Auditorium in the University Library or on Zoom,  <https://iu.zoom.us/j/82894707308>.



**Committee Reports**

**Bylaws:**

The following are goals for this year:

* Due to turnover the last few years, looking for bylaws passed but not added to official record and add them to the official document.
* Address the gap in election succession plan when no current President-Elect
* Work with Membership chair to ensure election processes are updated in the bylaws (voting online, nominations, etc.)
* Address any issues with voting on motions online etc.
* Research and present for discussion any issues with SC reps being hybrid, remote, or hired fully remote.
* Robin Tew will look for other Staff Council bylaws for comparison

**Communications:**

No new updates.

**DEI:**

**Faculty Relations:**

**Membership:**

**Rewards and Recognition:**

**Special Events:**

* The date of this year’s retreat is July 14, 2023. A report from last year’s retreat was reviewed. A venue comparison sheet for this year’s retreat was discussed, with the current first choice being the State Museum and second being Newfields. Connie will reach out to the State Museum to schedule a tour.
* Next blood drive is Wednesday, Sept. 28, 2022 in the campus center.
* We will not be doing Secret Santa this year due to low interest last year. A new idea for the holiday party will be needed for this year. Past programs include a holiday sock exchange, a winter mug exchange, and Secret Santa. Other ideas are welcome. Lauren Gronke suggested having the holiday party in the Jungle at an IUPUI game.
* Connie and Rachel will be talking this week about budgets. A coffee/beverage/cookie bar would be ideal for the November meeting.
* Camy has given approval for having receptions at basketball games. This committee may be responsible for those. More info to come.

**Staff Affairs:**

**Staff Development:**

**Sustainability:**

Minutes prepared by Rachel Molina

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