

Staff Council Minutes

January 17, 2023 ~ 2:00-4:00 p.m.

Campus Center 405 or Zoom

**Members and Guests Present:** Kenya Alexander, Sadiya Ali, Connie Anoskey, Tom Baker, Thora Berndt, Megan Bettag, Cody Breault, April Briggs, Kim Burrows, Beth Chaisson, Crystal Clark, Tina Cochran, Mindy Cooper, Jeffrey Dawn, Valerie Decker, Amber Delp, Tricia Edwards, Connie Ely, Sarah Frigo, Alicia Gahimer, Jennifer Gilles, Lauren Gronke, Robyn Hart, Bernetta Hartman, Carolyn Hasser, Julie Heger, Lindsay Heinzman, Katie Grace Jackson, LaVerne Johnson, Todd Kirk, Natalie Lin, Anne McGee, Margaret Miley, Dawn Molnar, Todd Morton, Shelli Reed, Jeanne Rushin, Mary Beth Ryan, Diana Sims-Harris, Paige Smith, Heather Staggs, Sarah Thompson, Melissa Vastag, Dionna Weatherly, Terry Wilson, Kelly Zimmerman, Lisa Angermeier, Macy Angrick, Katherine Betts, Camy Broeker, Aria Gbur, Anne Mitchell, and Mercedes O’Connor-Gosser

**Members Excused:** Michelle Benberry, Todd Grooten, Kim Johnson, Anita Sale, and Ryan Schafer

**Members Absent:** Erica George and Evelyn Safder

# 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 December 13, 2023, SC Meeting

# Heather Staggs

# With no objections, the December 13, 2023 SC meeting minutes were approved.

# Agenda Item IV: [Information Item] Multicultural Center Bias Reporting Tool

Katherine Betts, *Assistant Vice Chancellor, Student DEI*, khbetts@iu.edu

Katherine shared the following information:

* Katherine is going to be talking about our bias reporting tool. There is a powerpoint that will be attached to the minutes.
* Katherine works with a lot of student success initiatives, student programming, and collaboration around campus regarding multicultural, LGBTQ+, and DEI issues.
* IUPUI is part of the Indiana University Bias Reporting System. The team meets about once a month to talk about trends that are happening across all seven campuses and discuss best practices regarding those trends. The IUPUI bias reporting team has been in existence for the past 3-4 years.
* They seek to make sure there is institutional accountability and consistency regarding response to bias instances.
* The tool is available on the multicultural center website: <https://diversity.iupui.edu/report_bias/index.html>
* For more detailed information on what constitutes bias and how to handle a bias incident and file a report, please see the attached powerpoint. Any additional questions can be directed to Katherine at khbetts@iu.edu.

Questions?

* When there are incidents reported you communicate or forward to OEO if required. Do those offices also communicate with you and forward you information they receive there? Thinking specifically about sexual harassment.
	+ Anything regarding sexual assault or Title IX are sent directly to OEO.

# Agenda Item IV: Report from the President

Heather Staggs

Heather then shared the following reminders and updates:

* Results were shared from the last three blood drives. The numbers in November were low comparatively, so we’re trying to push the January blood drive to make up for it. It will be on Jan 31 in the campus center TV lounge from 10 am – 4 pm. Participants will get a limited edition Versiti beanie, but there are also ticket vouchers for upcoming basketball games available (Women’s game Jan 31 or Men’s game Feb 10).
* On Feb 14 Beth, Tricia and Heather have been invited to present to the IT Leadership Community with the IUB staff council.
* Professional Development:
	+ Opportunities for Performance @ IU for both staff and leaders
	+ Check out the HealthyIU page for many upcoming offers.
	+ Campus wellness framework- Jan 18 at 3 and Jan 29 at 3.
	+ Anti-racist reading groups start week of Jan 22.
	+ Jaguar Series Bootcamp Jan 31 9 am – 4 pm
	+ Mindful Self Compassion series Wednesdays Jan 24 – Feb 28
	+ Addressing Anxiety at Work- Feb 7 1 – 4 pm, April 16 9 am – 12 pm
	+ Culture of Connection Challenge- sing up any time before March 18
* Mary Chappell updates on behalf of the senior academy
* The Last Lecture event is being hosted soon, providing an opportunity for a faculty or staff member to talk about their life and learning experiences with a wider audience. The [nomination portal](https://senioracademy.iupui.edu/Activities/Last-Lecture/Nominate/) is live on the Senior Academy website and includes a link to a pdf with a description of the Last Lecture and advice about nominating. I’m attaching that pdf to this email as well, in case you want to share it with anyone. The nomination deadline is midnight on Sunday, February 23, 2024.
* The nomination process is relatively simple, with only two items required: a detailed nomination letter; and a resume for the candidate. More than one nominator can write and sign the same nomination letter, which is useful if, for example, the candidate worked in two different units and each nominator can speak to a different aspect of the nominee’s career. I have two sample letters I can share with anyone who wants to see them.

# 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:

* February 1 will kickoff summer day camp registration at 8 am. Childcare center still has a few open spots in the STEM 4-5 year old classrooms.
* We have moved Simply Pure from their location outside the bookstore to the food court area. The sushi place should be relocated back to the original Simply Pure location.
* Campus center drain lines need to be worked on, leading to Panda Express having to be temporarily closed.
* Carroll Stadium lighting project is getting ready to start any day now. Make sure you share this information, as this requires closures of New York Street for periods of time. All four lanes will be closed intermittently, but that shouldn’t happen during rush hour.
* CFS team is working hard to make sure we don’t have frozen pipes, but they will probably happen somewhere. If you see anything that doesn’t look right, please call CFS and let them know so they can check into it.
* Campus Climate Committee will be working on implementation of the Climate Action Plan for Indianapolis. The kickoff for this will coincide with the kickoff of the search for the new campus director for sustainability.
* Vision 2024 building sign toppers have all now been changed from IUPUI to IU Indianapolis. Working on hiring a consultant who will help with resigning the interior of campus as well as relocating the current campus gateway.
* We will be seeing some email changes. As of January 1, @iupui email addresses are no longer being issued. We are moving fully to @iu. The transition will happen throughout the year of people who currently have @iupui to @iu. Messaging will come out regarding this soon.

Questions?

* Is there anything we can do about parking in front of Barnhill?
	+ There have been some additional enforcements there to stop people from parking in a no parking area.
* The calendar shows that students have not classes on April 8 due to the solar eclipse and the email from President Whitten mentioned that the campus will be a gathering place for all to see it.  Will there be adequate parking for employees that day?  I am assuming that we still work that day.
	+ In person classes are cancelled that day. There are still ongoing discussions regarding the staff side of it and what that day will look like, including the parking situation. There is not a lot of information on this yet so Anne and Camy are working to get a plan in place.
* I want to know if IUPUI still mandates COVID vaccines for incoming students and if giving blood still requires a COVID vaccine, and if no, when those mandates went away.
	+ We do not mandate the vaccine for incoming students anymore. Camy isn’t sure about the question regarding giving blood, but the campus hasn’t enforced a vaccine mandate for a couple years.

# Agenda Item VI: Report from Human Resources

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

Anne shared the following updates:

* Enrollment management is being redesigned for this campus. Until now, admissions and recruiting process has been happening out of both a central office and offices situated in schools across campus. This redesign is meant to try and centralize these efforts. The planning of this should be done by March and would take effect July 1. We continue to support in whatever way we can those affected by the Purdue transition. We are no longer hiring staff out of IU for the School of Engineering and Technology or the Department of Computer Science- Purdue has taken that over as of January 1.
* Reminder that Performance at IU is coming! You should be getting emails about trainings being offered. If you go through the next month and haven’t received anything about this, let Anne or someone on staff council know so Anne can make sure those gaps are filled.
* Regarding the solar eclipse- HR was brought into the conversation just a couple weeks ago. There is now a committee/task force across all of IU that is looking at what we’re going to do and what we’ll recommend to supervisors and leaders on the campuses that will be most affected by the events. We’re anticipating 2.1 million people coming to visit the city.

Questions?

* Regarding our insurance and pay: as an employee utilizing the HDHP insurance option, usually reaching my out of pocket maximum, splitting the payment of HSA into twice a year along with having the deductible at the beginning of the year is making life very difficult.
	+ There are a number of units who do a % based flat increase in pay. Not all units do it that way, but Anne understands the point being made and will bring it up to her people.
* When are W2s coming out?
	+ By the end of the month (probably).

**Agenda Item VII: Updates from Faculty Council**

# Lisa Angermeier, *Faculty Council Liaison,* langerme@iupui.edu

# Lisa shared the following updates:

* President of IFC is continuing to update the bylaws and constitution, shared the following thoughts: “As we enter the final semester of IUPUI, we cannot help but look back as we also look toward the future. Let’s bring this remarkable experiment in higher education in for the landing it deserves. Let’s celebrate it. Let’s honor those who built an institution we and 215,000 living alumni believe in and love. And let’s be grateful to have been part of this story, and keep our traditions and goals at the forefront as we complete IUPUI’s mission and build on all its many successes for the future.”
* New Chancellor joins us on Feb 12 but will be on campus a couple weeks before then with the President to get acclimated to campus.
* National search for the new Dean of the School of Public Health
* Search for new Dean of School of Social Work, candidates on campus in early February.
* New partnership with Eli Lilly around coop opportunities for current students.
* Presentation from IFC faculty affairs committee looking at proposing guidelines for appointing adjunct faculty.
* Updates from Jay Gladden (Interim EVC and Chief Academic Officer)
	+ IUI 2030 – Jerry Daday (IEL) conducting campus-wide inventory on the use of experiential learning experiences for our students
	+ New partnership with Eli Lilly around co-op experiences for undergraduate students in three initial academic units – Kelley, Luddy, and SHHS
	+ New framework for microcredentials
* From the IFC Faculty Affairs Committee
	+ Discussion about a proposal on guidelines and recommendations for appointment and support of adjunct faculty at IUPUI
	+ Recommendation moving forward
		- Collaborate to develop a “vision” statement about adjunct faculty and develop concrete goals to work towards.
		- Identify an individual in the campus Academic Affairs office responsible for monitoring adjunct faculty hiring and working conditions and for facilitating conversations about adjunct faculty among deans.
		- Develop a resource page for schools/departments/programs that includes good practices across this campus as well as links to other professional sites.
		- Monitor adjunct faculty status and working conditions on the IUPUI campus and report regularly to the IFC. This report would require surveying adjunct faculty

**Agenda Item VIII: Committee Reports**

* Special events met Jan 3 and will meet again in February. The next blood drive is Jan 31. Working on the staff retreat for July. There is not a definite date yet but it will probably be July 12. It will be an on campus event this year due to budgetary constraints, speaker and breakouts TBA.
* Staff development committee will have the mini retreat on June 10. Save the Dates and call for proposals should go out at the end of the month. It would be great if we could make all the speakers be staff. We’re also wanting to do something similar to the toothbrush collection we held last year- if you have ideas, contact Beth.
* Staff affairs are discussing an issue regarding exempt PTO usage vs banking sick time and are doing a policy review.
* Professional development grants- 8 funded for December, next deadline is April 1.
* DEI committee still needs to meet and thanks the EC for continuing to include DEI presenters at meetings.

**Agenda Item VIII: [Information Item] Performance at IU**

Tiffany Lemons

Tiffany shared the following information:

* Purpose- to drive engagement, accountability, and performance by ensuring all staff receive the benefit of a comprehensive performance management process.
* Strategy
	+ Define functional and behavioral expectations for each staff role (expectation conversation)
	+ Conduct consistent 1:1 staff/supervisor conversations (check ins)
	+ Create annual growth and development plans for every staff member (development conversation)
	+ Have consistent annual performance conversations and reviews with every staff member (annual conversation)
* This is for all appointed staff.
* Creating a “culture of conversation”- check ins should be frequent (minimum once a month for 30 minutes, ideally).
* Complete first year process(joined in January 2023) for: university admin, regional campuses, school of medicine, McKinney School of Law (IUPUI), Jacobs School of Music (IUB), and IUB
* Launch performance (January 2024) for: remaining members of staff on both campuses.
* Performance at IU resources
	+ Performance at IU website: <https://hr.iu.edu/training/performance-at-iu/index.html>
	+ FAQ
	+ Training resources
	+ Conversation guide (PDF)
	+ AskHR

Questions?

* What occurs with the information collected during a meeting (e.g. 30:30) -- Do Supervisors meet with someone "higher up" and give a summary of what was discussed with the Staff member/Employee to allow things like career development and growth be attainable?
	+ The program doesn’t necessarily address or require how information is shared up. It’s a best practice to move that information up, but it isn’t required.
* If we already attended an educational session, do we need to take another?
	+ You don’t need to attend a session you’ve already taken unless you want a refresher.

Any other questions about the new program can be directed to Tiffany at tlemons@iu.edu.

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

# Heather Staggs

# None.

# Agenda Item IX: Unfinished Business

# Heather Staggs

# Rachel finally uploaded the retreat photos she took from last year. You can access them here: <https://photos.app.goo.gl/dkJEChcnwVS7tsbb9>

# Agenda Item X: New Business

# Heather Staggs

None.

# Agenda Item XII [Action Item] Final Remarks and Adjournment

# Heather Staggs

# The meeting was adjourned. The next Staff Council meeting will be February 21, 2024, in Campus Center 409 or on Zoom,  <https://iu.zoom.us/j/82894707308>.

Minutes prepared by Rachel Molina

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