

Staff Council Minutes

April 19, 2023 ~ 2:00-4:00 p.m.

Campus Center 409 or Zoom

**Members and Guests Present:** Kenya Alexander, Sadiya Ali, Crystal Clark for Connie Anoskey, Cheryl Avery, Tom Baker, Thora Berndt, Cody Breault, April Briggs, Kim Burrows, Beth Chaisson, Tina Cochran, Mindy Cooper, Valerie Decker, Amber Delp, Emily Dunham, Tricia Edwards, Connie Ely, Stacy Files, Sarah Frigo, Alicia Gahimer, Jennifer Gilles, Lauren Gronke, Todd Grooten, Robyn Hart, Bernetta Hartman, Carolyn Hasser, Lindsay Heinzman, Sarah Herpst, Bryce Hockman, LaVerne Johnson, Paige Smith for Curtis Kester, Todd Kirk, Jennifer Mahoney, Anne McGee, Margaret Miley, Rachel Molina, Todd Morton, Tre Quarles, Kim Richards, Dawn Roberts, Jeanne Rushin, Mary Beth Ryan, Evelyn Safder, Ryan Schafer, Diana Sims-Harris, Heather Staggs, Brian Starkel, Robin Tew, Amy Treat, Melissa Vastag, Kevin Walsh, Terry Wilson, Jennetta Archer, Karen Black, Camy Broeker, Jessica David, Maci He, Nick Hyllested, and Juletta Toliver

**Members Excused:** Leslie Albers, Connie Anoskey, Brooke Creech, Curtis Kester, Dawn Molnar, Tom Stucky

**Members Absent:** Michelle Benberry, Jessica Darling, Julie Heger, Katie Grace Jackson

# Agenda Item I: Welcome and Call to Order

Heather Staggs, *President*, [hstaggs@iupui.edu](mailto:hstaggs@iupui.edu)

# 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 March 15, 2023, SC Meeting

# Heather Staggs

# Minutes were approved with no revisions.

**Agenda Item IV: Report from the President**

Heather Staggs

Heather shared the following information and updates:

* Blood drive was a success, with 36 units were collected, and 108 people will be helped. Next blood drive is May 24 in the campus center atrium from 10 am – 4 pm.
* Professional development grants: we received 14 submissions and review is ongoing.
* Official launch of the university wide strategic plan was last week, the website has also been updated with the 2030 pillars and goals.
* Today is IU Day! Please give what you can to the Paydar Bench fund. As of yesterday, we have raised $530! We have $720 to go, please share this information with your constituents so we can honor Chancellor Paydar for his years of service.
* Staff Council representative voting has begun and runs for two weeks. Please vote for your representative. Nominations are also being accepted through April 28 for the open Executive Committee positions which include three members at large, second vice president, corresponding secretary, and president elect.

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

# Camy Broeker, *Vice Chancellor for Finance and Administration,* [cbroeker@iupui.edu](mailto:cbroeker@iupui.edu)

# Camy shared the following updates:

# In the spirit of competition with Alicia, Camy will match dollar for dollar any gifts given during IU Day for the bench.

# Strategic plan: thank you to everyone who invested time contributing feedback. This plan was approved to the board and will be implemented soon. Remember, the plan goes to 2030 so not everything will be done immediately.

# Vision 2024 work continues with Purdue as we work through transitions.

# Commencement will be on Friday afternoon (scheduled for 4 pm, procession actually starts at 3 pm; plan accordingly) May 12 for graduate students. Both undergraduate and graduate ceremonies will be at Carroll Stadium. May 13 at 10 am (procession at 9 am) for undergraduates. If there’s rain, Friday will move to Saturday. If there’s rain on Saturday they will move to virtual on Sunday.

# Primaries are coming up, and voting will be taking place in University Library. Spread the word!

# Leadership changes: Dave Russomano, Dean of Engineering, is leaving for Memphis, Mathew Palakal, Dean of Informatics, is retiring; welcome to Phaedra Corso, new Associate Vice President and Vice Chancellor for Research.

# Budget updates: still waiting on the state budget, the revenue forecast is positive.

# Facility updates: sidewalk replacement and landscape improvements are coming, roof replacements this summer at Taylor Hall and Tower, reminder to call 8-1900 or email CFS for any facility issues \*including problem geese\*. Will be going to summer hours at the end of the semester. Parking garage signage is being updated, and work is being done on Wilson St. garage. Natatorium sports complex summer day camp is still enrolling!

# Questions?

# Do you know realistically when we’ll have salary guidelines?

# Draft salary policy was sent out by Camy last night, but it will remain a draft until the state budget comes through. The guidelines should be an average of 3% with carve outs for faculty promotions.

# Will the Vermont St. garage be addressed as far as visitors go? The number system in that garage is confusing since they don’t line up with the building numbers. It’s the same with the North St. garage.

# Camy will make a note to address this.

* Is there an update on the construction on Indiana and 10th street, specifically the bridge on Indiana north of 10th street?
  + Camy will look for updates on this. 16 Tech just broke ground two weeks ago on the new bridge that will be going over the canal from Riley Dr. over the tributary to 16 Tech. That will cause lane restrictions, but hopefully that’s the only construction issue we will have.
* Will there be an email template to send to constituents concerning the geese and CFS contact points?
  + We can make one to send out to reps.
* Will employees have access to park in the garages this summer?
  + Yes, we will make the student garages available for staff who have EM permits to use.
* Do you need volunteers for commencement this year?
  + We are looking for 25 volunteers for commencement, so reach out to Camy if you’re interested.

# Agenda Item VI: Update from Human Resources

# Juletta Toliver, *Senior Director for Human Resources,* [jtoliver@iupui.edu](mailto:jtoliver@iupui.edu)

# Juletta shared the following updates from HR:

# Link to policy regarding voting in response to the primaries coming up: <https://policies.iu.edu/policies/hr-05-130-voting-court-duty/index.html>

# New executive director of admissions, Jackie Acosta, started on April 10th.

# Ritha Ridgeway has retired and we are without a benefits specialist that is physically located on campus. That position will be posted soon.

# Health and wellness: we were contacted by another area on campus that does health and wellness and provided contacts from outside vendors when we used to have the health and benefits fair, and that area will be hosting their own benefits fair this summer. It’s geared toward students but all are welcome. More information TBA.

# Performance management: have been working with specific schools on campus to implement performance management and are continuing to move forward with that pilot. So far the response rate is 87%, taking into account individuals who were on leave, PTO, etc. and hope to get 100% as we roll it out university wide.

# Next week is administrative support appreciation day, as a reminder to everyone. Thank you to staff council for all the work you do and for those who represent specific areas that bring forward constituent concerns and contribute input on behalf of staff across campus.

# Questions?

# None

# Agenda Item VII: Faculty Council Liaison

# Dr. Tom Stucky, *Faculty Council Liaison,* [tstucky@iupui.edu](mailto:tstucky@iupui.edu)

# Tom shared the following updates from the Faculty Council: \*EMAIL\*

* We have arranged for the IFC Staff/Faculty Relations Committee members to join the next Staff Council Faculty Affairs committee meeting on May 16. That joint discussion of faculty and staff will focus on what is working well and what can be improved in staff/faculty relations and in particular explore any issues that we should attend to with the IU 2030 Strategic Plan and Vision 2024 Realignment. We will report back to the IFC and the Staff Council any action steps that are developed.
* The IFC meeting was held yesterday and it was the second meeting of April. It was largely administrative in that it focused on some voting items for amendments to the constitution and bylaws. The substantive item that might be of greatest interest to staff was a set of recommendations around the academic calendar. There was a lengthy discussion of some of these proposed changes. One example would be moving away from starting the summer semester essentially the day after the end of the spring semester. It is important to be clear that these changes are proposed changes and the final format of any changes to the calendar could look different as any are implemented.
* I don't recall if I mentioned this before but at the last meeting of the faculty, there was a lengthy discussion of the implications of AI for IUPUI. AI is rapidly creating some fairly large scale issues that are still not clear as they are developing so quickly. For example, if a student submits an essay for entrance to IUPUI, how can we be sure that it was not produced by AI? Several other issues were raised by various faculty in where there might be impacts seen of AI outside of the most commonly discussed potential for students to use it in the classroom. It was suggested that this be a major focus area moving forward for the university as the ramifications are likely to be wide and deep.
* Most importantly, we really do want to address any concerns or questions that staff have. If you feel comfortable contacting me directly, I will be sure to do my best to assist.  My email is [tstucky@iupui.edu](mailto:tstucky@iupui.edu).  If you don't feel comfortable reaching out to me, please reach out to your staff council rep.  Our goal is to make IUPUI a truly welcoming organization for staff, students and faculty.

# Agenda Item VIII: [Information Item] Swag and Sustainability Presentation

# Mindy Cooper, *Sustainability Committee, University Library Representative,* email here

# Mindy shared the following information regarding swag and sustainability:

* First, thank you for those who were able to fill out the survey at such short notice before today.
* See the attached presentation for various graphs based on survey responses. The most commonly mentioned swag items people liked/wanted are useful/usable items like clothing, notebooks/pens, cups, bags, etc., and consumables.
* Ask yourself these questions before purchasing swag for your event:
  + What value does this item provide?
  + Does it represent an important message in your event?
  + Would there be negative consequences if we didn’t provide this item?
  + Think about timeframes after you distribute swag. Will this item still be used 1 day, 1 month, 1 year later?
  + How could you increase the lifespan of this item (eliminating date, higher quality, etc.)
  + Do the catalogs you use have a section with eco-friendly items?
* Jessica Davis, who was here to provide the State of Sustainability, congratulated the Sustainability committee on this presentation and echoed Mindy’s thoughts.

Questions

* How many people responded to the survey?
  + 27
* Thoughts from chat: the reusable name plate is popular, people would rather have one nice item than a lot of cheap items, the planters and bags were also popular and some planters have been repurposed.

# Agenda Item X: [Information Item] State of Sustainability

# Jessica Davis,

# Jessica shared the following presentation about the annual State of Sustainability:

# Jessica is the Director of Sustainability at IUPUI and Interim Director of Sustainability for the university.

# Office updates

# Staffing changes and covid impacts on office operations and programs

# Team unification

# Joining the IUB and IUPUI offices of sustainability staff as one team to enhance collaboration and opportunities for shared progress

# Learning

# IUB, IUPUI programs and history; visiting regionals; meeting sustainability champions across the IU system.

# Areas of focus:

# EV Charging

# Stakeholder group comprised of members of staff from Capital Planning and Facilities, Fleet Services, Parking Operations, Transportation Demand Management, and CFS

# Research and recommend EV policies; management practices; charger brands, features, payment/enforcement options, etc.

# Waste Bin and Signage Standardization

# Expanding IUB’s waste bin and signage standardization effort to the IUPUI campus

# Building bin inventories are underway, thanks to a team of student interns

# Existing Building Commissioning

# This is basically bringing a building’s operations/capabilities back to zero, where they were when they were built; a way to improve building operations that break down over time

# Benchmarking commissioning programs at other universities

# Collaborating with building automation system teams and engineers to understand current practices, building capabilities, and metrics to track.

# Developing a commissioning process and strategy for all IU campuses

# Tree and Soil Inventory

# Tree inventory for all campuses has been completed with data analysis underway

# Over 24,000 trees across all IU campuses!

# Collaborating with Capital Planning and Facilities, CFS, and Earth Sciences faculty at IUPUI

# Student interns are creating and testing protocol for IU’s first soil inventory

# Purchasing

# Collaborating with Purchasing to create resources that will guide purchasers towards more sustainability products

# Early entry points identified: newsletters, training series, sustainable purchasing guide

# Sustainable Labs

# Collaborating with the IUSM faculty and staff, Environmental Health and Safety, and CFS to create an IU sustainable labs program

# School of Medicine piloted the *MyGreenLabs* program this spring semester in a set of labs

# Student intern recently hired to assist with the effort

# Sustainability Reporting

# Restarting reporting post covid

# Planning for future reporting: both STARS and GHG inventory have resumed this Spring 2023 semester across all IU campuses

# Climate Action Plan Support

# Office of sustainability representative: Jessica Davis

# The IUPUI staff council was the first campus group to pass their own climate action plan and that has encouraged others to do so; good job!

# Plan recommendations are now public, have been shared in Open Forums

# Committee is recommending IU achieve carbon neutrality (scope 1 and 2 emissions) by 2040

# <https://cpf.iu.edu/climate-action/resources/meetings/2023%20IU%20Climate%20Action%20Planning%20Committee%20Spring%20Forum%20Presentation.pdf>

# IUPUI Areas of Focus

# New waste management contract under negotiation right now since Ray’s was acquired by Waste Management

# If there are changes to how we recycle, the Office of Sustainability will reach out to campus

# AES Indiana EV

# Indiana EV Infrastructure Deployment Plan was established last year, putting EV chargers around the state similar to gas stations; IUPUI may be one of the host sites

# Sustainability and Greenhouse

# The greenhouse is on top of the SL building, has been used for research but is now being re-evaluated to provide food for the campus

# Working to grow native plants that can be placed and used around campus

# Residential and Break Room Composting

# Free residential composing for students who live in residence halls

# Pilot program in the office of sustainability and the office of international affairs to place composting bins in break rooms

# Enhancing Bike Culture

# We earned a bike friendly university designation at the bronze level for the first time this past year!

# Vision 2024

# Mostly working with communications and branding committee relating to everything across campus that have the IUPUI logo on them and what we will be doing with them- how will we dispose of them, can we repurpose them, etc.

# Upcoming Events

# Free electronic waste event at Riverside Park, Saturday April 22 9 am- 2 pm

# IUPUI Bike repair shop, free bike repairs from BGI Mechanics, Monday April 24 2-4 pm, registration required

# Arbor Day tree planting, April 28 9 am- 12 pm, planting of native trees at Ball Garden, registration required

# Questions?

# Is there a farmers market on campus? If not, it would be nice to have one.

# No, there is not one at the moment. There used to be a type of market hosted by Chartwells where they brought in food from local vendors, but we haven’t had that since covid.

# Eskenazi has one on Tuesdays from 11 am -1:30 pm, that should be starting up fairly soon

# If you have any more questions, please reach out to Jessica Davis.

# Agenda Item XI: Question and Answer

# When will the winners for representative elections be announced?

# Elections go through April 28. We will go through and make sure winners accept their position the following week, and then we will report winners to the council at the May meeting.

# If a constituent has explicitly expressed they do not want to receive any staff council communications, what should we do?

# Forward the email to Rachel with their name and contact information and she will keep a list and take their names off each month.

# Agenda Item XII: Committee Reports

# See the final page of the meeting minutes.

# Agenda Item XII: Old Business

We’ve talked a lot about emails today and how critical they are about our communications. To be transparent, we’ve been hearing that not everyone is receiving our communications; this is worrisome because this is our primary way to connect and share information and resources with our fellow staff members. Please make sure to utilize the lists Rachel sends out with your constituents and send out communications when we ask you to do so. If you need help figuring out how best or easiest to do it, please let Rachel know and she will help you.

**Agenda Item XIII: New Business**

# None.

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

# Heather Staggs

# The meeting was adjourned. The next Staff Council meeting will be May 17, 2023, in Campus Center 409 or on Zoom,  <https://iu.zoom.us/j/82894707308>.



**Committee Reports**

**Bylaws:**

No new updates.

**Communications:**

* The mini conference is coming up on May 19. Invitations will be going out soon, so keep an eye out. There will be a toothbrush drive at the conference for the Indianapolis Urban League.

**DEI:**

* Committee met and discussed adding DEI language to nominations and election surveys for representatives, which has been implemented.

**Faculty Relations:**

No new updates.

**Membership:**

No new updates.

**Rewards and Recognition:**

* Final draft for proposed changes to the awards has been made and will be presented to the executive committee.

**Special Events:**

* The 2023 Staff Council Retreat is July 14 at the Indianapolis Motor Speedway.

**Staff Affairs:**

* Logistics are being worked out for David Heard to present on Adaptive Services at an upcoming meeting. There is no update on the paid parental leave issue yet. Continuing to collect areas of pedestrian safety concern to submit to Camy for review.

**Staff Development:**

* **Mini Conference:** Planning continues. The conference will be held Friday, May 19, in the Campus Center. The theme is “Vision 23 & Me: DNA of Career Development.” Currently focusing efforts on developing the programming, applying for a Greening IUPUI Grant, and pursuing a Green Event Certification. Updates and information will be shared on the conference hub and via social media. Please submit a proposal or consider being a panelist by Friday, March 17, by emailing Stacy Files and Beth Chaisson.
* **PD Grants:** The next deadline to apply for a Staff Council professional development grant is April 1. Because this is a Saturday applications will be accepted until April 3.
* **Sustainability:** Currently looking at Greening IUPUI grants and hoping to submit a grant in March.

Minutes prepared by Rachel Molina

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