Members and Guests Present: Shari Parker, Nick Anton, Leslie Albers, Cheryl Avery, Kristy Beach, Kaitlin Bell, Miranda Benson, Kim Bloodgood, April Briggs, DoMonique Brock, Beth Chaisson, Joan Charlesworth, Mindy Cooper, Mary Cox, Jeff Creasser, Angela DeCamp, Valerie Decker, Kim Minor, Carla Ewing, Aaron Fields, Stacy Files, Alicia Gahimer, Julie Garringer, Erica George, Tasha Gilson, Sara Griffin, David Hanson, Patti Holt, Windi Hornsby, LaVerne Johnson, Rachel Johnson, Emily Kempski, Curtis Kester, Mike Lulgjuraj, Jessica Moore, Lindsey Mosier, Tricia O’Neil, Kris Powell, Kim Richards, Heather Maddox, Heather Staggs, Liza Sumpter, Terry Wilson, Carmen Wissmann, Angelica Barney, Camy Broeker, Miriam Murphy, Juletta Toliver, Marianne Wokeck, John Whelan, and Brad Seifers.


Members Absent: Jessica Darling, Sarah Glener, Ranna Johnson, Ina McBean, Nicholas Tabor, Biannca Yates, and Andrea Janota.

Agenda Item I: Welcome and Call to Order
Kristy Beach, President, beachka@iu.edu

IUPUI Staff Council President Kristy Beach called the meeting to order at 2:05 p.m.

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

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

Agenda Item III: [Action Item] Approval of Minutes of the October 16, 2019, SC Meeting
Kristy stated that the October 16 minutes had been sent out and placed in the box account. She then asked if anyone had any clarifications or any requests for revisions, changes, misspellings, or punctuation errors. Lisa said there were a few corrections noted, the changes were made and then uploaded to the box account. With that, the October 16 minutes were approved as written and entered into record.

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

Kristy Beach

Kristy provided the following information:

**MLK Dinner -**

The 51st Annual Dr. Martin Luther King Jr. Celebration Dinner is Sunday, Jan. 19 at 6pm in the Indiana Roof Ballroom. Lisa will be sending an email soon, please respond if interested in attending. In the past we have just purchased 2 staff and 2 student tickets but decided as an Executive Committee this year that we would consider purchasing ½ or full table if the interest was there. *Update: We have purchased a full table and still have 2 tickets available if anyone is interested, please let me know.*

**IUPUI Men’s Basketball -**

Saturday, Jan. 18 - vs. UIC (University of Illinois at Chicago) is this year's Cram the Coliseum game. Staff Council will have tickets for SC reps. Lisa will be sending an email soon with details. *Update: There are still tickets available if anyone is interested, please let me know.*

**Holiday Party -**

The SC Holiday party will take place at the December meeting. Refreshments and sweet & salty snacks will be provided. The Special Events committee will send an email later this week with additional details for the party.

**40th Anniversary Photo -**

We haven’t forgotten and will plan to take this at the Dec. meeting. Please wear either IUPUI or Staff Council that day for the photo.

**Health and Benefits Fair -**

The Special Events committee worked the Staff Council table and handed out over 600 reusable straws and collected LOTS of entries for our two giveaways. The two lucky winners were Keven Bell (School of Medicine) and Sylvia Regalado (School of Law).
**Staff Development Grants** -

Here is a friendly reminder that the grant deadline of Dec. 1 is quickly approaching. Please encourage anyone you know that is interested to get their applications in!

**Kristy’s Fun Facts: Thanksgiving** -

- The first Thanksgiving was celebrated in 1621 over a three-day harvest festival. It included 50 Pilgrims, 90 Indians, and lasted three days. It is believed by historians that only five women were present.
- Turkey wasn’t on the menu at the first Thanksgiving. Venison, duck, goose, oysters, lobster, eel, and fish were likely served, alongside pumpkins and cranberries (but not pumpkin pie or cranberry sauce!).
- Abraham Lincoln proclaimed Thanksgiving a national holiday on October 3, 1863. Sarah Joseph Hale, the woman who wrote "Mary Had A Little Lamb," convinced Lincoln to make Thanksgiving a national holiday after writing letters for 17 years.
- The history of U.S. presidents pardoning turkeys is patchy. Harry Truman is often credited with being the first president to pardon a turkey, but that’s not quite true. He was the first to receive a ceremonial turkey from the National Turkey Federation - and he had it for dinner. John F. Kennedy was the first to let a Thanksgiving turkey go, followed by Richard Nixon who sent his turkey to a petting zoo. George H.W. Bush is the president who formalized the turkey pardoning tradition in 1989.
- There are four towns in the United States named “Turkey.” They can be found in Arizona, Texas, Louisiana, and North Carolina.
- The average number of calories consumed on Thanksgiving is 4,500.
- Butterball answers more than 100,000 turkey-cooking questions via their Butterball Turkey Hotline each November and December.
- The tradition of football on Thanksgiving began in 1876 with a game between Yale and Princeton. The first NFL games were played on Thanksgiving in 1920.
- More than 54 million Americans are expected to travel during the Thanksgiving holiday this year. That’s up 4.8% from last year.

**Agenda Item V: [Information Item] Presentation on the Guardian App**

Major Brad Seifers, University Director for Emergency Management and Continuity; Support Services, brdsfrs@iu.edu

Brad presented the following PowerPoint on the Guardian App:
Brad answered some questions and provided some additional information:

- If you choose to get notifications through the guardian app. You can text stop to IU notify so you aren’t getting notifications from both.
- Question: Can you change your campus location. Yes and walked us through the process.
- Brad encouraged everyone to try out the safe walk escort with a co-worker or family member.
• Advised that the family member does NOT need to have the guardian app to be your escort.
• Advised the one-click emergency call does not immediately dial 911 when you click the icon. You have to click place call before the call will go through.

Brad advised that he would have Lisa email the FAQ sheet to everyone after the meeting.

If you want additional information about the guardian app, it can be found here.

Agenda Item VI: Update from the Vice Chancellor for Finance and Administration
Camy Broeker, Vice Chancellor for Finance and Administration, cbroeker@iupui.edu

Camy provided the following update:
• VP Pence is coming this afternoon and traffic will be impacted. He’s due in during rush hour.
• California Street is still closed but should open up next week
• Blackford Street is due to open on time
• The Adverse Weather Policy was sent out last week. Please familiarize yourself with this policy. Also, please be sure to update your IU Notify. Some highlights from the policy:
  o When the campus is open during adverse weather, employees are expected to use their best judgement to determine if the conditions create an extreme travel hazard when commuting to and/or from the workplace. Employees should not endanger themselves and heed any travel advisories announced by local or state officials.
  o The cancellation of classes does not necessarily mean the campus is closed; they are separate and distinct actions authorized by the chancellor.
  o There are some jobs, however, that require employees to work during an adverse weather event to ensure immediate and necessary campus functions are provided. Emergency Response Officials – essential/critical employees – will be notified in advance of this designation and requirement by their supervisor.
  o If an employee is not considered an Emergency Response Official please advise them they are not to come to campus if it has been declared closed.
• As winter approaches if you are coming in/out and notice areas of need, please call 8-1900 or email callcfs@iupui.edu to report. We need you to be our eyes and ears and serve as our ambassadors.

Questions:

There is a concern about the hawk light on Michigan that it immediately starts flashing not allowing enough time to cross. The hawk light on New York allows more time. Camy said that she would look into it.
Could you use the guardian app to report weather issues on campus? Camy thought this was a great suggestion and said she would look into the possibility.

Friendly suggestion made by an SC rep: The INDOT mobile app is great to receive real time traffic updates and road conditions.

**Agenda Item VII: Report from Human Resources Administration**
Juletta Toliver, Senior Director for Human Resources, jtoliver@iupui.edu

Juletta reported the following:

Online Open Enrollment is open through November 22. Remember, if you choose to take no action, your existing coverages will “roll over” into 2020, with the exception of the Tax Saver Benefit (TSB) accounts and the Tobacco-free Affidavit. These plans require an annual election to participate.

Juletta wanted to talk about the new HR Performance Management tool, Performance at IU. This is an ongoing, collaborative leader/employee process that empowers employees to achieve their potential by engaging in meaningful conversations, receiving performance and behavioral feedback, and creating personal and professional development plans.

The key components of Performance at IU include:
- Flexibility
- A focus on growth and development
- Strengths-driven efforts
- Collaborative two-way communication
- Relationship building
- Accountability

Performance Management Tools:
- Fundamental – Performance conversation templates
- Focused – Targeted, topical performance conversation templates – Coming spring 2020
- Comprehensive – Customizable performance conversation templates – Coming summer 2020

For more information about the program and these tools and their related resources, please click [here](#).

Juletta also referred to the email that went out regarding year-end pay dates and paid time-off accruals for staff employees. Many advised that they had not received this email. Juletta said she would send it to Lisa for broader distribution.
Agenda Item VIII: Report from Faculty Council Liaison
Miriam Murphy, Director, Ruth Lilly Law Library, mimurphy@iupui.edu

Miriam provided the following update:

- IFC still dealing with the teaching professor rank.
- Moving forward with the ombudsteam
- IFC has two new committees: Task Force on Consensual Relationships and [Ad hoc] Committee on Faculty Engagement (supporting bicentennial strategic priority #2).
- The test optional initiative was passed by IFC for the IUPUI campus.
- IFC discussing Non-Tenure-Track Faculty’s Service on the Campus Promotion and Tenure Committee
- Three upcoming dean searches – Schools of Law, Science, and Liberal Arts
- The administrative review for Halverson is coming up and the committee is just being formed.
- Campus Conversations were on October 28 and 30. Discussions were held by members of the Budgetary Affairs Committee, Campus Planning Committee, deans, and campus leaders.

Agenda Item IX: [Information Item] Bylaws Update
Teresa McCurry, Parliamentarian, tmccurry@iupui.edu

Teresa was unable to attend the meeting today and Kristy provided the following update from the bylaws committee:

There is nothing new to present at this time. The bylaws committee will be focusing on the committees section and will plan to present edits at the December executive committee meeting.

Agenda Item X: Standing, Ad Hoc, and Other Standing or University Committee Reports
Committee chairs (discussing committee goals/responsibilities)

Special Events Committee:

Present – Kaitlin Bell, Mary Cox (remote), Lisa Elko, Tasha Gilson-Durham, Sarah Griffin, Rachel Johnson, Jennifer Watson

I. Welcome – Kaitlin called the meeting to order at 11:05
II. Health & Benefits Fair
   a. Doodle Poll sent out today– please sign up to cover an hour shift at the Staff Council table
b. Give-Aways – Lisa put together two bags for an AM and PM drawing

c. Email to constituents, drawing for raffle prize – Kaitlin will craft an email to send to Lisa who will forward to al SC reps to share with their constituents

III. Holiday Party

a. Exchange – discuss ideas. Kaitlin shared a flyer about holiday socks. The committee agreed this is a good idea. This will be communicated with the SC reps prior to the December meeting. This is a voluntary activity and rules for participation will be shared at a later date.

b. SCEC, SEC snack sign-up – Lisa Elko will send out a sign-up sheet. Please sign up for a sweet or salty snack. There is money in the SC fund to provide coffee, hot chocolate and water.

IV. Winter Service Project

a. Supporting the Christamore House (flyer) – shared with the SEC. Lisa will share the flyer electronically when she sends out the agenda for the Nov. SC meeting.

b. We hope to continue our service to the Christamore House with an on-site project in the spring.

V. 2019 Retreat

a. Venue – Indianapolis Zoo. Afternoon breakout session were discussed.

i. Lisa will contact Stephen with Healthy IU to see if they have any new topics.

ii. Kaitlin mentioned the possibility of breakfast with the orangutans. She will follow up with the event specialist at the zoo.

iii. Sarah will reach out to her contact at the zoo about the possibility of a behind the scenes tour, or bringing an animal into the dolphin pavilion during a break. Other breakout session ideas include painting, dolphin show, other animal shows, self-guided tour of zoo, and scavenger hunt.

b. Keynote – Rachel Swinford & Team. Kaitlin will follow up with Rachel about payment, contact, etc.

c. Swag – The committee discussed items for the retreat including: totes, tumblers, socks, manicure set, tools, t-shirts and sunglasses.

Next meeting: December 3rd, 11AM – 12PM, AD 4043

**Rewards & Recognition Committee:**

The committee will be working on updating the nomination form to better align with the scoring rubric.

**Communications Committee:**

The Communications Committee met on 11/4/2019. We started by reviewing the draft of the Social Media Guidelines. Then we discussed the pros and cons of utilizing the Salesforce Marketing Cloud for email communications. It was agreed that both the Social Media Guidelines
draft and the business proposal for Salesforce would be presented at the next Staff Council Executive Committee meeting. Finally we talked about our social media accounts and ways to improve our following. Our committee is set to meet again on 12/2/2019.

There were no other written committee reports.

[Ad hoc] Staff Development – Mini Conference

Co-chairs: Jeff Creasser, Patti Holt and Leslie Albers spoke about this year’s mini-conference.

- Save the Date – Friday, May 22, 2020
- Questions? Suggestions? Ideas? Contact one of the co-chairs
- Save the date and call for proposals will be sent out after the holidays.

Communications Committee:

Chair: Heather Staggs

Heather wanted to discuss the option of using Salesforce as a communication tool to send out specific emails that are intended for all staff. For example: blood drives, mini-conference, and staff development grants. After a few questions, all were in favor of piloting Salesforce and using its analytics to gauge how this new process is received by staff.

Agenda Item XI: Question and Answer Period

Kristy Beach

Lisa stated that there was a question submitted and she passed it along to Camy and that Camy was addressing it.

No other questions asked.

Agenda Item XII: Unfinished Business

Kristy Beach

There was no unfinished business.

Agenda Item XIII: New Business

Kristy Beach
An SC rep shared that they attended Lodema Lines’, former School of Education rep, retirement party and it was very nice.

Question: Do Staff Council and individual schools and units that have their own Staff Council’s bylaws need to be alike/same? No, they are separate from each other.

There was no new business to report.

**Agenda Item XIV:** [Information Item] Retirement Shift to Fidelity

John Whelan, Vice President for Human Resources, whelanj@iu.edu

John Whelan presented the following power point on retirement enhancements and changes:
Overview of the Enhancements

- Simplified and reporting with improved services through a single recordkeeper, Odyssey.
- Transparent administrative fee structure.
- Streamlined investment menu:
  - Simplified four-tier structure
  - Self-directed brokerage window option
- Rollovers from other plans or IRAs into the TDA and 457(b) Plan, and
- Roth contribution option for the TDA and 457(b) Plan.

Four-Tier Investment Structure

- Tiered structure categorizes a broad range of investment options in a way that guides you through the investment decision-making process.
- You select the appropriate tier(s) based upon your:
  - Investment knowledge
  - Time for managing your own investment portfolios
  - Tolerance for risk
  - Interest in making asset allocation decisions and selecting investment options
- Investment advice/educational materials are tailored to meet your needs based on selected tier.

Tier 1 Target Date Funds

- "I want a simple yet diversified hands-off approach to investing."
- Investing strategy that holds a diversified mix of stocks and bonds based upon an anticipated retirement date ("target date").
  - Portfolio gradually becomes more conservative as you near retirement
  - Please ensure you have more stocks (higher risk) in your portfolio when you are young and more bonds and short-term reserves (lower risk) as you near retirement
- You do not have to create your asset mix or make periodic changes – investment professionals automatically do this for you.

Tier 2 Passively Managed Funds

- "I am comfortable with investing but appreciate some guidance."
- Funds designed to mirror a particular market index or benchmark.
- Provide exposure to a broad selection of securities at a relatively low cost.
- These funds generally have lower fees than "actively managed" funds.
- Gives you a great degree of flexibility and the ability to rebalance and manage your portfolio over time.
For Approval: 12.11.19

Tier 3 Actively Managed Funds

- Funds that try to outperform comparable market indices or benchmarks.
- Actively managed by a portfolio manager or team of managers that selects investments they think will deliver the best combination of risk and return.
- These funds generally have higher fees than “passively managed” funds.
- Gives you a great degree of flexibility and the ability to rebalance and manage your portfolio over time.

Tier 4 Self-Directed Brokerage

- Fidelity BrokerageLink®
- Provides access to over 5,000 mutual funds from hundreds of companies:
  - Own your own investments – not selected by Committee
  - Buy, sell, or transfer funds online or by phone
- Fidelity does not provide investment advice for options in Brokeragelink.
- Funds will be monitored by IU Retirement Investment Committee.
- Additional costs/fees may apply.

Additional Enhancements

Fee Transparency

Current Structure | New Structure (Taking January 1, 2020)
---|---
- Fees are funded in investment options and not transparent.
- Paid by participants based on size of account.
- Administrative fees will be a flat dollar amount and will appear on your account statement.
- Unbundled administrative fees (admin fees being separated from investment management fees).

What are My Fees?
A schedule of fees is available on the IUPUI website at https://benefitsonline.iupui.edu/fees.htm

Roth Contributions

- Effective in January 2020.
- Applies to the TDA and 457(b) Plans.
- Contribute a portion of your contributions as Roth contributions, up to the annual IRS maximum ($19,500).
- Potential for tax-free retirement income.
- Traditional pre-tax contribution option will still be available.

Rollovers

- Effective in January 2020.
- Applies to the TDA and 457(b) Plans.
- Benefits of account consolidation:
  - Easily view accounts and investments.
  - Streamline retirement planning.
  - Avoid fees and taxes.
- Easier for your beneficiaries to manage in the future.
Transition Experience

If You Currently Have a TIAA Account
- Mutual fund balances will transfer to Fidelity.
- The following annuity investments will remain at TIAA:
  - TIAA Traditional Annuity
  - CRSP Bond Indexed Account (RI)
  - CRSP Equity Index Account (RI)
  - CRSP Global Equity Account (RI)
  - CRSP Growth Account (RI)
- Some TIAA annuity investments may allow you to voluntarily move (move to) the new streamlined investment menu at Fidelity.
- Effective as of January 2020, all future contributions must be invested in the new streamlined investment menu.

If You Currently Have a TIAA Account
- Blackout Period: December 23, 2019 – Week of January 19, 2020
- During this time:
  - The last payroll contribution will be remitted to TIAA on December 13, 2019.
  - You will not be able to make changes to your TIAA retirement plan account(s) at TIAA, or to your TIAA retirement plan account balances transferring to Fidelity.
  - All TIAA retirement plan assets are subject to the blackout period – even those not transferring to Fidelity.

Key Dates – Current TIAA Accounts

<table>
<thead>
<tr>
<th>Date</th>
<th>Asset Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3, 2020</td>
<td>Your existing mutual fund account balance will be valued at the close of business.</td>
</tr>
<tr>
<td>January 6, 2020</td>
<td>Your mutual fund account balances will transfer into the new investment options at Fidelity based upon your choices selected during the Early Choice Election Window. If you do not make a choice during the Early Choice Election Window, your investments will transfer to a Vanguard Institutional Target Retirement Fund based upon the date closest to when you turn age 65.</td>
</tr>
</tbody>
</table>

Key Dates – Current Fidelity Accounts

<table>
<thead>
<tr>
<th>Date</th>
<th>Asset Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2019, 4:00 PM ET</td>
<td>If you make a choice during the Early Choice Election Window, your existing mutual fund account balances will transfer to Fidelity based upon your choices. If you do not make a choice during the Early Choice Election Window your investments will transfer to a Vanguard Institutional Target Retirement Fund based upon the date closest to when you turn age 65.</td>
</tr>
</tbody>
</table>

Options for Retirees
- You have the following options for your vested account balances in these plans:
  - Leave your retirement savings in an IU retirement plan to take advantage of the new enhancements.
  - Roll over all or a portion of your vested balances into an individual retirement account (IRA) or another retirement plan (if allowed by your new employer).
  - Request a taxable distribution of all or a portion of your vested account balance.
  - It is important to note that distributions, other than a direct rollover, are taxed as ordinary income. IRS penalties may apply on distributions if you are younger than 59 1/2.

Special Note for Retirees Receiving Distributions
If you are receiving a required minimum distribution (RMD) or systematic withdrawal from an IU Retirement Plan, you may need to take action to continue receiving your RMD or systematic withdrawal.

Watch for important details regarding your distributions (including required minimum distributions) in the Transition Guide. We will post important details on the website as they become available.
Managing Your New Account

NetBenefits Website
- View Your Account Balances
- Quick Links
- Your Next Steps
- Retirement Income
- Your Financial Wellness
  - Personalized Action Plan

NetBenefits Website
- NetBenefits.com/IU

NetBenefits Mobile App
- Apps for smartphone and tablet can help you stay connected with your benefits:
  - Access: Manage your Fidelity workplace accounts in one easy-to-access location
  - Help: Connect with a rep instantly by tapping "Give us a call"—we are never too far from live assistance

Where Do I Go for Help?

Next Steps
- Review the Transition Materials
- Review & Select Investment Options
- Meet with a Fidelity Representative

Review Transition Materials, View the Seminar Schedule and Schedule a 1:1 Appointment at MyFidelitySite.com/IU

Thank You!
Any questions?
You can find me at user@iub.edu

IUPUI Staff Council
John answered several questions and asked that the power point be shared widely. Lisa will distribute after the meeting.

**Agenda Item XV: [Action Item] Final Remarks and Adjournment**
Kristy Beach

With no further business, appearing the meeting was adjourned at 4:00 p.m. The next Staff Council meeting will be December 11, 2019 in CE 409.

Minutes prepared by Lisa Elko, Staff Council Coordinator
INAD 4058 / 274-4542 / scouncil@iupui.edu / staffcouncil.iupui.edu/