



IUPUI STAFF COUNCIL

Staff Council Minutes
April 15, 2020
Zoom Meeting ~ 2:00-4:00 p.m.

Members and Guests Present: Connie Anoskey, Leslie Albers, Cheryl Avery, Kristy Beach, Kaitlin Bell, Miranda Benson, Kim Bloodgood, April Briggs, Aimee Brough, Beth Chaisson, Joan Charlesworth, Mindy Cooper, Mary Cox, Jeff Creasser, Jessica Darling, Cornelia Davis-Moore, Angela DeCamp, Tricia Edwards, Lisa Elko, Carla Ewing, Aaron Fields, Alicia Gahimer, Julie Garringer, Michael Hernandez, Stacy Files, Erica George, Tasha Gilson-Durham, Sara Griffin, David Hanson, Patti Holt, Windi Hornsby, Lans Jameson, Andrea Janota, LaVerne Johnson, Ranna Johnson, Emily Kempfski, Curtis Kester, Mike Lulgjuraj, Ina McBean, Teresa McCurry, Jessica Moore, Lindsey Mosier, Kim Murday, Tricia O'Neil, Kris Powell, Kim Richards, Mansi Singh, Beth Skiles, Heather Staggs, Liza Sumpter, Kylee Sutton, Nicholas Tabor, Holly Thomas, Allison Wheeler, Carmen Wissmann, Bianca Yates, Beth Young, Cathy Zappia, Camy Broeker, Miriam Murphy, Juletta Toliver, Angela Reese, Samantha Schaefer, Karen Lee, and Emily Thien.

Members Excused: Valerie Decker and Jennifer Watson.

Members Absent: Nick Anton, DoMonique Brock, Sarah Glener, Rachel Johnson, and Terry Wilson.

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 2:06 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 February 19, 2020, SC Meeting

Kristy stated that the February 19 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. *She reminded everyone that we did not have a meeting last month and this is why we are approving the February minutes and that there are no March minutes to approve.* Lisa said there were no changes noted. With that, the February 19 minutes were approved as written and entered into record.

Agenda Item IV: Report from the President

Kristy Beach

Kristy provided the following update:

She hopes everyone is doing well and staying healthy and sane as best as they can in these current conditions.

Kristy shared the following items:

- She shared some exciting news...Staff Council Executive Committee member, Mansi Singh, is a [2020 Women's Leadership Award honoree](#). Honorees will be recognized and celebrated at an annual leadership reception in September.
- The IU Health transplant groups have been working with Versiti Blood Center of Indiana to take donations of plasma from individuals who tested positive for COVID, and then recovered.
 - [COVID-19 Recovered Plasma Donation](#): If you tested positive for COVID-19 and have now recovered, your blood may contain antibodies that are able to fight and control the virus and can help critically ill people currently fighting COVID-19.
 - If you are interested in becoming a donor, please complete the [Plasma Donor Evaluation Form](#). If you are eligible, you will be contacted by a nurse with the IU Health screening team to review your information, answer any questions and explain the process.
- IT is providing several training opportunities – Please click [here](#) to see classes offered and the schedule.
- The library (and specifically the Library Green Team) has a seeds by mail program. They are now able to mail them to you, and they have five new seeds available (sunflowers, cilantro, tomatoes, hot peppers, and milkweed). For more information about new seeds and previously available seeds, please click [here](#).

Kristy's Fun Facts: – What happened on this day in history?

- 1755 - Samuel Johnson's *A Dictionary of the English Language* was published in London.
- 1892 - The Edison General Electric Company (General Electric Company) was formed.
- 1912 - The fourth dimension was referred to 'as Time' by Albert Einstein.
- 1923 - Insulin became available for use by people with diabetes.

- 1924 - Rand McNally published its first road atlas.
- 1951 - Marge Simpson (birthday fictional), *The Simpsons*, TV
- 1955 - McDonald's opened its first franchised restaurant by Ray Kroc, in Des Plaines, IL
- 1983 - Tokyo Disneyland opened to the public.

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

Camy Broeker, *Vice Chancellor for Finance and Administration*, cbroeker@iupui.edu

Camy thanked everyone and hopes that everyone is staying safe. She also wanted to give a big shout out to the on-campus essential workers. Some are part of our group and others are outside of the Staff Council group. But thanks to all you who are doing everything that is needed to keep the campus functioning during this time.

Camy provided the following update:

- There has been a significant fiscal impact just from the closure of the campus mid semester. Just between housing and meal-plan refunds, that was over almost \$5 million. So when we look at the total impact for the auxiliary operations as well as the impact to dentistry. We don't have the clinical income that we've had in the past. Just looking at the spring and summer impact, from the auxiliaries side and not even on the tuition side. We're over \$15 million that we've accumulated and additional costs associated with the COVID-19. So it's not a trivial number for any of us.
- At the board meeting, the President talked a lot about what we are doing for planning. Unfortunately, when we started all of this, we all hoped it would only be a couple of weeks or a month and then we would get back to normal. She thinks that what used to be normal is going to be a new normal. It's not going to be the normal that we knew before. The future is so unknown that it makes it really difficult to plan. Not only do we not know when we might be back physically working on campus. We don't know the impact to even the fall semester at this point. So the decision was made that summer will all be online, which has its own impacts, including students, high-school seniors who would have been coming to visit us this spring to make their final decisions, now are not allowed to come to campus. So there is potentially going to be and likely going to be an impact on enrollment. We're looking at what that might mean. In an ideal world, we're back, even if we're in kind of a different new normal where there may be more distancing that we look at. But back to operations on campus in the fall. We're looking at what happens if we need to delay that and possibly start later. We're looking at what does it mean if we can't and if we're still online in the fall. What does it mean if we're back in the spring or if we need to be online for the entire academic year? The best thing that we can do is to plan right now, even plan for those worst-case scenarios so that we're not trying to jump and react like we had to this spring. Chancellor Paydar has commissioned some groups that will be looking at different aspects of these scenarios. There are lots of different areas that are impacted: academics, research, and

auxiliaries. There are some different groups that will be working very quickly to put together some of what are the impacts, fiscal impacts, potential HR, technological impacts, facility impacts for each of those groups. Then we'll be working to pull those together with the steering committee. The repercussions were likely to feel for many years. This is not just going to be living through the spring and then we're back to normal.

- There is the freezing of hiring new staff that's been ongoing, looking for a pause on faculty hiring, except for those strategic areas where they're just critical to be able to support enrollment.
- All mid-year salary increases have been frozen.
- Obviously, travel is limited and nonexistent at this point in time, and really looking for only essential purchases right now. The more that we can do to limit expenses right now, the more it's going to help us as we return to operations.
- The previously approved salary policy has been replaced and the salary freeze will be ongoing.
- All non-essential capital projects are delayed unless there is a critical maintenance issue or the project is externally funded. So you will see some projects still going on around campus.
- Reducing the grand challenge funding.
- Looking to our foundation funds to make sure that we are fully maximizing the usage of those funds. We tend to look at them more as we will use all of our IU funds first and then use foundation dollars. Now we are going to flop that and really make sure that we're maximizing our foundation funds
- To build the fiscal year 2021 budget we are planning on a 5% reduction. A 5% reduction will be the minimum that we're going to have on our general fund. And then we are asking schools to identify where they would cut the next 5% if we needed to go there. So a lot of the impact that we will see depends upon which scenario we're in as we come back in the fall.
- The other big piece of the unknown right now is enrollment. Our fall enrollment doesn't look horrendous compared to prior years. But not sure that we're in an environment where even comparing to prior years makes a whole lot of sense.

Camy wanted to switch gears and focus on some positives:

- There is a chunk of money coming to IUPUI thanks to the CARES Act. The campus will receive just under \$21 million but half of that is dedicated and must go directly to the students. We're working on what that looks like, but we also want to recognize the fact that as our lives have been disrupted, our student's lives have been disrupted as well. So there is some good news in that. But obviously, if you look at the fact that we've already had a \$15 million impact on our finances and we're getting \$21 million. But half will go directly to students, even that will not make up for what we've already lost. Let alone the impact as we move into the fall and spring semester.

Camy then answered the questions in the chat:

- So if cuts will exceed the 5%, will riffs or salary reductions being utilized?
 - One of the things that I do want to say is obviously IU made a huge commitment to its current employees, continuing to pay, whether we have full work or not, including our student workers, through June 30th, the priority will be to continue to maintain that. But in all honesty, I'm not going to sit here and tell you that some of the other avenues might not have to be considered depending upon what that fiscal impact looks like. One of the things that we do have going for us is the freeze on positions, especially those that are already vacant, the more of those that we can keep frozen and not utilize. And that's going to require all of us to think about doing things a little bit differently, maybe in different areas. But definitely being willing to kind of stretch a little bit to provide those needed services, the better it's going to be for all of us. So we are, you know, there are conversations about kind of looking at one of those options. So as I said before, one of the worst things we could do is sit here and just hope that things will be better and not to plan. But right now we really are just headed into that. So there are no definites on what that is. But I think that, that literally, as we've kind of learned by moving to online as quickly as we did, kind of revamping or throwing out even some of our current policies and practices. I don't know that I would say that anything is going to be off the table as far as discussion. So I think that we'll be trying to be as creative as possible, knowing that we want to prioritize being able to maintain our current staff.
- Will IU be offering early retirement?
 - We're not doing it right now, but it will probably likely be a part of the discussion depending upon where we end up. There will be all kinds of options that we'll look at to see what makes the most sense.

Camy had one more thing to add. She wanted to make sure all were aware of what was going on with the dean searches.

- Karen Bravo was named dean of the Indiana University Robert H. McKinney School of Law at IUPUI, and will assume her new role on July 1.
- Physicist John DiTusa was named dean of the School of Science at IUPUI, and will assume his new role on August 1.
- The search for the School of Liberal Arts dean is paused for the time being.

Agenda Item VI: Report from Human Resources Administration

Juletta Toliver, *Senior Director for Human Resources*, jtoliver@iupui.edu

Juletta provided the following report:

- Juletta wanted to thank everyone here that is a payroll processor, a supervisor of temporary employees, a team lead, what have you. HR has just completed the first payroll for the group of employees that are temporary. The process may not be 100% accurate, but it has been completed. Juletta said she will look to us and our departments to let them know if anyone was missed or if any reported hours are wrong so they can be corrected. But for the most part, she thinks things went well since they had to be done so rapidly. All were very helpful and instrumental on helping complete the process in such a short time.
- They are also going to provide somewhat of a template to departments just to document: here's what you're getting paid, here's how we came up with that amount, and for this amount of time. There is not any kind of template for employees that are not getting paid. If you are getting those type of questions, just look at the guidelines that came out from the President. If they were already working or had been working over the past six months and they use that expectation to continue to work, they should have been paid. So if they did not meet that criteria, then there was no expectation that would have paid them. They are entertaining those different situations on a case by case basis where maybe you thought there was going to be work beginning in April or May but because of COVID-19 that's not going to happen. So, what do you do? And so they're handling those on case by case because all of them are different. There's no one answer that's going to cover all of those different scenarios.
- [Wednesday Webinars](#) – Sponsored by IUHR and Organization Development
 - Webinars started today and will run for 12 weeks total. These sessions are opportunities for professional development and are two hours long and limited to 200 participants. These sessions are NOT recorded for privacy reasons.
 - Question?- A lot of these sessions are already full. Will they extend and allow additional participants? Yes, they are going to open it up to an additional 30 people.
 - They are looking to add additional sessions as 200 people for all campuses does limit participation. As those become available, she will let us know.
- LinkedIn Professional Development opportunities are still forthcoming but not until closer to May 1.
- Catherine Matthews is available to provide PD sessions to small groups or for your department, maybe a staff meeting or something like that.

Agenda Item VII: Report from Faculty Council Liaison

Miriam Murphy, *Director, Ruth Lilly Law Library*, mimurphy@iupui.edu

Miriam provide the following report:

- The Faculty Council is looking at amending the constitution to allow the executive committee to respond nimbly to situations. So they are putting in an emergency

procedure clause into the IFC constitution so that they can respond promptly to situations without having to get a vote from the full faculty counsel.

- The Ombuds team and the teaching professor rank are both still working their way through the system and those are being integrated and implemented. If anyone has questions about those, Miriam is happy to explain more.
- The Faculty Council Executive Committee awarded the Bepko Outstanding Administrator Award to Dr. Anan Shehkar at the School of Medicine. Unfortunately, he is leaving us but they wanted to recognize the fact that he has been a strong supporter of faculty all the years he has been here.
- The faculty did agree to offer the opportunity to have an S grade instead of a letter grade. The S grade is known as a pass fail grade. The law school has pretty much adopted that for all of their courses.
- There's also a suspension of grade probation for this semester.
- All faculty who are on the tenure clock heading toward tenure have been contacted and given the opportunity to make a request to delay their tenure clock because of the COVID-19 situation. If they feel it's adversely impacting their ability to meet their tenure requirements that will be on a case by case basis.
- The faculty council (university included) is moving forward with voting rights for non-tenure track faculty and how to implement that and still maintain the association of college professors 60-40 rule.

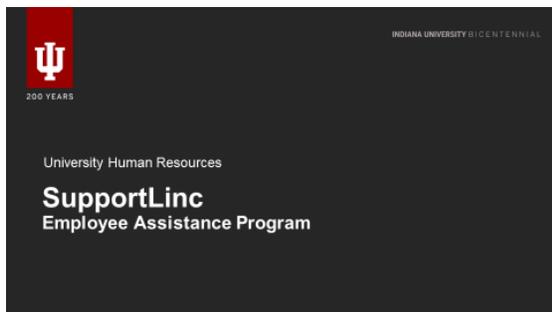
Miriam asked if there were any questions. There were no questions asked.

Agenda Item VIII: [Information Item] New SupportLinc Employee Assistance Program

Angela Reese, *Work-Life Consultant, Healthy IU*, anlreese@iu.edu

Samantha Schaefer, *Manager, Healthy IU*, scschaef@iu.edu

Angela gave the following presentation on the New SupportLinc Employee Assistance Program:





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EMPLOYEE ASSISTANCE PROGRAMS

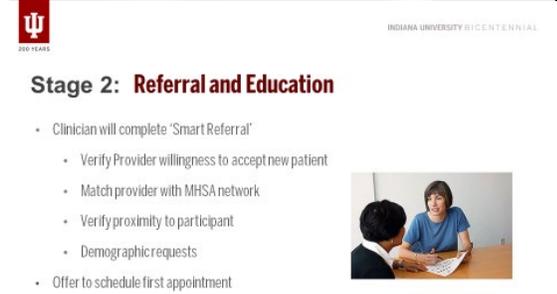
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- Free Legal Services
- Expert Referrals
- Free Financial Services
- Technology Resources

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- Every call answered directly by a licensed masters or doctorate level mental health clinician
- Comprehensive clinical evaluation
 - In the moment support, guidance and advocacy
- Make referrals to external programs, when appropriate



Stage 2: Referral and Education

- Clinician will complete 'Smart Referral'
 - Verify Provider willingness to accept new patient
 - Match provider with MHSA network
 - Verify proximity to participant
 - Demographic requests
- Offer to schedule first appointment



Stage 3: Short-Term Counseling

- Up to six (6) sessions, per presenting concern
 - Face-to-face counselling
 - Video counselling
- Over 22,000 Licensed Clinicians in the US
- Active Case Management

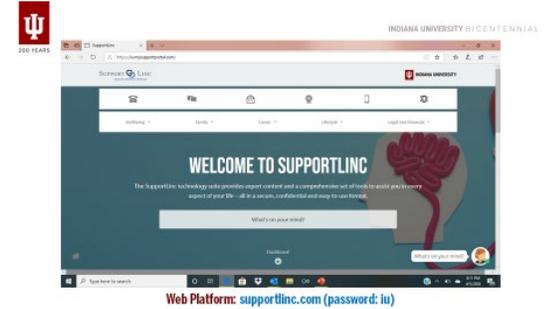


Stage 4: Clinical Advocacy

- Make final recommendations
- Follow-up and advocacy
- Measure satisfaction and outcomes



SECTION 2
Additional Access Points



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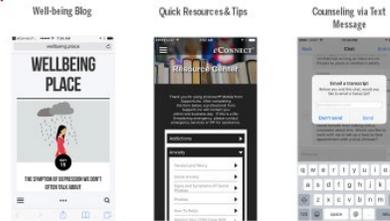
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Questions?

Questions?

- Can this presentation be shared? Yes, I will have Lisa send the presentation out after the meeting today.

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

Kristy shared:

- Dates are tentative for events that have been postponed to the fall. The Staff Council Retreat is tentatively scheduled for Friday, October 16th and the Mini-Conference date is TBD.

For Approval: 5.20.20

- For the time being, the Bylaws revisions and the Document of Interest are on hold until we have a better idea of when we will return to campus and resume normal meetings.

Membership Committee- Lindsey reported the following:

- Staff Council unit representative voting is open and will close on Friday, April 24. Newly elected representatives will be announced at the May 20th meeting.
- Executive Committee nominations begin on Monday, April 27 and will close on Friday, May 8th.

Communications Committee- Heather reported the following:

- Lisa and Heather have completed Salesforce training.
- Heather is investigating Microsoft teams as a possible communication tool for Staff Council to possibly use in the future. She will offer more information at a later time.

There were no written committee reports.

Agenda Item X: [Discussion Item] Dream Big!

Kristy Beach

Kristy wanted to open the discussion up to anyone; regardless of whether they are a Dream Big! participant or not, to share some good/positive/happy news. Something we could all use a little of right now.

Some of the happy/positive news that was shared:

- Cleaning out rooms, basements, and garages
- Spending quality time w/family
- Planting flowers
- Finishing classes towards master's degree
- Inside painting
- Taking up knitting
- Lots of puzzle and game playing
- One rep shared their health journey – slowly recovering, but feeling better, and increasing work time, and happy to be back!!! 😊

Agenda Item XI: Question and Answer Period

Kristy Beach

No other questions were asked.

For Approval: 5.20.20

Agenda Item XII: Unfinished Business

Kristy Beach

There was no unfinished business to report.

Agenda Item XIII: New Business

Kristy Beach

There was no new business to report.

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

Kristy Beach

With no further business, appearing the meeting was adjourned at 3:10 p.m. The next Staff Council meeting will be May 20, 2020 via Zoom.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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