



IUPUI STAFF COUNCIL

Staff Council Minutes
May 26, 2020
Zoom Meeting ~ 1:00-3:00 p.m.

Members and Guests Present: Connie Anoskey, Nick Anton, Leslie Albers, Cheryl Avery, Kristy Beach, Miranda Benson, April Briggs, DoMonique Brock, Aimee Brough, Beth Chaisson, Joan Charlesworth, Mindy Cooper, Mary Cox, Jeff Creasser, Jessica Darling, Cornelia Davis-Moore, Angela DeCamp, Valerie Decker, Michael Hernandez, Tricia Edwards, Carla Ewing, Aaron Fields, Stacy Files, Alicia Gahimer, Julie Garringer, Erica George, Tasha Gilson-Durham, Sarah Glener, Sara Griffin, David Hanson, Patti Holt, Windi Hornsby, Lans Jameson, Andrea Janota, LaVerne Johnson, Ranna Johnson, Emily Kempfski, Curtis Kester, Teresa McCurry, Jessica Moore, Lindsey Mosier, Tricia O'Neil, Kris Powell, Kim Richards, Mansi Singh, Beth Skiles, Heather Staggs, Liza Sumpter, Kylee Sutton, Nicholas Tabor, Holly Thomas, Jennifer Watson, Allison Wheeler, Beth Young, Lisa Elko, Camy Broeker, Miriam Murphy, Juletta Toliver, Thora Berndt, Marianne Wokeck, June Watts, Emily Clossin, and Lisa Ruch.

Members Excused: Kaitlin Bell

Members Absent: Kim Bloodgood, Rachel Johnson, Mike Lulgjuraj, Ina McBean, Kim Murday, Terry Wilson, Carmen Wissmann, Biannca Yates, and Cathy Zappia.

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 1:05 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 April 15, 2020, SC Meeting

Kristy stated that the April 15 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 no changes noted. With that, the April 15 minutes were approved as written and entered into record.

Agenda Item IV: Report from the President

Kristy Beach

Kristy provided the following update:

- Lisa sent out an email this morning for the executive committee elections. So far 38 representatives have cast their vote, if you have not, please do so by June 5th at 5pm.
- Annual Retreat is tentatively rescheduled for Friday, October 16 (to be determined, based on whether or not events will be permitted in the fall.)
- Mini-Conference has been rescheduled until 2021.

Kristy asked if there were any additional questions. No questions were asked.

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

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

Camy provided the following report:

Thank you to everyone for being here!

- Several of you participated in the calling campaign where the university campus reached out to all 19,000 of our students. We utilized some central staff as well as reached out and got some volunteers from other places as well. Thank you so much to all of the people who actually participated in that. The feedback for the majority of the students was positive. There was a lot of uncertainty, of course, and lots of questions but overall positive.
- Quick enrollment update - at this point there is still a lot of uncertainty but the numbers don't look horrendous. In fact, they look pretty good. The caveat behind that though is we actually started enrolling our entering class earlier than we ever have before. So the numbers can be a little bit misleading when you're looking at the top trend back to the prior year. So the good news is, that it's not horrendous right now. The bad news is, that we just don't know where that's going to end up. So really taking a cautious approach by looking to do everything we can to maximize enrollment for the fall budget status.
- Budget status – all general fund units were asked to complete their budget with a 5% reduction in their general fund. Really looking for reduction in compensation, general supplies and expense in travel. Units were also asked to prepare a plan if they had to take an additional 5% cut. Pulling all of those together now. The good news here, if there

is good news, is that several of the areas actually had vacant positions that they were able to eliminate. So it's good news that we were able to not impact employees. Not to say that it won't have a lasting impact because of the fact that the work still needs to get done and we're going to potentially have less bodies to do it. There is, however, just the uncertainty of the enrollment and what that will look like for the fall that can still impact those budgets that have been submitted.

- **The state has actually provided some of our funding as well the state appropriation.** While we have not yet received notice of a state appropriation cut, it is still potentially on the table. So the state agencies, under the governor's direction have all been asked to take a 15% reduction. So at this point we'll have to wait and see. So there has been an impact on state revenues that has brought that down when you take and shut down the economy basically. What's yet to be seen, because some of those deadlines especially for tax filers, were pushed out to July as to what that total impact is going to be and then also how the state will rebound.
- All campus committees submitted their campus planning scenarios on May 15. They were all compiled and they actually went through and looked for those underlying common themes across them. Then they've also taken those to look at how they align then with the President's restart report that came out. So you'll see in the next steps they be reviewing those, looking at what are those action items that now that they've kind of had the broad, high-level pieces. How do we then need to operationalize all of those areas? So, they will be looking to identify who the point people are for those activities that seem to constantly be changing from day to day still.
- Hopefully everyone has seen the president's report that came out last week. The big question that has not been fully answered yet is: What does the fall look like? There should be an announcement coming out soon. Hopefully, before the June 1 enrollment deposit deadline.
 - One of the things that was identified in the report is the contract that IU has signed with IU Health to be able to do our testing where needed for students, staff, and faculty. So that will commence June 1 and that will be for all the campuses.
 - There is also the research restart report that is due out any day that we'll talk about how we're looking to really kind of get back into our normal routine for research.
 - Chat Question: Can you elaborate on testing with IU Health?
 - I have a little bit of that information. It really is looking to make sure that we have the abilities where people are symptomatic. So the first layer will be a call in kind of an automatic call where you'll be asked questions, answer questions and depending upon that initial screening then if warranted you'd be pushed over to talk to a nurse practitioner and then depending upon that conversation, if necessary you'd be referred to a testing site and IU Health will be handling all of that on behalf of IU.

- Chat Question: Do you have any more information on contact tracing programs?
 - We are working on some of the details so that we can make sure that we're as tightly aligned with the state and the county programs. The last thing we want is for everyone to have to answer the same type of contact tracing for three different entities. So IU actually has a process that we've used throughout this time period since COVID first came on our radar. That group is actually working and meeting with the state as well as the county health departments to make sure that we're as tightly aligned as we can be. So there will be more information coming out on that.
- Chat Question: The restart report mentioned a team to evaluate facilities before we return to our buildings. Do we know when the team will be formed and how we can assist?
 - This is being done through the facilities group. There is lots of work already being done. We are flushing all of the buildings water systems, normal routine maintenance, looking at ramping back up CFS staff even before July 1.
- IUPUI received over 20 million in CARES funds from the federal government. With 10.5 million going directly to students. We did reserve some of the funds to use for an emergency grant application process to continue to assist those students. So those awards actually went out mid-May. And then the second part is the institutional piece. We are still working through that. Those funds will be used to help kind of bridge some of the expenses that we've had, especially with housing refunds and those type of things that we can kind of recapture underneath that using those federal funds.
- IU has issued a contract to provide employees and students with 2 cloth masks. **Employees will be asked to maintain and use their masks.** Especially in those settings where we need to be able to continue that for everybody's safety, but not necessarily in a research environment that may require other protocols. So the masks are on order and hopefully those will be in before the fall.
 - Chat Question: Will we be allowed to use our own cloth masks? Or will we be required to use the IU supplied masks?
 - Yes, you can use your own masks.
 - Chat Question: Many staff are interested in cancelling their parking permits – and the monthly deduction from their paycheck. Will staff be able to cancel their parking permits, especially if their current parking permit expires 6/30?
 - I'm asking for staff and faculty to be supportive of all of our operations, including our parking operation. Those permits do expire 6/30. We were planning on asking people to re-enroll or pre-register anyway, that will continue. And at that point, people will be able to make their choice when they want to reactivate their parking permit.
 - Chat questions: Will an announcement go out about parking?

- Yes, typically that email would go out around June 1.
- There has been some slight tweaks made to the academic calendar. IU will start classes at the normal time but hope the majority of classes will wrap up (in person) by Thanksgiving (knowing that a lot of people will travel over the holidays and could bring something back with them). Any class that will not finish before Thanksgiving will then be on-line for the remainder of the fall semester. Spring semester will start a week later than normal on January 18 and will be online and then will hopefully move to in person by February 8.

Camy asked if there were any additional questions:

1. Any resources you are aware of for students lacking internet access for summer online courses?
 - a. There are some chrome books available but the need we have heard of most is internet access. We do still have our hot spots up on campus. Lot 92 has public access and there is the Blackford Street and Gateway garages that have internet capabilities and we are looking to maintain those.
2. Are there special precautions being talked about for people who work in a shared cubicle space?
 - a. We are continuing to look at those who can work remotely to continue working remotely until directed otherwise. Part of that process will be looking to make sure we are able to achieve the social distance spacing in office spaces. If there is 1 person per cubicle or you have a private office you are obviously good. We may have to schedule shifts for anyone that needs to be on campus in a shared space and cannot do their work from home.
3. Are we looking at Friday classes to help spread students out?
 - a. What we're going to find on this one is that we are going to need to use every space that we have as creatively as we have looking to extend that scheduling time, including Fridays, possibly even into some weekends, more expanded than we have because we will be looking to reduce capacity in our classrooms as well as for our students.
4. Will there be a fall or spring break for students? With the change in the academic calendar.
 - a. No both the fall and the spring break will be eliminated. Really trying to minimize those breaks and trying to encourage people as they come to campus to stay here and not go away. As with the adjustments to the calendar

just making sure that we're taking care of are utilizing all of the instructional minutes that we have to meet our needs and requirements.

5. Can you share insight into mass transportation and housing option for students in the fall?
 - a. These plans are still being finalized. I think that the guidance that CDC has come out with is basically single occupancy unless the students elect to room together. So we are looking to make sure that our students understand that option as we move forward because it will have a dramatic impact. We are concerned about being able to provide a housing option for as many of our students as possible on campus. As far as mass transportation we are planning for our shuttles to run. We will be doing everything we can as far as enhanced cleaning. We will have to ask people to follow the common guidance and provide as much social distancing on the shuttles as possible.

Agenda Item VI: Report from Human Resources Administration

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

Juletta provided the following report

- HR looking at communications from President McRobbie to determine what follow up is needed in terms of details to leadership, departments, HR business partners, fiscal officers, for instance, with the question of: What if a department would have to come up with an additional 5%, 10%, or more and they've already looked at any positions that were posted and not filled. What then? So to be prepared, if needed, HR has come up with some steps if a department will need to do a rif or furlough. Again only if needed. This is all contingent on what enrollment is this fall.
- Another thing is what happens after June 30? We know we are being paid through June 30 and there are the COVID codes if unable to work due to (childcare, not being able to perform your work at home, or no internet access, etc...) to keep us in pay status. What happens after July 1? According to the restart report. It did not say specifically to return to campus after June 30 but it did indicate to encourage staff to continue to work remotely if possible. For those who cannot perform their work remotely and need to go to campus to perform their job duties, guidelines are being provided on how to return to campus.
- Encourage individuals to continue to participate in LinkedIn learning activities. IU system wide only about 25% of staff are taking advantage of these opportunities. So whether you are looking for professional development, honing in on skills, or preparing for your next role, please take advantage of these offerings while they are available.
 - How long will LinkedIn learning be available? It will be available through the end of August.

- When we do return to work we will be wearing masks provided by IU. Take it upon yourself to abide by these guidelines to help protect yourselves as well as one another.

Questions:

1. From a compliance /people management perspective – Any insight into how we plan to manage concerns about coming to campus even though some people might not be comfortable returning? When we can return.
 - a. What are we doing to prepare for individuals to return? What safeguards have been put in place? CFS staff has been cleaning and disinfecting. They have their guidelines in terms of masking and hand sanitizing being available. Also have social distancing guidelines in place on how to interact with one another in terms of not gathering and keeping some sort of distance between you and others. We want to highlight and emphasize all that they are doing in terms of providing these cautionary measures. There will still be individuals that will have some anxiety, or not feel comfortable, or are vulnerable. All of these things will be taken into consideration if and when individuals are asked to return to campus.
2. Is the directive for campus that all employees are to get flu shots?
 - a. Camy said this was in the restart committee report. The recommendation is that we would require flu shots for all. There are still some ongoing conversations around this. Camy does think if there is a vaccine or a flu shot available that we're taking advantage of all the tools and resources that are available to us from a public health perspective as possible.

There is an HR community meeting this Friday at 10:30 am. If you are able to participate or sit in, please do so. It will hopefully be able to answer more questions.

Juletta asked if there were any additional questions. No questions were asked.

Agenda Item VII: Report from Faculty Council Liaison

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

Miriam provide the following report:

- Miriam was elected back to the IFC Executive Committee, which means she will be our liaison for the next two years.
- The very first ombuds team was elected and they will get to work this summer.
 - Miriam wanted to point out that Marianne Wokeck was on the call and this was really her baby. Miriam turned it over to Marianne. Marianne is delighted to hear about the ombuds team as well and Miriam being elected back to the IFC executive committee.

- While Marianne had the floor. She also wanted to share that the Senior Academy will soon be holding their elections their slate of nominees has been presented and we are likely to see some changes.
- The academic specialist which includes 17 people on campus. They are looking at that as a status because it's not really faculty and not staff. There is considerations about how to move forward on that.
- Test optional did pass.
- Voting privileges for non-tenure track faculty also passed as long as it meets the 60-40 rule.

Miriam said that Camy covered a lot of the other things that Faculty Council has been involved in during her report.

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

Agenda Item VIII: [Information Item] Unit Representative Election Results

Lindsey Mosier, *Second Vice-President*, llmosier@iu.edu

Lindsey shared her screen with the below results from the Staff Council Representative elections:

Unit Representatives ~ Academic Units

Dentistry

Carolyn Carlsen (2022)
Terry Wilson (2022) *(re-elected)*

Education

LaVerne Johnson (2022) *(re-elected)*

Engineering & Technology

Jenna Machunas (2022)

Fairbanks Public Health

Amelia Hurt (2022)

Health & Human Sciences

Jeff Creasser (2022) *(re-elected)*
DoMonique Brock (2022) *(re-elected)*

Honors College

Sarah Glener (2022) *(re-elected)*

Informatics and Computing

Jeremy Smelser (2022)

McKinney Law

Joslyn Cunningham (2022)

Medicine #1 (5 reps)

Dawn Molnar (2022)
Linda Altmeyer (2022)
Thora Berndt (2022)

Medicine #2 (3 reps)

Julie Heger (2022)
Kim Burrows (2022)

Medicine #3 (3 reps)

Courtney Linville (2022)
Olivia Rehberg (2022)

Medicine #4 (3 reps)

Kirsten Dewey (2022)
Jessica Darling (2022) *(re-elected)*
Andy Boyll (2022)

Medicine #5 (4 reps)

Angela DeCamp (2022) *(re-elected)*
Theresa Bell (2022)
Julie Driscoll (2022)
Alyssa Eads (2022)

Public & Environmental Affairs

Jennifer Gilles (2022)

Science

Tasha Gilson-Durham (2022) *(re-elected)*

Social Work

Hannah Evans (2022)

Div. of Undergraduate Education

Heather Long (2022)

University Library

Mindy Cooper (2022) *(re-elected)*

Unit Representatives ~ Administrative Units

Academic Support

Estela Kite (2022)
April Briggs (2022) *(re-elected)*

Finance & Administration

Holly Thomas (2022) *(re-elected)*
Ryan Schafer (2022)

Student Life

Angelica McLean (2022)

VP for Communications & Marketing

Jessica Moore (2022) *(re-elected)*

VP Information Tech

Cathy Zappia (2022) *(re-elected)*
Todd Kirk (2022)
Lori Pollock (2022)

These results are only for units/schools that held an election. Congratulations to all of our newly elected representatives and to those that will be returning for another term. The only unit not representative at this time is the School of Nursing. We hope to have the results from their election next week and will share them at the June meeting.

Lisa plans to send an email to the 20/21 reps with next steps, constituent lists, and zoom meeting invites sometime in the next few weeks.

This document will be included in the minutes but will also be available in box.

Agenda Item IX: [Information Item] Meet the Candidates for the Staff Council Executive Committee

Kristy Beach

Since elections are already open Kristy used this time as another friendly reminder to cast your vote if you haven't already. Elections close on June 5 at 5pm.

Nominee Slate for the 2020 Executive Committee Elections

Elections will take place via Qualtrics May 25 – June 5. Bios for each nominee will be available and sent out with the survey link.

Nominees who are elected will be announced at the June 17 Staff Council Meeting!

President-Elect Nominees:

Beth Chaisson - IUSM
Lindsey Mosier – IUSM

First Vice President Nominees:

Aimee Brough - IUSM
Angela DeCamp - IUSM
Heather Staggs – Finance & Administration
Allison Wheeler – Student Life

Member-at-Large Nominees:

Leslie Albers – VP Research
Rachel Alvey - IUSM
Javier Barrerra – School of Education
Kaitlin Bell – School of Health & Human Sciences
Laurie Bickell - Finance & Administration
Aimee Brough - IUSM
Joan Charlesworth - IUSM
Jeff Creasser - School of Health & Human Sciences
Angela DeCamp - IUSM
Valerie Decker – School of Social Work
Alex Harvey – Engineering & Technology
Shari Parker – Community Engagement
Kimberly Raby – Finance & Administration
Heather Staggs - Finance & Administration
Kylee Sutton - IUSM
Allison Wheeler – Student Life

Agenda Item IX: Standing, Ad Hoc, and Other Standing or University Committee Reports

Committee chairs (discussing committee goals/responsibilities)

Communications Committee:

Heather reported that Salesforce is configured and the committee is currently doing some testing to make sure that it's going to work the right way and not need a reconfiguration. However, it is set up and a test email was sent to Lisa and Kristy.

Question: Will the Box changes announced by UITS affect the SC portal? Lisa was not sure if this would affect anything or not. Linsey Mosier and Heather Staggs both offered to assist off line. Lisa plans to follow up at the next meeting with details.

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:

- Tricia, who is a current Dream Big! participant, was excited to announce that she was able to pay off some debt! She said it's been very helpful to have a coach during this time to come up with ideas on different things to do.
- Valerie has been volunteering with the Boner Center, calling seniors and checking in with them and making sure if they have food and assisting with technology help if needed. She has 6 seniors that she calls every week.
- Jeff is starting a master's program next month. Good luck Jeff!
- Heather graduated!
- Holly finished her certificate in Business Management!
- Lindsey's daughter, Anna, was featured on the news as she is graduating high school this year!

Agenda Item XI: Question and Answer Period

Kristy Beach

Camy answered and addressed the following questions:

1. Will IUPUI be returning outdoor trashcans near buildings and parking lots for people to dispose of wipes, masks, and gloves for (eventual) return to campus? People will still be unkind and throw used things on the ground.
 - a. We actually had talked about putting some outside trash cans back to support people walking around campus. We aren't going to put trash cans near buildings because I expect and need people to wear those masks into their work space. Not to stop and take it off when they enter a building. So while we'll have some trash cans out, I don't know that it's going to be for that particular purpose because we really do want you to continue that wear your mask all the way to your vehicle or into your office. And as far as masks, we really will be looking to have employees and students utilize the cloth mask so that we can make sure we are maximizing the inventory for those health care and frontline workers who need the other type of equipment.
2. If when students are not on campus, will staff be directed to work from home as well?
 - a. The default is going to remain, that anybody who can work remotely, we look to that and then I think that they're just has not been a lot of time. I think UFC just voted on the calendar last Friday. So there's not been a lot of time to talk about what those HR implications may be around that decision.

3. On the last call we had with Camy she mentioned an employee recognition program. Can she share more details on how the employee is recognized? What is the process?
 - a. Lisa will send the link out again but basically what we're doing at this point is we've kind of taken the CFS program and expanded it so that it's not just limited to CFS, but any of our staff or people on campus that we want to recognize. It's located on the FIAD website. What we're doing is for those who actually have submissions that come in to recognize their great work. We're actually reaching back out to their supervisors and to them just to thank them and let the supervisors have an awareness that one of their employees has been recognized for their outstanding work. If you have other ideas she will always welcome them.

No other questions were asked.

Agenda Item XII: Unfinished Business

Kristy Beach

There was no unfinished business to report.

Agenda Item XIII: New Business

Kristy Beach

Lindsey wanted to share that this is Mental Health Awareness month. She said that Healthy IU sent an email with different programming that is available. If you can't find the email, Lindsey said you can reach out to her!

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 3:00 p.m. The next Staff Council meeting will be June 17, 2020 via Zoom.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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