



IUPUI STAFF COUNCIL

Staff Council Minutes June 17, 2020 Zoom Meeting ~ 2:00-4:00 p.m.

Members and Guests Present: Leslie Albers, Cheryl Avery, Kristy Beach, Kaitlin Bell, Miranda Benson, Kim Bloodgood, 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, Tricia Edwards, Lisa Elko, Carla Ewing, Aaron Fields, Stacy Files, Alicia Gahimer, Julie Garringer, Camy Broeker, Margie Ferguson, Miriam Murphy, Juletta Toliver, Marianne Wokeck, Karen Lee, Nan Bohan, Liza Sumpter, Kylee Sutton, Nicholas Tabor, Holly Thomas, Jennifer Watson, Allison Wheeler, Biannca Yates, Beth Young, Cathy Zappia, Amelia Hurt, June Behr Watts, Michael Hernandez, Tanya King, Kim Raby, Lisa Ruch, Ryan Anderson, Erica George, Tasha Gilson-Durham, Sarah Glener, Sara Griffin, David Hanson, Patti Holt, Lans Jameson, Andrea Janota, Ranna Johnson, Emily Kempinski, Curtis Kester, Teresa McCurry, Jessica Moore, Lindsey Mosier, Tricia O'Neil, Kris Powell, Kim Richards, Mansi Singh, Beth Skiles, **Thora Berndt**, and Heather Staggs.

Members Excused: Connie Anoskey and Kim Murday.

Members Absent: Nick Anton, Windi Hornsby, LaVerne Johnson, Rachel Johnson, Mike Lulgjuraj, Ina McBean, Terry Wilson, and Carmen Wissmann.

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 May 26, 2020, SC Meeting

Kristy stated that the May 26 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 changes noted and the changes were made

and the revised minutes were uploaded to box. With that, the May 26 minutes were approved as written and entered into record.

Agenda Item IV: Report from the President

Kristy Beach

Kristy provided the following update:

Kristy announced that we would be having a “fun” meeting in July since the retreats been postponed until the fall. This meeting will take place on July 22 from 2-4 p.m. During this meeting we’ll announce the recipients of the Staff Council awards. We will welcome new members, say goodbye to those whose terms have ended, and honor a few who have served 3 consecutive terms. We will also extend an invitation to Camy and Juletta to offer any updates and provide some Q/A as they have been since we’ve started working remotely. *Please look for an email after today’s meeting that will include links to make your nominations for the Staff Council Awards as well as an outlook invitation to the July 22 meeting.*

Since we already know we will be meeting via zoom for the foreseeable future. Lisa will also be sending an email with a link for you to sign up for a committee. A lot of things were placed on hold when we all started working from home but we need to make sure our committees are meeting and still making progress. The plan is to have the committees set prior to the August meeting and have each committee meet during our first meeting using the breakout room feature in zoom.

Kristy then asked Camy if there have been any decisions made regarding campus events for the fall. Camy said there are no on-campus events before July 31 (as of 2:10 p.m. on June 17). She referenced there has been some guidance from the university around events but she hasn’t had the chance to read all the way through it. *For event information, please click [here](#).* Camy did encourage us to be creative and to consider outdoors, where there’s a bit more space and less of a concern. But there will be more guidance coming soon.

Kristy asked if there were any 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 wanted to start off by acknowledging the unrest that’s been in the community, our community here on campus, as well as the city, the state, the nation, and worldwide. She wants to make sure that we’re taking the opportunity to kind of pause, educate ourselves, hold ourselves accountable, where change needs to occur and ensure that we’re really listening to each other. We need to acknowledge that the change does need to occur, and we need to commit to being part of making that change occur. Many of you know that we’ve had conversations in the past about providing opportunities and she’s going to increase those

where we've got opportunities to educate ourselves through learning. We've done some work with [Peace Learning Center](#) and she'd really like to expand that and provide additional opportunities. One of the benefits of virtual and what we've learned is we can do a lot more virtually than what we might have thought of before. We need to make sure that we're taking those opportunities as well as highlighting the resources that we do have on our campus.

We all know how we've lived through the last few months, that change is going to become the operative word in our upcoming months as we start to really kind of come back to campus. As we're changing our daily operations, our work on campus, and our life at home. Also making sure that we're changing our campus to make sure that it can become the inclusive campus that we really talk about as part of our missions and goals. She hopes that all of us will join her on this journey as we move forward and really look to embrace all of our colleagues.

Camy provided the following report:

Budget-

- Working on finalizing the budget. All units on the general fund were asked to reduce their budget by 5% both on academic units as well as support units. There were some academic units who took more than that because of enrollment projections.
- Enrollment is the great unknown for the fall but our summer enrollment has held nicely.
- We are expecting a reduction from the state for our state appropriation funding.
 - Question: Do we anticipate then that as word gets back about that there would be additional adjustments on budget construction for this coming year?
 - At some point, we will need to adjust the budget because it is a base reduction. It's not immediate but will also play on what enrollment looks like.
 - Question: Do you have any numbers on the number of employees furloughed by the budget process?
 - HR is not receiving any news or requests for mass furloughs or RIFs.
 - Question: Any idea when the additional 5% would be decided?
 - It will really kick in for units where enrollment doesn't reach their targets.

Restart-

Camy referenced the [campus restart document](#) posted on the fall2020.iu.edu website. It talks about IU's phases much like the one the state has put out.

- Phase 1 – June 1-30: Some on-campus lab research begins.
- Phase 2 – July 1-31: Some employees called back as needed. (Work remotely if possible and limit visits to campus.)

- Phase 3 – Aug. 1-23: Student-facing services called back. (Work remotely if possible and limit visits to campus.)
- Phase 4 – Aug. 24: Continue call-back of individuals whose on-campus presence is needed for effective operations. (Work remotely if possible and limit visits to campus.)
 - Question: Work remotely if possible and limit visits to campus - is that only through Aug 24th or are we looking to keep reduced population on campus through the term? Based on the guidance that we know at this point for those who can work remotely and still maintain the operational coverage that needs to happen within their department. We will look to continue working from home through Phase 4 and then in November looking to switch back to having everybody who can possibly work remotely do so.
- Phase 5 – Nov. 20-Feb. 8: Those faculty and staff who work from home (or work from home more frequently) can and should do so.
- Academic Calendar Changes-
 - Classes will begin at our normal time on August 24.
 - Some courses will move to a 13-week format and ending before Thanksgiving.
 - Courses that are a normal length will move to on-line after Thanksgiving.
 - A 3-week session has been added in December. Student who have room in their band of tuition could take 1 of these courses at no additional cost if they're an undergraduate student.
 - In the spring there will be two options: one will be a 6-week session running from Dec. 30-Feb. 8 and the second will be a 3-week session running from Jan. 19-Feb. 7. These sessions will be part of the spring banded tuition.
 - In person on campus classes will start back on Feb. 8.
- There will be a requirement to wear face masks on campus anytime you're in a public space. Really anytime you're outside of a private office.
- Campus space is campus space. We need to use space to meet the needs of the department. This may be a culture change for some. We need to be as flexible as we can with sharing space where and when needed with those who need to be on campus to do their work while observing the social distancing guidelines.
- Campus Planning Committee-
 - All of the recommendations that came from these reports will be aligned with the recommendations that came out of the university wide restart. A lead person from the cabinet will be identified so that we can make sure that all of those recommendations are being addressed.
- PPE-
 - Two cloth masks have been ordered for every student and employee. A portion of them will be mailed out to employees.
 - The supply chain is tight so we are consolidating ordering. There will be a fire form available to request general stock items (N95 mask, surgical mask, gloves, gowns, face shields, safety goggles, cleaning supplies, hand sanitizers, and safety glasses).
 - Question: what about no-touch hand sanitizer dispensers?

- An order has been placed, unfortunately it isn't in yet. Hopefully it will arrive before school starts.
- Question: I had heard something about plexiglass walls being installed at reception areas. Is this happening?
 - The plexiglass orders are able to be ordered through the catalog in Buy.IU now. There are several ones that have already been sourced and identified that you can order. We are looking not to have these installed two walls or furniture. The ones that have been identified there are kind of more free standing that you can kind of stand on a desk.
- Signage-
 - If you've been on campus you have probably seen some paper signage. The permanent package is due in at the end of July and then CFS will be busy installing it.

Questions:

1. Is the IUPUI childcare center open? Those employed by IUPUI having their childcare affected by this closure should be considered.
 - We are working to see if we can't get approval to do a phased reopening prior to August 1, probably not July 1 at this point, but looking to do a phased reopening. Look for information to come on this very shortly.
2. Face masks are required where social distancing is not available, including buildings. How is this being enforced in places like the Campus Center?
 - Not sure what the right answer is because I do want to acknowledge the fact that we are likely to have some individuals on our campus for health reasons who are not able to consistently wear a face mask. While we're going to try and make sure that everybody is, we also need to make sure that we're not overstepping from an accommodation standpoint because they don't have a requirement to tell us if they have an accommodation. We're still working through some of that. There will be lots of signage and hopefully people will get the message that they are required.
3. Is it correct to assume that not renewing is the equivalent of canceling as we did not see that as a choice on the email from parking?
 - Permits will all expire on June 30th as part of that four-year cycle automatically. We are asking everybody to go online and renew. It is now at your choice as to when you choose to renew. The only caveat is, if you have a garage pass, and you choose not to renew. Your garage space will not be held. You have until July 10 to renew your garage permit. For reserved parking permits, if you do not renew (because we actually have acted we've been trying to reduce the number of reserved parking

permits), we will not reissue a reserved parking permit. This is not intended to penalize, but we are really trying to get out of reserved parking permits so that we can provide the most efficient use of our spaces.

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

Agenda Item VI: Report from Human Resources Administration

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

Juletta provided the following report:

- There is a zoom [webinar](#) on Keeping IU Healthy scheduled for tomorrow from 11am-12pm. Talking more about the expectations and what are some of the safety precautions that we'll be putting up from a facility perspective.
- When you return to work, you will need to complete the [CRA form](#) (Community Responsibility Acknowledgement) that can be found in One.IU. Everyone will be required to complete this form when they return to work on campus. This form is for faculty and staff, and there will be a student version as well. If you indicate you need any accommodations when completing the CRA it will then route to an ADA specialist for review. *There are also paper documents for those who do not have access to internet or computers.*
 1. Question: Can a supervisor request a return to work document from their doctor if they have been sick? If they tested positive for COVID?
 - Yes they can. If they have tested positive, they will receive instructions from IU Health or their health care provider on what to do if they tested positively for covid and then of course they will receive their release information once they are recovered.
 2. Question: What if something changes after you complete the CRA form?
 - If things change in your situation, you can resubmit the form.
 3. Question: What happens when someone doesn't want to complete the CRA form?
 - Juletta said she is speaking on behalf of staff right now...If you are physically returning to campus, then you need to fill out the form. If an individual refuses to comply, then at some point there'll be a conversation with that individual. Faculty and Student affairs are looking at how they will address those situations as well.
 4. Question: Will Supervisors be informed of any team member who has not completed the form?
 - There will be an IUIE report that will be available to our HR business partners are HR contacts. I'm not sure what the security will be around that report, but it will let you know who has not completed the form.
 5. Question: Are there any plans on carrying COVID time forwarded after June 30th for childcare time?

- The COVID codes currently in the time system will be removed after June 30. We are looking at what do we do for individuals who are needing to provide childcare and are not able to return to campus. There are some provisions in the Families First Act that provides pay for individuals who need assistance or need to attend to childcare and cannot work. We are working with general counsel on the specifics. Once this is worked out, Juletta will provide the information.
- 6. Question: When is the CRA form due?
 - There is no due date. It needs to be completed prior to your return to work.
- 7. Question: Is there a compliance reporting process yet?
 - No. We want to approach this from an education standpoint, which is why we're saying filling out the CRA form should be done prior to people coming to campus because it outlines the expectations.
- After July 1, we will begin using Hire Right to complete our background checks. Programs that involve children will still be checked against the sex offender registry. If you are processing those in GIS, you should have received an email notifying you of the switch in vendors, as well as information about a training video or a zoom meeting. If that has not happened, let Juletta know and she can direct you to that information.
- Until there is an update on whether we can continue to process I-9's remotely. If you're needing to do this in person, let Juletta know and she'll make arrangements to assist with that process.

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

Agenda Item VII: Update from the Senior Associate Vice Chancellor for Academic Affairs
Margie Ferguson, *Senior Associate Vice Chancellor for Academic Affairs*, mferguso@iupui.edu

Margie reported the following:

- Met with deans this morning and talked about different modes of instruction and the appropriate balance of what courses should be in which mode of instruction. Really hoping that the first year seminar classes will have a substantial face-to-face component and other general education classes. Encouraging faculty to figure out creative ways to make use of space for performance classes, Herron, and labs because space will be limited to accommodate for social distancing. The guidance is out and the tool will be available tomorrow to start submitting those changes.
- Working on balancing the safety and health concerns for faculty as well as staff, and the challenges that serves and what's appropriate for different people. Beginning to look at this and how to do that. She referenced the [CRA form](#) (Community Responsibility Acknowledgement) that all staff and faculty will need to fill out before returning to campus. If you need any accommodation when returning to work filling out this form will get that

process started. If you are a staff member your request will go to Emily Kempinski and faculty requests will go to Margie's office.

- A lot of the things Margie's office is working on will be done virtually even leading into the fall because most spaces will be used for classrooms where needed.

Margie asked if there were any questions.

Agenda Item VIII: Report from Faculty Council Liaison

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

Faculty Council has not met since Staff Council's last meeting but the IFC Executive Committee has and Miriam reported the following:

- IFC held their elections and Deb Stiffler was elected as Vice President, Jeff Watt was elected as a board member, and John Watson was re-elected as Faculty Council President.
- Planning with Margie Ferguson's office to put the schedule together for the fall. It's unavoidable for a high percentage of classes on the IUPUI campus be online. They are doing everything they can. They are asking schools to be creative in finding space solutions and are looking at utilizing conference rooms as classrooms where it's available. They are also trying to do what they can to avoid the extra online class fees by assigning hybrid class codes for those classes that would be meeting in person. Also, there is an understanding that possibly as few as only a third of our enrolled students there is space for in the classrooms at any one point, perhaps creating the need to alternate. IUPUI campus is just too dense; there aren't enough unused classrooms to spread out.
- That was all the IFC updates Miriam had but she did switch to a library perspective. She said that all library directors IU wide have met as well as the IUPUI library directors to talk about a plan to re-open the libraries. Miriam has made her plan and it's been approved by her deans and she will be bringing back her staff and giving them the option to come back in July so they can be ready for an August 3rd opening for their students.

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

Agenda Item IX: [Information Item] Staff Council Executive Committee Election Results

Kristy Beach

Kristy shared the results from the Executive Committee elections. She said there was a great turnout with 84% of SC members voting and the top 2 positions were decided by 1 vote.

President-Elect: Lindsey Mosier – Election was decided by 1 vote.

First Vice President: Heather Staggs – Election was decided by 1 vote..

Second Vice President: Since Lindsey was elected as, President-Elect this created a vacancy in the Second Vice President role and Alicia Gahimer will be completing the 1-year term as she had the next highest amount of votes in last year's election.

Members-at-Large:

Kaitlin Bell – She will assume Alicia's term for 1 year.
Jeff Creasser
Kylee Sutton
Javier Barrera

Congratulations to everyone!

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

Communications Committee:

Heather shared that Lisa has provided her a list of constituents including who their representative is to upload into Salesforce. These message will look customized like they are coming directly from their representative. Thank you to Lisa for providing that information.

DEI Committee:

Alicia would like to plan a meeting for later this summer with the Staff Council DEI committee and Camy to see what kind of discussions we can start having around racial injustice for the coming year.

There are a few events coming up around this topic:

- [Law School event](#) on the lawn this Friday: A Call to Action: Indy Lawyers for Black Lives on Friday, June 19, 2020 from 1:30-3:00 p.m. (presentation beings at 2:00).
- [Valerie Decker](#) said to save the date for July 3 as Social Work will be hosting an event. If you would like to be involved with the planning or would like to participate individually or as a unit, please reach out to her!
- A resource link that was provided in the chat: <https://www.shutdownstem.com/about>

There were no written committee reports.

Agenda Item XI: [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.

No one had anything to share.

Agenda Item XII: Question and Answer Period

Kristy Beach

1. Alicia wanted to thank those who were putting events coming up around racial justice and asked if there was one central location that all of this information could be placed.
 - a. Camy responded that she would speak to Karen Dace and some of her other colleagues and see if they can't come up with a consistent approach.

Kristy followed up and offered that any events that anyone would like to share, please send them to Lisa to share broadly.

No additional questions were asked.

Agenda Item XIII: Unfinished Business

Kristy Beach

There was no unfinished business to report.

Agenda Item XIV: New Business

Kristy Beach

There was no new business to report.

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

Kristy Beach

With no further business, appearing the meeting was adjourned at 3:30 p.m. The next Staff Council meeting will be July 22, 2020 via Zoom.

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