



IUPUI STAFF COUNCIL

Staff Council Minutes August 19, 2020 Zoom Meeting ~ 2:00-4:00 p.m.

Members and Guests Present: Leslie Albers, Linda Altmeyer, Connie Anoskey, Kayla Inman, Javier Barrera, Kaitlin Bell, Theresa Bell, Thora Berndt, April Briggs, Domonique Brock, Kim Burrows, Beth Chaisson, Mindy Cooper, Jeff Creasser, Joslyn Cunningham, Cornelia Davis-Moore, Angela DeCamp, Kirsten Dewey, Julie Driscoll, Alyssa Eads, Tricia Edwards, Hannah Evans, Aaron Fields, Stacy Files, Alicia Gahimer, Julie Garringer, Jennifer Gilles, Tasha Gilson-Durham, Sarah Glener, Sara Griffin, Julie Heger, Amelia Hurt, Emily Kempfski, Curtis Kester, Todd Kirk, Estela Kite, Heather Long, Jenna Machunas, Teresa McCurry, Angelica McLean, Dawn Molnar, Jessica Moore, Lindsey Mosier, Tricia O'Neil, Olivia Rehberg, Kim Richards, Ryan Schafer, Mansi Singh, Beth Skiles, Jeremy Smelser, Heather Staggs, Kylee Sutton, Holly Thomas, Ashley Wilson, Terry Wilson, Cathy Zappia, Karen Black, Camy Broeker, Margie Ferguson, Miriam Murphy, and Juletta Toliver.

Members Excused: Cheryl Avery, Kristy Beach, and David Hanson.

Members Absent: Carolyn Carlsen, Jessica Darling, LaVerne Johnson, Courtney Linville, Lori Pollock, and Liza Sumpter.

Agenda Item I: Welcome and Call to Order

Lindsey Mosier, *President-Elect*, llmosier@iu.edu

IUPUI Staff Council President-Elect Lindsey Mosier called the meeting to order at 2:03 p.m.

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

Lindsey Mosier

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

Agenda Item III: [Action Item] Approval of Minutes of the June 17, 2020, SC Meeting

Lindsey stated that the June 17 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 they've been made and uploaded to the box account. With that, the June 17 minutes were approved as written and entered into record.

Agenda Item IV: Report from the President

Lindsey Mosier

Lindsey provided the following update:

Staff Council Handbook -

Typically at our first meeting we would provide hard copies of the handbook for everyone...since we are meeting virtually, Lisa will send a pdf version to everyone after the meeting. The handbook will also be available in box.

I do want to highlight a couple of important items within the handbook:

- Attendance policy – please read the policy so you are aware of what you are supposed to do if you have to miss a meeting and please be sure to let Beth or Lisa know in advance.
- Communicating w/your constituents. Please create a distribution list to communicate with your constituents. Tell them who you are and what staff council is because believe it or not some people don't know who we are.

Volunteer Opportunity –

Staff Council has been presented with a volunteer opportunity to assist Indy Parks with a My City My Park Beautification project day. Please save the date for Thursday, September 10 from 8am-noon. With a rain date of Friday, September 11.

Lisa will send everyone a detailed email about the project sometime next week but we wanted to share a few of the details:

- This is an approved IUPUI volunteer opportunity but you will need to get your supervisor's approval.
- We will need approximately 20 volunteers. We will restrict this opportunity to Staff Council members only...unless we are unable to secure enough volunteers and then we can open it up to our constituency.
- Covid19 safety precautions will be implemented.

Paw's Pantry –

Staff Council is going to continue our shelf sponsorship again this year. As the uncertainty of the academic year is just beginning, our help is needed now more than ever!

Staff Council is sponsoring the BREAKFAST and HYGEINE shelves.

There are a few different ways you can help:

- If you are working on campus, you can continue to put your donations in the orange Paw's Pantry bins and indicate it's from Staff Council.
- You can also ship items to Paw's Pantry (if you're not working on campus) to:
Campus Center and Student Experience, Paws' Pantry
420 University Blvd, SUITE 370, Indianapolis, IN 46202
- There is also an [online donation](#) option. Simply choose the "Paws' Pantry Support Fund" when choosing where to designate your gift.
- **UPDATE:** Another way to financially support Paw's Pantry is through the Kroger Rewards program. To sign up, visit [Kroger.com](https://www.kroger.com), create or sign into your account, and select Kroger Community Rewards. Then search for "Indiana University Paws Pantry" or LV388.

Lisa will send a follow-up email after today's meeting with the Staff Council Handbook as well as the Paw's Pantry information. Look for another email sometime next week with more information about the volunteer opportunity and how you can sign up!

Lindsey 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 shared the following:

On-campus testing -

- Resident students are going through testing as part of their onboarding process and that's happening in the Gateway Garage. We started this last Monday and been running it every day.
- We also partnered with Marion County to offer on-campus testing this past Friday and Saturday in the Barnhill Garage.
- Monday, Tuesday and Wednesday of this week we have offered Vault testing, which is a saliva test, to faculty, staff and off-campus students. This testing will wrap up later today. Over the last three days we'll have tested around 2400 people.
- Next week will begin mitigation testing and we are still working through those details.

Building/Campus Updates -

- Innovation Hall was on target pre-covid to be ready for the start of school. We are seeing some delays with manufacturing needs for the labs and are running a few weeks behind getting some of the classrooms set-up on the first floor.
- Vermont St. will be temporarily (possibly permanently) close down from the garage entrance to University Blvd. It's proven to cause traffic and pedestrian back-ups and is one of the worst intersections on campus to try and get across. We will be using this section of Vermont St. the first week of classes for student mask distribution. There will

be a few locations on campus that students will be able to pick up masks but this location will have drive-up and walk-up capability. We will staff these stations next week and see how it goes to know how long we need to continue it. *This mask distribution is for students who did not get their address updated in One.IU. Dates and times for student mask distribution are: Aug 24-27: MWR: 9-4pm and T: 9-7pm.

As a reminder, because this is still a new habit for all of us, if you are coming into any IU building you need to have a mask on!

Chat Questions/Comments -

1. Will there be an option for staff to purchase additional IUPUI branded masks?
 - a. The bookstore will be carrying some branded masks for purchase but they will not be identical to the ones that were issued.
2. We continue to get questions about enforcement. This is a brand new territory for us so we want to take the approach that if we see someone not wearing a mask to offer to help the person get one or where they can get one vs. the gotcha mentality.
3. If someone leaves their mask, how should we help them get to a mask in a readily available location with there being limited staffing on campus?
 - a. We've ordered some boxes that we will have at main entry points in buildings to hold disposable masks...although these boxes have not arrived yet.
 - b. We do have disposable masks that we plan to distribute this week and will leave it up to the buildings, because you all know where your traffic flows, to have those masks available to anyone you encounter in need of a mask.
4. Will Vermont Street still be open to bicyclists?
 - a. Great Question. I will have to defer to my colleagues at IUPD.
5. Do you anticipate the Vermont St. closure for the entire semester?
 - a. We'll see how it goes and how traffic adjusts. It's not a great intersection and there isn't a good answer for it.
6. When do the results comeback from the covid testing that is currently taking place on campus?
 - a. The turnaround is 48 hrs. I have heard back from people who were tested on Monday that they have already received their test results.

Lindsey commented that she was at testing today and was impressed at how smooth everything worked and how clean it all felt to her. Kudos to the planning and logistics of this testing operation.

Camy thanked Lisa, Jamie, the entire FIAD staff and many others for pulling this altogether.

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:

Masks/Face Coverings -

- Juletta picked up on masks where Camy left off...There is a separate policy for masks because it will not follow our normal corrective action. She mentions this because we are not looking at this from the gotcha mentality but really from an educational and campus safety perspective. Juletta has requested that any infraction toward the masks policy will come through the ER team on our campus and across her desk. Please encourage your co-workers and colleagues to be mindful of wearing a face covering while on campus.

CRA Form -

- In terms of staff completion, she was happy to announce that we are at 96%. After September, if there are any staff who have not completed the form. There will be a hard stop when logging into One.IU and there won't be an opportunity to bypass completing the form after that date. You will not be able to access the system until the form is completed.

LinkedIn Learning -

- LinkedIn Learning was to end at the end of August but Juletta was happy to announce it has been extended through June 30, 2021. In addition to being available to appointed staff, it will be available to our temporary staff as well but not until September.

Job Framework Redesign –

- The Job Framework has not been suspended due to covid and is still moving forward and will be put in place at the beginning of the next calendar year.

Questions –

1. What will happen on Labor Day? This question has come up quite a bit since school will be taking place on Labor Day this year and some support staff may be required to work.
 - a. A staff member will get the same benefit they normally would get if they work any other premium holiday. You can work with your department or HR person to find out what that means if you have to work on Labor Day?
2. If you are testing positive for coronavirus, can I or should I not tell my supervisor because I don't want to violate HIPAA or that's my personal information.
 - a. If you contract the coronavirus and your coming onto campus, you do need to let your supervisor know. The act of doing that is not a violation of HIPAA. We have vetted that through our legal counsel and through ADA. Now, what becomes HIPAA is that supervisor cannot rebroadcast the information to everyone. The supervisor will need to work with their HR person. And the reason it's important is so that they can know what they need to do in terms of making coverage for that

business operation. And then the HR person has instructions on how to notify the proper authorities on campus so that we can have that information to know what our workforce is in terms of who's testing on what, who's testing positive or not.

Juletta just wanted to remind everyone of the Staff Town Hall scheduled for next Wednesday, August 26 from 3-4pm. She asked if there were any additional questions. No questions were asked.

Agenda Item VII: [Information Item] Staff Council Committee Introductions & Breakouts

Heather Staggs, *First Vice President*, hstaggs@iupui.edu

Heather shared that we were going to use the breakout room's function of zoom for committees to meet and introduce themselves.

She shared the committee chairs for each committee:

Bylaws – Tricia O'Neil

Communications - Heather Staggs

DEI - Julie Garringer

Faculty-Staff Relations – Aaron Fields

Rewards & Recognition – Beth Chaisson

Special Events – Kaitlin Bell

Staff Affairs – Dominique Brock and David Hanson

Staff Development – Jeff Creasser and Leslie Albers

PD Grants – Alicia Gahimer

Sustainability – Mindy Cooper

Then committee members were sent to their breakout rooms to meet. Lindsey popped in to most committees to check-in. Committees met for about 15-20 minutes.

Heather concluded that she's really excited to see what kind of work the committees come up with this year to support our IUPUI staff. She said to use her as a resource and not to hesitate to reach out with any questions.

Agenda Item VIII: 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:

- Our office has reached out to all of the dean's offices and building coordinators. There is an expectation from our emergency management planning group that we keep seating

charts so that we know where students are seated in class for contact tracing purposes and other reasons. There are stickers on the chairs that are to be used in the classrooms. We are also asking people to go and number all the desks that will be in use as well.

- If you have anyone that would be interested in portable Plexiglas screens for classroom use, we have around 100 available. These do not replace having to wear a mask! Just reach out to Margie and let her know if interested.
 - Question? If someone wants to make a request for the Plexiglas screens, where should those requests go?
 - Margie said you can send the request to her or if you know who the building coordinator is you can reach out to them because they will most likely be the person hauling the screens around.
 - What is the size of the Plexiglas shields?
 - Margie does not have a measurement but they are ginormous and heavy. They do not sit on top of a desk they will roll into the classroom.
- Our office has also been managing accommodation requests for faculty. We have received several hundred. As you may be aware, Emily Kempinski handles accommodations for staff.
- Margie worries that faculty members are going to return to the classrooms and undo all of the hard work of our CFS and registrar colleagues that spent time numbering and distancing desks. There are signs everywhere asking not to move things and only use desks that are labeled. Unfortunately, we couldn't move all the extra desks/chairs out so they are stacked in the corners of classrooms.
 - Question? Is this true of the Medical School classrooms?
 - Margie says as far as she knows they've been a part of it.
 - If classes are in an IU Healthy facility, how can we ensure we are appropriately distanced?
 - Margie said that she hopes that somebody has already had that conversation around classes in IU health facilities. The needs at the clinical setting are probably not going to be able to social distance in the way that they rest of us are so they will be wearing extra PPE.
- There is a process for faculty to report students to student conduct and kick them out of class if they refuse to wear a mask. Statements have been added to Canvas for IU Ft. Wayne, Columbus and Indianapolis.
- There will be a process by which faculty and staff will be held accountable if they fail to wear masks, people can ultimately lose jobs if they refuse to.
- There will be hand sanitizer stations around campus as well as disposable masks.
- Many of our classes are going to have more students in them than can be safely accommodated. Faculty and students will need to agree on a kind of a rotation of some kind, which they should do in advance of the first day of classes.
- We've shared guidance with faculty on what to do if a student communicates that they have tested positive or need to quarantine.
- If you go to One.IU, there's a classroom inventory search. You can find out what the social distance capacity is for each classroom.

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

Agenda Item IX: Report from Faculty Council Liaison

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

Miriam reported the following:

Happy New Academic Year!

- IFC has not met yet but the executive committee has.
- University Administration changes:
 - Brad Wheeler has returned to faculty and is being replaced by Karen Ferguson Fuson as vice president for communications and marketing and Rob Lowden as vice president for information technology and chief information officer.
 - Stacy Morrone is now the interim dean of the School of Education in Bloomington. Cathy O'Brien is replacing Stacy temporarily in her old positions.
- IUPUI combined enrollment was down 3% in credit hours and 2.5% in student hours and they had budgeted for a 5% reduction.
- There is a concern about Columbus as their entering class is down by 39% which is significant.
- As we already know state appropriations were cut by 7% and more are coming.
- President of Faculty Council referenced the new university policy on sanctions for noncompliance with COVID-19 health and safety directives.
- Faculty have been discussing:
 - When to do course evaluations with so much being on-line and the semester timing changing.
 - The best way to handle exam proctoring as there have been some issues with cheating since moving online.

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

Agenda Item X: Fun Activity

Kaitlin Bell, *Member-at-Large and Special Events Chair*, kaitbell@iu.edu

Kaitlin introduced a quick but fun activity, virtual Scattegories!

Attendees were asked to name a famous person, a place, an animal, and a thing that began with a specific letter. The first person to type all four answers into the chat won.

We were able to play four rounds and the winners were:

P = Mindy Cooper

For Approval: 9.16.2020

G = Tasha Gilson-Durham

Z = Ashley Wilson

O = Amelia Hurt

Lisa will send winners a piece of SC swag!

Agenda Item XI: Question and Answer Period

Lindsey Mosier

There were no questions submitted.

1. An SC representative asked: How often or how quickly will the meeting minutes come out for distribution to our constituency? Should I share any of this information that I took notes on today?
 - a. Lisa said that she tries to get the minutes out 1-2 weeks after the meeting depending on her schedule. If there was anything mentioned today that is time sensitive, and should be shared with their constituents, please feel free to share as needed.

No additional questions were asked.

Agenda Item XII: Unfinished Business

Lindsey Mosier

There was no unfinished business to report.

Agenda Item XIII: New Business

Lindsey Mosier

There was no new business to report.

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

Lindsey Mosier

With no further business, appearing the meeting was adjourned at 4:00 p.m. The next Staff Council meeting will be September 16, 2020 via Zoom.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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