



IUPUI STAFF COUNCIL

Staff Council Minutes

September 18, 2019

Campus Center CE 409 ~ 2:00-4:00 p.m.

Members and Guests Present: Connie Anoskey, Leslie Albers, Cheryl Avery, Kirsty Beach, Kaitlin Bell, Miranda Benson, Kim Bloodgood, Lisa Braun, April Briggs, DoMonique Brock, Beth Chaisson, Joan Charlesworth, Mindy Cooper, Mary Cox, Jeff Creasser, Cornelia Davis-Moore, Angela DeCamp, Valerie Decker, Tricia Edwards, Carla Ewing, Aaron Fields, Stacy Files, Alicia Gahimer, Julie Garringer, Lisa Elko, Erica George, Betsy Cooney, Sarah Glener, Sara Griffin, Patti Holt, Windi Hornsby, Lans Jameson, LaVerne Johnson, Ranna Johnson, Emily Kempster, Curtis Kester, Mike Lulgjuraj, Ina McBean, Teresa McCurry, Jessica Moore, Lindsey Mosier, Tuan Nguyen, Tricia O'Neil, Kim Richards, Mansi Singh, Beth Skiles, Heather Staggs, Liza Sumpter, Holly Thomas, Jennifer Watson, Allison Wheeler, Terry Wilson, Carmen Wissmann, Beth Young, Juletta Toliver, Mark Volpatti, Marianne Wokeck, Karen Lee, Margie Ferguson, Kellie Short, and Taylor Rhodes.

Members Excused: Aimee Brough, Tasha Gilson-Durham, Rachel Johnson, Kim Murday, Kris Powell, and Cathy Zappia.

Members Absent: Jessica Darling, Andrea Janota, Nicholas Tabor, and Biannca Yates.

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 2:10 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 August 21, 2019, SC Meeting

For Approval: 10.16.19

Kristy stated that the August 21 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 some minor corrections noted and those changes were made and uploaded to box.

With that, the August 21 minutes were approved as written and entered into record.

Agenda Item IV: Report from the President

Kristy Beach

Kristy provided the following information:

Regatta -

Come join us this Saturday, Sept. 21 and cheer on the SC Crew. We are team number 62 in wave 7 and are scheduled to compete at 11:30 a.m.

We ordered team shirts. If you come to cheer the SC Crew on...find Lisa as she has a few extra shirts she will be handing out!

SC Crew Members:

Tuan Nguyen – Team Captain	Angela DeCamp
Kim Richards	Joan Charlesworth
Mary Cox	Cathy Zappia

Thank you again to Camy for sponsoring our team!

Gallup Survey -

The My Voice at IU Staff Employee Engagement Survey launched this past Monday. Please take the time to respond to the survey questions and encourage your constituents as well! The survey will close September 27. The survey takes approximately 10 minutes to complete.

Nominations for Staff Council Awards –

- Nominations will accepted through Sept. 22
 - Bepko Spirit Award
 - Currently 9 complete nominations
 - Nathan Staff Council Scholarship
 - Currently 2 complete applications
 - Bohan Community Engagement Award
 - 0 nominations

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- Irwin Staff Award
 - 1 incomplete nomination

Please encourage your constituents to nominate a colleague. All awards have a monetary value and are awarded at the Chancellors Staff Recognition Ceremony on October 8.

Kristy's Fun Facts – Regatta

- Community Festival from 9 - 4:30- includes festival rides, face painting, henna art, inflatables, balloon artists, and more!
- Opening Ceremony is at 10:00am, Wave 1 beginning at 10:30
- Regatta Royalty will be crowned at 12:15 on the Regatta stage
- Dog costume contest - registration from 11-1- winners announced at 1:30
- Student performances on Regatta stage including Talent Show winner at 2, African Student Association Dance Team at 2:30, On a Side Note a cappella group at 3pm
- Canoe Race Finals -campuses from across the state are competing to celebrate the university's bicentennial year. Watch IU Kokomo, IUPUC, IU Southeast and IU East in the IU Campus Competition Division Finals at 3pm
- Women's Finals begin at 3:15, Co-Ed at 3:30 and Men's at 3:45
- Final Ceremony will begin at 4pm on the Regatta stage.

Thank you IUPUI Food Services and Chartwells for the sweet treats and snacks!

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

Agenda Item V: Update from the Senior Associate Vice Chancellor for Academic Affairs & Faculty Council Liaison

Margie Ferguson, *Senior Associate Vice Chancellor for Academic Affairs*, mferguso@iupui.edu

Margie provided the following update:

- With the addition of the 3rd tier for lecturers, teaching professor, this has created the need for new guidelines and standards. Rachel Applegate and Kathy Johnson are working on this now with the anticipation that by next year they can move people into this rank.
- It's time to process sabbaticals.
- IFC student evaluation of teaching with underlying bias research to support is having a negative impact on faculty. They are looking into the appropriateness of these evaluations.
- 3 upcoming dean searches: Schools of Liberal Arts, Science and Law. Andy Klein will be stepping down as dean after this year.

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- There is an open search in Margie's office for a Diversity Adverse Education and Equity position that would report to Gina Gibau. If you know of someone that would be interested, please tell them to apply.

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

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

Mark Volpatti, Associate Vice Chancellor for Auxiliary Services, volpatti@iupui.edu

Mark provided the following update on behalf of Camy:

- Construction is going as planned on Innovation Hall and is scheduled to open fall of 2020. With that brings some closures for utility work. Blackford Street from New York to Michigan will be closed until sometime in December. California Street will be closed from Michigan Street to just north of the ICTC dock for two weeks beginning on or about Monday, Sept. 16. The dock doors remain open and can be entered using Vermont Street to access California Street from the south of the dock.
- Medical Drive will close until August of 2020 as part of renovations to Ball Hall. The road will only be open to emergency vehicles.
- The Chancellor's Staff Recognition Ceremony is Tuesday, Oct. 8 at 2:30 p.m. in the Hine Hall Auditorium.
- From our new partnership with NIFS there are some announcements coming soon. Starting Oct. 1 students can use NIFS or the recreation center via their recreation fee. At this time the process for faculty and staff will not change.
- Athletics will be relocating most of their offices there because of the flexibility with the gym.

Questions:

In the last few days, when staff members left work they were unable to get to parking lot (85) because during the course of the day fencing was put up preventing access to the sidewalk causing them to have to walk farther to get to their cars. The concern was mainly because they were unaware this was happening and not sure of how to gain access to the lot. This fencing is part of the utility work that is happening on Blackford Street.

One of the elevators in the Wilson St. garage has been out of commission for a while and the second elevator has floors that you can't access at all times. Mark was not sure but said he would look into. *Update from Mark: After the meeting last week, I reached out to CFS to find out more information about the Wilson Street Garage elevators. According to CFS, the current elevator that has been closed for maintenance is scheduled for final inspection this week and should be more reliable going forward. The contractor will then take the other elevator offline to*

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begin work on upgrades. As always, please let Staff Council know that a person can always call 8-1900 to report an issue, and a technician can then respond in a timely manner.

Can NIFS be added to the available gyms for the Cigna Healthy Rewards Active and Fit program? This is not an IUPUI decision. We own the building but they still operate as NIFS.

Can more EM parking be added near Lockfield? Not at the moment because there is no surface area there. This is one of the reasons the shuttle system was enhanced.

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

Agenda Item VII: Report from Human Resources Administration

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

Juletta provided the following update:

The My Voice at IU Staff Engagement Survey will be open from Sept. 16 - 27, 2019. The survey will be sent to all full time staff. Anyone that started after July 1 will not receive the survey. Pre-communication about the survey will begin on Sept. 9. The survey is anonymous. The results should be ready in December and at that time we should be able to compare these results to the last survey to see what progress has been made.

The Health and Benefits Fair is November 14 from 9 a.m. – 3 p.m. in Campus Center 450. Open enrollment is November 11 – 22nd. Materials for open enrollment will be sent out mid-October.

They just celebrated the 2nd cohort for the staff mentorship program and registration for the 3rd cohort has just closed. They are still in need of mentors so registration may open back up.

The IU Phased Retirement Program sent out an announcement highlighting enhancements that had been made to the program. The program's eligibility age has been lowered as well as the ranks of faculty eligibility have expanded. Juletta said as soon as this email went out she immediately started getting emails with questions about staff eligibility. She wanted to let us know that they are looking into these options.

The transition from PeopleAdmin to PeopleSoft started last Friday and no new positions are being posted until Oct. 1. This will only impact staff postings as faculty will continue to use PeopleAdmin. If you currently have job postings open you can continue to work in the old system. There is training going on every day from now until Oct. 1.

Question: What about jobs that are currently posted and need reposted or extended. Juletta said those are fine.

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

Agenda Item VIII: [Information Item] Food Services and Chartwells Update

Angie Hill, *Director of Operations Auxiliary Services*, anhill@iupui.edu and
Stacy Blanton, *Resident District Manager for Chartwells*, Stacy.Blanton@compass-usa.com

Mark Volpatti provided an update on Food Services:

Mark wanted to go through the process of using Chartwells in the BUY.IU system. Chartwells (Compass Group USA) is a non-catalog item and you can order through this system for basic drop-off. They are still working through how to process custom orders in this system.

You should not use your P-card to pay for Chartwells catering but can use it for other catering.

Kellie on Chartwells:

She thank us for the opportunity to be here today and showcase their catering department.

Chartwells Catering continues to develop our team, enhance our programming and remain competitive within the local market.

Cultivating their team is very important to the program to ensure success and customer satisfaction.

- With that, they have developed new positions – Director of Culinary – John Hoog recently joined the team on September 3rd. John has an extensive culinary background with 20 plus years in the hospitality industry and brings innovative ideas to the table.
- Jessica Reyman is the Director of Catering and will join the team on September 20th. Jessica comes from one of the Chartwells accounts at Queens University of Charlotte. Jessica will coordinate high profile events and 3 major buildings on campus.

They will still maintain their 3 catering managers. Please feel free to check in with them via [dine on campus](#) for their specific management demographics.

Chartwells has recently launched a new Carved and Crafted menu that follows the Chartwells culinary philosophy; authentic recipes using the freshest, seasonal ingredients. They'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. The new Carved and Crafted menu offers the full service programming. They will continue to use the Simple Gathering menu for your casual events where we will simply drop and go.

They want to remain competitive within the local market and continue to support campus events using another vendor for any event less than \$250. This means if your event total is under \$250 you are welcome to use any approved vendor within EHS guidelines.

Kellie concluded that she hopes their new senior management team, fresh innovative menu, and updated exclusivity policy gives you confidence and peace of mind when choosing Chartwells for your events.

Agenda Item IX: [Information Item] Bylaws Update

Teresa McCurry, *Parliamentarian*, tmccurry@iupui.edu

Teresa provided the following update:

She said that the revised bylaws had been tabled for a small time because the current document is a bit ambitious. The bylaws committee wanted to figure out the best course of action moving forward to ensure that progress is made.

The plan moving forward is the following:

- Request SC members to review the old and the proposed revisions before the October meeting. Both documents are in box. The committee would like reps to see what the bylaws looked like before and what the content was originally vs. what the proposed revisions are to be able to see where they started from.
- At the October meeting the bylaws committee will break the proposed revisions document down and will start reviewing the proposal in parcels. SC reps will then have the opportunity to ask questions and create conversation. Depending on whether there are additional edits proposed which would create the need for additional reads or if a vote can take place; they will move forward with presenting a new section at the next meeting and so on...

Agenda Item X: [Information Item] Staff Council Committee Assignments

Aimee Brough, *First Vice President*, brougha@iu.edu

Aimee was not able to attend the meeting today and Lisa shared the pdf of committee assignments with SC reps on her behalf. SC reps then broke out into their committees to have a quick meet and greet.

Committee Reports:

Special Events Committee:

Attendees: Kaitlin Bell, Lisa Elko, Rachel Johnson, Sara Griffin, Tasha Gilson-Durham, Kris Powell, and Mary Cox.

- I. Welcome – Introductions
- II. Blood Drives

- Wednesday, Oct. 9, 9am-3pm, Taylor Courtyard, Riley Outpatient Center (ROC)
 - Registration links will go in the next week or so. If you pre-register online you will receive a gift card.
 - Seeking student volunteers to recruit donors at Taylor Courtyard
 - Mary and Rachel said they would assist with getting student volunteers. Volunteers will also be eligible for the gift cards.
 - Kaitlin is taking care of getting 2020 dates and locations secured.
- III. Health & Benefits Fair – Nov. 14, 9am-3pm
- Postcards – Postcards will be available at the table for those who do not print out eCard sent via email.
 - Sign-up for booth coverage – A Doodle Poll will go out in October to get volunteers to cover the booth, two per one-hour shift.
 - Raffle prizes – Lisa Elko will assemble door prizes from Staff Council swag.
 - It was decided we would do 2 door prizes- 1 for a.m. & 1 for p.m.
- IV. Holiday Party – Dec. 11th SC Meeting
- Ideas to add some fun...
 - Thing of ideas for the Holiday party and we'll discuss at the next meeting.
 - Sign-up sheet for sweet/salty snacks will go out in November
 - Lisa will plan to order the hot chocolate, coffee, hot cider, and water for refreshments.
- V. Paw's Pantry
- Do we want to continue to support Paw's Pantry by sponsoring two shelves? (Currently Breakfast and Pasta) Requirements of the sponsorship is to provide a minimum of 12 items per shelf per month. This has not been a problem in the past.
 - Yes! We would still like to sponsor 2 shelves. Since Paw's has plenty of pasta we've decided to continue to sponsor the breakfast shelf and are addend the hygiene shelf. Lisa will discuss with the executive committee at their meeting tomorrow. If they are in favor we will notify reps to bring items to the Sept. SC meeting.
- VI. Service Projects
- Share ideas
 - Kaitlin suggested supporting Christamore House for the winter service project. Everyone was in support of that. Staff Council will collect items from Christamore wish list.
 - Lisa suggested since Christamore is a United Way agency that maybe we should consider doing a volunteer activity in the Spring. Lisa will reach out to Taylor Rhodes from United Way to see if this is possible.
- VII. 2020 Retreat – July 17, 2020
- Venue
 - Kaitlin asked the committee to think of any event spaces that would work for the retreat. If anyone comes up with any we will discuss at the next meeting. She did say that according to the retreat feedback that 1/3 of

responses mentioned the zoo. Kaitlin has looked into. We will try and make a decision on the venue at the meeting next month to lock in 2019 prices if possible.

- Keynote Speaker
 - Kaitlin said that there were several comments made on the retreat feedback about offering professional development at the retreat. She looked into some workshops that the School of Health and Human Sciences offers. After some discussion Kaitlin will reach out to them and see if they will be able to accommodate our needs/requests.
- VIII. Co-Chair Opportunity – Is someone interested in co-chairing the SEC?
 - Kris Powell volunteered to serve as co-chair.
- IX. Future Meetings – What works best for everyone?
 - After some discussion it was decided that 11-12pm on the 2nd Tuesday of the month would work best for everyone. Lisa will work on reserving a meeting space and Kaitlin will send out the meeting requests.

There were no other written committee reports.

Agenda Item XI: Question and Answer Period

Kristy Beach

No questions submitted.

Valerie Decker, SC Rep for Social Work, also serves as a representative for staff on the IFC Diversity, Equity and, Inclusion Committee. She wanted to share that at their last meeting the 2018 Campus Climate Survey results were shared and wondered if this was something that we would want to schedule for one of our meetings.

Lisa shared that this had come up at the executive committee meeting last week and that she was in the process of getting this scheduled for a future meeting. *Update: this presentation has been scheduled for the November meeting.*

2018 Campus Climate report can be found [here](#).

Agenda Item XII: Unfinished Business

Kristy Beach

There was no unfinished business.

Agenda Item XIII: New Business

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Kristy Beach

There was no new business to report.

Marianne Wokeck is the Senior Academy liaison to Staff Council. She was in attendance at the meeting and wanted to share some information about Senior Academy.

As an IUPUI retiree you are invited to become a member of the IUPUI Senior Academy. Your first year is free and membership can make a difference to you!

On September 26 there is a Listen and Learn event: Transition to Retirement

She referenced the new Faculty Crossing found in the library. The Faculty Crossing is a technology-rich space for faculty and teaching staff of all appointments. Part workroom, part café, the Faculty Crossing provides a welcoming environment that promotes creativity and innovation. Faculty and teaching staff can access the space by swiping their Crimson Card on the reader next to the door. The Faculty Crossing is open during regular library hours.

Marianne said if you have any questions regarding retirement to let her know. More information can be found about Senior Academy [here](#).

Agenda Item XIV: [Information Item] IUPUI United Way Campaign

Taylor Rhodes, Corporate Volunteerism Associate | United Way of Central Indiana, taylor.rhodes@uwci.org

The IUPUI United Way Campaign kicked off earlier this month and each year Staff Council has someone come and talk about the campaign. Taylor Rhodes, Corporate Volunteerism Associate, with the United Way of Central Indiana attended the meeting today to facilitate a kit build.

As you have heard Staff Council is celebrating their 40th anniversary over this next year; and one of the many ways they are commemorating this milestone is to participate in a kit build that will benefit a United Way Agency.

Taylor passed out sharpies and baggies and explained the process.

- Write an encouraging note on the outside of your baggies.
- Go out into the hall and fill each baggie with 1 of all the following:
 - Spoon, napkin, capri sun, applesauce, cheese crackers, and granola bar.

Staff Council members assembled 150 snack packs that Taylor will deliver to the Children's Bureau. The Children's Bureau is built on the belief that giving kids the chance to succeed creates stronger communities. They typically serve more than 40,000 children in over 20,000 families each

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year. Whether you share your time, expertise or finances, your support is vital. If you would like to learn more about how to help, please visit their [website](#).

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

Kristy Beach

Reminders:

- Regatta is this weekend. Come and cheer on the SC Crew if you are attending!
- Please encourage your constituents to complete both the Gallup and the Staff Council survey.

With no further business, appearing the meeting was adjourned at 4:00 p.m. The next Staff Council meeting will be October 16, 2019 in CE 409.

Minutes prepared by Lisa Elko, Staff Council Coordinator
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