IUPUI Staff Council
Annual Report 2009-2010

Prepared by:
Karen E. Lee
Staff Council Coordinator

...Your Voice

http://www.iupui.edu/~scouncil/
As representatives of all full-time non-union staff on campus, we strive to ensure a staff presence in campus-wide discussion and decision-making. We reach out to fellow staff with valuable information about benefits, human resource policies, and invaluable resources for better working and living. We also volunteer on- and off-campus to make Indianapolis an even better place to work and live.

The purpose of the Staff Council at Indiana University-Purdue University Indianapolis shall be to represent the staff in the communication processes and the decision making of the University and

- to increase the sense of identity, recognition and worth of each staff member in his/her relationship to the University,
- to identify concerns relating to staff and to seek their solutions,
- to provide a channel of communication for staff with administration and faculty,
- to promote staff development and to recommend policies which aid in retaining highly-qualified personnel,
- to integrate the staff into campus governance and existing University affairs,
- to establish and promote University-wide activities, publications, work-shops, and seminars,
- to serve as a resource for other schools or units in the development of School or Unit Staff Councils.

IUPUI Staff Council Constitution and Bylaws Article I

Getting the Job Done

The Council worked for the staff of IUPUI by:

- Working with University Human Resources to keep short-term disability as a viable benefit for staff. Information was disseminated with registration completed by the end of September 2009. The percentage of staff needed for the benefit to become a continual option was not reached. The Council plans to continue to try to offer this benefit in the future.
- Receiving and disseminating information received from Human Resources Administration [courtesy of Assistant Vice Chancellor Poffenberger and her staff] at Staff Council meetings about training and development opportunities, Work/Life programming, university benefits, and changing policies.
- Receiving and disseminating information received from Vice Chancellor Dawn Rhodes, Assistant Vice Chancellor Emily Wren, and their staffs at Staff Council meetings about the campus master plan, campus construction projects, finances, and long-range plans for the university.
- Receiving and disseminating information received from the IUPUI Faculty Council at Staff Council meetings about the work of the IUPUI Faculty Council and issues that pertain to staff on this campus.
- Representing the Staff Council at the IUPUI Faculty Council meetings and reporting to that body of the work of the Staff Council.
- Disseminating the Staff Council Newsletter to all full-time staff members on a bi-monthly basis.
• Enjoying a successful July 10, 2009, retreat at Bradford Woods, planned by the Special Events Committee. The retreat’s theme was “Get R.E.A.L.” The main session included the “GET R.E.A.L.” program and activities, as well as canoeing at Old Swimmin’ Hole Lake, a guided nature/history walk, and an indoor team building exercise.

• Filling unit representative positions as vacancies occurred following the 2010 spring election.

• Receiving and responding to countless staff inquiries through the feedback link (http://www.surveymonkey.com/s/5M3JBZW) about health insurance, parking, campus services, food service, and work/life.

• Serving on the following campus committees: 40th Anniversary Committee History Subcommittee, ADVANCE Internal Advisory Board, Campus Center Advisory Board, Campus Sustainability Committee, Common Theme Committee, Chancellor Bantz’s Administrative Review Committee, External Affairs Coordinating Committee, Resource Planning Committee, and Campus Food Service Advisory Committee.

• Appointing the Ad Hoc TIME Committee to assist staff members in voicing their concerns with the TIME system and seek solutions which support accountability and best practices to carry out the vision, mission, and goals of the university. The committee provides a channel of communication for staff with administration, to collect data which may be instrumental in advocating effective TIME policies supporting fairness between staff, co-workers, and supervisors. It will also collect data which may assist TIME programmers/administrators to provide better functionality within TIME.

• Accepting a resolution in support of the Staff Council from the Faculty Council as follows: “The IFC recognizes that in many instances the staff has been carrying disproportionately the financial burdens brought about by difficult economic times in the academic year 2009-2010. The faculty appreciates this sacrifice by the staff.”

• Inviting Associate Vice President for University Human Resources Administration, Dan Rives, to attend the April 21, 2010, Staff Council meeting to discuss the new Health Engagement Program so that Staff Council Members could give their constituents more information about the new program.

• Endorsing a proposal by the Equal Opportunity Council as follows: “The Equal Opportunity Council (EOC) recommends to the Chancellor of IUPUI that, beginning 1 July 2010, all employees new to the campus successfully complete the Online Preventing Sexual Harassment training module within 30 days of assuming their positions. In addition, the EOC recommends that all current employees on the IUPUI campus document that they successfully completed the Online Preventing of Sexual Harassment training module during the past three years or take a refresher course.”

• Including topical presentations at Council meetings and inviting all staff members to attend meetings.

Civic Engagement

The Council reached out to the university and the community by:

• Sponsoring, organizing, publicizing, and staffing one blood drive (April 2010). Ninety-three units of blood were donated by faculty, staff, and students at IUPUI. The Staff Council worked with the student group, Circle K, to plan and execute the blood drive.

• Planning a successful holiday celebration for Council members and students at the Center for Young Children in December 2009. Donations of winter clothing (hats, gloves, and scarves) were given by the Council members as well as donations from other staff members to assist the Damien Center. CVS donated a first-aid kit to the CYC.
• Giving items from a Wish List to the Ronald McDonald House. Members collected various food and cleaning items, as well as a DVD player, and many other items from the House’s Wish List.
• Continuing cell phone drive to benefit the Indiana Coalition Against Domestic Violence (ICADV). One hundred one cell phones were donated to the program.
• Participating in the Susan G. Komen Race for the Cure. The Staff Council team consisted of fifty staff members. Together the team raised $2,114. Our goals were exceeded in both team members and the funds collected.
• Continuing The Legacy Project (http://www.iupui.edu/~scouncil/legacy/) work with plantings in the fall, spring, and summer at both portals (West and Michigan and New York and Limestone). The project:
  o Symbolizes the efforts the IUPUI Staff Council is making to keep their presence known on campus and to make the campus look inviting for years to come.
  o Cares about how this campus looks to everyone!
  o Establishes teamwork that will build support and friendships for a stronger workforce.
  o Strengthens our bodies and minds by working outdoors. The environment is worth saving and we are proud to be a part of it!
  o Plants flowers three times a year at Michigan and West Streets (the IUPUI portal) and maintains the green space for faculty, staff, students, and visitors to enjoy as they enter the campus.

Council members also:

• Donated to the IUPUI Campus Campaign.
• Impacted their communities through volunteer work.

Applauding Excellence

The Council:

• Awarded the Carol D. Nathan Staff Council Scholarship for the 2009-2010 school year to Nathaniel Spaulding and Kristy Chapman.
• Awarded the Gerald L. Bepko Spirit Award to Beth Chaisson, Gail Plater, Jose Espada, and Kelly Miholic.
• Awarded the Nan S. Bohan Community Engagement Award to Jeremy Williams.

Other Council Members received the following awards:

• Glenn W. Irwin Experience Excellence Award: D. Shane Hatchett and Cheryl Wisdom.
• Celebrated staff anniversaries for their years of service to the IUPUI campus.

Continuing the Work

Looking forward, the Council will:

• Prepare to hold the Second Annual Staff Council Fine Arts and Crafts Fair on October 30, 2010.
• Hold a blood drive in fall 2010 and spring 2011.
• Continue to support the campus beautification through The Legacy Project.
• Support the staff with sponsored workshops as applicable.
• Represent the staff of IUPUI regarding matters of workplace, benefits, and well-being.
• Hold Staff Council meetings on the third Wednesdays from 2:00 to 4:00 p.m. each month. The time change was approved by Staff Council members following a special election.
• Relocate the Faculty and Staff Council Office in preparation for the demolition of its current space in the Union Building.

**Remembering Others**

The Staff Council adopted a Memorial Resolution for former Staff Council member, Virginia “Ginny” Dowling.


**Committee Reports:**

**Bylaws Committee (Chair: Avis Frieson and Lodema Lines)**

Action Items:
• Reviewed suggested changes to the Bylaws. Continuing the work into the 2010-2011 academic year.

**Communications Committee (Chairs: Andrew Poland and Megan May, then Meagan Senesac)**

Action Items:
• Continued us of a Staff Council Facebook page to encourage membership and get word out regarding events.
• Presented information to the Executive Committee regarding the possibility of using Twitter.
• Endorsed a proposal to move the Staff Council Newsletter to a more refined electronic format.
• Advertisement to appropriate persons and venues regarding scholarships and awards, the Legacy Project, and the Staff Council retreat.

New Action Items:
• Creation of a procedure manual for the Communications Committee.

**(Ad Hoc) Diversity Committee (Chair: Gary Curto)**

Action Item:
• Attended meetings of the Campus Diversity Committee (Ken Durgans, Vice Chancellor for Diversity, Equity, and Inclusion – Chair)

New Action Item:
• Continued discussion of moving the Diversity Committee from an ad hoc committee to a standing committee.
(Ad Hoc) Fine Arts and Crafts Fair Committee (Chairs: Teresa McCurry and Deanna Hart)

Action Items:
- Planned the second IUPUI Staff Council Fine Arts and Crafts Fair to be held on October 30, 2010, in the Campus Center at IUPUI.
- 60 vendors are slated to participate in the fair.
- Proceeds will go to student scholarships.

Action Items to be carried over to 2010-2011:
- Establish a new scholarship or enhance existing Staff Council Awards with the proceeds from the fair (by the Rewards and Recognitions Committee)
- Determine whether a third fair will be held in 2011.

Membership (Chair: Lee Stone)

Action Items:
- Election of First Vice President (Christine Padgett elected at June 16, 2010, meeting)
- Election of Second Vice President to fill vacancy left by Dale Ray (Lee Stone elected at January 20, 2010, meeting)
- Election of Executive Committee Members At-Large (Colleen Rusnak, Margo Foreman, and Meagan Senesac elected at June 16, 2010, meeting)
- Election of Unit Representatives (Spring 2010)
- Developed itinerary for Staff Council Awareness Week and updated the Staff Council display board.

Action Items to be carried over to 2010-11:
- Facilitation of the August 24, 2010, New Member Orientation
- Realignment of Responsibility Center Representatives to better represent work areas
- Review suggested changes to the Bylaws regarding membership.

Rewards and Recognition (Chair: Margo Foreman)

Action Items:
- Awarded the Carol D. Nathan Staff Council Scholarship for the 2009-2010 school year to Nathaniel Spaulding and Kristy Chapman.
- Awarded the Gerald L. Bepko Spirit Award to Beth Chaisson, Gail Plater, Jose Espada, and Kelly Miholic.
- Awarded the Nan S. Bohan Community Engagement Award to Jeremy Williams.

Special Events Committee (Chairs: Nancy Gibson and Shari Upchurch; assisted by Kristy Chapman)

Action Items:
- Plan and hold Staff Council Retreat on July 16, 2010, at the Greenwood Learning Center.
- Planned and held one Blood Drive on April 28, 2010. Co-sponsored by Circle K student organization.
- Planned and held holiday party at the Center for Young Children for the Staff Council.
- Continued the work of The Legacy Project to beautify the campus.
• Donated cleaning items, perishable food, office products, hats, gloves, scarves, and gift cards to the Ronald McDonald House.

Action Items to be carried over to 2009-10:
• Staff Council Retreat: July 2011.
• Blood Drives planned for November 2010, and April 2011.
• Holiday Party for Staff Council members at the Center for Young Children. A service project will be done at the same time.
• The Legacy Project: Plantings to take place in the fall, spring, and summer.

Staff Affairs Committee (Chairs: Lee Stone, then Alicia Gahimer and Candice Smith)

Action Items:
• Requested and received Staff Affairs representation on Chartwells’ Focus Group.
• Presentation of Chartwells' new catering menu and sampling of food during the October 2009 SC meeting.
• Miscellaneous issues such as pot hole paving, striping on roadways, faded parking lines, crosswalk flashers not working, etc.

Action Items to be carried over to 2010-2011:
• Continue to monitor food service and represent staff on the Chartwells Focus Group.

[Ad Hoc] Web Committee (Coordinator: Karen Lee)

Action Items:
• Continued monitoring of the Staff Council Website to be sure it is always current.
• Moved from FormDesk to SurveyMonkey to facilitate on-line elections.
2009-2010 Staff Council Executive Committee

Sue Herrell, President
Christine Padgett, First Vice President
Dale Ray, then Lee Stone, Second Vice President
Margo Foreman, Corresponding Secretary
Teresa McCurry, Parliamentarian

Members-at-Large:
Alicia Gahimer
Deanna Hart
Natalie Harvey
Meagan Senesac
Amanda Shumaker
Becky Thacker

2009-2010 Staff Council Committee Chairs

Bylaws – Avis Frieson, then Lodema Lines
Communications – Andrew Poland and Megan May, then Meagan Senesac
Membership – Dale Ray, then Lee Stone
(Ad Hoc) Nominations – Lee Stone
Rewards and Recognition – Margo Foreman
Special Events – Nancy Gibson and Shari Upchurch, assisted by Kristy Chapman
(Ad Hoc) Diversity – Gary Curto
Staff Affairs – Lee Stone, then Alicia Gahimer and Candice Smith
(Ad Hoc) Web – Karen Lee