

IUPUI

**OFFICE OF THE
STAFF COUNCIL**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

IUPUI Staff Council

Annual Report 2008-2009

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...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

30th Anniversary of the Council

The Council celebrated its 30th year serving the staff of IUPUI in 2009. The Council celebrated the milestone as follows:

- March 2009: March is traditionally Staff Council Awareness Month. The Council held Awareness Week on March 23-27. Several of the days were highlighted by emails sent to the staff with a flyer highlighting what had been accomplished by the Council during the three decades leading to the present.
- April 15, 2009: At the regular meeting of the Council, Chancellor Charles Bantz gave a presentation entitled "From Idea to Concept," and congratulated the Staff Council on its work throughout the years. The meeting was followed by a reception. Past presidents and key figures, such as Carol Nathan, were present and offered remarks. Sandstone coasters with the 30th Anniversary logo were given to each attendee.
- Logo: A 30th Anniversary logo was created and included on each Staff Council Newsletter in 2009. The Council also included the 40th Anniversary logo of the IUPUI campus on its mailings as well.

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 will be disseminated in October 2009. A percentage of staff must request the benefit for it to become a continual option to choose from.
- 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.
- Enjoying a successful July 2008 retreat at IU Bradford Woods Outdoor Education Center, planned by the Special Events Committee. The retreat's theme was working as a team and included a discussion of the STAR Concept by members of the Human Resources Administration staff, as well as a trust walk, indoor team building activities, and time for committees to meet and plan for 2008-09.
- Filling unit representative positions as vacancies occurred following the 2008 Spring election. **(Membership Committee)**
- Receiving and responding to countless staff inquiries about campus services, smoking policies, food service, PAO/PAU timekeeping, and work/life.
- Updating the Staff Council website to bring it into concert with image and visibility of the IUPUI campus.
- Serving on the following campus committees: Common Theme Committee, Chancellor Bantz's Administrative Review Committee, Sustainability Committee, Resource Planning Committee, Campus Advisory Board, and Campus Food Service Advisory Committee.
- Celebrating the Council's 30th Anniversary.
- Working with campus administration on the PAO/PAU Timekeeping Initiative. Officers of the Staff Council met with campus administration, the IUPUI Faculty Council, and members of University Human Resources to work on the initiative to make timekeeping fair for all staff members as well as the movement from monthly to biweekly pay. A resolution in support of the Staff Council was received by the Faculty Council. The Staff Council sent a resolution to the Chancellor as well. Although not all points of the resolution were resolved, the university has determined that each campus should decide whether units on their campus will be synchronous or asynchronous (i.e., the campus does not have to be wholly one way or the other but each school or unit can decide for themselves which method they want to use). The university will also begin the initiative on August 23, 2009. The Council will meet to discuss any continuing actions.
- 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 two blood drives (October 2008 and April 2009). **(Special Events Committee)**
- Planning a successful holiday celebration for Council members and students at the Center for Young Children in December 2008. Donations of winter clothing (hats, gloves, and scarves) were given by the Council members as well as donations from other staff members and CVS. Food was also donated by the members for a local food bank. **(Special Events Committee)**
- Holding the first Staff Council Fine Arts and Crafts Fair in November 2008. Profits were \$1,084 and the proceeds will be used to create scholarships. 41 vendors participated. **(Ad Hoc Fine Arts and Crafts Fair Committee and Rewards and Recognition Committee)**
- Continuing cell phone drive to benefit the Indiana Coalition Against Domestic Violence (ICADV). Over 50 cell phones were donated to the program. Members continue to collect cell phones from their units and UITS contributes phones no longer used by the university.
- Participating in the Susan G. Komen Race for the Cure. The Staff Council team consisted of 40 staff members. Together the team raised \$1,226 with Ali Godby-Schwab and Lodema Lines raising the most dollars.
- Establishing The Legacy Project in spring 2009. The project:
 - 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.
 - Cares about how this campus looks to everyone!
 - Establishes teamwork that will build support and friendships for a stronger workforce.
 - Strengthens our bodies and minds by working outdoors. The environment is worth saving and we are proud to be a part of it!
 - 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.
- Participated in the Second Annual Take Back the Night event to raise awareness of sexual violence and its survivors.
- Impacted their communities through volunteer work.

Applauding Excellence

The Council:

- Awarded the *Carol D. Nathan Staff Council Scholarship* for the 2008-2009 school year to Karen Eckert, Tyrone Freeman, Emily Hardwick, and Joshua Morrison. **(Rewards and Recognition Committee)**
- Awarded the *Gerald L. Bepko Spirit Award* to Nancy Lemons, Marla Zimmerman, Rachel Sipes, and Nancy Roof. **(Rewards and Recognition Committee)**
- Awarded the *Nan S. Bohan Community Engagement Award* to Dottie Flack.

Other Council Members received the following awards:

- Glenn W. Irwin Experience Excellence Award: Leslie Kidwell, Natalie Harvey, and Elizabeth Wager.

Continuing the Work

Looking forward, the Council will:

- Hold a blood drive in Spring 2010.
- 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.

Committee Reports:

Bylaws Committee (Chair: Avis Frieson)

Action Items:

- Adopted the following Bylaws amendments:
 - Article III. Section C
 - Article III. Section D. Item 1
 - Article V. Section A.
 - Article VI. Section D.
 - Article VII.
 - Parliamentary Procedures

Communications Committee (Chair: Meagan Senesac)

Action Items:

- Completed construction of a Staff Council magnet and flier to be distributed at New Employee Orientation.
- Began a Staff Council Facebook page to encourage membership and get word out regarding events.
- Advertisement to appropriate persons and venues regarding scholarships and awards, the Legacy Project, and the Staff Council retreat.

New Action Items:

- Revising flier for the magnets.
- Create document detailing purpose and guidelines of 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:

- Meet with Wayne J. Hilson, Jr., Director of Multicultural Academic Relations to discuss Staff Council involvement in campus-wide diversity and multicultural initiatives, including a roundtable meeting of all of the various diversity, inclusion, and multicultural groups on campus to examine our intentions and resources.

(Ad Hoc) Fine Arts and Crafts Fair Committee (Chair: Sue Herrell)

Action Items:

- Planned and held the first IUPUI Staff Council Fine Arts and Crafts Fair on November 22, in the Campus Center at IUPUI.
- 41 vendors participated in the fair.
- Proceeds were \$1,084.

Action Items to be carried over to 2009-10:

- Establish a new scholarship or enhance existing Staff Council Awards with the proceeds from the fair (by the Rewards and Recognitions Committee)
- Establish date for the next fair. The Council voted to continue to hold this event.
- Appoint a chair and committee for the next fair.

New action items for 2009-10:

- Explore dates for second fair.
- Appoint chair and committee.
- Logistics for a fair.

Membership (Chair: Dale Ray)

Action Items:

- Modified election process bylaws (Council vote on January 21, 2009, meeting – changes passed unanimously)
- Archival work for Staff Council Awareness Week (March 21-28, 2009) and Staff Council's 30th Anniversary Celebration (April 15, 2009).
- Assistance with most 30th Anniversary Celebration details (see page 2).
- Election of Corresponding Secretary (Margo Foreman elected at June 17, 2009, meeting)
- Election of Second Vice President (Dale Ray elected at June 17, 2009, meeting)
- Election of Executive Committee Members At-Large (Alicia Gahimer, Amanda Shumaker, and Lee Stone elected at June 17, 2009, meeting)
- Appointed Megan May and Andrew Poland as Communication Chair and Co-Chair to replace Meagan Senesac (Announced at June 17, 2009, meeting)
- Election of Unit Representatives (Spring 2009)

Action Items to be carried over to 2009-10:

- August 21, 2009, New Member Orientation

New action items for 2009-10:

- Realignment of Responsibility Center Representatives to better represent work areas

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 Sueann Young (completed on August 11, 2009).
- Awarded the *Gerald L. Bepko Spirit Award* for the 2009-2010 school year to Kim Lewis, Peggy Trittipio, Ann Wells, and Wendy Wheeler (completed on August 11, 2009).
- Awarded the *Nan S. Bohan Community Engagement Award* to Dottie Flack. The 2009-2010 award went to Gloria Quiroz (completed on August 11, 2009).
- Approval for the Staff Council Scholarship – Language completed on February 4, 2009.

Action Items to be carried over to 2009-10:

- Solicit nomination for the Staff Council Scholarship Awards (funds from the 2008 Fine Arts and Crafts Fair). Anticipate roll out for March 2010 scholarship to support employees enrolled in summer sessions.

Special Events Committee (Chair: Nancy Gibson, Dale Ray, Co-Chair)

Action Items:

- Plan and hold Staff Council Retreat on July 10, 2009, at Bradford Woods.
- Planned and held two Blood Drives.
- Planned and held holiday party at the Center for Young Children for the Staff Council. Hats, gloves, and scarves were donated for their outreach program as well as food to a local food bank.
- Established The Legacy Project and planted pansies during the spring and flowers in the summer. Planting will occur in the fall as well.

Action Items to be carried over to 2009-10:

- The Legacy Project: Plantings to take place in the fall, spring, and summer.
- Blood Drive planned for April 2010.
- Holiday Party for Staff Council members at the Center for Young Children. A service project will be done at the same time.

New action items for 2009-10:

- Community Outreach Program (possibly with the police)
- Toys for Tots
- Adopt a Family for the holidays

Staff Affairs Committee (Chair: Lee Stone)

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 2008 SC meeting.

- Asked Chartwells to make improvements in quality and diversity of food products (completed and continuing to make progress)
- Monitored hours of operation of Chartwells vendors to accommodate staff who are on campus at later hours (completed and continuing to monitor).
- Asked Chartwells to clarify exclusivity agreement with the University.
- Requested and received Staff Affairs representation on the Crosswalk Safety Committee.
- Created (in collaboration with the Crosswalk Safety Committee) a crosswalk safety brochure to be distributed to new students and employees.
- Created (in collaboration with the Crosswalk Safety Committee) a crosswalk safety video.
- Researched fee courtesy practices at regional universities. The universities were contacted and questioned about their tuition reimbursement programs. Results were tabulated for the committee's reference and they will continue to work towards a reduction or removal of fees for staff wishing to take advantage of tuition reimbursement.
- Offering of short term disability to the campus. Short term disability will be offered to the staff in fall 2009 along with a host of other services to choose from including pet insurance and homeowners insurance. For short term disability to become a continuing benefit, a percentage of staff must sign up for the benefit.
- 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 2009-2010:

- Continue to monitor food service and represent staff on the Chartwells Focus Group.
- Continue to serve on the Crosswalk Safety Committee and monitor feedback on campus safety issues.
- Continue to work towards a reduction or removal of fees for staff wishing to take advantage of tuition reimbursement

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

Action Items:

- Migration of old web site to new template format used by the campus.
- Addition of Newsroom and Events Calendar to the site.
- Creation of The Legacy Project web site and linked to the SC website.
- Creation of link on website for Sponsors and Community Partners.

New action items for 2009-10:

- Add the SC meeting agenda to the calendar feature.

2008-2009 Staff Council Executive Committee

Sue Herrell, President
Christine Padgett, First Vice President
Dale Ray, Second Vice President
Avis Frieson, Corresponding Secretary
Teresa McCurry, Parliamentarian

Members-at-Large:

Jan Canganelli
Natalie Harvey
Leslie Kidwell
Meagan Senesac
Lee Stone
Becky Thacker

2008-2009 Staff Council Committee Chairs

Bylaws – Avis Frieson
Communications – Elizabeth Wager and Meagan Senesac
Membership – Dale Ray
(Ad Hoc) Nominations – Dale Ray
Rewards and Recognition – Margo Foreman
Special Events – Dale Ray and Nancy Gibson
(Ad Hoc) Diversity – Gary Curto
Staff Affairs – Lee Stone
(Ad Hoc) Web – Karen Lee