

IUPUI Staff Council Committee Annual Report 2012-2013

Committee Name: Staff Development Committee

Chair: Caitie Deranek

Members: Tina Carmichael, Lindsey Mosier, and Scott Orr

Action Items:

Action Item(s)	Status
Evaluate and compare IUPUI's Employee Assistance Program to similar institutions'	Complete. Committee members compared with services available on other campuses around the country. We generated a document outlining potential solutions to ongoing issues and additions to make the program. A committee member shared this document on behalf of the committee. It is included in this report as Appendix A.
Respond to requests for assistance with staff development related issues by constituents.	Complete. Those that were received were responded to in a timely fashion.
Plan staff development or leadership training for Staff Council	Ongoing. Committee members suggested that this would be a valuable addition to standing Staff Council meetings. When HRA was contacted, they indicated that, due to turnover in training staff, they were unable to provide experiences.
Generate funds for staff development, particularly for CL level staff	This is an ongoing project. Negotiations with IU Policies regarding needed authorizations are still underway. Due to low membership numbers and engagement, it was difficult to get momentum for actual planning.

<p>Create resources for staff to be included on the Staff Council website</p>	<p>This action is comprised of several parts.</p> <ul style="list-style-type: none"> • Staff development and skill assessment survey: This resource was created and is ready to be uploaded to the Staff Council website. The survey is included in this packet as Appendix B. • Team building ideas: This was assigned to a committee member and is ongoing. • Examples of successful staff development infrastructure: This was assigned to a committee member and is ongoing. • Steps and tips on how to plan specialized training for units: This was assigned to a committee member and is ongoing. • Particularly useful HR links and resources for staff to access: This was assigned to a committee member and is ongoing.
<p>Create and compose a monthly member feature to highlight outstanding work by Staff Council members</p>	<p>Completed, but an ongoing monthly project. The committee created a selection of questions and sent them to a new Staff Council member to complete. Six features were drafted and reviewed by different members of the committee for inclusion in the Staff Council Newsletter. The committee also selected outstanding Staff Council members to be featured. The completed member features are included in this report as Appendices C – H.,</p>
<p>Create and administer internal Staff Council awards to highlight outstanding service by Council members</p>	<p>Completed. The committee members created and administered the Outstanding New Member, Outstanding Committee Chair, and Member of the Year awards. The group created a timeline and advertisement plan that resulted in over 15 nominations. The group chose a crystal award and arranged for notification emails to be sent to all nominees. The committee, along with external guests, evaluated each dossier and selected a winner. Additionally, the committee will facilitate the award process at the upcoming Staff Council Retreat. Documentation in regards to the Staff Council Awards is included as Appendix I to this report.</p>
<p>Meet with HRA professionals to consider best training and other staff development activities</p>	<p>Ongoing: despite having scheduled a meeting with professional development staff, the committee was not able to meet with HRA at any point this year. When asked, Dan Griffith suggested that the group wait until after the new positions are filled.</p>

Action Items to be carried over to 2013-2014:

Action Item(s)	Status
Meet with HRA professionals to consider best training and other staff development activities	Ongoing: despite having scheduled a meeting with professional development staff, the committee was not able to meet with HRA at any point this year. When asked, Dan Griffith suggested that the group wait until after the new positions are filled.
Create resources for staff to be included on the Staff Council website	Listed are the ongoing aspects of this project: <ul style="list-style-type: none"> • Team building ideas: This was assigned to a committee member and is ongoing. • Examples of successful staff development infrastructure: This was assigned to a committee member and is ongoing. • Steps and tips on how to plan specialized training for units: This was assigned to a committee member and is ongoing. • Particularly useful HR links and resources for staff to access: This was assigned to a committee member and is ongoing.
Generate funds for staff development, particularly for CL level staff	This is an ongoing project. Negotiations with IU Policies regarding needed authorizations are still underway. Due to low membership numbers and engagement, it was difficult to get momentum for actual planning.
Plan staff development or leadership training for Staff Council	Ongoing. Committee members suggested that this would be a valuable addition to standing Staff Council meetings. When HRA was contacted, they indicated that, due to turnover in training staff, they were unable to provide experiences.
Meet with HRA professionals to consider best training and other staff development activities	Ongoing: despite having scheduled a meeting with professional development staff, the committee was not able to meet with HRA at any point this year. When asked, Dan Griffith suggested that the group wait until after the new positions are filled.
Member Feature and Staff Council Awards	These are listed as completed and ongoing because of their recurring nature.

Suggested new action items for 2013-2014:

Action Item(s)	Status
More involvement with other Staff Council committees and other campus initiatives.	The Staff Development Committee attempted to collaborate with the Staff Council Committee on Diversity, Equity, and Inclusion, the Rewards and Recognition Committee, and the Staff Affairs Committee. It is strongly recommended that this partnership activity be increased, particularly if the membership of the committee is not increased. The Staff Development Committee needs to draw on resources provided by other groups as well as serve as a resource to others.
Increased communication with constituents and raised visibility of the issues related to staff development.	Because this was a new committee and struggled heavily with membership, it did not have recognition or pull with power players across campus to have real impact. The longer a committee is in existence, the more likely it is to have the influence needed to make a strong change and voice at the table.

Please attach any completed documents or recommendations made by your Committee during this report year.

Attached Appendices

- Appendix A: Employee Assistance Program Evaluation
- Appendix B: Skills and Staff Development Assessment
- Appendix C: Member Feature, November 2012
- Appendix D: Member Feature, December 2012
- Appendix E: Member Feature, February 2013
- Appendix F: Member Feature, March 2013
- Appendix G: Member Feature, April 2013
- Appendix H: Member Feature, May 2013 (to be published in the fall of 2013)
- Appendix I: Staff Council Awards Dossier

Report due: June 30, 2013

Submit to*: Karen Lee
 Faculty Council Office
 UL 3115N
 IUPUI
klee2@iupui.edu

***Preferred submission method is via email.**

Indiana University's Employee Assistance Program

Prepared by Staff Council's Staff Development Committee (SDC)

Concerns regarding this service provided to staff were raised to the Staff Council committee in late 2012. Generally, the questions raised were from lack of knowledge regarding the services offered rather than lack of satisfaction with those services. The SDC has done a review of Employee Assistance Programs at other comparable universities and considered the information available on the IU website.

To that end, the SDC has compiled the following list of potential discussion points that we would like to consider either via conference call or in a meeting.

- There was a general concern of a lack of communication of this important resource to staff. Many staff with whom we discussed the program had very little knowledge or were not at all aware of the services provided. For example, a particular staff member expressed concern that they would not be able to see a counselor quickly although the booklet on the EAP website states that there will be available appointments within 48 hours or immediately as the situation needs. Suggestions could be to incorporate more of these services into the main HRA website, participate in new employee orientation, or have a booth at the health fair in the fall.
- Supervisor resources are clearly outlined in the EAP booklet, but not whether these services are available to those who might have a troubled supervisor. Although we are sure that this service is available, it could be beneficial to clearly outline this resource.
- Does EAP offer services for indirect tragedies such as the shooting in Newtown, CT? This may already be offered but is not necessarily outlined. Under what circumstances would this service be made available widely to staff?
- What is the timeframe for the use of sessions? Can it be made more flexible, such as if an employee needs to have weekly meetings instead of once a month?
- What criteria are necessary for an employee to be referred to other service providers? Is there some type of program in place to allow those services to be free as well?
- What criteria are necessary for an employee to be turned away? Are there circumstances in which an employee is sent away despite meeting criteria for treatment, perhaps when they have crossed the threshold of too many sessions?
- Is it possible to expand the services available by utilizing resources already available on campus? A suggestion was to add legal advising services done by supervised law students for basic needs. Some universities of similar size offer this service to their students and staff.
- Is there a way to incorporate external resources from the community on the website? It could be as simple as a list of hyperlinks leading to area services.

IUPUI Staff Council Committee on Diversity, Equity, and Inclusion
“Enhancing IUPUI through diversity, equity, and inclusion in support of all staff.”

Map Our World

Please take a few moments to complete this questionnaire. Your responses will allow our committee, IUPUI Staff Council Committee on Diversity, Equity, and Inclusion, to better understand our committee members and their strengths, interests, campus involvement, and leadership experiences.

1. Please indicate the number of years as an employee of IUPUI?
 Less than 1 year
 1 -3 years
 4-6 years
 7-9 years
 10-12 years
 13-15 years
 Greater than 15 years; _____ years of service to IUPUI
2. Please indicate the number of years you have been elected to serve on IUPUI Staff Council?
 Less than 1 year
 1 -3 years
 4-6 years
 7-9 years
 10-12 years
 13-15 years
 Greater than 15 years; _____ years of service to IUPUI Staff Council
3. Please indicate if you have been elected to serve staff council for next year?
 This is my last year on Staff Council; even if re-nominated.
 My elected term will conclude at the end of this academic year; I do plan to accept future nomination.
 My elected term will not end until the end of the next academic year; I plan to serve for at least another year.
 I plan to step down from my position on Staff Council; I cannot complete my elected term.
4. List current Staff Council or Affinity Groups/Committee’s and/or Subcommittees (other than our Committee on Diversity, Equity, and Inclusion).
5. List previous Staff Council or Affinity Groups/Committee’s and/or Subcommittees.
6. List social services and/or leadership experience past and current.
7. List your previous education.
8. List any educational programming you are currently enrolled in.
9. List your current position/School/Department.

10. List your previous position/School/Department and/or most recent position outside of your Higher Education employment?
11. List your current and recent associations with organizations, establishments, and/or committees outside of the IUPUI community?
12. What is your dream job?
13. Provide a list of your hobbies. (Examples: Sports, Music, Reading, Knitting, Video game, etc...)
14. On a scale from 1 to 10, with 1 being the best and 10 the worst, please rank these skills; in association with your skill set?
- | | |
|--|--|
| <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Research |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Writing |
15. On a scale from 1 to 10, with 1 being the greatest desire and 10 the least desire, please rank these words; in association with your desire to expand these skills?
- | | |
|--|--|
| <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Research |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Writing |
16. In one to two paragraphs, explain your desire to participate on the Committee for Diversity (SCCDEI).

Thank you!

The results of this survey will be provided to all members of the IUPUI Staff Council Committee on Diversity, Equity, and Inclusion.

Email completed questionnaires to Lindsey Mosier, llmosier@iupui.edu.

Staff Council Member Feature: Teresa McCurry

Beginning in November 2012, the Staff Development Committee will feature a different Staff Council member in the staff newsletter. If you have a nomination for a member doing outstanding work or with a story to tell, please contact Caitie Deranek at cderanek@iupui.edu.

Teresa McCurry, chair of the Bylaws Committee, agreed to be interviewed for this month's feature. Teresa has served on the Council for over ten years on and off, making her the most senior member of the Council, and has participated in many other efforts, including the Staff Affairs Committee, the discussion surrounding the TIME system, leading the Fine Arts and Craft Fair for three years, and the Tobacco Free Task Force. Her experience and length of service gives her important insights into the Council, IUPUI, and life in general.

When asked why she continues to serve on the Council, Teresa shares that over her time at IUPUI she has seen the Staff Council become a larger voice on campus overall. She feels that the voice that the Council provides is essential and that it is rewarding that campus administration now listen to staff. Teresa credits a portion of her daughters' graduation from IUPUI's programs to the implementation of a fee courtesy benefit. She finds working on the Bylaws Committee satisfying and suggests that the best part of it is coming to an agreement after careful consideration that is "clear and on target." That attention to and interest in detail is clearly a huge asset for her both in her leadership on the Council and overall. Teresa cautions new Staff Council members to consider their positions on issues carefully and to stand for what they believe. She mentions this solidity of opinion on what the Council should work on as one of the most important leadership advances she has made through her service on the Council and recommends it for all.

When Teresa first began working at IUPUI in the School of Education Honors Office, she had an excellent supervisor that helped her learn about work/life balance and the importance of family. This has influenced Teresa heavily and helped her to see that she "would not succeed in [her] work life if [her] home life was not given the time and commitment that was needed." This helped Teresa to raise her daughters and maintain a satisfying work life at the same time. Teresa's experiences working with colleagues at the IUPUI Bookstore led her into her current field of Human Resources. She was involved in improving the working conditions for all staff across the campus and still is innovating in this manner in her current position as Human Resources Coordinator in the University Library.

Teresa is an incredibly hard worker who often will work from home and use her lunch hour to pursue her Staff Council activities. She considers this an important volunteer opportunity, but wants to expand her involvement in those activities when she has the time. She is working on her Master Gardener advanced certification and hopes to continue to work at IUPUI for the next ten years. Teresa is a huge asset to the Council, the Bylaws Committee, and the campus overall, and we thank her for her service and leadership.

"Decide what is important to you in your work life and then find opportunities where you can help promote that effort. We definitely get no more than what we put into something."

–Teresa McCurry

–Written by Caitie Deranek

Staff Council Member Feature, Patriece Roulette Landis

Beginning in November 2012, the Staff Development Committee will feature a different Staff Council member in the staff newsletter. If you have a nomination for a member doing outstanding work or with a story to tell, please contact Caitie Deranek at cderanek@iupui.edu

Patriece is serving her 2nd year as a Staff Council representative from the School of Social Work. She is currently a member of the Academic Affairs committee, having served her first year on the Staff Affairs committee. When asked about her service on the Staff Council she stated that she is “grateful for the opportunity to advocate for policies that support the important work that staff are doing in the school where I work and across the entire campus.” Her favorite part of working on Staff Council is connecting with the people “who share common goals, work ethic, and commitment to continuing to make IUPUI a great place for staff to work, faculty to teach, and students to learn”

She feels serving on the Staff Council has allowed her to work with some of the most professional individuals on campus. They have a real commitment to advocating for the recognition of staff, and of policies that continue to improve our opportunities on campus for staff development, retention, and job satisfaction. She utilizes the leadership skills she has learned on Staff Council in her position as president of the IU School of Social Work Staff Council committee, and is grateful for the opportunity to represent and be a voice for them on the campus-wide Staff Council. She sees this as a wonderful opportunity to network and see the larger picture of what we all work towards. New Council members should take advantage of this opportunity to develop connections with associates across campus they would not ordinarily meet. She states, “It is through these connections that we can find support when we need it and sometimes, though we are often unaware of doing so, provide it to others.”

Patriece grew up in northern Indiana and moved to Indianapolis to attend Butler University in 1984. She graduated with a B.A. in Voice Performance and a B.S. in Arts Administration in 1989. She currently is the Academic Support Specialist for the B.S.W., M.S.W., and Ph.D. programs for the IU School of Social Work and celebrated five years of service to the university this past July. She is a strong believer that education is powerful and can change lives, regardless of age, gender, nationality or socio-economic background. Seeing students achieve graduation and hoping that in some small way through her work, she may indirectly help them achieve a fuller more meaningful life, has definitely meant the most to her over the course of her time at IUPUI.

Patriece enjoys singing and music. Reading, fiber and paper arts are also some of her pastimes; however she states that her “greatest joy” is being the proud mom to her “awesome” son who is now 15 and ½ years old.

We asked her what office supply she would be and why, her answer was: “I think I might choose to be a Post-It note. Now that they exist, it would be so hard (for me at least!) to live without them. They are very handy for storing information, reminders, and come in all different sizes, colors and shapes depending on your need or mood. I also like the idea behind the way they came into existence, as an accident from an experiment that was perceived to be a “failure” when the outcome was to have been the development of one of the strongest glues in existence but resulted in a glue substance that barely stuck at all. I find this inspiring. It

reminds me that sometimes what we think we want is not what we need at all but through these attempts, there is a chance that our greatest successes are still yet to come.”

Patricee, thank you for your inspiration and service!

-Respectfully submitted by Tina L. Carmichael.

Staff Council Member Feature: Katherine Risacher

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“Find something you are passionate about and make it your ‘work’. Then it isn’t ‘work’.”

—Katherine Risacher

Katherine Risacher has been a member of the IUPUI community since 1998 and has served on Staff Council for a year and a half. She is serving, at the request of Lee Stone, on the Faculty/Staff Relations Committee. Katherine holds a Masters of Social Work from IUPUI and a BA from IU in Psychology.

When asked why she continues to serve on Staff Council Katherine explained that approximately 25% of a person’s hours, per week, are spent at the workplace. She believes that the importance of a positive, healthy, productive, self-affirming experience at one’s job is critical and subscribes to the old adage that a happy and healthy worker is also a productive worker. She states that since, “I grew up in the 60s, I learned that there is strength in a group speaking from a platform of commonality and speaking in one strong voice.” She believes that Staff Council provides that avenue for a strong staff voice to be heard, acknowledged, and potentially make an impact towards a more positive and healthy workplace. Her favorite part of working on the Council is meeting friendly people with a dedication and support for IUPUI.

While Katherine acknowledges her experiences at IUPUI have been significantly varied, she expresses the common theme throughout her academic time at IUPUI, her former position as a facility director, or in her current position at Auxiliary Services, which is, the University’s focus on service to the community. “This theme of service to our community is stressed throughout the different levels of the University and has become one of IUPUI’s pillars. I applaud this mission; it makes me proud of my University. “

Katherine stresses time management as a central skill for success in balancing work for the Council and work for her job. She emphasizes that involvement in Staff Council allows for further engagement with others. Katherine embraces the role as an ambassador for staff; leading her to see other’s ideas, hear other’s opinions, and feel other’s frustrations or successes. She expresses that each and every time she listens to others, she learns something about herself.

Katherine enjoys playing tennis and hopes to continue to play until she is in her 90’s, or maybe even 100’s! When asked what office supply she would be and why she said “A paperclip.....putting two separate and distinct paper items together that offer a bigger picture, a fuller understanding. “

Katherine is a wonderful asset to the Office of Auxiliary Services, the Faculty/Staff Relations Committee and the entire campus. Thank you Katherine for your hard work, commitment, and advocacy!

-Written by Lindsey Mosier

Staff Council Member Feature: Aron DiBacco

Beginning in November 2012, the Staff Development Committee will feature a different Staff Council member in the staff newsletter. If you have a nomination for a member doing outstanding work or with a story to tell, please contact Caitie Deranek at cderanek@iupui.edu.

Aron DiBacco, Chair of the Staff Council Committee on Diversity, Equity, and Inclusion (SCCDEI), displays a passion for her work on the Council that is unparalleled. Aron is wrapping up her first term on the Council and has served on the SCCDEI as well as the Executive Committee.

Aron's view of the role of Staff Council is as a "clear way for staff members to participate in how the University is run and what it aims to become." She emphasizes the importance of the Council as the voice of staff and a way for administration to understand the needs of staff. When asked her favorite part of service on the Council, Aron cites working with staff from every area around campus and making the community better for all staff. She also mentions that Staff Council has helped build her leadership by giving her the opportunity to work on a subject she loves without having to be hired for a particular job. Aron felt that she had been preparing for the leadership of the SCCDEI for some time, and was allowed to participate in important conversations that could make a difference.

Aron contributes to the campus community in many different ways, including her position as a Social Science Research Specialist for the School of Liberal Arts and through occasionally teaching, which she greatly enjoys. She has also been involved in the planning for IUPUI 2025 over the past few months and several other campus-wide committees. Aron received her Masters in Communication Studies at IUPUI, which she describes as "challenging and rewarding in all the ways that sort of experience can be."

Aron recommends that all Staff Council members reach out to those around them and ask what interests them to learn more. She also thinks that owning your own path and giving others an opportunity to shine can make work and life rewarding. She describes an extensive network developed through time and genuine conversation which allows her to pursue equity and inclusion on a large scale. Aron states that this network, along with her position, allows her to work on her "main passions – the fostering of a diverse, equitable, and inclusive community, and conflict resolution through dialogue and mediation." She also cites an understanding boss, who allows her to spend perhaps "too much time in the campus Starbucks in pursuit of this work."

Aron shares that there are many resources available for staff on campus who might be interested in "confronting similar challenges for support and... learn[ing] how to navigate the terrain." She recommends the Faculty Staff Affinity groups, which can be found on the IUPUI website or by attending SCCDEI's Diversity Fair on April 9th. More information will come soon on the event.

Aron grew up in many different places and lists Ohio, Michigan, California and Massachusetts. She shares that she is married with no kids, "unless you count the kind with four feet." She has been involved with the School of Liberal Arts as a student and staff since 2006 and enjoys crocheting and weaving items out of plastic bags such as purses, luggage tags, and Christmas tree ornaments. When asked what office supply she would be, Aron stated, "a paperclip – they are reusable, flexible, and keep things together." Aron's work on the Council and vision for IUPUI are huge assets for the campus, and we thank her for her outstanding service.

"One thing people ask me sometimes is why I am so committed to diversity, equity, and inclusion... The short answer is that diversity includes me, and everyone reading this. The longer answer is that the world is better for all of us when it is fair for all of us."

–Aron DiBacco

Staff Council Member Feature: Meagan Senesac

Beginning in November 2012, the Staff Development Committee will feature a different Staff Council member in the staff newsletter. If you have a nomination for a member doing outstanding work or with a story to tell, please contact Caitie Deranek at cderanek@iupui.edu.

Meagan Senesac has been an active part of the Staff Council since 2007, serving in a number of roles to include chairing the Communications Committee and being a member of the Executive Council. For Meagan, there is an excitement about able to directly communicate with administrators and decision makers on this campus. Being on Staff Council gives her an opportunity to contribute her ideas on projects and issues around campus that she might otherwise have never been aware of.

There are many aspects to being on Staff Council that she cherishes. The greatest of these is being able to carry staff questions and concerns to administrators and being able to return to them with an answer. Meagan is the first to point out that there is more to Staff Council than just the work. It is the friends she has made along the way. This is particularly true of the retreats of which she has many great memories.

If there is a message Meagan wishes to share with the IUPUI staff community, it would be to get involved. Often she hears about staff concerns but few take any steps to address them. Being on Staff Council gives you that opportunity to make changes. She doesn't stop there and highly recommends running for a position on the Executive Council if possible.

Beyond being a Data Systems Analyst in Undergraduate Admissions as well serving on Staff Council, Meagan looks for other ways to group professionally and personally. She completed her Bachelor's Degree in Computer Science then while working on campus, earned her Master's Degree in Higher Education. She wants to continue on to her Ph.D. one day. She is also a part-time instructor for Computer Science. It would seem that she'd have little time for much else but Meagan makes it a point to balance her busy schedule with spending time with her husband and 14-month old son. Soon things will be even busier on that front with arrive of their second child this fall.

Meagan will be the first to add how thankful she has been for all the support her department has given her both with her involvement with Staff Council and with her family. When asked if she could be any office supply, which she would choose, she quickly pointed to her computer. "I'm a computer scientist and wouldn't survive without it!"

-Written by Scott Orr

Staff Council Member Feature: Jennifer Pease

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Jennifer Pease is a first-year Staff Council member who has tirelessly served the IUPUI community by co-chairing the Staff Affairs Committee and serving as a member on the Staff Council Committee for Diversity, Equity, and Inclusion and the Strategic Plan Advisory Committee.

Jennifer came to IUPUI after ten years of working at IU Bloomington because she “saw what IUPUI was becoming and what a difference it was making in the community.” Since she joined the staff, Jennifer has watched IUPUI grow into a “dynamic, urban campus” that adapts to the needs of a changing student body. She specifically mentioned the IUPUI Campus Day Open Houses, the creation of Team IUPUI in 194, the Enrollment Center Initiative in 1998 which led to the launch of the Office of Student Scholarships, the Office of Middle School Outreach and the Office of Diversity, Access, and Achievement as accomplishments of IUPUI.

Jennifer’s service on Staff Council has helped her to learn about the campus’ activities, challenges and growth potential, as well as feel connected to campus leadership through her involvement. Jennifer recommended that any staff member become involved with the campus and community. She believed that her experience as an adult student taking classes has helped her to be a better staff member and a part of the campus community.

Jennifer shared that she has benefited greatly from collaborative efforts this year and feels privileged to work with “amazing colleagues from across the campus” on Staff Council. She also suggested that her viewpoint has been expanded by communication with staff from the medical side of campus, making her a more effective campus leader. She recommended expanding thinking beyond the “role of staff within their own unit” to be more inclusive of different situations.

When asked what office supply she would be and why, Jennifer answered that she would be a high-end copier machine that could effectively reproduce information to share it widely. She also saw herself as a stapler, bringing information together. Jennifer’s leadership through the Staff Council is an inspiration to staff and we thank her for her excellent service.

“I’ve been fortunate to have been here to see the campus create new schools and programs, build new buildings and make a real difference in the lives of the students we serve... This has been a campus willing to chances and try new approaches.”

-Jennifer Pease

Timeline for Staff Council Awards 2013

Date	Item	Person Responsible
Wednesday, March 13 th	Approval by Executive Committee to administer	<ul style="list-style-type: none"> • Caitie Deranek
Monday, April 1 st	Draft survey to Karen for entering into SurveyMonkey; nomination forms finalized for uploading to the Staff Council website	<ul style="list-style-type: none"> • Caitie Deranek
Monday, April 15 th	A test run of the SurveyMonkey form	<ul style="list-style-type: none"> • Caitie Deranek
Wednesday, April 17 th	Share information at Staff Council meeting; remind people that they can nominate themselves or others	<ul style="list-style-type: none"> • Caitie Deranek
Friday, April 19 th	Drafted article for Jag News ready for review by Karen & SDC	<ul style="list-style-type: none"> • Caitie Deranek
Wednesday, April 24 th	Drafted email from Lee as President to all Staff Council members ready for review by Lee, Karen, & SDC	<ul style="list-style-type: none"> • Caitie Deranek
Wednesday, May 1 st	-Email from Lee to Staff Council members drops -Nominations open	<ul style="list-style-type: none"> • Lee Stone
Wednesday, May 15 th	Reminder given during Staff Council meeting	<ul style="list-style-type: none"> • Caitie Deranek
Friday, May 17 th	Drafted email from Caitie to all Staff Council members ready for review by Karen & SDC	<ul style="list-style-type: none"> • Caitie Deranek
Friday, May 24 th	Reminder email signed from Caitie Deranek drops	<ul style="list-style-type: none"> • Karen Lee
Friday, May 31 st	Nominations close	<ul style="list-style-type: none"> • N/A

Date	Item	Person Responsible
Week of June 3 rd – 7 th	Hard copy and SurveyMonkey nominations compiled; sent to SDC members with rubrics for each award	<ul style="list-style-type: none"> • Caitie Deranek
TBD – before July retreat	<ul style="list-style-type: none"> -Notification of nomination sent to all nominees via email -Order physical awards -Prepare letters of award from Lee Stone 	<ul style="list-style-type: none"> • Lindsey Mosier • Lee Stone for approval and signature
TBD – July retreat	Announcement of award winners; give physical awards	<ul style="list-style-type: none"> • Lee Stone, SC leadership, & SDC Chair
TBD – After July retreat	<ul style="list-style-type: none"> -Send letter of award to winners and notifications to appropriate supervisors -Post mortem – how can we improve the process for next year? -Appropriate thank you's for assistance in the process 	<ul style="list-style-type: none"> • Lindsey Mosier

IUPUI Staff Council Member of the Year

Nominations open May 1st, 2013

Deadline to Apply for 2013 Award: May 31st, 2013

Beginning in 2013, IUPUI's Staff Council will award the Staff Council Member of the Year award to an outstanding volunteer annually. The intention of this award is to honor a member who has exhibited extraordinary service to IUPUI's staff through his or her work on the Staff Council. The ideal honoree has demonstrated great commitment to serving his or her fellow staff through committee work, leadership roles, or general membership. He or she has gone above and beyond the responsibilities of Staff Council membership to serve members of the campus community and improve the experience of their constituents. The awardee is active in both general meetings and committee assignment, providing valuable feedback and serving as a conduit for the needs of staff.

The Staff Council Member of the Year award is open to all current IUPUI Staff Council members. Self-nominations and nominations of others are welcome. All nominees for the Member of the Year award will receive a letter of notification by email that they have been nominated for the award. The award recipient will receive a letter of congratulations, the appropriate supervisor will be notified, and an award. The winner will be honored at the IUPUI Staff Council retreat in July and at the first meeting of the following year. If selected as the Council Member of the Year, the winner will be disqualified from winning the New Member or Committee Chair of the Year awards for this year.

To nominate yourself or an individual, you must complete the nomination form by Friday, May 31st, 2013. [Click here](#) to submit your forms online. If you prefer not to submit your entry online, you may download the nomination form and submit them to the Staff Council Staff Development Committee, c/o Caitie Deranek, School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202.

The Staff Council Member of the Year award is awarded by the IUPUI Staff Council and administered jointly by the Reward and Recognition Committee and Staff Development Committee.

IUPUI Staff Council Outstanding Committee Chair

Nominations open May 1st, 2013

Deadline to Apply for 2013 Award: May 31st, 2013

Beginning in 2013, IUPUI's Staff Council will award the Staff Council Outstanding Committee Chair award to an extraordinary committee chairperson annually. The intention of this award is to honor a chairperson who has gone above and beyond the call of their position. The ideal honoree has demonstrated passion for their work, worked effectively as a leader, and has inspired his or her committee to excel in their work during the 2012-2013 year. The awardee would have pushed the committee beyond its normal activities to innovate and create change at IUPUI, bettering the campus and reaching the needs of the Council's constituents.

The Staff Council Outstanding Committee Chair award is open to all current IUPUI Staff Council committee chairpersons. Self-nominations and nominations of others are welcome. All nominees for the Outstanding Committee Chair award will receive a letter of notification by email that they have been nominated for the award. The award recipient will receive a letter of congratulations, the appropriate supervisor will be notified, and an award. The winner will be honored at the IUPUI Staff Council retreat in July and at the first meeting of the following year. If selected as the Council Outstanding Committee Chair, the winner will be disqualified from winning the Member of the Year or Outstanding New Member awards for this year.

To nominate an individual, you must complete the nomination form by Friday, May 31st, 2013. [Click here to submit your forms online](#). If you prefer not to submit your entry online, you may download the nomination form and submit them to the Staff Council Staff Development Committee, c/o Caitie Deranek, School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202.

The Staff Council Outstanding Committee Chair award is awarded by the IUPUI Staff Council and administered jointly by the Reward and Recognition Committee and Staff Development Committee.

IUPUI Staff Council Outstanding New Member

Nominations open May 1st, 2013

Deadline to Apply for 2013 Award: May 31st, 2013

Beginning in 2013, IUPUI's Staff Council will award the Staff Council Outstanding New Member award to an extraordinary first term Council member annually. The intention of this award is to honor a member who has jumped in with both feet to the work of the Council. He or she is active both within the greater Council and their committee, serving with consistency and creativity, whether in a leadership role or not. The ideal honoree has demonstrated great commitment to serving his or her fellow staff throughout the term.

The Staff Council Outstanding New Member award is open to all current IUPUI Staff Council members serving their first term. Self-nominations and nominations of others are welcome. All nominees for the Outstanding New Member award will receive a letter of notification by email that they have been nominated for the award. The award recipient will receive a letter of congratulations, the appropriate supervisor will be notified, and an award. The winner will be honored at the IUPUI Staff Council retreat in July and at the first meeting of the following year. If selected as the Council Outstanding New Member, the winner will be disqualified from winning the Member of the Year or Committee Chair of the Year awards for this year.

To nominate yourself or an individual, you must complete the nomination form by Friday, May 31st, 2013. [Click here](#) to submit your forms online. If you prefer not to submit your entry online, you may download the nomination form and submit them to the Staff Council Staff Development Committee, c/o Caitie Deranek, School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202.

The Staff Council Outstanding New Member award is awarded by the IUPUI Staff Council and administered jointly by the Reward and Recognition Committee and Staff Development Committee.

Drafted Email from Lee to Staff Council Members
Ideal Drop Date: Wednesday, May 1st 2013

Dear Staff Council Members:

I write to encourage you to nominate yourself and your fellow Staff Council members for the first annual Staff Council Awards. This has been an extraordinary year for the IUPUI Staff Council and this is a great way to acknowledge your service. There are three awards open for nominations:

IUPUI Staff Council Member of the Year: This person is an outstanding member of the Council, serving their constituents faithfully through work on committees and the Council overall.

IUPUI Staff Council Outstanding New Member: This person is someone who has made major headway in their first term and has jumped into the work with the Council to make a real different.

IUPUI Staff Council Outstanding Committee Chair: This person is an outstanding committee chairperson, pushing their committee to innovate and reach new levels of success throughout the 2012-2013 year.

I hope that you will take this opportunity to honor the outstanding work of the Staff Council this year. Nominations can be submitted electronically here [**INSERT HYPERLINK**] or on paper to the Staff Council Staff Development Committee, c/o Caitie Deranek, Lilly Family School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202 or at cderanek@iupui.edu. We will honor the recipients of these awards at our Staff Council Retreat on July 12th.

Thank you again for all that you do for the campus community.
Lee

K. Lee Stone M.S., MT (ASCP), NRCC-CHO

Nominations for Staff Council Awards Open May 1st

The Staff Development Committee of the Staff Council invites you to nominate yourself or a colleague for the first annual Staff Council awards! There are three awards, as follows:

IUPUI Staff Council Member of the Year

The intention of this award is to honor a member who has exhibited extraordinary service to IUPUI's staff through his or her work on the Staff Council. The ideal honoree has demonstrated great commitment to serving his or her fellow staff through committee work, leadership roles, or general membership. He or she has gone above and beyond the responsibilities of Staff Council membership to serve members of the campus community and improve the experience of their constituents. The awardee is active in both general meetings and committee assignment, providing valuable feedback and serving as a conduit for the needs of staff.

IUPUI Staff Council Outstanding New Member

The intention of this award is to honor a member who has jumped in with both feet to the work of the Council during their first term. He or she is active both within the greater Council and their committee, serving with consistency and creativity, whether in a leadership role or not. The ideal honoree has demonstrated great commitment to serving his or her fellow staff throughout the term.

IUPUI Staff Council Outstanding Committee Chair

The intention of this award is to honor a chairperson who has gone above and beyond the call of their position. The ideal honoree has demonstrated passion for their work, worked effectively as a leader, and has inspired his or her committee to excel in their work during the 2012-2013 year. The awardee would have pushed the committee beyond its normal activities to innovate and create change at IUPUI, bettering the campus and reaching the needs of the Council's constituents.

Nominations are available either through an electronic survey or on a paper form, whichever is easier. Self-nominations and nominations of others are completely welcome. You do not have to be a Staff Council member to nominate someone.

The nominated members will be notified of their nomination and the winners will be announced at the annual Staff Council Retreat on July 12th at Victory Field.

Questions? Concerns? Most importantly, nominations that you'd like to send? Contact Caitie Deranek at cderanek@iupui.edu or (317) 278-8918.

Staff Council Award Nomination Form

Outstanding Committee Chair Award

Nomination Form

Open: May 1 – 31, 2013

To apply, complete the nomination form and the narrative form then mail both to the Staff Council Staff Development Committee, c/o Caitie Deranek, IU School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202, by **5:00pm on May 31**. You may also submit your nominee electronically here: [[insert URL](#)].

Individual Being Nominated

Name of Nominee: _____

Department: _____

Campus Address: _____

Email Address: _____

Nominator's Information

Name of Nominator: _____

Department: _____

Email Address: _____

Staff Council Award Nomination Form
Outstanding Committee Chair Award

Narrative Form

INSERT APPROPRIATE DESCRIPTION HERE

In the space below or on a separate sheet please provide a 500-word narrative about the nominee's leadership as a Committee Chairperson focusing on the 2012 – 2013 term.

Staff Council Award Nomination Form

Member of the Year Award

Nomination Form

Open: May 1 – 31, 2013

To apply, complete the nomination form and the narrative form then mail both to the Staff Council Staff Development Committee, c/o Caitie Deranek, IU School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202, by **5:00pm on May 31**. You may also submit your nominee electronically here: [\[insert URL\]](#).

Individual Being Nominated

Name of Nominee: _____

Department: _____

Campus Address: _____

Email Address: _____

Nominator's Information

Name of Nominator: _____

Department: _____

Email Address: _____

Staff Council Award Nomination Form

Member of the Year Award

Narrative Form

INSERT APPROPRIATE DESCRIPTION HERE

In the space below or on a separate sheet please provide a 500-word narrative about the nominee's outstanding service to Staff Council focusing on the 2012 – 2013 term.

Staff Council Award Nomination Form

Outstanding New Member Award

Nomination Form

Open: May 1 – 31, 2013

To apply, complete the nomination form and the narrative form then mail both to the Staff Council Staff Development Committee, c/o Caitie Deranek, IU School of Philanthropy, 550 West North Street, Suite 301, Indianapolis, IN 46202, by **5:00pm on May 31**. You may also submit your nominee electronically here: [[insert URL](#)].

Individual Being Nominated

Name of Nominee: _____

Department: _____

Campus Address: _____

Email Address: _____

Nominator's Information

Name of Nominator: _____

Department: _____

Email Address: _____

Staff Council Award Nomination Form
Outstanding New Member Award

Narrative Form

INSERT APPROPRIATE DESCRIPTION HERE

In the space below or on a separate sheet please provide a 500-word narrative about the nominee's service to Staff Council as a new member focusing on the 2012 – 2013 term.
