

**THE MESSAGE BELOW IS AN EXAMPLE OF ONE STAFF COUNCIL MEMBER'S METHOD FOR  
UPDATING HER CONSTITUENTS (NOTE: OLD information is contained in the message.)**

All,

As your Staff Council representative, I have listed below an outline of what was presented in our Staff Council meeting Wed, Sept 21st. For those of you who wish to have a more in-depth report, I am also forwarding the email below from ***Karen E. Eckert, Coordinator/ IUPUI Faculty & Staff Councils*** that gives website links to a summary of the meeting.

I want to encourage each of you to share with me any ideas, suggestions, or comments you might have. As your representative, my responsibility is to bring to the Staff Council employee concerns, which can lead to changes/improvements in staff conditions here at IUPUI. The Staff Council is the closest thing to a union we have, so we encourage staff to feel free to speak up.

- Jag News: to be limited to only student information. Staff Council is looking into ways staff will be able send out information if we can no longer use Jag News.
- Supplemental Retirement Plans (403B & 457B): Ellen Poffenberger encourages every staff member to attend one of the two presentations by Wayne McClain that will explain the benefits of using this great benefit IUPUI offers its eligible staff. The presentations are identical, and will be held here on campus on Friday, Sept. 23 from 10:00 to 11:00 am at the Cancer Research building R4-101, and Friday, Sept. 28 from 3:00 to 4:00 pm at the Dental school auditorium.
- Employee Recognition: Tuesday, October 11 from 3:00 to 5:00 pm at University Place Conference Center auditorium. All staff is invited.
- Financial Fitness workshops:

October 4 – Financial Checkup

October 11 – Saving/Investing

October 25 – Understanding Credit

November 1 – Goal Setting

November 8 – Budgets

Location: IUPUI Rotary Building, Grayson Room

Details/Registration: [www.hra.iupui.edu/signup](http://www.hra.iupui.edu/signup) , [hrrtrng@iupui.edu](mailto:hrrtrng@iupui.edu) or Lynnell at 274-8932.

- Open Enrollment deadline: November 18th. Not much changing this time. Packet to come around the end of October. Compared to other employers, we have excellent benefits.
- Campus Facilities: asks us to help conserve energy and keep IUPUI costs down by turning off lights and keeping your computers in energy-saver mode.
- Recycling on campus: a new program is being rolled out on IUPUI recycling efforts. Herron Art students are now designing a new corral that will house the collection bins, and the new program should be rolled out in February.
- Housekeeping: there has been extensive restructuring in CFS eliminating 16 housekeeping positions. No layoffs, just restructuring. Cleaning baseline schedule may be viewed at the CFS website at [www.iupui.edu/~cfs/Service\\_Guide/SCHEDULES/schedules.html](http://www.iupui.edu/~cfs/Service_Guide/SCHEDULES/schedules.html).
- Chili for Charity: The IUPUI Chili for Charity is in its 11th year and you are invited to the party. This is a premier event on campus to celebrate our community. This year's United Way Chili for Charity will be Thursday October 20, from 11:00 a.m. to 1:00 p.m. in the ES Breezeway (change from last year).
- Adopt-a-Jaguar: Eric Utterback, IUPUI Athletics Club, explained this latest fund-raiser. Please visit website [www.iupui.edu/~jagsport/ Assets/PDFs/adopt a jaguar.pdf](http://www.iupui.edu/~jagsport/Assets/PDFs/adopt_a_jaguar.pdf).

**THE TEMPLATE FOR CONSTITUENT UPDATES BELOW IS AVAILABLE ON THE SC WEBSITE**

Indiana University–Purdue University  
Indianapolis

## Staff Council

*Greetings from your Staff Council Representative, [YOUR NAME HERE]*

To: All [UNIT NAME HERE] Staff Members

Date: [DATE HERE]

Re: [A TITLE INDICATING CONTENT OR ISSUE PRESENTED HERE]

*A reply from you regarding this memo/announcement is necessary: YES NO*

*If you have any feedback to share with me regarding the Staff Council news below OR about staff life at IUPUI, in general, please e-mail me at [YOUR E-MAIL ADDRESS HERE]*

Hello, fellow Staff Member! Please take a moment to read this important announcement and, if appropriate, share the news within your area or with other staff either via e-mail, by posting the announcement or by directing feedback to me.

[TEXT OF ANNOUNCEMENT HERE]

Thank you for taking the time to gain awareness and get involved! Please remember that the IUPUI Staff Council meets from 3:00-5:00pm on the 3<sup>rd</sup> Wednesday of every month [from September-June] in the Wynne Courtroom of Inlow Hall (“IH 100”). These meetings are open to all and you are invited and encouraged to attend by Staff Council President Michelle Tansy; I will report back to you following each meeting. Your feedback is important to me and to IUPUI!

Visit the Staff Council website at <http://www.iupui.edu/~scouncil/>

Contact Karen Eckert, Staff Council Coordinator at [keeckert@iupui.edu](mailto:keeckert@iupui.edu)