

IUPUI

**OFFICE OF THE
STAFF COUNCIL**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

IUPUI Staff Council
Annual Report 2007-2008

Prepared by:

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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

Getting the Job Done

The Council worked for the staff of IUPUI by:

- Continuing to discuss with Assistant Vice Chancellor for Human Resources Ellen Poffenberger and Associate Vice President for Human Resources Dan Rives the possibility for university staff to purchase option short-term disability insurance. Rives attended the January 16, 2008, Staff Council meeting to discuss the progress of initiative at that time. He will address the Staff Council again in September 2008 with another update.
- Developed the first ever Staff Council Newsletter to reach all staff members with news from the Council, information from the campus community, and opportunities for professional development.
- Received and disseminated 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.

- Received and disseminated information received from Vice Chancellor Robert Martin, Assistant Vice Chancellor Emily Wren, and their staffs at Staff Council meetings about campus construction projects, finances, and long-range plans for the university.
- Received and disseminated information received from the IUPUI Faculty Council at Staff Council meetings about the work of the IFC and issues that pertain to staff on this campus.
- Enjoyed a successful July 2007 retreat at IU Bradford Woods Outdoor Education Center, planned by the Special Events Committee. The retreat's theme was communication and included a discussion of *Generations* by Donna Burkhardt of University Human Resources, as well as a *Communication through Teaching* jewelry making session, Emergency Preparedness and Communication at IUPUI, a nature walk, and a panel discussion on Campus Communication Strategies.
- Filled unit representative positions as vacancies occurred following the 2007 Spring election. **(Membership Committee)**
- Met with a consultant hired by the campus to review the Affirmative Action Office.
- Received and responded to countless staff inquiries about campus services and work/life.
- Continued dialogue with Maggie Miller (Associate Director, IUPUI Auxiliary Services) and Don Godleski (Resident Manager, Chartwells) regarding food service on campus.
- Received confirmation from Human Resources Administration, as a result of inclement winter weather, that now in 2007 that adverse weather conditions have not only been clarified, but are now more in alignment with student class cancellations. Staff Council members, as well as campus staff members, rallied for clearer policies and improved communication regarding severe weather, when to report to work, and how absences would be covered if the campus was closed.

Reaching Out

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

- Meeting with two members of the American Red Cross to find ways to partner with them through either blood donation or assistance to families displaced due to natural disasters in Indiana. **(Executive Committee)**
- Sponsoring *IUPUI Night at the Pacers Game* events. **(Special Events Committee)**
- Sponsored, organized, publicized, and staffed two blood drives. 135 pints were drawn in October 2007 with 168 units drawn of 202 potential donors in April 2008. The April drive alone yielded almost 1/3 of the need each day in area hospitals. **(Special Events Committee)**
- Planned a successful holiday celebration for Council members and students at the Center for Young Children in December 2007. Each child received an IUPUI backpack filled with a coloring book, crayons, and a cookie. Special thanks goes to IUPUI Communications and Marketing, CVS, and Chartwells for their donations. **(Special Events Committee)**
- Began planning the first Staff Council Fine Arts and Crafts Fair to be held in November 2008. **(Ad Hoc Fine Arts and Crafts Fair Committee)**
- Staff Council members volunteer each semester to help students with directions and questions at TEAM IUPUI.

Applauding Excellence

The Council:

- Awarded the *Carol D. Nathan Staff Council Scholarship* for the 2007-2008 school year to Tyrone Freeman (Education), Nathan Spaulding (CFS), and Shelly Wallace (Electrical and Computer Engineering). (**Rewards and Recognition Committee**)
- Awarded the *Gerald L. Bepko Spirit Award* to Nancy Lemons (SPEA), Marla Zimmerman (Nursing), Rachel Sipes (Social Work), and Nancy Roof (Office of International Affairs)
- Awarded the *Nan S. Bohan Community Engagement Award* to Hayward Guenard and Jonna MacDougall.

Civic Engagement

The Council believes in being civically engaged. This year, the Council participated in the following activities:

- Cell phone drive to benefit the Indiana Coalition Against Domestic Violence (ICADV). Over 100 cell phones were donated to the program. In December 2007, the ICADV presented the Council with a certificate recognizing these efforts. Members continue to collect cell phones from their units and UITS contributes phones no longer used by the university.
- Blood drives (see Reaching Out) to benefit the Indianapolis community and beyond through donation to the Indiana Blood Center.
- Susan G. Komen Race for the Cure. The Staff Council team consisted of more than ten staff members. Additional funds were raised by the team as well as those donated by Nancy Gibson (Staff Council Member) in honor of her sister.

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.

Continuing the Work

Looking forward, the Council will:

- Continuing working with Assistant Vice Chancellor for Human Resources Ellen Poffenberger and Associate Vice President for Human Resources Dan Rives to bring a short-term disability option to IUPUI and the university as a whole.
- Revise the Staff Council website to be in concert with the IUPUI website regarding image and usability.

Committee Reports:

(Ad Hoc) Diversity Committee: It's everybody's job. (Chair: Gary Curto)

- All IUPUI staff members (whether on Staff Council or not) are members of the SC Ad hoc Committee on Diversity.
- Gary Curto has represented the committee in the New Leader Transition process for the new Assistant Chancellor for Diversity, Equity, and Inclusion, Ken Durgans, who assumed his post on July 1.
- The committee will reconvene to consider plans for academic '08-'09. TBA.
- Anyone with an interest in helping to promote an atmosphere of inclusion, equality, and open communication is encouraged to contact Gary Curto (gcurto@iupui.edu) for further information.

(Ad Hoc) Fine Arts and Crafts Fair Committee (Chair: A. Michelle Simmons)

- The committee met to discuss holding the First Annual IUPUI Fine Arts and Crafts Fair. The fair is scheduled for November 22, 2008, with plans to reserve a date for October, 2009.
- Wanting to put the emphases on the arts aspect of the fair, the committee discussed name ideas and settled on the IUPUI Fine Arts & Crafts Fair sponsored by the Staff Council. The fair would be juried so that only good quality, hand crafted items would be sold.
- Applications were mailed to artists that we had gathered business cards from at other fairs. An announcement was also included in Jag News and craft fair sites as well as flyers were made to post and hand out to other artists at art fairs. Flyers were also sent to art centers around town.
- 33 applications have been approved so far.

Rewards & Recognition Report (Chair: Christine Padgett)

2008 Rewards & Recognition fulfilled its mission in promoting and coordinating applications for and the awarding of the Staff Council-sponsored IUPUI Bepko Spirit Award and the IUPUI Carol D. Nathan Staff Council Scholarship (both awards are intended for full-time staff members). This year Rewards & Recognition committee efficiently and effectively reviewed and scored nominations and applications electronically via email and Adobe PDF & MS Excel. The Rewards & Recognition Committee could not have been successful this year without the Communications Committee and the Faculty & Staff Council Coordinator we are grateful for their assistance.

Bepko Spirit Award

- 12 nominees
- 4 winners – (Nancy Lemons –SPEA, Marla Zimmerman – SON, Rachel Sipes – SOW, and Nancy Roof-OIA)
- Winners receive \$100 each and a plaque to be given at the Chancellor's Employee Recognition Ceremony

Nan S. Bohan Community Engagement Award

- Inaugural winners (Hayward Guenard and Jonna MacDougall) were announced in September 2007 at the Chancellor's Employee Recognition Ceremony
- Applications for 2008 (presently) = 12
- Awardees undetermined at this time

Carol D. Nathan Staff Council Scholarship Award

- Deadline July 20, 2008
- Applications at present = 12
- Awardees undetermined at this time
- Winners receive a scholarship in the amount of \$500 (\$250 awarded at the beginning of the Fall and Spring semesters) and recognized at the Chancellor's Employee Ceremony.

Goals for next Staff Council session: to promote the awards in a greater capacity reaching many more full-time staff members.

2007-2008 Staff Council Executive Committee

Michelle Tansy, President
Sue Herrell, First Vice President
Christopher Walthers and Wayne Husted, Second Vice President
Walthers served July 2007-April 2008
Husted served April 2008-June 2008
Avis Frieson, Corresponding Secretary

Members-at-Large:

Keith Battle
Jan Canganelli
Natalie Harvey
Wayne Husted
Leslie Kidwell
Lee Stone

2007-2008 Staff Council Committee Chairs

Bylaws – Avis Frieson
Communications – Elizabeth Wager
Membership – Christopher Walthers and Wayne Husted
(Ad Hoc) Nominations – Wayne Husted
Rewards and Recognition – Christine Padgett
Special Events – Karen Best and Dale Ray
(Ad Hoc) Diversity – Gary Curto
Staff Affairs – Wayne Husted
(Ad Hoc) Web – Karen Eckert