



IUPUI STAFF COUNCIL

ANNUAL REPORT 2011-2012

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.

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PURPOSE OF THE STAFF COUNCIL

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

2011-2012 Staff Council Executive Committee

Sue Herrell, President
Lee Stone, President Elect
Amanda Shumaker, First Vice President
Alicia Gahimer, Second Vice President
Beth Chaisson, Corresponding Secretary
Teresa McCurry, Parliamentarian

Members-at-Large:
Kristy Chapman
Margo Foreman
Deanna Hart
Patti Holt
Jim Klenner
Colleen Rusnak
Meagan Senesac

KEEPING YOU INFORMED

While 2010 will be remembered for its challenges regarding the budget, the Staff Council is here to keep you informed and will be involved in matters of concern to the staff.

~ Sue Herrell
President

ACCOMPLISHMENTS

- Disseminated information from Human Resources Administration [courtesy of Interim Assistant Vice Chancellor Martha Bulluck and her staff] at Staff Council meetings about staff development opportunities, Work/Life programming, university benefits, and policy changes.
- Communicated information received from Vice Chancellor Dawn Rhodes, Assistant Vice Chancellor Emily Wren, on topics such as the campus master plan, campus construction projects, parking, budgets, and long-range plans for the university.
- Shared information from the IUPUI Faculty Council about issues of importance to both faculty and staff on this campus.
- Reported the work of the Staff Council at all Faculty Council meetings throughout the year.
- Distributed the Staff Council Newsletter to all full-time staff members on a monthly basis.
- Planned a successful July 29, 2011, staff retreat at Fort Benjamin Harrison. The theme was team building led by Cheryl Alfred, facilitator and staff member in the Office of Faculty Appointments and Advancement.
- Responded to countless staff inquiries through the Staff Council link (<http://www.surveymonkey.com/s/5M3JBZW>) about health insurance, parking, campus services, food service, timekeeping, and work/life.
- Served on the following campus committees due to wider council visibility: Campus Center Advisory Board, Campus Sustainability Committee, Common Theme Committee, Greening IUPUI Grant Award Committee, Parking Advisory Committee, Parking Appeal Committee, Pedestrian Safety Committee, Resource Planning Committee, Task Force on Sexual Assault and Violence Prevention, Task Force on IUPUI Health and Wellness, and Tobacco Free IUPUI Task Force.
- Approved proposal to conduct Staff Council meetings on a year-round basis.
- Provided feedback on three Information Technology policy requests.
- The Faculty Relations Committee was reconstituted and began holding joint meetings with the Faculty Council Staff Relations Committee. The joint committees reviewed the Student Services Initiative Report and provided extensive comments as its first item of business. The committee also requested an administrative review of the TIME timekeeping system and to choose a uniform methodology across all campuses to accept synchronous or asynchronous instead of different methods for different schools and campuses.
- Provided topical presentations in an effort to inform IUPUI staff members on such issues as:
 - IUPUI 2012 Reaccreditation: Mary Fisher, Associate Vice Chancellor for Academic Affairs
 - Service with Distinction: Deb Dunbar, University Human Resources Administration
 - Benefits and Open Enrollment: Susan Brewer, University Director for University Healthcare and Welfare Program
 - Health Engagement Program: Patty Hollingsworth, Director of Employee Health Engagement
 - Common Theme: Jane Luzar, Co-Chair, Common Theme Committee
 - Sustainability on Campus: Colleen McCormick, Director of Sustainability
 - Conversation with Chancellor Charles Bantz and Executive Vice Chancellor Uday Sukhatme
 - Academic and Career Development: Colleen Rusnak, Academic Advisor, and Jennifer Weinmann, Student Employment Consultant
 - Auxiliary Services at IUPUI: Kate Julius, Assistant Vice Chancellor
 - Jumping Ahead to Graduation (JAG) Campaign, Jennifer Weinmann, Student Employment Consultant
 - Changes in Communication and Marketing: Amy Conrad Warner, Vice Chancellor for External Affairs
 - Office for Equal Opportunity / Task Force on Sexual Assault and Prevention: Kim Kirkland, Director, Office for Equal Opportunity

CIVIC ENGAGEMENT

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

- Sponsoring a canoe in the third annual IUPUI Regatta.
- Organizing two campus blood drives (October 2011 and May 2012). 138 units of blood were donated by faculty, staff, and students at IUPUI.
- Planning a successful holiday celebration for Council members and students including a service project, *Make a Soldier Smile*, in which members and the campus community donated items to raise the spirits of American soldiers. Sixty boxes (967.5 pounds) of novelty items, books, hats, and games were sent to soldiers in seven military locations. FOX59 News did a story about the project on April 24, 2012, that was broadcast on other FOX affiliate stations and national news outlets. The cover picture of this report reflects additional support from school children in Florida. The video can be found here: <http://www.fox59.com/news/wxin-local-women-send-soldiers-unique-care-packages-20120424.0.7916020.column>
- Continuing cell phone drive to benefit the Indiana Coalition Against Domestic Violence (ICADV). Cell phones collected during the academic year were donated during the 2012-2013 year.
- Participating in the Susan G. Komen Race for the Cure. Together the Staff Council team raised more than \$600.
- Continuing The Legacy Project (<http://www.iupui.edu/~scouncil/legacy/>) with plantings in the fall, spring, and summer at both campus portals (West and Michigan and New York and Limestone).
- Sponsored the Third Annual IUPUI Fine Arts and Crafts Fair on October 29, 2011.

Council members also:

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

APPLAUDING EXCELLENCE

Due to the change in date of the Employee Recognition Ceremony from fall 2012 to spring 2013, the Council did not distribute the Gerald L. Bepko Staff Council Spirit Award, the Nan Bohan Community Engagement Award, the Multicultural Impact Staff Award, and the Carol D. Nathan Staff Council Scholarship.

CONTINUING THE WORK

Looking forward, the Council will:

- Sponsor a campus blood drive in fall 2012 and spring 2013.
- Continue to support 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.

COMMITTEE REPORTS

Bylaws Committee (Chair: Patti Holt)

Action Items: No changes this year.

Communications Committee (Chair: Meagan Senesac)

Action Items:

- Continued use of a Staff Council Facebook page to encourage membership and get word out regarding events.

- Advertised to appropriate persons and venues regarding scholarships and awards, the Legacy Project, Fine Arts and Craft Fair, blood drives, military donations, and the Staff Council retreat.
- Send welcome letters to all new employees with information about Staff Council.

(Ad Hoc) Diversity Committee (Chair: Troy Barnes)

Action Item:

- Attended meetings of the Campus Diversity Committee (Ken Durgans, Vice Chancellor for Diversity, Equity, and Inclusion – Chair)
- Included diversity events on the Staff Council and Campus Events Calendars.

(Ad Hoc) Fine Arts and Crafts Fair Committee (Chairs: Teresa McCurry and Deanna Hart)

Action Items:

- Held the second IUPUI Staff Council Fine Arts and Crafts Fair on October 30, 2010, with sixty-one vendors participating.
- Planned the third IUPUI Staff Council Fine Arts and Crafts Fair to be held on October 29, 2011, in the Campus Center at IUPUI.

Membership (Chair: Alicia Gahimer)

Action Items:

- First Vice President (James Klenner elected at June 20, 2012, meeting)
- Election of Executive Committee Members At-Large (Deanna Hart, Barb Hanes, Cortnee Martin, and Jack Waggoner elected at June 20, 2012, meeting. Deanna Hart took over the term vacated by James Klenner when elected to First Vice President.)
- Election of Unit Representatives (Spring 2012)
- Developed itinerary for Staff Council Awareness Week.

Action Items carried over to 2012-2013:

- Facilitation of the August 18, 2012, New Member Orientation
- Review suggested changes to the Bylaws regarding membership and election procedures.

Rewards and Recognition (Chair: James Klenner)

Awards delayed to 2013 as mentioned under Applauding Excellence.

Special Events Committee (Co-Chairs: Kristy Chapman and Kelly Miholic)

Action Items:

- Organized Staff Council Retreat on July 29, 2011, at Ft. Benjamin Harrison State Park.
- Planned and held two blood drives.
- Planned and held Staff Council holiday meeting/reception and service project, *Make A Soldier Smile*.
- Continued the work of The Legacy Project to beautify the campus.

Action Items carried over to 2012-2013:

- Staff Council Retreat: July 2012.
- Blood drives planned for October 2012 and April 2013.
- Holiday meeting/reception for Staff Council.
- The Legacy Project: plantings to take place in the fall, spring, and summer.

Staff Affairs Committee (Chair: Candice Smith)

Action Items:

- Working subcommittees: Health and Safety, Transportation/Parking, Human Resources, and Benefits.
- Continued working with University Human Resources to bring better awareness of performance management to all units at IUPUI.
- Miscellaneous issues such as parking pass increases, health engagement issues, pedestrian safety around the ITIC building and new garage, flexible work schedules, employee fee courtesy, and the non-compliance of the campus smoking policy

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

Action Items:

- Continued monitoring of the Staff Council Website to be sure it is always current.

2010-2011 Staff Council Committee Chairs

Bylaws – Patti Holt

Communications – Meagan Senesac

Membership – Alicia Gahimer

(Ad Hoc) Nominations – Alicia Gahimer

Rewards and Recognition – James Klenner

Special Events – Kristy Chapman and Kelly Miholic

(Ad Hoc) Diversity – Troy Brown

Staff Affairs – Candice Smith

(Ad Hoc) Web – Karen Lee