



IUPUI STAFF COUNCIL

ANNUAL REPORT 2012-2013

As representatives of all full-time non-union staff on campus, we strive to ensure a staff presence in campuswide 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, workshops, 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

2012-2013 Staff Council Executive Committee

Lee Stone, President
James Klenner, First Vice President
Alicia Gahimer, Second Vice President
Beth Chaisson, Corresponding Secretary
Teresa McCurry, Parliamentarian

Members-at-Large:

Kristy Chapman
Barb Hanes
Deanna Hart
Patti Holt
Cortnee Martin
Jack Waggoner

ENGAGING OUR STAFF

We will remember 2012 as the year the staff at IUPUI became engaged in planning for the future of IUPUI. It was exciting to see the hard work our talented staff put into the strategic planning process, and I am confident our staff will remain engaged as we move forward to implement our plan for a future where all staff have the opportunity to succeed and grow in their careers at IUPUI.

This report highlights only a small sample of the hard work and devotion that makes up the heartbeat of the staff of IUPUI.

~Lee Stone
President

ACCOMPLISHMENTS

- Disseminated information from Human Resources Administration [courtesy of Assistant Vice Chancellor Carleen Thompson 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 and reported the work of the Staff Council at all Faculty Council meetings throughout the year.
- Renamed the Staff Council Newsletter to JagJournal and disseminated it to all full-time staff members on a monthly basis (Communications Committee). Updated the newsletter format to HTML using WhatCounts and Broadcaster for distribution (Web Committee and SC Coordinator). Highlighted SC members in monthly articles ([Ad Hoc] Staff Development Committee).
- Responded to inquiries through the Staff Council [link](#) about health insurance, parking, campus services, food service, timekeeping, and work/life. (Staff Affairs Committee)
- Collected data from the Urban 15 universities for review of other university's staff benefits (Staff Affairs Committee).
- Served on the following campus committees due to wider council visibility: Campus Center Advisory Board, Campus Diversity Committee, 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, Strategic Planning Steering Committee, Task Force on Staff Talent, and Tobacco Free IUPUI Task Force.
- Provided feedback on Information Technology policy requests ([Ad Hoc] Technology Committee).
- Discussed the Strategic Planning initiative and how the campus could attract and retain high quality staff. Participated with the Task Force on Staff Talent in developing an online discussion board using IdeaScale to engage staff members in identifying ways the campus could be the best in seeking and retaining staff members. The information received was used to report back to the Strategic Direction Steering Committee in forming their report. The SC Committee on Diversity, Equity, and Inclusion participated on the Task Force on Inclusive Campus Environment portion of the strategic plan.
- Planned a successful July 20, 2012, staff retreat at Indiana Landmarks. The theme was MVP: Motivating Visionary Performance led by Tom Meier (Special Events Committee).
- Continued working with University Human Resources to bring better awareness of performance management to all units at IUPUI (Staff Affairs Committee).
- Addressed issues such as health engagement, donating PTO time, clarification of reissued lateral transfer policy, tuition benefit, flexible work schedules, employee fee courtesy, and parking monetization (Staff Affairs Committee).
- Provided topical presentations in an effort to inform IUPUI staff members on such issues as:
 - Annual Visit from Executive Vice Chancellor and Chief Academic Officer Nasser Paydar
 - Nursing Mothers' Rooms: Maggie Stimming, Human Resources Administration
 - 2013 Healthcare Program and Impact of US Healthcare Reform on 2014 Healthcare Program: Dan Rives, Associate Vice President, University Human Resources, and Susan Brewer, University Director of Healthcare and Welfare Services
 - Smoking Law and Policy: Jane Luzar, Founding Dean, IUPUI Honors College, and Gabrielle Bovenzi, Chief of Staff, Office of Finance and Administration
 - IUPUI 2012 Reaccreditation: Mary Fisher, Associate Vice Chancellor for Academic Affairs
 - IUPUI Food Service: Chris Yeadon, Director of Dining Services, and Kate Julius, Assistant Vice Chancellor for Auxiliary Services
 - Conversion of University Place Hotel to Classrooms / Dorms: Dawn Rhodes, Vice Chancellor for Finance and Administration, and Zeb Davenport, Vice Chancellor for Student Life
 - Sustainability on Campus: Colleen McCormick, Director of Sustainability
 - JagTag Payment Program and Services: Sarah Gries, JagTag Marketing Manager
 - Annual Visit from Charles Bantz, Chancellor
 - Update on the IUPUI Athletics Program: Michael Moore, Director of Athletics

- Emergency Management: Carlos Garcia, Director, Emergency Management and Continuity
- Strategic Directions: Stephen Hundley, Associate Vice Chancellor for Strategic Initiatives
- ACE Internationalization Lab: Bill Blomquist, Dean, School of Liberal Arts
- Policy Changes: Dan Rives, Associate Vice President for University Human Resources
- Held elections at the council's June 19, 2013, meeting for the offices of second vice president, corresponding secretary, and members-at-large. Unit representatives were also elected in spring 2013. (Membership Committee)
- Developed itinerary for Staff Council Awareness Week. (Membership Committee)
- Developed approved plan to reduce the number of representatives on the council to help decrease turnover on and provide support by clusters in the School of Medicine beginning in AY 2013-2014. (Membership Committee)
- Reviewed proposed campus sustainability policies at the request of the Office of Sustainability.
- Asked Chancellor Bantz for an audit of the TIME timekeeping system, policy on recording time, and requesting that IUPUI go to asynchronous timekeeping for all employees except hourly (Faculty and Staff Relations Committee).
- Participated in the Employee Health and Benefits Fair by hosting an information table on the Staff Council (Membership Committee).
- Joined the Faculty Council Fringe Benefits Committee in a meeting with Dan Rives on the increase in insurance premiums, IU's self-insurance system, and the cost of Anthem's role in management of the plans (Faculty Relations Committee).
- Reviewed and suggested changes to the Staff Survey sponsored by Human Resources Administration.

CIVIC ENGAGEMENT

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

- Organizing two campus blood drives. 93 units of blood were donated by faculty, staff, and students (Special Events and Community Outreach Committees).
- Collecting funds from faculty and staff for an IUPUI employee whose home was destroyed in the Richmond Hills neighborhood explosion (Special Events Committee).
- Collecting canned and non-perishable food items to help stock the Ronald McDonald Houses on campus's pantries for families staying in the houses with children admitted to Riley Hospital for Children (Community Involvement Committee).
- Continuing cell phone drive to benefit the Indiana Coalition Against Domestic Violence (ICADV). 72 cell phones were collected during the academic year (Community Involvement Committee).
- Continuing [The Legacy Project](#) with plantings in the fall, spring, and summer at both campus portals (West and Michigan and New York and Limestone) (Special Events Committee).
- Participating in the 2013 Mutt Strut to benefit the Indianapolis Humane Society (Community Outreach Committee).

Council members also:

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

PROMOTING DIVERSITY, EQUITY, AND INCLUSION

The Council kept with the university mission to promote diversity, equity, and inclusion by:

- Changing the name of the [Ad Hoc] Diversity Committee to the Staff Council Committee on Diversity, Equity, and Inclusion (SCCDEI) as the council felt the committee should be considered more than just ad hoc.
- Planned the first Staff Council Diversity Fair (SCCDEI) including information tables on areas and people on campus who can aid in diversity-related matters (SCCDEI).
- Provided support to campus diversity events through placement of ads in event brochures (SCCDEI).
- Held in-meeting workshop on diversity led by the SCCDEI.

APPLAUDING EXCELLENCE

The Council gave the following awards through the work of the SC Rewards and Recognition Committee:

- Carol D. Nathan Staff Council Scholarship for the 2011-2012 school year to Steven Graunke and Renee Stratton.
- Gerald L. Bepko Spirit Award to Nyree Humbert and Maggie Stimming.
- Nan S. Bohan Community Engagement Award to Starla Officer.
- Multicultural Impact Staff Award to Johnny D. Pryor.

The council also:

- Celebrated staff on their years of service to the IUPUI campus.
- Took joint responsibility for the faculty and staff Glenn W. Irwin, Jr., M.D., Experience Excellence Awards with the Faculty Council Executive Committee. The awards were administered previously by Human Resources Administration.
- Developed three awards to celebrate SC members internally. The awards are to be given in 2013-2014 and are entitled Member of the Year, Committee Chair of the Year, and Outstanding New Member ([Ad Hoc] Staff Development Committee).
- Partnered with Human Resources Administration to plan the Chancellor's Employee Recognition Ceremony for the first time. This will be continued for future ceremonies as well.

CONTINUING THE WORK

Looking forward, the Council will:

- Sponsor a campus blood drive in fall 2013 and spring 2014.
- Support the staff with sponsored workshops as applicable.
- Represent the staff of IUPUI regarding matters of workplace, benefits, and well-being.
- Support diversity events on campus through placement of ads in event brochures and funding staff member attendance.

2012-2013 Staff Council Committee Chairs

(Ad Hoc) Academic Affairs – Deanna Hart

Bylaws – Patti Holt

Communications – Todd Herring

(Ad Hoc) Community Affairs – Patti Holt

Diversity, Equity, and Inclusion – Aron DiBacco

Faculty Relations – Lee Stone and Sarah Baker

Membership – Alicia Gahimer

(Ad Hoc) Nominations – Alicia Gahimer

Rewards and Recognition – James Klenner

Special Events – Kristy Chapman and Cortnee Martin

Staff Affairs – Candice Smith and Jennifer Pease

(Ad Hoc) Staff Development – Caitie Deranek

(Ad Hoc) Technology Committee – Scott Orr and Barbara Hanes

(Ad Hoc) Sustainability – Brady McManama

(Ad Hoc) Web – Karen Lee