

Staff Council Newsletter

STAFF COUNCIL. . . . YOUR VOICE!

Campus Safety: A Conversation with the IUPUI Police Department

At the February 17, 2010, Staff Council meeting, Chief Paul Norris and Captains Bob True and Bill Abston discussed campus safety. The following questions were asked and commented on by the officers.

- **The daily thefts on campus are creating distress and anxiety about crime on our campus. Please discuss what steps are being taken to prevent thefts on campus and your recommendations on how staff should respond if they witness a theft or if they are robbed. Are there any plans to install security cameras in high crime areas like parking lots and vending areas?**
 - Officers are being sent to buildings more often. Theft is a crime of opportunity and it is important to reduce the opportunity. Lock your office, lock your purse in your office, notice who is in your area, and call if you are uncomfortable with someone who isn't usually in your area. When you call the department, describe the situation in detail, including the person in question. Give your name as they cannot deal with anonymous phone calls. For theft in cars, keep items out of site; lock items in your trunk. Thieves look for suction cup marks on windshields for GPS devices – lock those items in your trunk. Join the police listserv so you can see where the crime activity is and what it is. Some security cameras are being put in off-campus parking areas. At this time, there are 39 police officers working at IUPUI – four of which are still in training. 43 officers are slated for service in the future. Hate crime statistics are tracked although there are very little on campus. Graffiti is considered vandalism unless the graffiti is hate related.

Continued on Page 2.

In this Issue:

- *Campus Safety*
- *Staff Council Awareness Week*

Staff Council Awareness Week

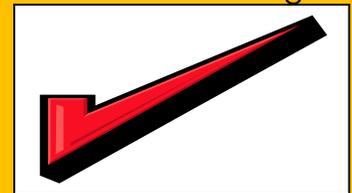
March 15-19

See schedule inside!

Fine Arts and Craft Fair Vendor Invitation
See page 4.

Blood Drive
April 28

What happened at the last Staff Council Meeting?



Check it out!

http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes_2-17-10.pdf

Continued from Page 1. Campus Safety

- **There is growing concern about staff security at off-campus parking areas. Please discuss how the off-campus parking areas will be monitored and/or patrolled.**
 - We have applied for a grant (Urban Security Initiative) to obtain more cameras. These are the cameras that have the blue light on them that you may see around the city. The cameras will also help with monitoring traffic situations. Federal funds are hard to get at this time, but they are working hard to receive it.
- **There is a concern about vagrants entering buildings at night (the BS building entryway from the North Street Parking garage late in the evening for example). Please discuss how buildings are secured at night and steps that are taken to prevent vagrants from entering buildings at night. Also discuss recommendations on how to deal with vagrants and those begging for money.**
 - Buildings are locked and unlocked in several different ways. The BS building is locked by Campus Facility Services (CFS) every evening. Keeping people out is a problem. A university is an open environment. If you see someone acting suspicious, let the police know. Just because someone looks homeless, doesn't always mean they are homeless. You must have a good reason why the person looks suspicious. Do not give money to vagrants. Call the police and they will take care of these persons. Building hours are set by building coordinators.
- **Please discuss the procedures for maintaining the emergency call boxes located on campus. Are they tagged if they are not operational?**
 - The call boxes are checked monthly. They should be repaired within 24 hours if we know about a problem. We have a contract with a private firm to keep the boxes running. When a phone is picked up, we know where the caller is located. This is important if someone has a medical emergency and is not able to speak.
- **There is a perception among staff of a lack of police presence on campus. Please discuss your staffing schedules and any plans you may have to increase police presence on campus.**
 - It will vary depending on special events, but mostly three to five officers are on the schedule every day. Usually the Sargeant and three officers, but we adjusted accordingly. Full-time students are hired part-time in the Cadet Program. If the students are accepted, they go through the police academy and work for the IUPUI Police Department. At this time, 15 are in the program with 8 scheduled to go to the academy this summer. There is a crime prevention program on campus as well. We want to increase the number of programs that gives crime prevention tips.

The Staff Council thanks the IUPUI Police Department for their attention to staff concerns and their support of the Council!

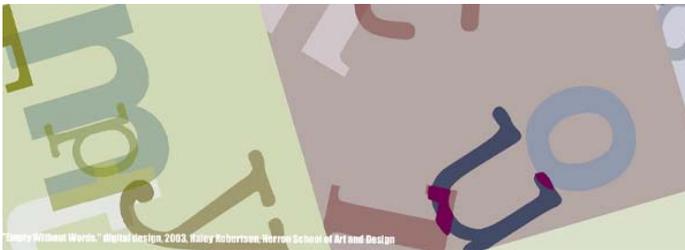


March is Staff Council Awareness Month!

Staff Council has traditionally set up an information booth in the Campus Center during Spring Break week to celebrate Staff Council Awareness month. This year we are excited to announce that we will have a travelling booth at various locations across campus to bring our display to your work area. The booth contains a display board, handouts, information on scholarships/awards and freebies. The display booth will be available from 11am until 2pm the week of March 15-19 at the following locations:

Date	Location
Monday, March 15	Medical Science (MS) Building by the brick-wall to the side of the main entrance.
Tuesday, March 16	Walther Hall (R3) Building in the Atrium to the left of the walkway from the People Mover directly across from the Auditorium
Wednesday, March 17	Campus Center (CE) at the edutainment stage in the commons area
Thursday, March 18	Business/SPEA (BS) building walkway
Friday, March 19	Science (LD/SL) building near main entrance elevators

Please visit our booth and speak with our representatives. We are here to make sure your voice is heard.



Cutting Edge Lecture Series

The community is invited to attend the IUPUI Cutting Edge Lecture Series. The series of outstanding lectures is designed to promote thinking and discussion across disciplinary boundaries, which by title and content encourages attendance and interactions among faculty, staff and students from across the campus as well as people in the community. Join us for the next lecture, **"Supply chain quality in China"** presented by Barb Flynn, from the Department of Manufacturing Management. It will be held Wednesday **March 24th** at **4:30** in the **Lilly Auditorium** University Library.



2nd Annual Fine Arts & Crafts Fair

IUPUI

OFFICE OF THE
STAFF COUNCIL

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

Location: INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

IUPUI Campus Center
420 University Boulevard
Indianapolis, IN 46202

Date: Saturday, October 30, 2010
10:00 a.m. to 4:00 p.m.

Booth Rental: 10' x 10' Space / \$60.00 booth fee
\$5.00 per table rental
No refunds given after August 1, 2010

Committee Members
2010

Deanna L. Hart - Co-Chair
Teresa McCurry - Co-Chair
Teresa Abney
Donna Kent
Becky Cass
Erin Cassity
Beth Chaisson
Gary Curto
Pat Gaines-Mills
Sue Herrell
Jan Smith
Tonya L. Shelton



Attached please find an application for IUPUI Staff Council's Annual Juried Fine Arts & Crafts Fair. All applications should include up to four pictures of your art or craft and will be judged by a committee of Staff Council members. We reserve the right to limit the number of booths in any particular craft category. Please remember to include an accurate description of your art or craft on the application. We are only accepting items which are hand-crafted by you. The sale of candles, potpourri, clothing, etc., that are not hand-made or not contained in a hand-crafted item are prohibited. Commercially made or mass-produced items for resale will not be allowed. If we find you have commercially made items, you will be asked to remove those items or tear down immediately and you will forfeit your booth fee. We also require that all tables be skirted or covered to the floor. Vendors will not be allowed to sell any homemade food items.

Please return the completed application, up to four (4) pictures of your art or craft to the name and address listed at the top of the application *by April 20, 2010*. Please do not send the booth fee with your application. If your application is accepted, you will receive a confirmation letter which will indicate the amount you owe for the reservation of a booth(s). Participation in the 2010 show does not constitute automatic participation in future shows.

Our fair will be advertised in area newspapers and at various businesses. A variety of food options will be available throughout the day in the Campus Center for the convenience of vendors and customers. Barnes & Noble Bookstore featuring Starbucks Coffee will be open beginning at 8:00 a.m. Parking will be available for vendors in the Vermont Street Garage. Visitor passes will be provided for your parking needs, 1 pass per vendor for Friday evening set-up and all day Saturday. IUPUI Staff Council reserves the right to make necessary changes without prior notification. More information about the Campus Center can be found on-line at: <http://www.iupui.edu/~sldweb/campus-center>

All proceeds from booth rental will go towards IUPUI scholarships and university projects.

If you have any questions, please contact Beth Chaisson at echaisso@iupui.edu or 317-274-4716.

"The Trustees of Indiana University, IUPUI and the IUPUI Staff Council are not responsible for any items left unattended."

VENDOR APPLICATION CAN BE FOUND HERE:

http://www.iupui.edu/~scouncil/documents/craftfair_vendor_invitation_2010.pdf

Volume 3, Issue 7 | <http://www.iupui.edu/~scouncil>

AGENDA
IUPUI Staff Council
Wednesday, March 17, 2010
3:00 – 5:00 p.m. ~ CE 409

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| I. | 3:00 p.m. | Welcome and Call to Order
Sue Herrell, <i>IUPUI Staff Council President</i> , sherrell@iupui.edu |
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| II. | | Adoption of the Order of Business for the Day
Sue Herrell |
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| III. | | [Action Item] Approval of the Minutes of the February 17, 2010, Meeting
http://www.iupui.edu/~scouncil/documents/minutes/2009-2010/Minutes_SC_2-17-10.pdf
Please read the minutes and be prepared for approval. No copies are being made. |
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| IV. | 3:05 p.m.
15 minutes | Update from the Vice Chancellor for Finance and Administration
Dawn Rhodes, <i>Vice Chancellor for Finance and Administration and Administrative Designee</i> ,
dawnrhod@iupui.edu |
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| V. | 3:20 p.m.
25 minutes | [Information Item] A Conversation with Zephia Bryant
Zephia Bryant, <i>Director, IUPUI Multicultural Center</i> , zbryant@iupui.edu |
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| VI. | 3:45 p.m.
10 minutes | [Information Item] Komen Race for the Cure
Wendy Noe, <i>Program Coordinator</i> , wendy.noe@komenindy.org |
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| VII. | 3:55 p.m.
5 minutes | Report from the First Vice President
Christine Padgett |
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| VIII. | 4:00 p.m.
10 minutes | [First Reading] Staff Council Meeting Time Change |
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| IX. | 4:10 p.m.
25 minutes | Standing and Ad Hoc Committee Reports <ul style="list-style-type: none">A. Bylaws (Lodema Lines, Chair)B. Communications (Meagan Senesac, Chair)C. Membership (Lee Stone, Chair)D. Rewards and Recognition (Margo Foreman, Chair)E. Special Events (Nancy Gibson and Shari Upchurch, Co-Chairs)F. Staff Affairs (Lee Stone, Chair) |
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| X. | 4:35 p.m.
10 minutes | Call for Additional Reports from Standing or University Committees
(ADVANCE Internal Advisory Board, Campus Center Advisory Board, Campus Sustainability Committee, Common Theme Committee, External Affairs Coordinating Committee, and Resource Planning Committee) |
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| XI. | 4:45 p.m.
5 minutes | Old Business |
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| XII. | 4:50 p.m.
10 minutes | New Business <ul style="list-style-type: none">A. Helping Students in Distress (<i>Jason Spratt, Assistant Dean of Students</i>, jtspratt@iupui.edu) |
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| XIII. | 5:00 p.m. | Adjournment |
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Next meeting: April 21, 2010, 3:00 – 5:00 p.m., CE 405





Flyers

ToxAway Day

HRA is pleased to offer a number of training opportunities for spring. For a list of and information on workshops, access **HR Update** at: <http://www.hra.iupui.edu/hrupdate/2010/March/template.html>, or by clicking the **HR Update** icon at www.hra.iupui.edu. For additional information and to register, go to HRA's Sign-Up page at: <http://www.hra.iupui.edu/hra/training/workshops.asp>.

Please consider participating in these programs and also sharing this information with others in your area and encouraging them to participate.

We would especially like to highlight the following programs:

Fundamentals of Supervision (FOS) ([click here for flyer](#))

Begins on Wednesday, March 24, 2010 - *Register now!*

Core programs scheduled March 24 through May 5, 9:00-4:00

HRA's *Fundamentals of Supervision (FOS) Series* is a 36-hour training series, consisting of eight core programs and four elective programs. The FOS series emphasizes practical application and includes discussions, group exercises, and other activities designed to encourage participation.

Can This Process Be Saved (AIP) ([click here for flyer](#))

Wednesday, April 7, 2010, 1:30-3:30, UL 1116

This workshop focuses on a technique to efficiently improve work processes. We will define what a process is (a series of steps that accepts inputs and results in a product or service), recognize when a process needs improving, examine tools for successful improvement, and discover how we can make significant improvements to a process in less time.

Interviewing and Hiring ([click here for flyer](#))

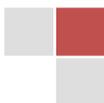
Thursday, April 8, 2010, 9:00-noon, UN 372

This workshop focuses on the interviewing and selection process, including appropriate and legal inquiries to make, selection criteria and methodology, tips on selling the job to the ideal candidate, reference checks, negligent hiring/retention issues, and liability.

Fostering a Civil Work Environment ([click here for flyer](#))

Monday, April 12, 2010, 9:00-noon, UL 1116

Today's work culture calls upon managers to fully engage employees and treat them as partners. Yet, many management practices remain largely focused on "carrot and stick" strategies that reinforce old-fashioned notions of employees as subordinates who must be controlled and manipulated. This class will explore possibilities for creating civil work environments through trust in and respect for people. HR managers and professionals will leave with some specific actions they can take to develop a more civil and positive workplace.



[Attendance Issues and Time-off Policies](#) ([click here for flyer](#))

Wednesday, April 14, 2010, 9:00-noon, UN 372

This session covers the University's paid-time-off policies, their interpretation, and common attendance-related problems associated with these policies. The focus is on time-off policies for biweekly-paid staff, but the policies for monthly-paid staff are also summarized. This session also covers common myths about time-off policies, the supervisor's rights and responsibilities, handling absentee and related problems effectively, and using progressive discipline.

[Advanced Interviewing and Hiring](#) ([click here for flyer](#))

Wednesday, April 28, 9:00-11:30, UL 1126

This workshop focuses on the interviewing and selection process specifically & developing and scoring behavioral interviews. We will discuss results of poor interviewing, reviewing job descriptions, developing behavioral interview questions, developing scoring based on objective criteria, and evaluating and selecting final candidates.

[Overcoming the Five Dysfunctions of a Team](#) ([click here for flyer](#))

Wednesday, May 12, 2010, 9:00-noon, UL 1116

This workshop is based on the popular book The Five Dysfunctions of a Team, by Patrick Lencioni. In this workshop, we will distinguish the difference between a team and a group of people working together. Lencioni says, "Building an effective, cohesive team is extremely hard. But it is also simple."

In this workshop, we will:

- View a video which describes the five dysfunctions
- Learn to recognize the five dysfunctions when they show up in our teams
- Practice exercises which help us overcome the dysfunctions
- Propose and evaluate steps we can take to improve our teams

Note: There is a fee of \$18.00 for this workshop and you will receive a copy of The Five Dysfunctions of a Team by Patrick Lencioni. **Deadline for registration is 4/26/10. No refunds will be given after 4/26/10, but you may send a substitute.**

[Emotional Intelligence](#) ([click here for flyer](#))

Tuesday, May 18, 2010, 10:00-noon, UL 1116

Our intelligence (IQ), skills and personality are not enough to predict successful work. Developing our Emotional Intelligence (EQ) is a significant component of job performance. In this workshop we will: Define emotional intelligence; The intelligent use of emotions; Discuss the five main components in EQ; Participate in activities that enable us to practice improving our EQ.

[The Manager As Mediator Seminar™: How To Mediate Conflict Between Employees](#) ([click here for flyer](#))

Thursday, May 20, 2010, 8:30-4:30, UN 372

Put the tools of the professional mediator into the hands of any employee who is responsible for the cooperative work of others.

Organizational leaders can quickly learn Managerial Mediation to negotiate productive work relationships and find solutions to business problems caused by conflict - even when none were thought possible.



Topics include: Consequences of conflict; Types of conflict; When managerial mediation works, and when it won't; Preliminary meetings with employees; Managing the context; The three tasks of the manager-as-mediator; and Contracting for agreement.

NOTE: The fee for this program is \$80. This fee is non-refundable; however, you may send a substitute. The fee includes: Workbook, Managing Differences Sourcebook, Quick-reference cards, Assessment Instruments, and break service. *Lunch is on your own.*



Dear Colleagues,

You may know that one in eight women will be stricken with breast cancer in her lifetime. What you may not know is that you can help these women and thousands of others in the fight against breast cancer.

On April 17, 2010, we will be participating in the Komen Indianapolis Race for the Cure with a great team of dedicated people. **Join the fight by registering as part of our team or by supporting our efforts with a pledge contribution.** The money raised through the Race will fund vital education, screening and treatment programs for underserved women in our own community and support the national search for a cure.

Each IUPUI Team member will receive a tee-shirt from the Race for the Cure and will also receive an IUPUI Team Jaguars tee-shirt.

If you would like to join us, please register by **Friday, March 29, 2010.** (Please note: All participants must register online. Also, we are not able to accept late registrations.)

We need your support! Every step counts!

Thank you for helping us make an impact!

[Click here to view the IUPUI Staff Council Team Page!](#)

Thank you,

Ali Godby-Scwab, Co-Captain

Patti Holt, Co-Captain



Staff Council Meeting Dates

September 16, 2009 · 3:00 p.m. · Ruth Lilly Learning Center (Riley Outpatient Clinic)

October 21, 2009 · 3:00 p.m. · Ruth Lilly Learning Center (Riley Outpatient Clinic)

November 18, 2009 · 3:00 p.m. · Campus Center, Room 409

December 16, 2009 · 3:00 p.m. · Center for Young Children

January 20, 2010 · 3:00 p.m. · Campus Center, Room 405

February 17, 2010 · 3:00 p.m. · Campus Center, Room 409

March 17, 2010 · 3:00 p.m. · Campus Center, Room 409

April 21, 2010 · 3:00 p.m. · Campus Center, Room 405

May 19, 2010 · 3:00 p.m. · Campus Center, Room 409

June 16, 2010 · 3:00 p.m. · Campus Center, Room 405

Staff Council Awards and Scholarships

There are no awards or scholarships open at this time.

The Staff Council Newsletter is published every Friday. Articles or items for inclusion may be submitted to Karen Lee at klee2@iupui.edu. Deadline for submission is Thursday at 5:00 p.m. Let's spread the word about Staff Council! Permission is not needed to forward the Newsletter to others.

IUPUI Staff Council ~ <http://www.iupui.edu/~scouncil>
Phone 317.274.2215 ~ scouncil@iupui.edu

Karen Lee

Editor