

Memo

To: Exempt and Non-Exempt Staff
From: Staff Council
Date: September 21, 2007

Staff Council will be holding forums on Thursday, October 11th (1:30-2:30, Davidson) and Friday October 12th (9-10, Davidson) to discuss campus priorities. We would like your feedback prior to the forums. Please send questions, concerns, priorities, or suggestions you want to see addressed by IWU administration to staffrep@titan.iwu.edu, voicemail x1234, or campus mail to Jenny Hand, Mellon Center by October 5th. For anonymous responses please type or write your suggestions and send campus mail.

Staff Council elected presiding members in August. Ron Roth was elected Convenor, and Kelly Lawton Co-Convenor/Correspondence Secretary. Amy Sutter joined staff council in August 2007. She replaced Gaylynn Meek who resigned.

We would like to acknowledge the efforts of the Human Resources Office in implementing the new Employee Assistance Program (EAP). The program offers many benefits including: six paid counseling sessions for each covered member per issue, debt counseling, financial planning, one free legal consultation per issue, child and elder care referrals, and thousands of informational resources. Also included is unlimited telephonic counseling. You can access services by calling 1-800-252-4555 or 1-800-225-2527, or log on to www.theEAP.com.

Updates in other areas in which we have heard concerns:

Communication

- Staff Council will send monthly or quarterly memos to the President to update him on staff concerns and progress of our committee. We will meet with him at least three times a year. Our August memo emphasized communication.
- Broadcast e-mail system. We are making progress and investigating some options for a more accurate and efficient broadcast e-mail system to the staff.
- Better communication with staff - ideas include use of Campus Weekly, memos to staff, a Staff Council Blog, more forums.

Merit Pay

A new committee will be convened to review merit program options, best practices and assess options for IWU staff. Staff Council will help identify members to serve on the committee and will play a role in providing feedback regarding the findings of this committee.

IWU Emergency Contact System

In August IWU implemented a new emergency notification system. This system allows each community member to opt into telephone notification (or opt out). The IWU Alert system also sends emergency notifications via campus e-mail. To set up your preferences login to my.iwu.edu and click on the link "Update Your IWU Alert Phone Number" to set up your preferences.

If you have questions, or concerns, regarding emergency notification, please contact Kathy Cavins at kcavins@iwu.edu. If you have difficulty setting up your preferences, please contact the IT help desk at x3900.

Child Care

Child Care Committee is asking for input regarding quality, location, and cost in regards to an on-site child care facility. The survey is located at:

http://www2.iwu.edu/edstudies/images/childcare_sept_survey.pdf

Arnold Health Services for Staff

- One nurse and one nurse practitioner are on site.
- Nurse available to staff and dependents for minor injuries and minor illness, health evaluation or advice. Most services are free with the exception of immunizations.
- Nurse practitioner - Evaluate work-related injuries of IWU employees.
- Walk-ins in the mornings, appointments in the afternoon.

Tuition Benefits

- Non-Exempt Staff: (Contact Londa Dunlap for specific eligibility requirements)
 - One IWU class per semester.
 - CIC Tuition Exchange Program. See www.cic.edu for participating schools.
 - IWU Tuition for legal dependent children, spouses and domestic partners.
- Exempt Staff: (Contact Londa Dunlap for specific eligibility requirements)
 - One IWU class per semester.
 - CIC Tuition Exchange Program. See www.cic.edu for participating schools.
 - Export Benefit: Tuition at any University, or 75% of IWU Tuition, whichever is less.
 - IWU Tuition for legal dependent children, spouses and domestic partners.

For more information about staff council and for meeting minutes, see:

<http://www2.iwu.edu:82/facresources/council/>.