

## Inventory: Staff Council Collection

### Series: Professional Staff Council

#### Box 1

1. Professional Staff Council Mission Statement, no date.
2. Professional Staff Council Constitution, January 1996.
3. Professional Staff Council Bylaws, no date.
4. Professional Staff Council Professional Staff Zones, 1995-1999.
5. Professional Staff Council Meeting Minutes, 1995.
6. Professional Staff Council Meeting Minutes, 1996.
7. Professional Staff Council Meeting Minutes, 1997.
8. Professional Staff Council Meeting Minutes, 1998.
9. Professional Staff Council Meeting Minutes, 1999.
10. Professional Staff Council Meeting Minutes, 2000.
11. Professional Staff Council Correspondence, 1994, 1995.
12. Professional Staff Council Correspondence, 1996.
13. Professional Staff Council Correspondence, 1997.
14. Professional Staff Council Spirit Initiative Update, 1998-2000.
15. Professional Staff Council Budget Information, 1995-1996.
16. Professional Staff Council: Senate Budget Committee Discussions, December 18, 1997.
17. Professional Staff Council list of Professional Staff Council Representatives, 1999.
18. Professional Staff Council Health and Wellness promotions, 1995-1996.

#### Box 2

1. Professional Staff Council: Professional Market Data Review Material, 1995-1996.
2. Professional Staff Council: Professional Market Reference Appeals Process, no date.
3. Professional Staff Council: Professional Market Data Review Correspondence, 1995.
4. Professional Staff Council: Professional Market Data Review Correspondence, 1996.
5. Professional Staff Council: Professional Market Data Review Correspondence, 1996.
6. Indiana University South Bend Proposal to Create an Academic Senate Standing Committee and
7. Information Technologies Committee, 1995.
8. Professional Staff Council: Chancellor Search Committee, 1995-1996.
9. Indiana University South Bend Various Campus Job Descriptions, 1994.
10. Indiana University South Bend Employee Performance Evaluation System, November 29, 1999.
11. Indiana University South Bend Instructions for Completing Performance Planning/Review Form,  
no date.
12. Indiana University South Bend Proposed Campus Priorities and Corresponding Strategic  
Initiatives, September 5, 1997.
13. Indiana University Bulletin: South Bend / Mishawaka, All Semesters 1967-1968.
14. Indiana University South Bend: AD HOC Task Force to Assess the Campus Climate for Gender,  
1996.
15. Indiana University Campus Budget Committee: Campus Budget Recommendations, 2000-2001.

16. Indiana University South Bend Human Resources Department Training Programs and Workshops, 1995-1996.
17. Indiana University South Bend State of the Campus Report, April 28, 1996.
18. Indiana University South Bend Human Resources Department: Staff Benefits, 1995-1997.
19. Indiana University South Bend, "Human Resources Supplement," October 11, 1996.
20. Professional Staff Council Meeting Announcement, October 18, 2016

### Box 3

1. Indiana University South Bend Professional Staff Council mission Statement, No Date
2. Professional Staff Council, Professional Staff Constitution, No Date (Printed 10/27/2009)
3. Professional Staff Council, 1987 – 1994 Staff Organizations
4. Indiana University South Bend Professional Staff Council Correspondence 1994, 1995
5. Indiana University South Bend Professional Staff Council By Laws No Date
6. Indiana University South Bend Professional Staff Council Professional Staff Zones 1995 – 1999
7. Indiana University South Bend Human Resources Department Training Programs and Workshops 1995 – 1996
8. Indiana University South Bend Professional Staff Council Health and Wellness 1995 – 1996
9. Indiana University South Bend Professional Staff Council: Professional Market Data Review Material 1995 – 1996
10. Indiana University South Bend Professional Staff Council: Professional Market Reference Appeals Process No Date
11. Indiana University South Bend Professional Staff Council Professional Market Data Review Correspondence 1995
12. Indiana University South Bend Professional Staff Council: Chancellor Search Committee 1995 – 1996
13. Indiana University South Bend Professional Staff Council: Market Data Reference Group Correspondence 1996
14. Indiana University South Bend Professional Staff Council Correspondence 1996
15. Indiana University South Bend Professional Staff Council Meeting Minutes 1996
16. Indiana University South Bend Professional Staff Council Constitution January 6, 1996
17. Indiana University South Bend Professional Staff Council: Professional Market Data Review Correspondence 1996
18. Indiana University South Bend Professional Staff Council: Senate Budget Committee Discussions December 18, 1997
19. Indiana University South Bend Professional Staff Council List of Professional Staff Council Representatives 1999
20. Indiana University South Bend Professional Staff Council Correspondence 1997
21. Indiana University South Bend Professional Staff Council Meeting Minutes 1997
22. Indiana University South Bend Professional Staff Council Spirit Initiative update 1998 – 2000
23. Indiana University South Bend Professional Staff Council Meeting Minutes 1998
24. Indiana University South Bend Employee Performance evaluation System November 29, 1999
25. Indiana University South Bend Professional Staff Council Meeting Minutes 1999
26. IUSB Professional Staff Council Staff Handbook, Updated 1999
27. Indiana University South Bend Professional Staff Council Meeting Minutes 2000

28. Indiana University South Bend Campus Budget Committee Campus Budget Recommendation 2000 – 2001
29. Indiana University, IUSB Professional Meeting Minutes, February, 2002
30. Professional Staff Council, Correspondence, 2006 – 2007
31. IU South Bend, Professional Staff Council, “Trivia Challenge”, Spring 2008
32. Indiana University South Bend Professional Staff Council Elections November 3, 2009
33. Professional Staff Council, Correspondence, 2009 – 2010
34. Professional Staff Council, Correspondence, 2011
35. IU South Bend: Professional Staff Council, Correspondence, 2012
36. IU South Bend: Professional Staff Council Meeting February 13, 2012
37. IU South Bend: Professional Staff Council Meeting September 19, 2012
38. IU South Bend: Professional Staff Council Bulletin Meeting October 17, 2012
39. IU South Bend: Prof. Staff Council Zone Leader Election Results January 7, 2013
40. IU South Bend: Professional Staff Council Council Meeting January 16, 2013
41. Professional Staff Council Meeting Reminder February 19, 2013
42. Professional Staff Council Meeting Announcement March 18, 2013
43. Professional Staff Council April Meeting April 18, 2013
44. Professional Staff Council Meeting June 26, 2013
45. Professional Staff Council First Meeting Announcement September 18, 2013
46. Professional Staff Council Meeting October 23, 2013
47. Professional Staff Council Meeting November 20, 2013
48. Professional Staff Council Meeting January 15, 2014
49. Professional Staff Council Election Results January 2014
50. Professional Staff Council Professional Staff Council Meeting March 19, 2014
51. Professional Staff Council Meeting Outline April 16, 2014
52. Professional Staff Council meeting Agenda May 21, 2014
53. Professional Staff Council Meeting Outline June 18, 2014
54. Professional Staff Council Spirit of the Year Award Nomination Form Spring 2014
55. Professional Staff Council Professional Staff Council Meeting Notice November 13, 2014
56. Professional Staff Council Meeting Minutes October 15, 2014
57. Professional Staff Council Meeting Minutes November 19, 2014
58. Professional Staff Council Meeting Minutes January 21, 2015
59. Professional Staff Council Meeting Notice February 13, 2015
60. Professional Staff Council Meeting Minutes February 18, 2015
61. Professional Staff Council Professional Staff Council Brown Bag Lunch Series March 25, 2015
62. Professional Staff Council Professional Staff Spirit of the Year Award Nomination Form May 2015
63. Professional Staff Council Meeting Notice January 20, 2015

Series: Bi-Weekly Staff Council

#### Box 4

1. Trophy: Northern Indiana Food Bank Bi – Weekly 2002 Pro Staff Charity Challenge
2. Bi-Weekly Staff Council 2000 – 2002
3. Bi – Weekly Time Off Comm.

4. Chancellors Staff Council
5. Bi – Weekly Staff Council
6. Bi – Weekly Staff Council: Organization By-Laws of the Staff Council (IUSB) 1983 – 1985
7. Bi – Weekly Staff Council, Organizational By-Laws of the Staff Council August 3, 1995
8. Bi – Weekly Staff Council: IUSB Grapevine, August 1996 – September 1999
9. Bi – Weekly Staff Council, memos, flyers, and correspondence 1996
10. Bi – Weekly Staff Council, meeting minutes and agendas, 1997
11. Bi – Weekly Staff Council, memos, flyers and correspondence, 1997
12. Bi – Weekly Staff Council: IUSB Grapevine – Newsletter 1997 – 1998
13. Bi – Weekly Staff Council: meeting minutes and agendas, 1998
14. Bi – Weekly Staff Council, Organizational By – Laws, updated August 8, 1999
15. Bi – Weekly Staff Council: Email from Dorothea Solymosi to Kathleen Weidner September 6, 1999
16. Bi – Weekly Staff Council, Agenda November 16, 1999
17. Bi – Weekly Staff Council IUSB Grapevine – Newsletter September 1999
18. Bi – Weekly Staff Council, meeting minutes and agendas 1999
19. Bi – Weekly Staff Council, memos, flyers, and correspondence, 1999
20. Bi – Weekly Staff Council, Performance Evaluation & Merit Plan Specification 1999
21. Bi – Weekly Staff Council, Unsung Hero Nomination Forms, 1999 – 2000
22. Bi – Weekly Staff Council Staff Contact Information 1999 – 2000
23. Bi – Weekly Staff Council Staff Contact List 1999 – 2001
24. Bi – Weekly Staff Council Organizational By – Laws of the Staff Council 1999 – 2001
25. Bi – Weekly Staff Council Agenda January 4, 2000
26. Bi – Weekly Staff Council Membership Fees January 5, 2000
27. Bi – Weekly Staff Council AAO White Paper Draft – Presidential Election January 18, 2000
28. Bi – Weekly Staff Council Staff meeting Agenda January 28, 2000
29. Bi – Weekly Staff Council Performance Evaluation & Merit Specifications January 31, 2000
30. Bi – Weekly Staff Council Performance Evaluation & Merit Specifications January 31, 2000
31. Bi – Weekly Staff Council Chancellor’s Staff Meeting Agenda February 29, 2000
32. Bi – Weekly Staff Council Meeting Minutes March 8, 2000
33. Bi – Weekly Staff Council Plants – Avenue Floral Shoppe March 15, 2000
34. Bi – Weekly Staff Council Paid Time Off for Biweekly Staff: Email to Kathleen Weidner March 27, 2000
35. Bi – Weekly Staff Council Email from Teresa Lopata to Kathleen Weidner March 30, 2000
36. Bi – Weekly Staff Council Meeting Agenda April 18, 2000
37. Bi – Weekly Staff Council Staff Notes April 19, 2000
38. Bi – Weekly Staff Council Meeting Minutes April 20, 2000
39. Bi – Weekly Staff Council IUSB: Update April 24, 2000
40. Bi – Weekly Staff Councils Houses & Rentals Analysis April 30, 2000
41. Bi – Weekly Staff Council Chancellor Picnic April 2000
42. Bi – Weekly Staff Council Unsung Hero – Nomination Form May 1, 2000
43. Bi – Weekly Staff Council Staff Meeting Agenda May 2, 2000
44. Bi – Weekly Staff Council Staff Notes May 2, 2000

45. Bi – Weekly Staff Council Letter from Kenneth L. Perrin to Members of IUSB Community May 15, 2000
46. Bi – Weekly Staff Council Meeting Minutes May 24, 2000
47. Bi – Weekly Staff Council Work Orders – Email from Kathleen Weidner to Biweekly Staff May 23, 2000
48. Bi – Weekly Staff Council IUSB Fest Planning / Notes May 24, 2000
49. Bi – Weekly Staff Council Time Magazine – Princeton Review June 1, 2000
50. Bi – Weekly Staff Council Update on PTO Plan for Biweekly Paid Staff: Email to John Hundley June 9, 2000
51. Bi – Weekly Staff Council Meeting Minutes June 14, 2000
52. Bi – Weekly Staff Council Meeting Minutes June 28, 2000
53. Bi – Weekly Staff Council Interoffice Memorandum: New Parking Rates & Towing Policy July 7, 2000
54. Bi – Weekly Staff Council Memorandum: Letter from J. Terry Clapacs to Biweekly Paid Time Off Committee July 10, 2000
55. Bi – Weekly Staff Council Chancellor’s Staff Meeting July 18, 2000
56. Bi – Weekly Staff Council Agenda Bi – Weekly Paid Time Off Committee August 17, 2000
57. Bi – Weekly Staff Council Meeting Minutes September 13, 2000
58. Bi – Weekly Staff Council IUSB Fest Planning, Notes & Food Expenses September 23, 2000
59. Bi – Weekly Staff Council BTO Notes September 28, 2000
60. Bi – Weekly Staff Council Meeting Minutes October 25, 2000
61. Bi – Weekly Staff Council Staff Meeting Agenda October 31, 2000
62. Bi – Weekly Staff Council Models for Bi – Weekly Time Off Plan November 2, 2000
63. Bi – Weekly Staff Council Minutes of the Bi – Weekly Staff Council meeting November 8, 2000
64. Bi – Weekly Staff Council Bi – Weekly Time Off Plan (BTO Plan) Draft #3 November 9, 2000
65. Bi – Weekly Staff Council Bi – Weekly Time Off Plan (BTO Plan) Draft #3 November 20, 2000
66. Bi – Weekly Staff Council Email From Catherine Coleman to Kathleen Weidner November 29, 2000
67. Bi – Weekly Staff Council Letter to Chancellor Perrin November 29, 2000
68. Bi – Weekly Staff Council A Christmas Celebration December 15, 2000
69. Bi – Weekly Staff Council Travel / Expenditures Report April 2002
70. Bi – Weekly Staff Council, Meeting Minutes And Agendas, 2000
71. Bi – Weekly Staff Council Staff Time – Off Notes 2000
72. Bi – Weekly Staff Council Bi – Weekly PTO Committee – Time Off 2000
73. Bi – Weekly Staff Council, Memos, Flyers And Correspondence, 2000
74. Bi – Weekly Staff Council, Unsung Hero Award Nomination Forms, 2000
75. Bi – Weekly Staff Council, Christmas Party, 2000
76. Bi – Weekly Staff Council Parking Services: Projection Of Cash Flows 2000 – 2001
77. Bi – Weekly Staff Council Chancellor’s Staff Meeting Agenda February 6, 2001
78. Bi – Weekly Staff Council Final Report To Terry Clapacs March 2, 2001
79. Bi – Weekly Staff Council Performance Evaluation And Merit Plan Specifications March 19, 2001
80. Bi – Weekly Staff Council Work Request Kathleen Weidner March 29, 2001
81. Bi – Weekly Staff Council Meeting Minutes April 11, 2001
82. Bi – Weekly Staff Council Meeting Minutes May 16, 2001

83. Bi – Weekly Staff Council Information Sheet May 16, 2001
84. Bi – Weekly Staff Council Meeting Minutes June 7, 2001
85. Bi – Weekly Staff Council Proposed BTO Plan September 11, 2001
86. Bi – Weekly Staff Council Proposed Paid Time – Off Plans for Non – Exempt Staff Employees  
November 2001
87. Bi – Weekly Staff Council Assorted E-mails to Kathleen Weidner December 2001, January 2002
88. Bi – Weekly Staff Council Intent to Serve Forms 2001 – 2003
89. Bi – Weekly Staff Council Performance Appraisal System Preference Pool 2001
90. Bi – Weekly Staff Council Foundation for the Future: Preparing for New Leadership at IUSB 2001
91. Bi – Weekly Staff Council, Meeting Minutes and Agendas 2001
92. Bi – Weekly Staff Council, Memos, Flyers, and Correspondence 2001
93. Bi – Weekly Staff Council Unsung Hero Award, 2001
94. Bi – Weekly Staff Council Christmas Party, 2001
95. Bi – Weekly Staff Council, Staff Handbook, Revised 2001
96. Bi – Weekly Staff Council Letter from Erika Zynda to Chancellor Perrin “Performance Evaluation  
and Merit Plan” January 24, 2002
97. Bi – Weekly Staff Council Instructional Media Equipment & Classroom Support Services Policy  
March 1, 2002
98. Bi – Weekly Staff Council, Meeting minutes and agendas, 2002
99. Bi – Weekly Staff Council, Memos, Flyers, and Correspondence 2002
100. Bi – Weekly Staff Council, Unsung Hero Award Nomination Forms 2002
101. Bi – Weekly Staff Council, meeting minutes and agendas, 2003
102. Bi – Weekly Staff Council, memos, flyers and correspondence, 2003
103. Bi – Weekly Staff Council, Unsung Hero Nomination Forms, 2004
104. Bi – Weekly Staff Council, Memos, 2006
105. Bi – Weekly Staff Council, Memos, 2007
106. Bi – Weekly Staff Council, Memos and Meeting, 2008
107. Indiana South Bend: Bi – Weekly and Professional Staff Evaluation Criterion, 2008
108. Bi – Weekly Staff Council Unsung Hero Award, 2008
109. Bi – Weekly Staff Council, Organizational By – Laws of the Bi – Weekly Staff Council, January  
2009
110. Bi – Weekly Staff Council, Meeting Minutes 2009
111. Bi – Weekly Staff Council, memos, flyers, and correspondence, 2009
112. Bi – Weekly Staff Council, Unsung Hero Award, 2009
113. Bi – Weekly Staff Council, Trivia Challenge, November 12, 2010
114. Bi – Weekly Staff Council Putt Putt Tournament, June 2010
115. Bi – Weekly Staff Council Putt Putt Tournament, June 2010
116. Bi – Weekly Staff Council, Meeting Minutes, 2010
117. Bi – Weekly Staff Council, memos, flyers, and correspondence, 2010
118. Bi – Weekly Staff Council, Meeting Minutes, 2011
119. Bi – Weekly Staff Council, memos, flyers, and correspondence 2011
120. Bi – Weekly Staff Council, BWSC Pen. 2011
121. IU South Bend: Staff Council, memos, correspondence and flyers 2011
122. Bi – Weekly Staff Council Minutes January 18, 2012

123. IU South Bend: Bi – Weekly Staff Council Book Sale and Book Drive – March 20 March 15, 2012
124. IU South Bend: Bi – Weekly Staff Council Wow Award Recipient March 26, 2012
125. IU South Bend: Bi – Weekly Staff Council Daffodil Success April 4, 2012
126. IU South Bend: Bi – Weekly Staff Council Wow Award Recipient Announced April 24, 2012
127. IU South Bend: Bi – Weekly Staff Council Free Memorial Health Center Membership for Faculty
128. IU South Bend: Bi – Weekly Staff Council Fourth Annual Putt Putt Golf Tournament May 2, 2012
129. IU South Bend: Bi – Weekly Staff Council Bowling Night July 13, 2012
130. IU South Bend: Bi – Weekly Staff Council April & May Wow Award Recipients Announce July 17, 2012
131. IU South Bend: Bi – Weekly Staff Council Minutes July 20, 2012
132. IU South Bend: Bi – Weekly Staff Council Board Room Agenda July 20, 2012
133. Bi – Weekly Staff Council Minutes July 20, 2012
134. IU South Bend: Bi – Weekly Staff Council Boardroom Agenda August 14, 2012
135. IU South Bend: Bi – Weekly Staff Council Minutes August 14, 2012
136. Bi – Weekly Staff Council Minutes August 14, 2012
137. IU South Bend: Bi – Weekly Staff Council Boardroom Agenda September 28, 2012
138. Bi – Weekly Staff Council Minutes September 28, 2012
139. IU South Bend: Bi – Weekly Staff Council Minutes September 28, 2012
140. Bi – Weekly Staff Council Minutes October 19, 2012
141. Bi – Weekly Staff Council Minutes November 16, 2012
142. IU South Bend: Bi – Weekly Staff Council Staff Council’s Holiday Celebration December 12, 2012
143. IU South Bend: Bi – Weekly Staff Council Memos, flyers and correspondence 2012
144. IU South Bend: Bi – Weekly Staff Council Pocket Calendar 2012
145. IU South Bend: Bi – Weekly Staff Council Yearly Calendar 2012 – 2013
146. Bi – Weekly Staff Council Minutes February 15, 2013
147. Bi – Weekly Staff Council Minutes April 19, 2013
148. Bi – Weekly Staff Council Minutes May 17, 2013
149. Bi – Weekly Staff Council Putt Putt Gold Tournament July 12, 2013
150. Bi – Weekly Staff Council Unsung Hero Award Announcement June 12, 2013
151. Bi – Weekly Staff Council Minutes June 21, 2013
152. Bi – Weekly Staff Council Boardroom Minutes June 21 – 26, 2013
153. Bi – Weekly Staff Council Minutes August 16, 2013
154. Bi – Weekly Staff Council WOW Award November 1, 2013
155. Bi – Weekly Staff Council Staff Council’s Annual Holiday Celebration December 18, 2013
156. IU South Bend: Bi – Weekly Staff Council Daffodil Days March 2013
157. Bi – Weekly Staff Council Daffodil Days March 2013
158. Bi – Weekly Staff Council Wow Award Recipients August 2013
159. Bi – Weekly Staff Council Wow Award Recipients September 2013
160. Bi – Weekly Staff Council Members and Contact Information 2013 – 2014 Term
161. Bi – Weekly Staff Council WOW Award March 7, 2014
162. Bi – Weekly Staff Council Staff Council Luncheon March 17, 2014
163. Bi – Weekly Staff Council March ‘Wow’ Award: Elizabeth Jaffee April 17, 2014
164. Bi – Weekly Staff Council “Wow” Award April 23, 2014
165. Bi – Weekly Staff Council April “WOW” Award April 24, 2014

166. Bi – Weekly Staff Council WOW Award Recipient May 23, 2014
167. Bi – Weekly Staff Council Letter from Pres. Michelle Hallston to Alison Stankrauff May 23, 2014
168. Bi – Weekly Staff Council “WOW” Award Winner – June June 25, 2014
169. Bi – Weekly Staff Council WOW Award August 2014 August 19, 2014
170. Bi – Weekly Staff Council WOW Award Recipient October 23, 2014
171. Bi – Weekly Staff Council Autumn Luncheon for Staff November 12, 2014
172. Bi – Weekly Staff Council Autumn Luncheon Invitation November 12, 2014
173. Bi – Weekly Staff Council Congrats to Barbara Williams December 2, 2014
174. Bi – Weekly Staff Council upcoming events August – December, 2014
175. Bi – Weekly Staff Council “WOW” (Wonderful Outstanding Worker) Award May 2014
176. Bi – Weekly Council Congrats to Terry Gates – WOW Award March 10, 2015
177. Bi – Weekly Staff Council Staff Council Spring Luncheon April 14, 2015
178. Bi – Weekly Staff Council Congrats Melissa Foster – WOW Award May 28, 2015
179. Bi – Weekly Staff Council 6th Annual Putt Putt Golf Tournament July 17, 2015
180. Bi – Weekly Staff Congrats to Ryan Gruenewald; “WOW” Award September 14, 2015
181. Bi – Weekly Staff Luncheon October 19, 2015
182. Biweekly Staff Congrats to Anne Richmond “WOW” Award January 4, 2016
183. Bi – Weekly Staff Council Upcoming Events 2014
184. Bi – Weekly Staff Council “WOW” Award Winner February 27, 2017
185. Bi – Weekly Staff Council Unsung Hero Award Nomination Form May 2017
186. Bi – Weekly Staff Council Krispy Kreme Kraze October – November, no year
187. Bi – Weekly Staff Council Staff Notes No Date
188. Bi – Weekly Staff Council Professional Internship Proposal No Date
189. Bi – Weekly Staff Council Staff Intent Form No Date
190. Bi – Weekly Staff Council “Current & Returned” List No Date
191. Bi – Weekly Staff Council Biweekly Staff According to Department No Date
192. Bi – Weekly Staff Council Biweekly Staff Council Purpose No Date
193. Bi – Weekly Staff Council Letter to Chancellor Perrin from Kathy Weidner No Date
194. Bi – Weekly Staff Council User Preferences for Appraisal Systems with Different Purposes John R. Hundley No Date
195. Bi – Weekly Staff Council Who’s Cooking What? Fundraiser No Date
196. Bi – Weekly Staff Council Notes – Customer Service No Date