Professional Staff Council Meeting Minutes
Thursday, September 22, 2016, 3:00pm

Attending: Pat Agbetsiafa, Cathy Coleman, Rick Dennie, Angie Huff, Tabitha Kingsbury, Nicole Micolichek, Scotty Myers, Kim Parker, Katie Smith

PRESIDENT'S REPORT

ELECTION RESULTS

- Rick Dennie, continuing President, welcomed everyone to the first meeting of the new academic year
- Other elected officials are: Vice President Scotty Myers, Treasurer Tabitha Kingsbury, and Secretary Angie Huff

PRO STAFF REPRESENTATION ON COMMITTEES

- Rick reached out to Ken Smith, President of the Faculty Senate, about Pro Staff representation on various committees. Ken responded that he would look into us having someone on the Budget Committee again, although he said this was done informally in the past.
- Pro Staff are already represented on the Assessment Committee (Jim Hasse, Director, Disability Support Services) and, per the Faculty Senate web site, Pro Staff representation is allowed on the Campus Directions Committee
- If anyone has knowledge of other committees on campus that allow staff representation, please let a Pro Staff Council member know either if you are participating on said committee, or if you have general knowledge about the committee

TOM SMITH MEMORIAL SCHOLARSHIP UPDATES

- Rick will be meeting with Cyndi Lang and Teresa Berger in Financial Aid/Scholarships to discuss the Tom Smith Memorial Scholarship
- Tom Smith was a well-respected staff member who passed away in 2000
- The scholarship should be approximately $200 for expenses outside of tuition such as books, fees, etc., and can be awarded to either a biweekly or professional staff member
- This scholarship was last overseen by Malissa Ayala, who is now at Purdue University
- We have a sample application that was last used in 2006
- Rick hopes to award this scholarship for the Spring 2017 semester
- We will continue discussions on possible fundraisers in the near future
TREASURER’S REPORT

- The Tom Smith Scholarship gained $54.16 in contributions from the last report – the account balance is $1,254.97
- The Pro Staff hospitality account has increased by $589.87 for a total of $2,957.55 from the beginning balance of $2,367.68
- A full report of accounts has been uploaded to IU Box

MISCELLANEOUS ANNOUNCEMENTS

- Rick will meet with Carrie Troeger, President of Biweekly Staff Council, to discuss co-hosting a fall luncheon for staff
- The Pro Staff webpage for zone membership needs to be cleaned up – zones will need to be reorganized
- Suggestions for changes to Pro Staff structure/initiatives were given at the meeting:
  a) Use the Constitution and/or bylaws as operating guidelines or revise so that the council can continue operating during times of elections, etc., as it is difficult to get 50% participation from all pro staff
  b) Draft a mission statement and document goals of the pro staff to share with other staff members
  c) Create a Welcome pack for new pro staff employees (pen, poster/postcard, etc.)
  d) Combine the WOW Award with Biweekly Staff Council and only award quarterly
     - ACTION: Rick will ask Carrie about this when they meet
  e) Hold after-work events on campus such as volleyball in the SAC
  f) Host more “meet and greet” sessions with cookies and beverages – these are well attended
  g) Ask administration to sponsor a free-throw contest for staff at halftime during a Titan basketball game, which could be subsidized by Pro Staff Council and/or Biweekly Staff Council
- Staff Appreciation Day is always well attended
- Bowling was scheduled during Spring Break, which could have had a negative impact on responses – event was canceled due to lack of interest
- The Jubilee is next year (April-May): Rick, Scotty and Katie are on different planning committees for this
**ACTION:** Rick will ask Deb Schmitt to speak at the October Pro Staff meeting about PDQs and the reclassification process, as well as current HR initiatives

**GUEST SPEAKER: JANN JOSEPH, EXECUTIVE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

- Jann was invited to speak at this Pro Staff Council meeting to kick off our new academic year meetings and offer guidance as we seek to have a greater impact on campus and be a support network for fellow pro staff members
- All employees, whether administration, faculty, or staff, should all be student centered
- Jann sees advocacy for certain groups on campus such as faculty, but since beginning employment at IU South Bend, she has noticed silence from the staff
  - A specific example was during salary adjustments last year – she noticed advocacy for some and not others
  - As a result, she requested more equitable distributions and fairness in salary reviews; she also reviewed reclassification requests, most of which came from Academic Affairs, which brought up the question again, why the lack of advocacy from other areas?
- There has been a lot of movement out of Student Services from staff seeking better salaries and working conditions, but many have stayed on campus, which tells her they enjoy working for the university – again, this leads to the need for equitable distribution of work and salaries
- Deb Schmitt, Director of Human Resources and Career Services, and Marty McCampbell, Director of Affirmative Action/Diversity/Title IX Coordinator, have been charged with the task of identifying inequities in salaries and lack of advocacy across campus
  - Jann mentioned our bylaws state that we can make requests to the Chancellor – she asked how we might help HR with this initiative and advocate for Pro Staff to the Chancellor and Academic Cabinet
  - She also stated that staff need to exercise their voices much like faculty do; there is no reason to be afraid to speak up if we are productive
- One specific suggestion Jann offered was to have a rotation of Pro Staff Council members attending faculty senate meetings and reporting back at meetings – staff are not allowed to vote, but are welcome to attend, and should be granted time away from their duties in order to attend
- A few initiatives that Jann is working on and would like to see happen in the near future are:
  a) More advocacy for staff members
b) Paying staff according to their jobs, and not what money is in “x” line of the budget – she would like the ability to move budget dollars for compensation

c) Upgrading job classifications according to what people are really doing

d) Conduct more internal searches for open staff positions

e) Have HR keep track of market for various jobs, and include this market comparison for each employee showing where they are at compared to the market, and include peer institution salaries

MEETING ADJOURNED AT 4:30PM