

## Professional Council Minutes

Jan. 11, 2008

10 AM

DAR

Attendance: Chris Carter, Angela Belcher, Hali Cartee, Dianne Chandler, Bob Lang, Matt Dilworth, Bridget Weber, Rebeckah Snoddy

**Greetings from the President – Chris:** Welcome to the first meeting of the new year. We had a great time at the Christmas pitch-in and gift exchange. Lots of food was enjoyed. We will be having another pitch-in celebrating the end of the spring semester so hope all can come and enjoy the time together.

We spent \$40 on two angel tree children in December. They were the last two on the tree and we thought it was a good thing to make sure two children did not miss out on Christmas.

Julie Stout is out due to knee surgery and we will be sending her a get well card signed on behalf of the professional council.

Chancellor Paydar is revamping the professional employee of the year award and how it is selected. He wants Professional council to select the employee of the year. Staff council will select their employee of the year.

We worked with IUPUC's guidelines that they had developed and wrote our own. It is being typed up by Dianne Chandler.

### Campus Communication – Everyone:

**Angela:** It has been very busy in our area since it is right before spring semester beginning. I have been moving students off of the waitlist daily and shuffling classes around due to increased enrollment on going.

**Rebeckah:** Campus Life has been busy processing new student IDs. They are also finalizing the spring activities. We are trying some new things in hopes of getting faculty, staff and students involved.

**Dianne:** Sunday is the last day to sign up for electronic W-2 and you should receive it mid January. If you don't sign up they will mail it on Jan. 31. If you do not remember your PIN contact Nancy Beaman and she should be able to reset it for you. HR will be closed Feb. 5 due to all day training. TIAA-CREF is coming Feb. 13. Campus floating holiday is being discussed by Executive council and has not been set yet. If you have any work study positions please let them know so they can post them. You should have received an email regarding your benefits to check if there are any errors.

**Hali:** They are trying a new way of sending publications through email. You can sign up and select which ones you wish to receive. You are encouraged to attend the Homecoming activities on Jan. 26. Trustees will be on campus Jan. 31 & Feb. 1.

**Bob:** Busy advising students for the upcoming spring semester. They are starting a new early warning program to get in touch with students that are in academic trouble.

**Matt:** The weekend before MLK day the circulation system is being updated and should be complete that weekend. The circulation desk may have people rotating because of Julie Stout being out on medical leave.

**Bridget:** CDC is full. If you hear of students that can't afford child care to contact her. The 3<sup>rd</sup> summer program is already in the planning stages.

**Chris:** IT has had 3 people leave in the last week so they are looking for new people to fill those positions. They will do their best to cover the help desk. The information commons will be open until midnight for the 1<sup>st</sup> two weeks of classes.

**Adjourn** – Meeting was officially adjourned at 11:07 a.m.  
*Respectfully submitted Angela Belcher, secretary/treasurer*