

**Professional Council Meeting**  
**12/08/2017**

**In Attendance:** Cherie Dolehanty, Tracy Amyx, Roxie Deer, Jordan Gehring, Kara Bellew, Sally Saydshoev, Blake Gooch, Danielle Nuss, Carrie Reisner, Carla Ballenger, Katie O'Neil, Latishea Varnesdeel

**Agenda Items for Today's Meeting**

1. Contribution to Food Pantry
2. Update about increasing transparency in the selection/award process for PC Staff of the Year

1.) Cherie reported that there is approximately \$150 left in the PC account. PC has not participated in any fundraising efforts since fall 2016's Books Are Fun fundraiser. PC typically contributes funds from its account to the Center for Health Promotion's Food Pantry. Cherie suggested that we use the remaining funds in our account to make a contribution to the pantry again this year. There were no objections to this expenditure from any PC members. It was suggested that the PC participate in a spring 2018 fundraiser. It is the hope of today's members that a spring 2018 fundraiser will help bring energy to the group and will continue to allow the group to provide outreach to campus and community organizations. A plant/flower fundraiser was suggested for this spring's fundraiser. Any PC members interested in volunteering with this or any future fundraising efforts should contact Cherie. All recently hired PC employees, aside from Katie, have been introduced to PC and taken to lunch. Our newest member, Katie O'Neil, attended today's meeting for the first time. Welcome, Katie!

2.) A group of volunteer PC members are currently working to improve the transparency of the nomination process for the PC Staff of the Year award. The group is working to develop an evaluating rubric that specifically spells out what the evaluating committee should assess of each nominee. Additionally, the group is making recommendations on the makeup of the evaluating committee. It is the hope that the makeup of this evaluating committee will allow for yearly continuity in the evaluation process. A new timeline for the nomination process has been determined by HR:

- Request for nominations will be made in February and will be due to HR by March 5<sup>th</sup>.
- Nomination letters will be vetted by HR and given to the evaluating committee by March 7<sup>th</sup>.
- Evaluating Committee will review nominees from March 7-21 and will submit name of the selected winner to HR by March 21<sup>st</sup>.
- Award Ceremony will take place on March 28<sup>th</sup>.

Cherie noted that she believes that this is a good timeframe, as it is concurrent with yearly evaluations and provides supervisors ample opportunity for reflection on employee performance and contribution. As these recommendations become more solidified, Cherie will share them via the PC list serve.

### **Sally Saydshoev**

Sally questioned whether there were any PC members assigned to Professional Development for the group. In her time serving with PC, Cherie reported that PD opportunities have never come through PC, only through individual departments. Sally suggested brown bag lunches one time per semester. The topic of these lunches could be centered on Higher Ed hot topics and initiatives. Sally also suggested we include members from Staff Council.

Sally announced that she and Jordan Gehring are on the programming committee for the upcoming EDGE conference. The committee is working to provide each participant a book by the speaker instead of breakfast. There will be panels like years past at the conference and possible meetings scheduled during the lunch session. More information will be sent out via the list serve at a later date. Proposals for the conference will be due in late February.

### **Tracy Amyx**

Tracy reminded everyone of the upcoming General Compliance training on Thursday, December 14, 2017. New Supervisors and supervisors who have not attended this training in the last three years must attend the AA/EEO/ADA/Sexual Harassment training from 8:00-11:00. All Responsible Employees who have not attend the in-person Sexual Misconduct training, must attend from 11:00-12:00. The training will take place in Whitewater Hall Room 132. All members were encouraged to make time in their schedules to attend this mandatory training.

### **Carla Ballenger**

Carla reported that Academic Advisors will be taking a field trip to IU Kokomo on January 23, 2018. The purpose of this trip is to compare advising models and best practices. Should any members have any issues or ideas that they would like represented during the trip, Carla would be happy to bring them forward at that time. Carla reported that IUK is specifically interested in online advising and retention. Jordan expressed to Carla that there may be some specific questions regarding the role of the Student Success Coach during this trip. Carrie discussed the Student Engagement Roster that allows for positive feedback. Carrie also reported that FLAGS will continue to be used for the spring 2018 semester until reporting kinks have been resolved. It was also announced that IU Online will be putting funds into further AdRx development of a case management system.

### **Carrie Reisner**

Carrie reported that the AAA Committee is reviewing a suite of policies that will hopefully prevent students from digging academic holes that are nearly impossible to get out of.

Cherie requested an update from Carrie regarding the services provided by MSW Student Advocate, Ibrahim Diarra in University College. Carrie reported that Ibrahim has connected with a handful of students. Ibrahim continues to work on transitioning into the position, as well as reaching out and connecting with students. Additionally, Ibrahim has been actively connecting with community resources to better understand the services they provide. Ibrahim and Carrie will be presenting data regarding the position and the services it provides at an upcoming Student Advocates conference. Carrie noted that this position is a 1-year assignment. Continuation of the position will be determined by the effectiveness of its outreach. Carrie indicated that this will likely remain an opportunity for a MSW student, rather than a full-time

position. A PC member suggested PC conduct a poverty simulation here at IU East. Latishea reported that faculty member, Sheila Armstead, has an upcoming scheduled simulation.

**Latishea Varnesdeel**

Latishea expressed that she has been experiencing difficulty in sending appointments to students. Specifically, Latishea reports that the time in the emails shows four hours later than the actual appointment time. PC members informed Latishea that they typically do not schedule appointments with students through Outlook. Appointments are typically confirmed via email. During the meeting, it was reported that a Student Appointment Scheduler continues to be introduced. The Online Student Success Coaches will train with this scheduler. Once trained, the Coaches can provide training to other PC members.

Latishea also announced that the day of service for MLK Day is on January 15, 2018. The day of service will involve installing smoke detectors through the American Red Cross. Advertisements for the event will be coming soon. Latishea encouraged members to attend the event.

Meeting was adjourned. The next Professional Council meeting is scheduled for Friday, January 19, 2018 at 11:00 a.m. in the SEAC Nasser Paydar Classroom (Note that this is the third Friday of the month).