Professional Staff Council Development Meeting  
January 21, 2010

Attending: Brady Miller, Tom Prinz, Lynn Prinz, Jen Crompton, Joy Cox, Mandy Bibee, Ashley Troncin, Brittany Hubbard

1. Minutes from last Meeting - Reviewed with no changes

2. Discussion of Mission Statement Elements

In reviewing some of the other mission statements, there were 3 common themes found:

• Representation
• Information exchange
• Staff Development

Staff Development was not discussed during the last meeting. The group discussed current opportunities for development: Management Training (MTS), Broadening Leadership, and HR outsourced trainers. The council will work to promote and encourage participation in current opportunities. The council can also present new opportunities to the staff including bringing in speakers.

Using IU East as a model, the group decided to build upon the statement below and add a social aspect to the mission: “foster community with professional staff through social interactions.”

Purpose of Professional Council

The Council shall promote the value of professional staff in helping the University in the attainment of its goals and objectives. The Council shall provide professional staff members with a means of representative participation through recommendations and advice in the formulation of policies and the resolution of issues affecting the general welfare of, the working conditions of, and the services rendered by the professional staff of the University. The Council shall submit formal proposals to the Chancellor. The Council shall provide a medium of exchange of information relating to the interests of the employees, students, and those of the administration. The Council shall encourage the opportunity for continuing professional development for the professional staff.

Tom will incorporate the social aspect and try to summarize the mission statement above. He will send around for input from the group.

3. Development of Mission Statement

The Constitution at IU East will be used as a model in developing the Constitution at IU Southeast. The group reviewed IU East’s constitution and determined which elements would or would not work for our campus.
• Meeting Frequency – 6 times per year. The group agreed that would be sufficient.

• Officers – IU East currently has a President Elect and Parliamentarian as a part of the executive officers. For IU Southeast, it was determined that the council should consist of the following office positions:
  o President
  o Vice President (instead of a Pres-elect/Parliamentarian)
  o Secretary
  o Treasurer – the treasurer role was split from the Secretary role. At IUE they were combined.

• Voting – The group discussed who would have voting rights. It was determined that various areas should have representation and they, along with the executive staff would have voting rights. All other professional staff members can come to meetings and voice their opinions, but would not have voting rights. Voting items where more input is needed will be sent out to all professional staff for a poll. The results of the poll can be used to help make decisions.

• Term Length – Each member can serve a 2 year term. The President is chosen from the existing council and will serve an additional 2 year term.

• Committee Structure – The council will have 4 standing committees with Ad-Hoc committees as needed. The standing committees will consist of:
  o Social – chair appointed by President
  o Professional Development – chair appointed by President
  o Budget/Fundraising – chaired by Treasurer
  o Administrative Policy – chaired by President

• Travel – The group decided it would be beneficial to have at least the President attend the Board of Trustee meetings. Brittany will submit a proposal to the Budget Committee requesting funding for travel costs to attend the BOT meetings as well as a small budget for materials.

Next, the group reviewed the By-laws at IU East

• Roberts Rules of Order – will not be used
• Meeting Times – set by council
• Representatives by Division. IU Southeast has the following divisions:
  o Student Affairs (2 reps)
  o Administrative Affairs (2 reps)
  o Academic Affairs (2 reps)
  o IT/Community Involvement/Executive (2 reps)
  o Representation is based on size of group. Because of the small number of professional staff, IT, Community Involvement, and Executive were combined into 1 group for representation.
  o 14 member council (4 executives with 8 representatives)
• Council members – selected by nomination and voted on by professional staff
Tom will incorporate the changes and send the Constitution around for additional comment/changes.

4. Discussion of Creation of Focus Groups for acceptance/change

In order to get buy-in from various professional staff, the council will meet with focus groups of various professional staff to get their input on the process and creation of the council. The focus group can be set up in OnCourse with voluntary sign up times.

Next Meeting:
Review completed Constitution and Mission Statement and discuss focus groups