

IU East Professional Council Minutes
April 14, 2005, 9 am, HY 225

Present: Lee Ann Adams, Angela Belcher, Dianne Chandler, Todd Duke, Bob Lang, Jeri Libert, Amy Stadick, Terry Wiesehan, Tammy Williamson, Nina Wilson and Trudi Weyermann

Training and Education Policy:

A discussion ensued about the IU East release time policy for professional employees. Dianne Chandler has provided the university statement below.

The Indiana University Personnel Policy 6.1, Training and Education, indicates that staff seeking to take classes not required by their job should make an effort to enroll in those classes held outside the workday, or by obtaining advance approval from the supervisor to attend classes held during work hours.

If an employee is away from the job to attend classes scheduled during work hours, both the employee and supervisor should clearly understand the method of compensating for time away from work. Non-exempt support and professional staff who are away from the job must charge the time off to appropriate vacation, PTO or comp time; or they may make up the time on an hour for hour basis within the same workweek; or they may submit time to Payroll as absent without pay and without benefits.

Supervisors should take care to handle requests to take classes and the method of making up the time by various staff members in a consistent manner.

President Duke noted that university policies may be discussed at meetings and information on these policies may be disseminated and reviewed. However, if specific individuals are the cause of the concern, these issues will not be dealt with in this public forum. This must be addressed by members individually if they are so led.

It was noted that confidential discussions at the last PC meeting were not kept confidential and in some instances the topics were totally changed and some persons/departments blamed. This should not have happened and was an unfortunate result of the discussion of a policy.

Professional Council Web-page:

Todd announced that the PC Web-page is now up and running at www.iue.edu/profcouncil. If there are any comments or changes that need to be made, please let Todd know.

Scholarship Update

Tammy reminded members that they may make contributions to the PC scholarship by payroll deduction. Currently there is \$1,250 (corrected amount) available for awards in the 2005-2006 academic year.

Possible PC Fundraiser:

Amy said Staff Council members had at one time asked if we would be interested in hosting a Car Show on campus in conjunction with the Staff Council Craft Fair.

Tammy suggested having a used CD/video sale on campus.

Tammy also talked about the possibility of selling concessions at the next IU East Lively Arts Concert on June 24th. She will talk with Schnell and other appropriate individuals in the immediate future.

There was also a discussion about the need for more tables (rectangular and round) and the fact that Prof. Council would entertain the idea of purchasing them for the campus. More review will follow.

Announcements:

- Terry mentioned the Senior Shindig at the Fourth Floor Blues Club above Richmond Hardware on North E Street on May 12th, 6:30 – 8:30 pm. Everyone is invited. Cost is \$5.00/person
- Dianne noted that a Management Leadership Conference will be held at IU East on May 20th. See her for more details

Tammy Williamson, Secretary