

Staff Council Minutes
March 22, 2018
KA 106 (Cole Room)

Present: LeeAnn Salmons, presiding; Lu Ann Name, Donna Bevington, Terri Butler, Christina Fivecoate, Lisa Frank, Sarah Graves, Stephanie Graves, Meghan Green, Terri Hellmann, Cynthia Lipken, Ashley Miller, and Lauren Stewart; guest: Kathy Parkison

CALL TO ORDER

Staff Council meeting was called to order at 2:00 p.m. by President LeeAnn Salmons.

GUEST SPEAKER—Kathy Parkison

Higher Learning Commission (HLC)

Higher Learning Commission (HLC) Overview

We will have our 10 year visit in December 2018. HLC is an important accreditation as it controls federal financial aid (which about 80 percent of our students receive). And FYI – the next major report will be due in 2022/2023 – you no longer get 10 years without a report (and can include possible visit).

Our report to HLC is due roughly on October 1, 2018 (they have not told us the firm date yet) and we are the midst of writing the various sections of the report and will be passing drafts to you for review, comment, changes, additions, deletions, etc. I will also be meeting with various staff groups and providing them with this document and the drafts for their comments, suggestions, etc.

→ syllabi, Faculty CVs, etc.

The entire report will be electronic and loaded into the HLC server. There is a very tight word limit (35,000 words) on the document. You are only allowed six links and those are prescribed – all the rest will be in PDF documents that are uploaded. In the Criterion drafts, you will see the PDFs we will add listed in ALL CAPS. You will see that HLC Criterion requirements will be there in the drafts but highlighted in a yellow background – and do not count against the word limits. Your job is to see if our drafts answer their Criterion requirements.

Below are the Criteria, our estimated word counts for each, and the dates we will hopefully provide the drafts to you. I will ask the Senate officers to upload these drafts into the Canvas site AND send you an email saying that the draft is available for viewing. Please send all comments and questions to me: kparkiso@iuk.edu. The Criteria that are finished can be found in a Box account at <https://iu.box.com/s/60saoh1mc848i3uivst3tkdta1blskml>

Here are the five Criteria

Criterion 1: Mission – 4,000 words - Completed

Criterion 2: Integrity: Ethical and Responsible Conduct – 4,000 words - Completed

Criterion 5: Resources, Planning and Institutional Effectiveness – 7,000 words – Completed

Criterion 3: Teaching and Learning: Quality, Resources, and Support – 10,000 words – In progress

Criterion 4: Teaching and Learning: Evaluation and Improvement – 10,000 words – In progress

They must find three things for us to work on – this is Continuous Quality Improvement. FYI - many schools have trouble with 4B – assessment.

This schedule will give us time to revise, rework, etc. over the summer months. There is also a considerable amount of Federal Compliance and Assumed Practices work to be done over the summer.

If you have a document that should be included – please feel free to send me the PDF – the more I have in PDF now, the less I have to convert later. 😊

FINANCIAL ASSISTANCE COMMITTEE 2018:

Staff Council Financial Assistance					
Year Applied	Amount Requested	Requested By	Purpose	Amount Granted	Declined
2018	\$1,000.00	Kristen Snoddy	Guided trip in Normandy WWII	\$400.00	
	\$1,000.00	Cathy Valcke	Help sponsor Elizabeth Smart speech	\$500.00	
	\$500.00	Nancy Larkin	Stock the appreciation station in HR and March activity	\$100.00	
	\$250.00	Christina Fivecoate	Frankenstein statewide event, shirts and giveaways	\$125.00	
	\$4,988.00	Christine Rassel	Ultrasound Imaging Seminar	\$350.00	
	\$1,000.00	Nicole Miller (Brittany Ravas)	Kokomo Cougar Career Experience (KEY)	\$200.00	
	\$150.00	Christina Romero-Ivanova	Assist Education students to attend Ph.D. defense	\$0.00	X

THANK YOU:

President LeeAnn Salmons read a thank-you card from the students attending the Externship experience in Charlotte. Staff Council monetarily contributed to the trip.

TREASURER’S REPORT—given by LeeAnn Salmons in Susan Wilson’s absence

As of the end of February 2018:

Checking	\$626.48
Savings	\$4897.17
Special savings	\$406.91

(from Susan:)

- We still have an outstanding check #1161 for \$130.00 to Audra Dowling for the Hurricane Relief. I've tried several times to get this out of the account. It's dated 10/13/17 and is not stale-dated.
- We will be awarding \$1,675.00 for the 2018 Financial Assistance projects, specified by the Committee. No group/individual has approached me to get their check yet. They were told to do so after Spring Break. I'm still waiting. Money will be moved out of Savings to cover this grand total.

CAMPUS STROLL

Vendors must check in at the Welcome Center before setting up. This will be the night before and the morning of.

Hampton Inn had reserved a block of rooms for vendors at the IUK rate.

We have limited booth space available indoors at this time. We have several open spots available outside at this time.

ADJOURNMENT

The meeting adjourned at 3:10 p.m.