

**IUPUI Staff Council (SC)**  
**Minutes**  
**September 19, 2012 ~ Campus Center, Room 450B ~ 2:00 – 4:00 p.m.**

**Members and Guests Present:** Melissa Ade, Charles Akerland, Amber Allen, Joshua Aldoriso, Marjorie Aprile, Ingeborg Auditore, Rose Baker, Bobby Bell, Kaitlin Bell, Michelle Benberry, Lee Bernard, Victoria Bills, Russell Black, Vicki Bonds, Benita Book, Britt Booram, Matt Borden, Gabrielle Bovenzi, Susan Brewer, Bwana Brooks, Landon Brothers, Denise Brown, Jan Canganelli, Tina Carmichael, Cathie Carrigan, Becky Cass, Kristy Chapman, Wade Chatmon, Shannon Cooper, George Davis, Caitie Deranek, Aron DiBacco, Teri Duell, Connie Ely, Pinkie Evans, Joann Farris, Mary Fisher, Avis Frieson, Alicia Gahimer, Jim Graber, Barbara Hanes, Deanna Hart, Linda Henson, Sharon Henson, Patti Holt, Rochelle Hudson, Phyllis Humphrey-Sarver, Betty Klein, Jim Klenner, Lyndy Kouns, Tammy Leone, Barbara Lerner, Mary Lindop, Lodema Lines, Jane Luzar, Cortnee Martin (alt: Ranna Johnson), Anthony Masseria, Catherine Matthews, Teresa McCurry, Helen McKuras, Amelia Miller, Brady McManama, Greg Mobley, Matthew Moody, Lindsey Mosier, Kevin Mouser, Christen Mumaw, Andrew Myers, Kasey Myers, Kitty O'Doherty, Scott Orr, Jennifer Paton, Jillian Patterson, Nasser Paydar, Jennifer Pease, Lori Pollock, Mary Pat Poskon, Melanie Pride, Kibi Pryor, Kathy Risacher, Tim Roach (alt: Kim Hoffman), Carol Robinson (alt: Shar Bruen), Geary Robinson, Patriece Roulette Landis, Liz Rybak, Meagan Senesac, Heather Staggs, Susan Steele-Moore, Maggie Stimming, Lee Stone, Bill Stuckey, Yolanda Taylor, Carleen Thompson, Sherrie Tucker, Sara Vitaniemi, Jack Waggoner, Maya Wagle, Etta Ward, Melody Warman, and Emily Wren

**Members Absent or Excused:** Kacy Allgood, Jill Beeler, Virginia Blevins, Chris Brown, Nathan Byrer, Beth Chaisson, Ben Cockrum, Natalie Edwards, Danielle Faires, Rita Flynn, Cindy Gilbert, Jane Goergen, Todd Herring, Edgar Holdaway, Margaret Hughes, Deborah Jenkins, Pam King, Pamela Lovejoy, Christophe Marchal, Laura Masterson, Charlie Miller, Palmer, Kristi, Dawn Roberts, Casey Roell, Candice Smith, Damon Spight, Michael Sprinkle, Lindsay True, Terry Wilson, and Debbie Wyeth

**Agenda Item I: Welcome and Call to Order**

IUPUI Staff Council President Lee Stone called the meeting to order at 2:00 p.m.

**Agenda Item II: Adoption of the Order of Business for the Day**

The agenda was adopted as the Order of Business for the Day.

**Agenda Item III: [Action Item] Approval of the Minutes of the June 20, 2012, Meeting**

Hearing no objections, the minutes of the June 20, 2012, SC meeting stood as written and was entered into the record.

[http://www.iupui.edu/~scouncil/documents/minutes/2011-2012/Minutes\\_SC\\_6-20-12.pdf](http://www.iupui.edu/~scouncil/documents/minutes/2011-2012/Minutes_SC_6-20-12.pdf)

**Agenda Item IV: Update from the Associate Vice Chancellor for Facilities**

Emily Wren, Associate Vice Chancellor for Facilities

Geary Robinson, Director of Parking Services

Wren and Robinson reported on the following:

- There is an interest in exploring opportunities for public/private partnerships. The most recent is housing. The Board of Trustees has asked the university to look at other options about leasing parking facilities and to do research to find out if it is a good or bad idea. She received the pages of documentation submitted by the staff to the council asking questions and expressing concerns about privatization. IU, as a corporation, enters into property leasing deals. IUB and IUPUI committees were asked to look at the Ohio State privatization deal recently completed. She used the Indiana Toll Road privatization as an example. A concessionaire was asked to manage the facilities, collect the money, and then maintain the facility. They got to keep the revenue, but they had to pay a large chunk of money up front. That money was spent on things in the state of

Indiana that needed capital to help with projects. It brought future cash flow into the present time. If we move forward with privatization of parking, the cash flow has not been decided upon for the university. What does the university need revenue for? Many things such as a fitness center and other items that would benefit everyone including bicycle lanes and pedestrian paths around the campus and make classrooms more high tech. The money would be put into the core mission. No decisions have been made. The Board asked for research and then they will make the decision. The committee is meeting to prepare a list of things we would want in an RFP, and then it will be sent to a large business like Morgan Stanley (but not specifically that company) to see what kind of revenue we could expect.

- A question was raised about customer service in the list of questions from the staff. Wren said we need to control the quality of service that our employees receive. If we cannot get great things in the future from the concessionaire, then we do not want a part of it. We want to secure the kind of service you want and need. She has a commitment to the quality of service the campus receives.
- Employees are concerned about their permit costs. We have had questions about how to keep the concessionaire serving the campus and not downtown parking. We have to have parking for IU employees and IU Health. Questions have also been asked about jumpstart service and towing. These items will be addressed in the RFP. The concessionaire will also know they cannot change parking lots (A-B, etc.) without the campus's permission. We will also speak to the increases in parking that we will not accept.
- Robinson spoke about increases in parking. The IUPUI RFP will list that we want absolute control of what the permits are and what the rates are going to be. He said that we cannot have someone make wholesale changes because they are out to make a buck and we will make sure the control in customer service is better or gets better. We need to maintain the facilities we have and we need to begin looking at what we build and where. We have 550-600 acres to use and we are not going to get any more land for parking.
- Data was reviewed for a group called The Urban 13. The group compares IUPUI to other institutions like us. The committee devised a group called The IUPUI 15 that includes institutions that really compare to us when it comes to size, parking, etc. Most of the universities provide similar services and are land-locked like we are. We are trying to keep in mind what our peers are doing and at the same time protect our interest. He has been in touch with Jack Waggoner and Lee Stone about the process. No decisions have been made. We need to take the time to find out what the facts really are.
- Wren said the real issue is whether we can justify the strategy by the value that we could receive. Will it be in the university's best interest to do this?
- Has anyone spoken to OSU about the downside? Yes, Robinson has been in contact with them and they are willing to talk with us. They really have not had enough time to know what the downside really is. They are only four to six months into the program. OSU has an 850 page document that Wren printed and had to read to get some ideas for the IUPUI RFP.
- Is privatization just for IUPUI or all campuses? It is only for IUPUI and IUB.
- What kind of timeline are you looking at to get the information to the Board of Trustees and what kind of timeline will they have? Wren said there is no timeline on either end. The Board meets every month, and they will want an update every month. We will continue to report until they decide what to do. There is not a precise deadline, but the next step is to put this into a package to see how much this would be worth on the market.
- When looking at the toll roads, they used a 30 year bond. Why are we using a 50 year bond? Wren said she would prefer a one-year contract, but there are tax advantages in a contract with a longer term. A longer period of time is less risk.
- Wren said faculty and staff parking allocation of spaces tomorrow will be just like it is today and they will not be able to change it until we all agree it is a good idea. Parking for staff and faculty will not be any better or worse than it is now.

- Robinson spoke about parking at Lockefield Village. Parking for ADA compliant employees will soon be resolved. They are working on things now to make a change for the better.

### **Agenda Item V: [Information Item] Report from Human Resources Administration (HRA)**

Carleen McElroy Thompson, Assistant Vice Chancellor for Human Resources

Thompson reported on the following:

- The Human Resources Liaison meetings will resume on October 2, at 10 a.m., in Riley Auditorium (ROC). The group will be asked to give some thought as to who the members of the liaisons group should be or if they should be appointed by the units. Currently, there are 165 liaisons and she was unsure that many were needed.
- Open Enrollment: November 16, 2012, will be the deadline to enroll for 2013 health benefits. Information sessions will begin on October 22. She shared the following information:
  - Premium rate increases will not be as much as last year. The PPO plans will see the largest increases. Salary tiers will remain the same.
  - Plan changes: All plans will include the women's health services at 100% including birth control. Some of the changes reflect the new healthcare law.
  - Express Scripts has bought out Medco. There will be a name change in all the publications received during open enrollment.
  - Walgreens has opted out of the network. Prescriptions will not be covered at the in-network rate for this pharmacy.
  - PPO at \$900 and \$400 levels – no change. New ID cards will be mailed out and will encompass the name change to Express Scripts.
  - In addition to open enrollment information sessions, IUB is producing five webinars for you to attend. Online benefit information will be updated at the start of open enrollment and available at the information sessions and webinars.
  - There are some deductible changes that will be discussed at the sessions.
  - The rates will not be available until October 22.

#### Questions and Comments:

- Are you still holding information sessions for insurance plans that began in 2012? Information sessions are still being held for the high deductible sessions as HR is finding out there are still some staff who are confused about that plan. Staff are also beginning to attend them as they prepare to make a decision for 2013 healthcare choices.
- Why are we hearing about the rates on October 22? We asked that we receive the information earlier last year so we have a better opportunity to prepare our budgets. No answer was given.
- Is there a commonality of issues staff does not understand regarding insurance? Although there are information sheets on the HR website, employees still tend to confuse the high deductible plan with the Health Savings Plan. The two plans are totally separate. It was suggested that the HR Liaisons have additional training for employees to go to for additional help.
- On the high deductible plan, will there still be a deposit to take care of the deductible? The deductible will increase and the university will continue to cover the increase in the deductible.

### **Agenda Item VI: Report from the President**

Lee Stone

Stone reported on the following:

- **Parking Monetization:** The University has asked the IUB and IUPUI campuses to begin thinking about outsourcing parking. A committee has been convened on each campus to stipulate what they would like to see in an RFP should the initiative get that far. Stone reported that some erroneous information was sent to the *Indiana Business Journal* about the initiative and he has communicated with the SC members to correct the information. He serves on the Parking Monetization Committee that is working on “key terms” to be included in the RFP. At this time, they are looking at limiting the rate of an increase in parking costs. It is too early to predict how this will go further. If the RFP goes forward, the university would get a large sum of money to allocate however they wish. Stone has suggested the funds be used to reduce fees for employees who are taking courses.
- **IU Health: Transition to the IU Health Practice Plan (HPP):** Questions by School of Medicine employees transitioning to the IU Health Practice Plan have been posed to the Staff Council about the effects of their benefits, salary, and years of service upon transition. In a recent meeting with the Staff Council Executive Committee, Human Resources Administration agreed to create a Frequently Asked Questions document that will be shared with the School of Medicine staff. Our campus benefits office and university benefits office will partner to develop benefits comparisons between the two organizations, IU and the HPP to share with affected employees. Even more importantly, between the two benefits areas, someone will attend all of the meetings held with School of Medicine staff as transition activities continue.
- **Committees:** If you have not been assigned to a SC committee, contact Karen Lee. The committees are beginning to meet; therefore, there are no verbal reports this meeting. Written reports were made available on the reverse side of the agenda. An orientation for committee chairs was to be held the next week.
- **Lateral Transfers:** The lateral transfer policy has been put back into place. Staff are now able to be paid a higher salary if moving to a lateral position. They were not able to do that since the pay bands went into effect a few years ago. With a new policy in place, as long as staff are able to document increased responsibility in the new position that is significant enough to merit a salary increase through Human Resources mechanisms, it will be sent to Dan Rives, Vice President for University Human Resources, for review and approval. Determiners for the new salary include years of experience, skill set, and a review of salaries in positions similar to the new position. Moving from a PAO2 to another PAO2 position is difficult unless you are receiving a position that is higher in responsibility than what you are leaving. The EC has requested to have a guideline that shows what it would take to move to a higher position for more pay and to share it broadly. The information will first be communicated to the Human Resources Liaisons at their upcoming meeting.
- **Board of Trustees:** Stone wants to be more involved in the Board of Trustees process and to begin attending meetings. He noticed on their meeting agenda that there is time for faculty and student reporting, but not for staff. He would like to see a report from the staff given in the future.
- **Glenn W. Irwin Experience Excellence Award:** Human Resources have asked the SC and the Faculty Council to begin management of the awards for faculty and staff. The Faculty and Staff Relations Committee will discuss this at their upcoming meeting. Stone feels management of the award is a good way to get involved with the faculty and they with the staff.
- **Strategic Directions Standing Committee:** Stone, Damon Spight, and Jennifer Pease will attend the strategic directions kick-off meeting next week. Executive Vice Chancellor Nasser Paydar gave more details on this initiative in his presentation later in the meeting. Paydar advocated for staff involvement, and the council appreciates it.

**Agenda Item VII: A Conversation with Nasser Paydar**

Nasser Paydar, Executive Vice Chancellor and Chief Academic Officer

Paydar reported on the following:

- **Strategic Planning:** Time has come to look at what we are doing and where we are going. The environment has changed in the past several years in higher education. We cannot continue to do the same thing yearly. Tuition will not be increasing as it has in the past. It is not the right thing to do or even allowable. So to continue to do the great things IUPUI is doing, we have to find ways to do things differently now and up to 20 years from now. We need to form a plan of how we are going to get there. The process will be kicked off on September 26. One is a strategic planning steering committee in which Lee Stone serves on. The Planning Committee is a larger committee with representation from each school. Both the SC and IFC have two representatives on this committee. We hope to get a vision of IUPUI from the planning committee. We are going to set up a website to invite persons to see the process as it occurs. There will be forums and discussions. He would like to come back to speak to the SC to get our views on the process. Come January, most strategies and goals will be put together and in the spring semester we will continue discussion to have the final project completed by May. Implementation would begin in summer 2013. We have to get the comprehensive plan right as we serve you and the community.
- This is the time of the year that the state gets together for the legislature to begin making plans for state appropriations for different universities. Decisions are made on enrollment, how we do in certain areas like STEM, and other factors. Based on that, the appropriation is determined. 65% is student tuition and 35% is state appropriation. It seems our appropriation may increase at this time; however, there are other groups that need to look at the proposals that could increase more or take away from.
- **Online Education:** We have received information that the university will begin IU Online. Funds will come from campuses and UITS. The president will match every dollar. The money received will go back to the campuses to develop online programs. We will have undergraduate courses and certificate courses. IUB will have some graduate courses. Education online has risen to a point that in certain areas, it is better to have an online education. The deans are beginning to think of ways to develop online education in their own schools.
- Stone asked about what has impressed him most about IUPUI and to give a strength and a problem. Paydar said the buildings and programs are impressive. We have large programs and resources, but what really impresses him is the people who are operating them. We all work together. The environment is very collegial and positive. Where can we improve? One area that he encourages everyone to do is the new way of doing something. Do not get caught up in what was done a long time ago. Change is good. Someone once said that if you really want to be creative and make a change, take your department and your budget and take away one zero and figure out how you would operate on that kind of funds. We should really look at having an open-mind going into the strategic process.
- Will the committees for the strategic directions process be on the website? Paydar said yes, and that they are working on two sites. One site will be for IUPUI employees and another site will be for the public.
- On the Strategic Planning Committee, will there be people participating that are outside the university? Paydar said each school has one representative, and two each for the IFC, SC, alumni, associate faculty, Senior Academy, graduate and undergraduate students. There are also alumni and community groups. Brent Rueben will direct the whole project. He is from the Rutgers Leadership Institute. On major retreat was on August 7 in which Stone attended.

#### **Agenda Item VIII: Standing and Ad Hoc Committee Reports**

- The Community Outreach Committee will be having their first meeting on Tuesday, October 2.
- **Faculty Relations Committee Report:** We are scheduling our first joint meeting with the Faculty Council's Staff Relations Committee. We are currently in the process of a final draft of a joint response to Chancellor Bantz's recent letter informing us of his request to audit the current TIME

system. We will also be discussing a joint faculty and staff management of the Glenn W. Irwin, Jr., M.D. Experience Excellence Award.

- The Rewards and Recognition Committee met on Tuesday, September 18, and discussed the upcoming applicant submission period for the Gerald L. Bepko Staff Council Spirit Award, Nan Bohan Community Engagement Award, and the Multicultural Impact Awards. The timeline is to receive applications through October 31, 2012, and review during the month of November. No later than the first week of December, the awardee names will be forwarded to Karen Lee for processing. The awards will then be presented during the March 6, 2013, Staff Convocation. The Committee will also look into reactivating the “Staff Make a Difference” Award and have this given on a monthly or bimonthly basis.
- Special Events Committee:
  - The Legacy Project (fall planting) is scheduled for Thursday, September 27, at the portal of Michigan and West Street from 1:00 – 2:00p. Please wear comfortable clothing. Gloves and tools will be provided.
  - The Fall Blood Drive is schedule for Friday, November 9, at Taylor Hall and the atrium at the Medical Science Building.
  - The committee will next meet on Monday, October 1, at 3:00 p.m., in DS S421.

#### **Agenda Item IX: Old Business**

No Old Business.

#### **Agenda Item X: New Business**

- Nursing Mothers’ Rooms: Maggie Stimming (HR) thanked the council for their encouragement to other units to establish Nursing Mother’s Rooms in their areas. The response was very good.

While waiting on a few guest presentations, Stone opened the meeting for questions from the floor:

- Where are the plans for the healthcare we were promised to see earlier last year? Has any progress been made on self-funding with insurance? Stone has received no word on insurance premium prices and he will meet with the Faculty and Staff Relations Committee to further discussions.

#### **Agenda Item XI: 2013 Healthcare Program and Impact of U.S. Healthcare Reform on 2014 Healthcare Program**

Susan Brewer, University Director of Healthcare and Welfare Services

Brewer reported on the following:

- 2013 Open Enrollment will be November 5-16 and during that time, before and after, we will have 15-20 e-mails that will go out to employees about when it is open and closing. We will be having webinars and onsite information sessions. Packets will be distributed through campus mail. There will be a website on the communications as well.
- Benefit Packages: Next year, women’s contraception will be covered 100%. Hormone implants and injections and sterilization will be covered at 100%. An additional change is that Medco has been changed to Express Scripts. It is a name change only; there are no benefit changes other than birth control. The Medco ID card will not be changed. New employees will receive a card that says Express Scripts. To help manage prescription costs, a retail network has been selected that does not include Walgreens. There is a cost savings by not using Walgreens. Other retail stores charge cheaper rates. Those using Walgreens will receive a transfer kit to help them transfer to another retail store or mail order.

- There will be a new standardized benefits summary that is required under healthcare reform. Employees will begin to see the change in the template for changes for plan designs work and cost comparisons.
- High deductible plan will increase to \$1250 and \$2500 for the family. The IRS changes it incrementally each year. The IU contribution to the plan will increase to equal the contribution to the HSA. The annual HSA contribution limits tax free will increase as well. That information will be in the open enrollment materials.
- For the IU Health Quality Partners plan, \$400 deductible will occur. The difference will be in the partners in the plan. The \$400 uses Anthem for the in-network benefit.
- The \$900 and \$400 plans will not change for next year.
- Because the deductible is changed for a few plans, new ID cards will be issued.
- The Tax Saver Benefit plan has a limit of \$2,500 instead of the \$6,000 that used to be allowed. This is due to the new healthcare act.
- The dental plan will have no changes.
- The rates for the plans will not be as much of an increase as in past years. The rates were in the final stage of negotiations. The salary bands will remain the same. The network changes taking place next year will not involve anyone in the Indianapolis area.
- The tobacco affidavit that reduces costs for \$25 or \$50 is an annual affidavit and must be done in the online enrollment. You must register again to get the deduction for next year. The Quit for Life program is fully funded by the university.
- The open enrollment materials will be available mid-October.

Questions:

- Every year we are hearing about the premium rates later in the year than earlier. Is there any way we can get the information earlier? Brewer said discussions began in June or July. The rates are established for the next year at that time and negotiations begin. The more information available to the underwriter the better it is. We have an approval process with the Chief Financial Officer as well and that approval must be received before we can publish the rates. We know that in time to prepare the materials for distribution in October.
- Are you beginning to put together consumer information about charges with competing partners? Is that true and when will it be available on the website? Brewer said it is true and they are working with an outside vendor, Lilly, and others to develop a “transparency tool” which will allow persons to use the web to find the cost of services and providers that provide them along with other information. We are not ready to release the information yet. It will be February or March of 2013 when that becomes available.
- Will Weight Watchers or other wellness activities be covered? Brewer said Healthy IU may be looking into these things. There are a lot of tax issues that have to be considered. Patty Hollingsworth is working on this and could answer that question. The Weight Talk program takes the place of the former program offered by the university. It is a six-month program that gives you a tracking device to track your physical activities and calls throughout the month for coaching.
- Co-pays for the medical plans will not change except for the contraception which will be covered at 100%. Preventive care has no deductible. Prior authorizations are good one year from when they were offered. You should get a communication from Express Scripts when the prior authorization needs to take place.
- Has any analysis been done on the salary tiers? Last year there was some concern about the divide in the tiers. Brewer said she knows of no discussion for changes in 2013. Discussions continue with the University Faculty Council. There was some discussion of having it done by a percentage of salary, but it is not feasible through PeopleSoft.

- One change for next year, when two employees are employed through the university, the employee who makes the higher salary will be the one who enrolls in healthcare plans if doing it jointly.
- There have been problems with the HealthSmart plan. An employee has been charged for items that were supposed to be covered. There seems to be a lot of hidden costs that were not said in the summary plans. She hopes there is more transparency in sharing the summary plan information before we actually sign up for a plan. Brewer said the federal government is providing templates for the plan summaries. She is not sure that the federal plan summary will have more information than what is on the website.
- Another employee spoke of the HealthSmart plan being confused over what is considered IU and IU Health. HealthSmart is not paying per contract for IU employees.

Brewer said she would be happy to take questions via e-mail. [subrewer@iu.edu](mailto:subrewer@iu.edu)

### **Agenda Item XII: [Information Item] Smoking Law and Policy**

Jane Luzar, Founding Dean, IUPUI Honors College

Gabrielle Bovenzi, Chief of Staff, Office of Finance and Administration

<http://smokefree.iupui.edu/>

Luzar and Bovenzi served on a task force that began to look at the problem of smoking on campus and the lack of adherence to the campus policy. With the provision of the new campus smoking policy and law, the campus has the ability to enforce the policy and law better than it did in the past. The smoking committee is committed to educating the campus community about the policy and law. One in ten of our students are asthmatic, so bringing attention to the policy will help these students navigate campus better. They spoke of the following highlights of the policy:

- Smoking is prohibited eight feet from the entrance of the building, not the door. There is confusion about what is included in the eight feet. IU has defined “entrance” as being any area that you have to walk through to get to the door. For example, the steps going up to Taylor Hall are included in the eight feet.
- Mailings about the policy have been sent to the faculty and staff, and the students are being contacted as well. From this point on at the beginning of every semester, there will be a campaign to inform everyone of the policy. Faculty and staff will receive the information in their orientation programs as well.
- The policy is listed on the website as well as smoking cessation programs. Research on smoking is also included. FAQs are there to help with questions that have not been answered today.
- Compliance: there is an IUPUI policy that states you cannot smoke on campus except on city streets. The website has a map that shows the places you can smoke (<http://smokefree.iupui.edu/faq.asp#5>). You can smoke in your personal vehicles (with the windows closed) and on your motorcycle. You cannot smoke inside of an IU owned facility. That includes parking garages. However, you can smoke in your car in the parking garage.
- Citations (<http://smokefree.iupui.edu/faq.asp#13>): Citations in the amount of \$150 will be written by the campus police. Warnings can be given. Stickers and posters have been placed on the fronts of buildings to remind persons about the policy. If a citation is given, a referral is sent to the appropriate administrative office for review and action. For faculty, they will be referred to the Office of Faculty Appointments and Advancement; for staff, they will be referred to Human Resources Administration and for students, they are referred to the Office of the Dean of Students. Employees may turn in other anonymously for a referral.
- Visitors to the campus and hospitals are subject to the policy.
- Electronic cigarettes are not allowed.



**Agenda Item XIII: Report from the Chancellor's Academic Liaison and from the 2012 Reaccreditation Committee**

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher reported on the following:

- The reaccreditation visit is November 5-7, 2012. At this time a team has not been assigned to the campus. When assigned, there should be 12-14 visitors.
- The self-study report is finished and is in marketing for final touches, then will be put onto the web.
- The Executive Summary has been given to the deans for their review and will be put on the web as well. It tells the strengths and challenges of the campus. It will be the main focus for the visitors.
- The self-study report will greatly assist with the strategic planning process.
- Academic deans will need to be present in their schools during the visit. The visitors could also stop to talk with anyone and the Executive Summary will be distributed widely so that all are familiar with the findings and knows the issues for the campus.

**Agenda Item XIV: Adjournment**

With no further business appearing, President Stone adjourned the meeting at 4:07 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee  
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