

Office of Diversity, Equity, and Inclusion (ODEI) Faculty & Staff Councils (FSC) - Protocols & Procedures

Acronyms

DMAR – Director of Multicultural Academic Relations

ODEI-AA – Office of Diversity, Equity, and Inclusion – Administrative Assistant

FSC – Faculty & Staff Council

Notification of New Officers

A primary goal is to maintain a sense of continuity from year to year. Consequently, the names of the new group officers for the next academic year should be forwarded to **Wayne Hilson** (whilson@iupui.edu), Director of Multicultural Academic Relations (DMAR). In addition, a group representative to serve on the Chancellor's Diversity Cabinet for the new academic year should also be designated and forwarded to the DMAR.

Action Item

List of New Officers

Chancellor's Diversity Cabinet Representative

Due Date

May 1st

May 1st

FSC Listserv Distribution Lists

As a means of creating the most efficient way possible for the ODEI to disseminate information to everyone, the DMAR will obtain an updated faculty and staff lists from Human Resources at the beginning of each semester (August & January) and create listserv distribution lists for each of the (5) FSC groups. For those more established groups who have long-time subscribers that are external to campus and/or groups whose members may not be represented in an official HR query, please forward your list of members to the DMAR to be added. Lastly, a representative(s) can be added by the DMAR to serve as a "co-owner/manager" of the new listserv. To cut down on confusion, these listserv distributions will be designated **ODEI_ "FSC Name" _ "Semester** (i.e. *ODEI_Black Faculty & Staff Council_Fall 09*; *ODEI_GLBT Faculty & Staff Council_Fall 09*)

NOTE: For those members who have been "mis-identified" by HR as a member of a particular racial/ethnic population, direct them to Human Resources to make the necessary changes to their information (317-274-7617 or hra@iupui.edu)

Action Item

Names of group representatives to be add by the DMAR to serve as listserv "owners"

List of additional non-IUPUI faculty/staff members to be added to listserv

Due Date

First week of August & January

First week of August & January

Room Reservations

For those groups who need assistance reserving general meeting rooms for the academic year, please forward to the DMAR, the *Day of the month* and *Time* **in August for Fall semester** meetings (*Sept-Dec*) and **in December for Spring semester** meetings (*Jan-May*). Meetings in the Campus Center and University Place costs money and fill up quickly. The DMAR will attempt to identify locations that are both available and free.

NOTE: Each FSC group is responsible for gaining consensus from its members on what Day of the Month and Time works best.

Action Item

Submit *Day of the Month* and *Time* for **Fall Semester** (i.e. 2nd Tuesday of each month; 11-12pm)

Submit *Day of the Month* and *Time* for **Spring Semester** (i.e. 2nd Tuesday of each month; 11-12pm)

Due Date

August

December

Joint FSC Meeting Reservations

Based on feedback from its members, each FSC should forward a *Day of the Month* and *Time* to the DMAR at the beginning of each semester. The DMAR will reserve a meeting location for the semester based a majority consensus.

Action Item

Submit *Day of the Month* and *Time* for **Fall Semester** (i.e. 2nd Tuesday of each month; 11-12pm)

Submit *Day of the Month* and *Time* for **Spring Semester** (i.e. 2nd Tuesday of each month; 11-12pm)

Due Date

August

December

Annual Budget Development

Accountability is of paramount importance and as excellent stewards of the funds your groups receive, it is important that as purposeful a planning process as possible be implemented. Budget allocations are based on a fiscal year (July 1 – June 30), so a first draft of your group's budget for the upcoming year should be forwarded to the DMAR by June 1st. A final budget is expected by the first Friday after Labor Day. Consequently, it is important that planning for the following year take place before the Spring semester ends. A certain level of ambiguity is expected; however, a general sense of how the money is to be used and who it will impact is key. The template below is an example of what is expected and can be created in a standard spreadsheet:

Group Name: _____

Event (or Item)	Cost (\$)	Expected Date of Event (or Purchase Date)	Type of ODEI Support Needed	Programmatic Focus (Faculty, Staff, and/or Student)
<i>Example:</i>				
Student Recognition Dinner	\$2,500.00	March 12, 2009		Student support/recognition
<i>Catering:</i>	\$1,500.00	-	Ordering food through Chartwells	-
<i>Decorations:</i>	\$1,000.00	-	Placing official order through vendor	-
Staff conference support	\$300.00	April 3, 2010		
<i>Registration:</i>	\$300.00	-	Prepayment form or Processing reimbursement (if applicable)	Staff development

NOTE: Identifying potential vendors & cost estimates for the purpose of developing your tentative budget will be the responsibility of the individual FSC groups.

Action Item

First Draft of Budget
Final Draft of Budget

Due Date

June 1st
First Friday following Labor Day

Year-end Stewardship Reports

This report serves as an opportunity to highlight your accomplishments, activities, and provide a means by which you can explicitly speak to your group's impact on IUPUI faculty, staff, students, and where applicable, the community-at-large. At a minimum, the report should include:

- Brief descriptions of activities/events, including the contact information for any invited speakers
- Any relevant metrics (i.e. number of staff conference visits supported, number of scholarships awarded, number of workshops sponsored, etc.)
- Group meeting minutes
- Actual* expenditures (use Budget Development Form as a template) – the DMAR will provide your group's president an End-of-Year Account Summary to facilitate this at the end of the fiscal year (~June 30th)

Beyond the inclusion of this standard information, your group has the freedom to present your group's accomplishment in the best way you see fit. The ODEI will serve as an *archival service* for all of the FSC groups as a source of continuity and transition for future executive boards.

Action Items

1st Draft of Year-end Stewardship Report (*minus* Actual Expenditures summary)
Final Draft of Year-end Stewardship Report (*including* Actual Expenditures summary)

Due Date

June 1st
August 1st

Faculty Staff Council Accounts - Protocols

General Steps

- Step 1. Designate a single point of contact to correspond with the DMAR and ODEI administrative assistant
- Step 2. Advise **Wayne Hilson, Director of Multicultural Academic Relations** (whilson@iupui.edu), and **Alicia Añino, ODEI-Administrative Assistant** (alscampb@iupui.edu) of expense (*minimum 2 weeks notice is ideal*)
- Step 3. Forward required documentation to Alicia Anino (i.e. Travel Prepayment Forms, etc.)
- Step 4. Forward list of items to be purchased (*including quantity*), menu choices, etc. to Alicia Anino (*minimum 2 weeks notice is ideal*)
- Step 5. The ODEI will make arrangements to process orders & pay vendors (i.e., EPIC purchase order, Chartwells online order, etc.)
- Step 6. Send any additional documentation (receipts, etc.) to Alicia Añino

Account Balances

The DMAR will provide each group contact with account balances at the beginning of each month. Please keep track of your account expenses and consolidate them each month. If you see any discrepancies notify Wayne.

Unallowable Expenses

The following are some unallowable expenses: gifts; plants and flowers; alcoholic beverages; charitable donations; event tickets for employees, meals and refreshments for university employees only (i.e., food or drink for faculty/staff meetings); meals and refreshments for the entertainment of local, state or federal government officials; items utilized by a university employee in the entertainment of university guests that would be of a personal nature; items related to fundraising expenses where the revenue goes to an IUF account

IU is *sales tax exempt* (#0031232940008) so no expenses should include tax (especially make sure Chartwells knows that your organization is exempt). IU will not reimburse tax on purchases over \$100.

Travel Expenses

Travel Authorization forms will need to be filled out and sent to Wayne. When you return from your trip and receive your *Travel Repayment* form, fill it out and send it with all original itemized receipts (hotel, registration, air ticket stubs, restaurant, etc.) to Wayne. Each group and its individual members will be responsible for taking care of their own travel arrangements (*each group president will be given the group's FSC account number*).

NOTE: The ODEI will only provide travel arrangement support for invited speakers/guests of the group.

- Registration
 - Either pay out of pocket and get reimbursed or fill out a *Prepayment Form* (*at least a month in advance*)
- Hotel
 - Need to set up a IU Hotels.com account at <https://www.booksmarttravel.com/iu/>
 - If your required hotel is not listed here you will have to pay for the room yourself and get reimbursed, or you can fill out a *Prepayment Form* and have TMS pay for your first night.
- Airfare
 - Need to set up an IU Orbitz for Business account
<https://www.orbitzforbusiness.net/Secure/OFBSignIn?OSC=JxQ1FAwKx2!1707991179!183184435!7001!-1>
- Car rental
 - IU Enterprise http://vpad.service.indiana.edu/travel/car_rental.cfm?casticket=ST-1880371-ASnifbCf0wDjRaBrPHI3-wsa451.uits.indiana.edu

Example: In-state travel for a conference; paying for out-of-state travel for an invited speaker

Food/Hospitality Expenses

These types of expenses are subject to IU rules regarding allowable expenses. The ODEI will provide support in placing orders via Chartwells. However, in the event that the DMAR or ODEI-AA are unavailable, we've include the process below.

For Chartwells ordering:

1. Go to OneStart and create a requisition in EPIC.
2. Once Purchasing has assigned a purchase order your can order from the Chartwells website, by phone or e-mail and give them PO number
3. Send PO number, Chartwells invoice, *List of Attendees* and *Hospitality Form* and any other relevant info to Alicia

Examples: Ordering food through Chartwells for a campus event

Other Expenses

You are urged to use requisitions, purchase orders, and online payments using your FSC account number first and *only pay for things out of your own pocket as a last resort*. These reimbursements (non-hospitality) will require an original receipt showing who paid and the cost of the expense or invoice. If an original receipt is lost you will need to fill out an *Exception to Policy* form affirming that you are not getting reimbursed for this expense elsewhere.

Send invoices, transfer or payment requests to Alicia.

- If the request is an on-campus transfer, you'll need to supply the account that the payment will be made to and details for the transfer. No non-IU transfers (i.e. to other banks) can be made.
- If the request is for payment to a new vendor, you will need to provide Alicia with a signed W-9 (or W-8BEN if an international company) from the organization.
- If the request is to pay an honorarium to a speaker, you will need to provide the speaker's W-9 and other details. If the speaker is not a US citizen there is additional paperwork. Talk with Alicia for these cases.

Payment can take 1-4 weeks for vendor payment, depending on if all the paperwork is submitted on time.

Examples: Pay for rented tables for a campus event; pay for trophy for award

Forms & Sites

Travel: <http://www.indiana.edu/~travel/resources/travelforms.shtml> (in-state travel request, out of state travel request, mileage record, exception to policy, prepayment form)

Chartwells: <http://www.dineoncampus.com/iupui/>, <http://www.dineoncampus.com/iupui/?cmd=catering> (for online ordering)

EPIC help and info: <http://www.purchasing.iupui.edu/top.php>