

IUPUI Staff Council (SC)

Minutes

June 18, 2014 ~ Campus Center, Room 450C ~ 2:00 – 4:00 p.m.

Members and Guests Present: Charles Akerland, Julia Backus, Alison Banta, Kaitlin Bell, James Bellamy, Michelle Benberry (alt: Janie McKinney), Victoria Bills, Saundra Black, Nan Bohan, Camy Broeker, Landon Brothers, Aimee Brough, Denise Brown, Rob Bullock, Kristy Chapman, Wade Chatmon, Ben Cockrum, Venus Davis-Wallace (Alt: Kris Powell), Kayla Dickerson, Teri Duell, Kari Fisher, Rita Flynn, Margo Foreman, Alicia Gahimer, Dan Griffith, Barbara Hanes, Todd Herring, Patti Holt, Leslie House, Phyllis Humphrey-Sarver, Felicia Jackson, Ranna Johnson, Noah Joseph, Betty Klein, Kim Kirkland, Jim Klenner, Lyndy Kouns, Melissa Lavitt, Karen Lee, Mary Lindop, Lodema Lines, Cortnee Martin, Laura Masterson, Dan Mathew, Teresa McCurry, Lisa McVicker, Greg Mobley, Matthew Moody (alt: Jennifer Lund), Lindsey Mosier, Kevin Mouser, Mark Mowery, Andrew Myers, Lauren Pena, Kara Peterson, Mary Pat Poskon, Melanie Pride, Carol Riley, Tim Roach, Liz Rybak, Tanika Scott, Sean Southern, Damon Spight, Lee Stone, Yolanda Taylor, Etta Ward, Linda Wardhammer, Louise Watkins, Jackie White, and Emily Wren

Members Absent or Excused: Rose Baker, Margo Barton, Russell Black, Matt Borden, Elizabeth Bunge, Tina Carmichael, Pam Clinton, Nicole Collins, Caitie Deranek, Kendra Hein, Susan Hill, Rochelle Hudson, Summer Layton, Rachael Limbach, Margie Martinez, Brady McManama, Christen Mumaw, Kasey Myers, Kitty O'Doherty, Kristi Palmer, Jenny Perrino, Michael Sprinkle, Susan Steele-Moore, Lindsay True, Jack Waggoner, and Samantha Walters

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Lee Stone called the meeting to order at 2:02 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 May 21, 2014, Meeting

The minutes of the May 21, 2014, Staff Council meeting were approved and entered into record.

Agenda Item IV: Report from the President

Lee Stone

Stone reported on the following:

- Stone and several SC members were part of the interview process for the director of occupational development and training for Human Resources Administration held last week.
- Horseback riding money for the retreat needs to be turned in to Karen Lee as soon as possible.
- John Whelan has been hired as associate vice president for University Human Resources. Stone was part of the interview process for this position and feels from the staff perspective, Whelan is a very good choice.
- Dr. Sherry Queener's retirement reception will be on June 18 after this meeting in the Tower Ballroom. He encouraged everyone to attend.
- The Faculty Club is open to non-members during the summer months for lunch.

Agenda Item V: Report from Human Resources Administration (HRA)

Camy Broeker, Associate Vice Chancellor for Finance

Broeker said the search for the director of occupational development and training is in the final stages. The search for the director of employee relations is in the interview stage with on campus interviews in early July. Vice Chancellor Dawn Rhodes is back on campus from her surgery.

Agenda Item VI: Report from the Chancellor's Academic Liaison

Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

Lavitt said there will be a new benchmarking programming with access to a system that allows deans and chairs to see how interviewees would work into their department. She will be involving staff in the process. Effective July 1, the School of Journalism will become part of the School of Liberal Art as a department. There will be a new committee – the Undergraduate Affairs Committee -- that will encompass the Academic Policies and Procedures Committee. The dean's retreat will focus on engagement of faculty and staff and how we engage with the community.

Agenda Item VII: Election of the President Elect, First Vice President, and At-Large Members

Alicia Gahimer, Election Chair and Second Vice President

Gahimer opened the elections. The following members were up for election:

President-Elect	Jim Klenner
First Vice President	Barb Hanes
Members-at-Large	Barb Hanes
	Cortnee Martin
	Andrew Myers
	Tim Roach

Agenda Item VIII: [Information Item] Campus Civility Statement

Dan Griffith, Director, Office for Intergroup Dialogue and Civil Community

Kim Kirkland, Director, Office for Equal Opportunity

Griffith provided background on how the document came to this place. As it is still in draft, he and Kirkland are asking campus groups to review it and provide feedback. The statement reads as follows:

**DRAFT
IUPUI Civility Statement
December 2013**

The IUPUI community has dedicated itself to creating an environment where each individual is valued and can succeed. Our institutional ethic compels us to foster the best possible environment for doing our work as educators, learners, and supporters of the educational process. When our members are prevented from doing their best, the entire community is diminished.

Our commitment to be a diverse and inclusive campus relies on all community members to do their part. While no set of rules or policies can wholly govern human conduct, it is important to state that civility requires a thoughtful and careful balancing of respect and differing points of view that each of us should strive to achieve.

As members of an institution of higher learning, we must periodically reaffirm the fundamental ethics and values that form the framework for our university. Among those values is fostering a climate of civility, mutual respect, academic freedom, and civil discourse. Civil discourse is a form of dialogue that acknowledges and dignifies one another's ideas and experiences. Civility and respect should be extended to all persons regardless of their role, status, or social identity. We encourage everyone to speak and act judiciously and with respect for one another. We may not always agree with one another, but when we disagree we are called to respond with civility.

[Reference Code of Student Conduct - <http://www.indiana.edu/~code/> and the

International Learning Guidelines]. Reference the policy on Academic Freedom.
<http://policies.iu.edu/policies/categories/academic-faculty-students/conditions-academic-employment/Academic-Freedom.shtml>
Rev. 5.15.14

Endorsements:

Equal Opportunity Council – December 5, 2013

Faculty Council Executive Committee – January 23, 2014 (Request a final review after all others)

Women's Advisory Council – February 24, 2014

Common Theme Committee – April 2, 2014

Staff Council – scheduled for June 18, 2014

Undergraduate Student Group – TBD

Graduate Student Group – TBD

Griffith ended his presentation by noting the list of groups that have endorsed the statement so far and asked for the Staff Council's endorsement as well.

Questions / Comments:

- Where do you stand with the document? It is a work in progress and we are making changes as groups suggest them.
- If it is a living document, will you be bringing it back for approval or are you asking for endorsement now? The SC Executive Committee will endorsement it by the end of the year.
- What is the intent of the document and what is its function? It will be used on campus websites. It will be a public document.
- In the fourth sentence from the bottom, can we add "beliefs" to the statement (i.e., "ideas, experiences, and beliefs")?
- In the first sentence, can the wording be changed to "*able to succeed*?"
- Can we send the statement to our constituents for their review? Yes, because they are staff members who are able to vote through their staff council representative.
- In the second sentence, "Institutional Ethic" is mentioned. Is that a written statement? No, that is what the civility statement should be under. The statement is a written affirmation of how we talk to one another. No one will be written up or fired under this statement because it is not a policy. There are other policies those behaviors fall under.
- Why, then, are those policies not mentioned in the document? Some committees have had question and concerns about civility issues within their own committees. Because the policies articulate the rules and sanctions of those actions. Kirkland said that when the statement is rolled out, it will be stated that it is not a policy, but an aspirational statement showing how we should work and speak with those we associate with.
- When the statement goes out in final form, it would be good to include links to the policies that the aspirational statement alludes to. Griffith said the original statement included the policies.
- Will the statement be in the staff handbook? Kirkland said yes, and that it will be in all employee and faculty handbooks as well as on the IUPUI website and the websites for the Faculty Council, Staff Council, and both student councils. It should go everywhere needed.
- Are we looking to endorse the language or the statement itself? Kirkland said both. Foreman said if everyone wants to see it last, will the process ever end? Kirkland said when she comes back for endorsement, it will be to "bless" it and make no more changes.

Kirkland said the statement has been reviewed extensively over the past two years. Former Dean of the Faculties William Plater and Former Chancellor Gerald Bepko drafted a statement several years ago, but it needed to be made applicable for today's campus. In 2008, when Kirkland arrived, there were issues involving her office about freedom of speech. At that time, the chancellor withdrew the statement for

revision. Part of the Equal Opportunity Council's (EOC) duty was to try to reinstitute the statement and bring the chancellor back into agreement with the document. Discussion of the statement went through the common theme process as well as a campuswide topic. Griffith and Kirkland are seeking buy-in of the new statement across the campus. The EOC has approved it as well as the Women's Advisory Council, Common Theme, etc. The Staff Council reviewing at this meeting is needed followed by meetings with the undergraduate student group and graduate student group. The Faculty Council Executive Committee wants to see the document again after everyone else has approved it. Once the final comments are received, the statement will be presented for final approval and then presented to the chancellor.

Stone asked the representatives to send the document to their constituents for review, to collect their comments, then send them to Karen Lee. He suggested giving them four weeks to provide responses. Stone said the SC should review it one more time (and before the IFC-EC reviews it) before the council endorses it. The members should ask: 1) do you think the campus needs the statement and 2) if this is the statement proposed, do you have any changes that would drastically change the wording?

Agenda Item IX: [Information Item] Automated External Defibrillators (AEDs) on Campus

Mark Mowery, Health Safety Officer and Chairman, IUPUI AED Committee

Officer Mowery spoke about the need for AEDs on campus. His presentation is appended to these minutes. 383,000 people each year experience sudden cardiac arrest. If an AED is used on them within the next few minutes, there is a 90% chance they will survive. If you dial 911 on the electronic phone system, it reaches campus police. They will call an ambulance from that point. Once the unit is turned on, it walks the user through the process verbally which makes it very easy to use. Mowery checks each AED every month. Twice a year, he tests the alarms and other functions to be sure they are ready to use. The pads and batteries need to be replaced every two years. AEDs are not in every building on campus, but they should be. He is trying to get the word out about their importance for more schools/departments to purchase them. With the AEDs presently on campus, five people have been saved. One was an 18 year old swimmer. One person was not able to be saved.

Agenda Item X: Update from the Associate Vice Chancellor for Facilities

Emily Wren, Associate Vice Chancellor for Facilities / Chancellor's Administrative Designee Alternate

Wren reported on the following:

- Classroom projects: Hine Hall east end and Lecture Hall 104 – These rooms will change the way technology and seating is done.
- Lockefield recreational space is almost finished.
- Ball Gardens was very muddy for a while, but as the rainy season subsided, the grass has begun to grow. The project can continue.
- Project 16 Tech is city work.
- Restroom projects in some buildings are underway.
- Utility work is being done in the parking lot to the south of the CE. The utility work is being done for University Hall. However, people are still walking in the street around that construction and shouldn't.
- Widening streets, curbs, and sidewalks will be done throughout the summer.
- The Wishard buildings and projects are still evolving. Campus Facility Services is trying to take down the signs for Wishard, but they can't take down all signs because they wouldn't be able to identify buildings for contractors trying to find them. The Bell Flower building is set to be demolished as well as a few others (Krannert Bell Flower, Birdsell, F Wing, and Myers Hall). There may be other buildings and a few are on the bubble for decisions. Until buildings are demolished,

they have utilities to pay for. Demolish dates aren't on the books, but she would like to have them done sooner rather than later.

- Masonry work is being done on the front of Fesler Hall. She didn't have the completion date with her, but it should be most of the summer.
- Post Office building's slab is being removed to make the area around it more accessible for everyone.
- Gatch Clinical is having windows replaced.
- The Campus Sustainability Committee has purchased a secure bike facility in the Tower Garage. For a fee, you can secure your bike there without fear of having it stolen.
- HealthyIU will promote some walking paths designed on campus.
- A question was raised about the condition of the Tower after the first year. Wren said she didn't think there wasn't much damage, but some wear and tear, but that was to be expected with the foot traffic it received. Food service went well in the building and the reviews on housing were very good. Carpeting will most likely be changed to hard surfaces.
- Will trash cans be put in the rec area? Wren said there should be some cans there and she will pass that along.

Agenda Item XI: Committee Reports

- Membership Committee (Alicia Gahimer, Chair): Election Results:
President Elect: Jim Klenner
First Vice President: Barb Hanes
Member at Large: Cortnee Martin, Andrew Myers, and Tim Roach
Stone thanked the members whose terms expire on June 30, 2014. He also welcomed the new members in attendance.
- Special Events Committee (Kristy Chapman and Cortnee Martin, Co-Chairs): The "save the date" cards for the retreat were a handout for the meeting. The theme for the retreat will be crime/Clue Game with activities of horseback riding, nature walk, painting, Tai Chi, workstation workout, yoga, and Zumba. The retreat will be on July 25 at Ft. Harrison State Park from 8:30 am to 4:30 pm.
- Web Committee (Andrew Myers, Co-Chair): Myers showed a birthday message that will be sent to staff members during their birth month. He will send the message to the council for their approval. The SCEC has approved the message. Staff can unsubscribe to the list. Stone asked the council if they were supportive of the measure, and positive approval was received. Once Myers gets the feedback, he will begin the messages on July 1. He will give members two weeks to reply.

The written reports are listed below and unedited:

- [Ad Hoc] Staff Development Committee (Caitie Deranek, Chair): The Staff Development Committee met on Tuesday, June 10th. The nominees were discussed for the annual internal Staff Council Awards. Each category had nominations although not all were contested. Due to one recusal, we asked any interested Executive Committee members to rank nominations for Outstanding Committee Chair. Three participated and brought the voting to a close. The Staff Development Committee is hosting *Grassroots Leadership* during the Staff Council meeting on Wednesday, June 18th. Several people from outside of Staff Council have expressed interest in the session and plan to attend. Lee has agreed to introduce Lindsey Mosier since Caitie will be out of town. We hope that all attendees at today's meeting will stay for this informative, engaging session. The Committee defined more clearly the purpose of hosting a half-day symposium on leadership this fall. By utilizing campus resources and experts in organizational development and leadership, the Committee would like to host conversations on communication, IUPUI opportunities and needs, and stress management separated by streaming TEDTalks. There are several free spaces that the Committee could utilize and the date will be determined soon. October was mentioned as a

possibility to coincide with Staff Council Awareness Month. The Executive Committee has approved the concept so the committee will move forward with planning. The Committee continues to work on the infrastructure necessary to award the first round of professional development grants in December. Additionally, the group is interested in creating an Employee of the Month award in conjunction with the Rewards and Recognition Committee and following up on information from the Urban 15 report as it becomes available.

- Staff Affairs Committee (Kevin Mouser and Barb Hanes, Co-Chairs): The Staff Affairs Committee held its last meeting of the 2013/2014 term on June 5th. The Committee discussed the outcome of a recent conversation with Dan Rives, Associate Vice President for Human Resource regarding the three topics of concern to the Committee:
 1. Merit Raises/Performance Appraisals: Dan Rives indicates that University Human Resource Policy 6.2, Performance Management Program (<http://www.indiana.edu/~uhrs/policies/nonunion/6.0/6.2.html>) directs all operating units of the University to develop and implement a formal performance management program and that the appraisals should a component of merit raise discussion.
 2. Sharing of Paid Time Off: It was Mr. Rives perspective that the current decentralized budgeting system (Responsibility Center Management (RCM)/Responsibility Centered Budgeting) and what the Board of Trustees has viewed in the past as a liberal time off policy prevents the implementation of a voluntary shared time off programs as adopted by other university systems and other local and state units of government. .
 3. Staff Scheduling Flexibility for Academic Pursuits: Mr. Rives clarified that it has been a long standing policy of HR to support flexible work schedules for staff pursuing education opportunities regardless of whether the employee's field of study is directly related to their current position or not. Mr. Rives did reiterate that each operating unit must exercise its own level of discretion in granting the level of flexibility granted as it balances the needs of the employee versus the mission and goals of the unit.

Barb Hanes continues to explore opportunities for retired staff to have access to complimentary software thorough IU Ware as is made available to retired faculty. The Committee finalized a letter of concern regarding smoking on campus to be forwarded to Lee Stone for consideration.

Agenda Item XII: Unfinished Business

There was no Unfinished Business.

Agenda Item XIII: New Business

That was no New Business.

Agenda Item XIV: Final Remarks and Adjournment

McCurry was recognized as being parliamentarian for many years. He introduced Kevin Mouser who will be the new parliamentarian. With no further business appearing, President Stone adjourned the meeting at 3:20 p.m. so that the professional development workshop could begin.

Agenda Item XV: Workshop: *Grassroots Leadership*

Hosted by the Staff Development Committee

Lindsey Mosier, M.I.D, Presenter

The members enjoyed the workshop which was considered professional development.

Minutes prepared by Staff Council Coordinator, Karen Lee

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IUPUI Civility Statement

December 2013

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Rev. 5.15.14

~~Endorsement~~

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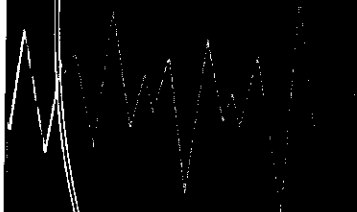
Undergraduate Student Group – TBD

Graduate Student Group – TBD

Reasons for CPR and AED at IUPUI

American Heart Association CPR
and
Philips HeartStart FRx AED

Presented by
Mark Mowery



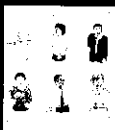
Introduction

- Mark Mowery
 - EMT since 1981
 - Worked in medical field for six years
 - Teaching CPR since 1981
 - IUPUI Police since 1989
 - Health Safety Officer
 - Police Department AED Coordinator
 - Chairman of the IUPUI AED Committee
 - Email: mmowery@iupui.edu



Glossary of Terms

- Heart Attack -
 - A heart attack occurs when one of the heart's major blood vessels becomes blocked so that blood and thus oxygen is not delivered to the heart muscle. Without oxygen the heart will start to die, producing pain and other symptoms. A heart attack may lead to a cardiac arrest
 - Heart Attack = plumbing problem



Glossary of Terms

- Sudden Cardiac Arrest –
 - Sudden cardiac arrest (SCA) is a sudden or unexplained stopping of the heart function, most often caused by a sudden arrhythmia, such as ventricular fibrillation (VF). When this occurs, the heart's electrical impulses suddenly become chaotic and ineffective. Blood flow to the brain abruptly stops and the person collapses and quickly loses consciousness. **Death** usually follows unless a normal heart rhythm is restored within minutes.
 - Sudden Cardiac Arrest = electrical problem

Glossary of Terms

- Sudden cardiac arrest is a leading cause of death in the United States
 - 383,000 people die each year.
 - More than the total death rate for breast cancer, lung cancer, and HIV/AIDS combined.
 - Heart Disease #1 Killer for men and women.
- 90% chance of surviving SCA if defibrillation is done within the first few minutes.
- Best chance for survival is if CPR and AED is started within 5 minutes of collapse.

The Ticking Clock

- Each minute someone is in Sudden Cardiac Arrest their chance of survival decreases by 10%.
- Starting CPR immediately will reduce the time to 4% per minute.
- Using an AED to shock the heart will give the person a 90% chance of survival.
- Must use the AED within 3 to 5 minutes from the time of collapse.

Locations of AEDs at IUPUI

- **Location**

- Located near main entrances, elevator lobbies, or stairways.
- Cabinet goes into alarm when door is opened.
- When door is shut alarm turns off.
- An alarm signal is sent to Campus Police Dispatch Center.



Buildings with AEDs

- | | |
|---------------------------------|---|
| • AO (1) | • IT (2) |
| • Ball Residence (Police) | • Law School (3) |
| • Campus Center (4) | • University Library (2) |
| • Cavanaugh Hall (2) | • Natatorium (2) |
| • Center for Young Children (1) | • NIFS (2) |
| • Coleman Hall (1) | • Nursing School (3) |
| • Dental School (4) | • Oral Health (1) |
| • ES/BS (5) | • Physical Plant Building (2) |
| • Lecture Hall (1) | • SL/LD (3) |
| • ET (1) | • Taylor Hall (3) |
| • Herron Art (1) | • The Tower (1) |
| • Hine Hall (2) | • 1100 Waterway (1) |
| | • 1830 West 16 th Street (1) |

Automated External Defibrillator (AED)

- **Philips HeartStart FRx Defibrillator**

- Model and brand approved for IUPUI
- Cost \$1,187.00
- Responder Kit \$29.25
- AED Cabinet \$198.79
- Installed AED and attached to alarm system (approximate cost) \$500.00
- Total cost \$ 1915.04

Philips HeartStart FRx Defibrillator

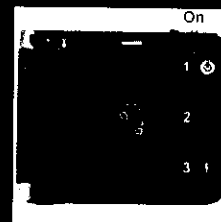


Automated External Defibrillator (AED)

- **Steps To Use The FRx**

- **Step 1**

- Open AED case
- Press the
- The FRx will tell you to remove clothes from chest



Automated External Defibrillator (AED)

- **Step 2**

- Remove the AED SMART Pads from the gray case
- Place the pads on the chest as shown on the diagram on the pads



Automated External Defibrillator (AED)

- **FRx Analyzing**

- As soon as the FRx detects that the pads are attached to the person, the pads icons turn off. The FRx begins analyzing the person's heart rhythm. The FRx will tell you that no one should be touching the person, and the caution light begins to flash as a reminder.



Automated External Defibrillator (AED)

• Step 3

- If the AED determines that the person needs to be shocked the AED will instruct you to press the orange flashing button
- The AED will only give a shock when the button is pushed and the AED determines the person needs to be shocked

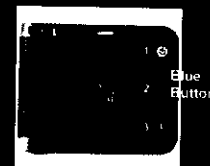


Automated External Defibrillator (AED)

• Step 4

– After Shock Is Given

- The screen comes on solid blue to show that it is safe to touch the person
- FRx tells you to assess the person and perform CPR if needed
- Press the blue button for help with CPR
- This will give a beat and count for breaths. The FRx will walk you through performing CPR



Why Have AEDs

- Everywhere you look you see a fire extinguishers to save buildings, why not AEDs to save lives.



Reasons for CPR and AED

- Best chance of surviving a sudden cardiac arrest three things need to take place –
 - Activation of the EMS System
 - CPR is performed immediately
 - AED is used within 3 to 5 minutes
- CPR and AED is taught at the Campus Police Dept.



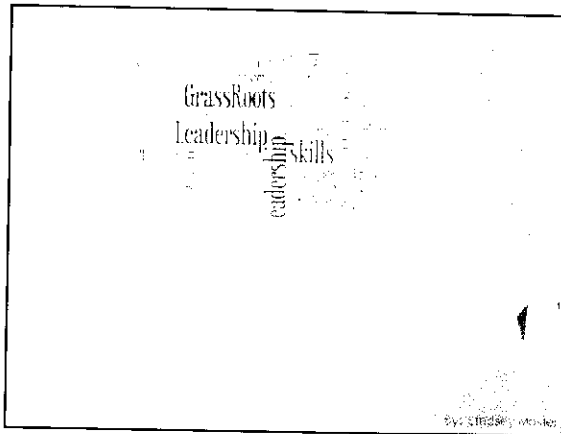
Thank you



Officer Mark Mowery
mmowery@philips.edu
274-2059

Resources

- American Heart Association, CPR Statistics, February 28, 2014
- American Heart Association, Working Against Time
- American Heart Association, 2010 AHA Guidelines for CPR and ECC
- Sudden Cardiac Arrest Association, Sudden Cardiac Arrest Facts, June 2008
- Philips HeartStart FRx Defibrillator Manual



Discussion Topics

Leadership Examples
Leadership Regardless of Title
9 Ways to Lead Your Leader
Webbing
5 Levels of Leadership
Your Importance
Everyday Leadership



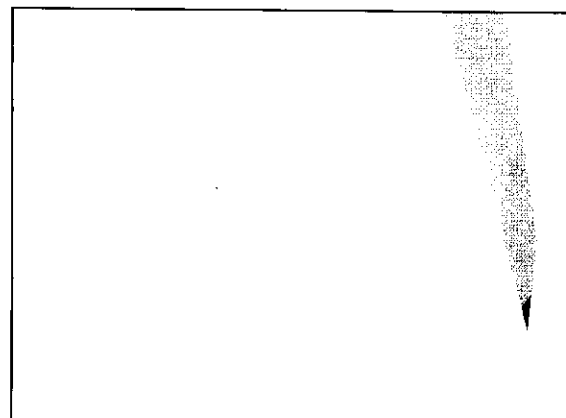
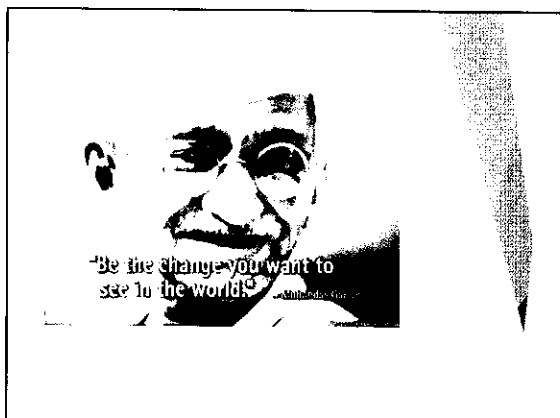
Was he/she a titled leader?

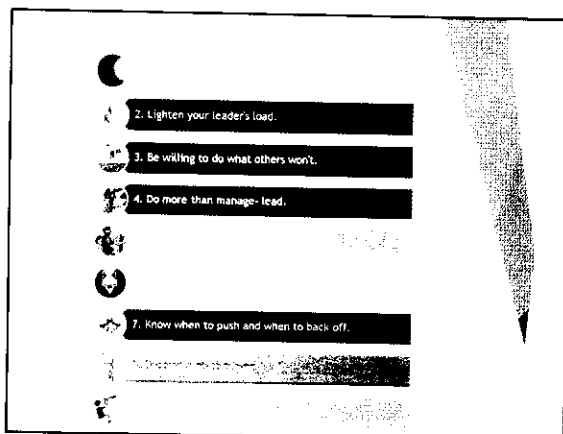
Was this person a leader of many?

What leadership characteristic did you admire most in this person?

Why was this person so effective in leading you to your goals and/or realizations?

Did this person lead by example?





THE LEVELS OF LEADERSHIP

We can increase our influence and leadership potential if we understand the following levels of leadership:

LEVEL	DESCRIPTION	NOTE
1. PEOPLE	People follow you because of who you are and what you represent.	NOTE: This step is reserved for leaders who have spent years growing people and organizations. Few reach this level.
2. PERSUASION	People follow because of what you have done for them.	NOTE: This is often long, arduous growth. Leaders will invest a young growth organization and its people. Do whatever you can to achieve and stay on this level.
3. PERMISSIVE	People follow because of what you have done for the organization.	NOTE: This is where success is earned by a few people. They like you and want you to do things. They are loyal with very little fear because of your success.
4. REVOLUTIONARY	People follow because of what you have done for the organization.	NOTE: People will follow you because you have done what they want to do. You are the leader.
5. DIRECTION	People follow because of what you have done for the organization.	NOTE: Your influence will not extend beyond the limits of your organization and the lower the morale.

Farris, Jason

