

**Southeast Missouri State University
Professional Staff Council Meeting
Minutes October 17, 2018**

QUORUM AND CALL TO ORDER: The Professional Staff Council (PSC) was called to order at 10:00 am in the UC Heritage Room by Chairperson, Katie Krodinger. PSC representatives in attendance were: WyKeshia Atkins, Paul Belvin, Angela Birk, Priya Cramer, Katie Krodinger, Heath Hase, Randyn Heisserer-Miller, Lisa Howe, Chelsea McNeely, Bonnie Modglin, Joanna Shaver, and Sean Spinks. There were no guests.

Reports:

Chairperson Report- Katie Krodinger

- Old Business—Self evaluations are due soon as part of the new performance evaluation process, the group photo is now online. There will be a CTS blood drive Oct. 31, with the goal being 40 units this year.
- New business—see below update.
- Administrative Council Update—this is a very large committee, there were 207 survey responses in the Great Colleges Survey, a 34.5% response rate. Results not all positive, teams are being set up to share info. The academic calendar was discussed, especially fall break options, whether to split up or keep as is at Thanksgiving. FM utility outages were discussed with regard to breaks, and Kent Library hours were discussed in the meeting. There were flat state appropriations, with decreased enrollment, budget flat.
- Benefits Review—no report.
- Budget Review—no report.
- Funding for Results Team—grant funding initiative in the works, meeting upcoming.

Chair-Elect Report –Heath Hase: no report.

Secretary/Treasurer Report – Lisa Howe: no report.

Committee Reports:

AQIP, Bonnie Modglin: getting ready to meet monthly.

Athletics Committee, Joanna Shaver: nominations submitted, Sara Wagganer and Joanna Shaver.

Information Technology, Chelsea McNeely: scheduled to meet soon.

University Equity and Inclusion Committee, Eric Redinger: no report.

Council Member/Departmental Announcements:

Academic Support Center, WyKeshia Atkins: midterms are posted, 465 weekly appointments scheduled, recruiting for spring.

Information Technology, Paul Belvin: no report.

Accounting Services, Angela Birk: no report.

Int'l. Education & Services, Priya Cramer: they are purging for their big move Nov. 5. New classroom furniture for International village classrooms has been ordered. IEP has six new students, classes will be in Pacific Hall til December, there will be a new shuttle route, stopping on Sprigg Street.

New Student Programs, Katie Krodinger: admissions counselors are on the road, special events are coming up. Orientation signups are next week, there is an open GA position. FAFSA is open, need to apply for scholarships by Dec. 1.

EdVolution Center, Heath Hase: conference next week on EdVolution, EdV is expanding with technology.

Kent Library, Randyn Heisserer-Miller: no report.

Facilities Management, Lisa Howe: at International Village, there was a pre-final construction inspection. Work is winding down, IP and IEP moves will take place beginning Nov. 5. Buildings A and B have 8 classrooms each and will be occupied for spring semester. Towers S and E will get fire alarm upgrades next summer, Crisp Hall is going under contract for renovation next summer. Structural study in the works for Houck stadium, and track building is being redesigned due to bids coming in high.

Southeast Online, Chelsea McNeely: would like to encourage adjuncts to apply. MO Accels initiative for workforce development.

Human Resources, Bonnie Modglin: annual performance reviews are due in January, Melissa L. will be coordinator. Open enrollment meetings next week, then time for enrollment (health insurance). Gave 236 flu shots at wellness fair.

Student Financial Services, Egbar Ozenkoski: no report.

Campus Life & Events, Joanna Shaver: Campus life is hosting Carpe Deum Oct. 27 from 5-9 pm, with music, international food samples, cultural booths, and it is all free. Also, trying to keep Spirit Fridays going.

Educational Access Programs, Sean Spinks: doing midterm checks, working on retention programs.

Recreation Services, Sara Waggener: no report.

Military & Veteran's Services, Amanda Woods: no report, Amanda is on maternity leave.

ADJOURNMENT & NEXT MEETING: There being no further discussion, the Council adjourned at 11:07 am. The next meeting is scheduled for Wednesday, November 21, 2018, at 10:00 am in the University Center Heritage Room. Minutes respectfully submitted by Lisa Howe, Secretary-Treasurer.