

Professional Staff Council
Meeting Minutes
May 19, 2008

Present:

Danielle Alspaugh
Paul Belvin
Maggie Buhs
Gretchen Grojean
Larry Hendricks
Doug Johnson
Angie Mitchell
Lynda Seabaugh
Warren Skinner
Robin Smith

Absent:

Dana Daniel
Kim Fees
Lennell Hahn
Jason Lipe
Carmen McNeely
Brian Schnurbusch
Kendra Skinner
Breanna Walling
Ruth Vetter (Strategic Plan)

Quorum and call to Order

The Professional Staff Council (PSC) was called to order at 10:04 am in the UC Riverboat Room by Chair Gretchen Grojean.

Reports

- Chairperson Report- Gretchen Grojean reported on Administrative Council: Council is working on two policies: Workplace Violence policy (which will address the conceal/carry law) and the Smoking and Tobacco policy.
- Chair-Elect Report - Maggie Buhs had no report.
- Secretary/Treasurer Report – Lynda Seabaugh reported the PSC index has a balance of \$1,250.92.

Old Business

- Annual Breakfast – June 4 in Dempster Atrium
 - Breakfast will be served at 8:20 am
 - RSVP deadline is May 30th.
 - Several departments have already donated attendance prizes.
- Budget Review - At this time, salary increases will be 3.25%.
- New Employee Expo – Scheduled for Wednesday, June 11 from 11 to Noon. Doug Johnson will sit at the PSC table. Gretchen will continue to keep the sign and supplies in her office since it is located in the same building the Expo is held in.
- Nominees for committees for FY 2009 for University Athletic, University Equity Issues, Information Technology, and University Planning committees. No one has heard who has been selected for the committees yet.

New Business

- Nominations for Native American Culture Committee: Gretchen submitted two choices--Dana Daniel and Doug Johnson--to be selected as the PSC rep for this committee. No one has heard who has been selected for this committee yet.
- Elections for Chair-Elect and Secretary/Treasurer:
 - Chair-Elect
 - Duties include assisting the Chairperson, serving on the Budget Review and Benefits subcommittee, and becoming Chairperson the following year.
 - Dana Daniel nominated Danielle Alspaugh who accepted the nomination.
 - Maggie Buhs nominated Lynda Seabaugh who accepted the nomination.
 - Danielle Alspaugh withdrew her nomination, but said she would be willing to serve as Chair-Elect next year.
 - Lynda was voted in as Chair-Elect.

- Secretary/Treasurer
 - Duties include taking minutes at the meetings and monitoring PSC funds.
 - Danielle Alspaugh nominated Larry Hendricks who accepted the nomination.
 - Larry was voted in as Secretary/Treasurer.
 - Larry agreed to continue his duties as the web person for PSC, as well.
- Transition – Maggie Buhs will run the next meeting as Chairperson.

Committee Reports, PSC Representatives

University Standing Committees:

- Equity Issues – *Theresa Haug Belvin* – No report.
- Athletic Committee – *Carmen McNeely* – No report.
- Funding for Results – *Theresa Haug Belvin* – No report.
- Information Technology – *Larry Hendricks* – No report.
- Traffic Appeals Committee – *Gretchen Grojean* – No report.
- AQIP – *Warren Skinner* – Committee met 5/7/08 and each of the three action teams gave a report. The Communications committee is still conducting case studies and the 1st Choice and Advising committees are still working on their surveys.
- Native American Culture Committee – *Kim Fees* – No report.
- Smoke Free Task Force – *Gretchen Grojean & Greg Talbut* – Committee has decided that each smoking area will consist of a bench on some pavement with an urn for the cigarette butts. Goal is to inform people of policy by fall. Policy will not be enforced until all smoking areas are completed. Committee is also looking into smoking cessation classes in conjunction with BCBS and/or Southeast Hospital. Committee is working on how to “advertise” the new policy and the location of the smoking areas.
- Johnson Faculty Ctr Governing Board – *Gretchen Grojean* – No report.
- AQIP University of 1st Choice – *Larry Hendricks* – Committee is reviewing survey results.
- AQIP Communication – *Carmen McNeely* – No report.
- Strategic Planning Committee – *Ruth Vetter* – Final objectives were sent to the Board for approval on May 9th.

Council Member/Department Announcements

University is reorganizing reporting organizations. A draft organization report was sent out to employees.

A new Asst Director for Fraternities and Sororities has been hired and will start in mid-July.

Paula Holekamp has returned to SFS to work with loans.

Turan Mollins has accepted a position as an Admissions Counselor.

Future Meeting

There being no further discussion, the Council adjourned at 10:45 am. The next PSC meeting will be on Monday, June 16, 2008, in the University Center Riverboat Room at 10:00 am. The annual breakfast will be June 4, 2008.

Minutes respectfully submitted by Lynda Seabaugh, PSC Secretary/Treasurer.

