

**Southeast Missouri State University
Professional Staff Council**

January Meeting Minutes

-- January 15, 2020 --

QUORUM AND CALL TO ORDER

The Council was called to order at 10:05 am in the University Center Heritage Room by Chairperson, Katie Krodinger.

Members in attendance: WyKeshia Atkins, Kris Baranovic, Melissa Harper, Randyn Heisserer-Miller, Lisa Howe, Katie Krodinger, Alisa McFerron, Chelsea McNeely, Trae Mitten, Egbar Ozenkoski, and Joanna Shaver.

REPORTS

Chairperson Report – Katie Krodinger

- VoIP Telephone update: Emails will be sent out to Directors to explain the process. Updated roll out since November 2019 meeting. Roll out will happen all at once, not by college or area. Unit managers will submit approval forms for current lines on new phones by end of January 2020. Everyone will get base model phone unless upgrade requested. Each line will have two phones for a period of time. Spring Break 2020 is the goal for full switch to new system.

Chairperson Elect – Egbar Ozenkoski

- None at this time.

Secretary-Treasurer – Randyn Heisserer-Miller

- None at this time.

ONGOING BUSINESS

New Hires – Katie Krodinger

- Still working on this project.
- If anyone has items or process for onboarding new staff, please upload it to Teams PSC folder.

Social Event – Randyn Heisserer-Miller

- The December 13, 2019 event did not have the best turn out due to timing and other conflicts.
- Planning for a Spring Break get together is under way. Possible date: March 20, 2020 at 4 pm.

COMMITTEE REPORTS

Administrative Council – Katie Krodinger

- Dr. Below presented on enhancing recruitment and student success. (handout attached)
- New website contract RFP out now.
- New recruitment system, Element 451 up and running.
- Brand refresh is in effect.
- Hispanic Recruitment and Retention Task Force established. Maldonado-Munoz, DiStefano, and Ovalle tri-chair.
- Report expected in late May from the Workforce Preparedness Task Force
- Unit Updates:
 - Admissions – New staff: Emmalea Burchyett, Alexis Dilg, Emily Sachs; President’s Award process underway; January 24 and February 17 next Show Me Days.
 - University Marketing – Joanna Kubik retired; Contact Tonya Wells with Brand or Printing questions; Social media positions being offered soon; Implementation phase of campaign work with Element 451.
 - Student Life – VA Audit went well; launched new scheduling software earlier in the week.
 - IT – New phone system information in tomorrow’s Newswire; LMS RFP respondents: Desire to Learn, Blackboard, and Canvas coming to campus in early February; Moodle upgrades today.
 - CTS – Gathering on January 24 at Courtyard Marriott.
 - Facilities Management – Mobile Workorder system up and running; Electrical shutdowns during Spring Break; New scoreboards at Houch and Softball to be installed; Experiential Labs in Dempster open; Boiler and Chiller down for repairs; Exterior cleaning over the summer for several buildings.
 - Chairpersons Committee – Next meeting 1/27 for SupportNet Training.
 - Human Resources – Deadline for annual staff performance appraisals and reviews is 2/1; deadline for reviewers is 2/22; W2’s testing is ongoing; They should be out next week.
 - Athletics – 3.39 GPA as a department; One of the highest on record; Softball is going to play Team USA in O’Fallon in early May; Only Missouri team asked to do so; Tickets on sale now; Consultant work ongoing for capital campaign.
 - Advancement – Blackbaud/Raiser’s Edge implementation stage; Go live set for May 22, tentatively; Endowed/restricted selected process starts now; New staff: Brad Koester, Taylor Glueck – associate development officers; Temp for Gift Processing: Eric Wersel; Veteran’s Plaza brick purchases by Friday, dedication on May 1; I Love SEMO Week will be 2/10-14; 2/12 is Faculty and Staff day for coffee and donuts; 2/15 KRCU 80’s party; FCC decision on PB KRCU expansion; Consultant work ongoing regarding program review for foundation/advancement to determine process/needs for future comprehensive campaign; SEMO Giving Day is March 24.
 - Humanities and Social Sciences – New faculty members for emergency vacancies will be joining soon; Two new certificates in Political Science, Non-profit Administration and Ethics; English flexible learning for EN100, EN140; Two eight-week courses for face to face, blended, and online.
 - Science, Technology, Engineering, and Mathematics – Robotics this weekend; Missouri Cures on March 26; WSSER event.
 - Arts and Media – Shrek tickets are selling fast; Puerto Rico trip with Art will take printing press with them to leave; Concerts May 19-24 in PR; April fundraising event – garage sale.
 - Kent Library – Mississippi Mugs is changing hours for the spring to add morning hours M-F but removing weekend hours; selling mugs by Art students; upgrades to study room TVs this spring.
 - Business and Computing – Lab work in progress; New Faculty in Cybersecurity, Management, and Accounting.
 - Education, Health, and Human Studies – Autism Center’s 10th Anniversary celebration later this month; 5 students doing student teaching in Chile.
 - University Communications – KZIM Radio interviewed Dr. Vargas and Sonia this morning; Will feature prior learning soon; KGMO will feature Veteran’s Plaza later this week; Kyria Joiner will deliver the Michael Davis lecture on 2/3; Over the Edge Fundraiser on June 5.
 - Career Services – Post your Jobs! Send struggling students to them.
 - Southeast Online – Spring is a big term; Summer planning packet is ready to be released; Distance Education updates, see website; MoExels grant in progress, Jarret Massey is chairing task force as project coordinator.
 - IR – HERI Faculty survey next month; Moving to Pacific all TODAY.
 - Faculty Senate – Next meeting 1/29; Working on Emeritus Bill.

- Continuing Education – Horizon’s proposals coming out soon; Small Business Development Center is funded at \$100k; Workforce Development workshops starting soon.
- Provost’s Office – Three Dean searches in Zoom stage; HSS Dean search ended 1/17; Chairing VP Fin&Admin search, meeting today, app deadline 1/24; Doug Koch is interim director of CSTL effective 1/1. Nathan Bullock starts 2/1; Mike is POC for anything Regional Campuses until then; SE online will report to Nathan Bullock; Title 3 Funding opportunity, conversations; Strengthen Institutions grant, if awarded could be up to 450k/year to serve high percentage of Pell eligible students.
- President’s Office – Last Wednesday the Legislative session started; 1,300 bills filed so far; No bills filed but will be statewide mission by Rep. Swan and Rehdar: residency prohibition, health fees prohibition, compensation for student athletes, informed student requirement, concealed carry; Last Thursday President Vargas was asked to testify on budget. Proposal for budget will be released tomorrow during State of the State; Impasse on State revenue projections; Linda Wilkinson will be retiring; Crystal Kauffman taking her position.
- President Vargas – Year in Review. HLC Review – 10 years; Doug Koch is liaison; Having knee surgery on February 3.
- Upcoming Events: Feb. 10 -14, I Love SEMO Week; Feb. 21 Board of Regents Meeting; Feb. 26 Brown Bag Lunch; March 27 President’s Council; May 31 Southeast Day at Busch.

Funding For Results – Katie Krodinger

- Met and are seeking further information on a few proposals.

Information Technology – Chelsea McNeely

- Changing processes and name.

Salary Equity Task Force – Katie Krodinger for Brian Hopkins

- Has not met again yet this year.
- Draft of findings expected from Evergreen mid-February.
- They are on schedule.

UNIT REPORTS

Campus Life – Joanna Shaver

MLK Day of Service is from 2 -4 pm this Saturday; Student Involvement Fair is schedule for Jan. 22 from 11:30 to 1; Implementation of new schedule system has begun, go-live set for the fall semester.

Facilities – Lisa Howe

Old International House has been demolished, clean-up and seeding done by Jan. 31; Rec Center flooring will be replaced this summer; UC Bookstore renovations will start tomorrow; Crisp Hall directional signage installed last week; Towers/Rowdy’s drainage work done over break; UC wall panel replacement was shipped Jan. 17; Football and softball scoreboard contracts were awarded to Formetco, softball done this month, football in May; Dempster Experiential Lab work wrapping up this week; Kennett repair work after sewer leak has been completed; Track Building work is complete; Veteran’s Plaza is still in planning stages; Tunnel work near Greek Village and Polytech has begun.

Office of Admissions – Alisa McFarron

President’s Award scheduling interviews for Feb. 24; New staff; Feb. 17 is the next Show Me Day.

Center for Scholarship and Teacher Learning – Kris Baranovic

Dough Koch is interim Director of CSTL; Book studies are open.

Student Financial Services – Egbar Ozenkoski

Two positions open in Student Services; Cashnet (SEMO Pay) is up and running; Department work starting.

Academic Support Centers – WyKeshia Atkins

Trio Day is Feb. 25, let Wykeshia know if you'd like an invite; Academic Coordinator search complete; 20 learning assistant positions open; 4 leader positions; Interviews conclude on Friday.

New Student Programs - Katie Krodinger

Amber Sumner still on maternity leave; First Step tomorrow;

ADJOURNMENT & NEXT MEETING

There being no further discussion, the Council adjourned at 11:10 am.

The next meeting is scheduled for **Wednesday, February 19, 2020** at 10:00 am in the University Center Heritage Room.

Minutes respectfully submitted by **Randyn Heisserer-Miller, Secretary-Treasurer.**