

**Southeast Missouri State University
Professional Staff Council**

March Meeting Minutes

-- March 18, 2020 --

QUORUM AND CALL TO ORDER

The Council was called to order at 10:09 am in the University Center Ballroom B by Chairperson, Katie Krodinger.

Members in attendance: Angela Birk, Randyn Heisserer-Miller, Melissa Harper, Lisa Howe, Katie Krodinger, Alisa McFerron, Chelsea McNeely, Egbar Ozenkoski, Dana Seabaugh, and Joanna Shaver (via Zoom).

Absent: WyKeshia Atkins, Kris Baranovic, Trae Mitten, and Eric Redinger

Guest: Brian Hopkins

REPORTS

Chairperson – Katie Krodinger

- Salary equity study: A power point presentation was sent out to the Council along with a summary discussion. Anyone with additional questions for review should reach out to Katie. There has been good communication from the consultant firm, Evergreen. They have addressed unique questions and concerns from the last study. Katie is working with Alissa on granular data and will post this to the PSC website and add to minutes.

Chairperson Elect – Egbar Ozenkoski

- Budget Review Committee Proposal: How do we handle hiring delays? Propose that there be a reduction in delay from three months plus vacation to less an out of pocket maximum per department. This maximum could be a dollar amount of total salary. Also suggesting that any delay for internal hires be waived the new vacancy.
- Elections: Egbar is spearheading this. He will reach out for volunteers. Those nominated must officially accept nomination.
- Planning for the annual breakfast has been suspended at this time.

Secretary-Treasurer – Randyn Heisserer-Miller

- The social to be held on March 20 has been cancelled due to the COVID-19 response by the University.

NEW BUSINESS

COVID-19 Preparations

- Divisions are represented on response committee, but PSC does not have representation there.
- IT is working on remote work ideas.
- Spectrum internet offer is not just for students – faculty and staff can use this offer as well.
- No additional guidance at this time.

COMMITTEE REPORTS

Benefits Review Committee – Katie Krodinger

- Recommended that the University doe the following:

- Investigate the feasibility of adding accident/special insurance at the employee's cost
- Paid travel time for medical treatment outside of Southeast Missouri – up to 3 hours of paid travel time per appointment, maximum 3 appointments per year representing a \$15k savings to employees and less the \$10k cost to the University.
- Increase in sick leave accrual: Option 1 being to add an additional 8 hours in the verified sick leave bank; Option 2 being an additional accrual schedule. Adding elder care, parental leave, etc to qualified verified sick leave uses.
- Increased Parental Leave Time: Option 1 eliminating shared 80 hours between two University employees only; Option 2 eliminate sharing and add 80 hours additional leave time.

Budget Review Committee – Katie Krodinger

- Discussion was had about SB389 – maximum allowed tuition increase per year without waiver based on normal and “catch up” formulas.
- The University is asking for waivers to increase general fees – if the SGA approves – and to hold additional dollars from allocation.
- The allowable increase for tuition for 2020-2021 is \$173.34 per undergraduate hour. We would surpass Missouri State at that point.
- A draft feel chart has been created to start conversation including the 2.3% allowed increase less applied tuition fee waivers. Up until last year we were the only institution doing that calculation.
- Fee passed by SGA last year for maintenance and repair will be included after an updated resolution agreed upon.
- A \$1 general increase is considered as well to fees.
- Additional proposed changes include: high cost program fee increase, payment plan fee change from split to flat, flat increase of repayment fee, and new student orientation fee proposed.
- Proposed removal of application fee for domestic students.

Salary Equity Task Force – Brian Hopkins

- Questions and concerns brought up by Professional Staff have been presented to the Equity Study Task Force.
- Brian has shared concerns our concerns with others on the task force to take back to their constituency.
- Other employee group considerations: ensuring communication down to everyone and questions get answered.
- Phase 4 of the study comes out in April as Evergreen's final recommendations to Budget Review Committee.

Minimum Wage Working Group – Katie Krodinger

- Submitted a proposal for a three-year phase in approach to adjust the University's minimum wage.
- Music Academy is paying competitive rates for private lessons. They with Camp Redhawk skews data because Camp Redhawk employees are paid for overtime work.

UNIT REPORTS

Unit reports were delivered via email following the meeting.

ADJOURNMENT & NEXT MEETING

There being no further discussion, the Council adjourned at 11:52 am.

The next meeting is scheduled for **Wednesday, April 15, 2020** at 10:00 am in the University Center Heritage Room.

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