

**Southeast Missouri State University  
Professional Staff Council**

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## **April Meeting Minutes**

**-- April 15, 2020 --**

### **QUORUM AND CALL TO ORDER**

The Council was called to order at 11:03 am via Zoom by Chairperson, Katie Krodinger.

Members in attendance: WyKeshia Atkins, Kris Baranovic, Angela Birk, Melissa Harper, Randyn Heisserer-Miller, Lisa Howe, Katie Krodinger, Chelsea McNeely, Trae Mittens, Egbar Ozenkoski, Eric Redinger, Dana Seabaugh, and Joanna Shaver (via Zoom).

Absent: Alissa McFerron and Dana Seabaugh

### **REPORTS**

**Chairperson** – Katie Krodinger

- At a meeting with Kathy Mangles, she asked that we extend her thanks to our staff. She indicated there are difficult decisions to be made based on budgetary reality.

**Chairperson Elect** – Egbar Ozenkoski

- Clarification: the new Council Member attendance rules passed in October 2019 as part of the revised Bylaws will go into effect in May 2020.
- The annual PSC breakfast will not be happening in June. We will discuss future plans at the May meeting.
- The elections for 2020 has been shared via the shared drive. (attached)

**Secretary-Treasurer** – Randyn Heisserer-Miller

- None at this time.

### **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

- Benefits review process is stalled due to the budgetary realities of COVID19.
- A proposal (outlined in March's minutes) was agreed upon during the last week of March.

**Budget Review Committee** – Katie Krodinger

- Budget Review Committee met on March 31.

- Budget Review process is on hold due to State budget response to COVID19. The State will be starting over on FY21 budget.
- The State has withheld one month's worth of appropriations from Southeast equaling 3.7M from the current fiscal year. This amount will be equally divided over the final three months of the fiscal year.
- The University refunded approximately 3.8M to students for room and board and parking.
- Enrollment reduction expected in Fall 2020 will be compounded by the effects of COVID19 – especially on international students.
- Domestic/local student numbers seem steady so far, but there is a meeting of enrollment officials next week to see if there is a movement.
- The State itself has imposed a hiring freeze and held spending on non-essential purchases.
- University of Missouri sent out a message to personnel saying the same. UM administration is taking a pay reduction as a cost saving measure.
- A freeze on hiring for searches through June 30 to be announced for Southeast. This would include any search that is not complete.

**Salary Equity Task Force** – Katie Krodinger for Brian Hopkins

- Review and recommendation from Evergreen will move forward though implementation is uncertain.

## **UNIT REPORTS**

**Campus Life** – Joanna Shaver – Still working on putting out new scheduling system. Student group reservations started. Junior/Senior students needed for Leadership Academy. Nominations are being accepted now. Waiting on Camp Redhawk decision. June cancelled – July still on for now. SGA and Student Activities council elections occurred. Logan Phillips -Pres. Andy Martin – VP, Kaylee Nowe – Treasurer.

**Dean of Students** – Trea Mittens – Councilors having issues working with students outside of Missouri due to licensure issues. Trying to get students referred out to councilors in home areas. Discontent among students due to format change and other issues impacted by COVID-19 response. Textbook logistics being worked out. No students diagnosed as far as the University knows – not requiring reporting. University/faculty senate considering pass/fail option for students.

**Facilities Management** – Lisa Howe – FM is going in on varied schedule to facilities and are unable to visit buildings. Moving forward with Towers N and W elevator upgrades and fire alarm projects. Other projects evaluating on a case by case bases. Many projects cancelled or put on hold due to budget outlook.

**Kent Library** – Randyn Heisserer-Miller – Kent Library closed along with the rest of the University on March 24. A Reference Guide has been created that lays out many resources available to faculty, students, and staff digitally. Reference services are now online as well.

**New Student Programs** – Katie Krodinger – enrollment moved to virtual environment May 1 through June 30. Pre-enrolling at normal levels. Seen a spike in new students registering for events. Switching to online celebrations – events, ceremony, dinner – Student Life and Leadership Awards – made during video. Academic Advising awards video announcement as well. Registrar office changing most forms to online along with processes. Admissions has moved announcements and forms online and/or digital. Walk for Women moved to virtual event.

**Recreational Services** – Eric Redinger – Weathers new Asst Dir. She will be taking over all camps. Shooting for a July date for Kids Camp, employee kids only this year. Employee wellness screening to be at Fall Break in October or Spring Break if needed. Food Pantry for SEMO students and community this Saturday 10 – 12.

**Student Financial Services** – Egbar Ozenkoski – Still operating as close to normal as we can. All incoming voice calls are voicemail only. Trying to call back as quickly. Students with refunds questions are being addressed. Overall good.

### **ADJOURNMENT & NEXT MEETING**

There being no further discussion, the Council adjourned at 12:10 pm

The next meeting is scheduled for **Wednesday, May 20** at 10:00 am in the University Center Program Lounge or via Zoom.

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

# Elections 2020

Tuesday, April 14, 2020 1:13 PM

## Nomination Process

4/20 - Nominations Open

- All regular professional staff (full and part-time) employees should appear on the ballot, **excluding**:
  - Seabaugh, Dana
  - Redinger, Eric
  - Ozenkoski, Egbar
  - Krodinger, Katie
  - McFerron, Alisa
  - Baranovic, Kris
  - Birk, Angela
  - Atkins, WyKeshia
- All professional **and** administrative staff employees may access the nomination ballot to cast nominations (per bylaw change in 2019)

4/23 - Last Day to Submit Nominations

4/24 - Nomination Results Sent to Egbar

4/24 - Emails Sent to all Persons Nominated

4/28 - Confirmation Deadline to Accept Nomination, via reply email

## Election Process

4/29 - Final Ballot List to Joyce

5/4 - Elections Open

- All professional **and** administrative staff employees may access the nomination ballot to cast nominations (per bylaw change in 2019)

5/8 - Elections Close

5/11 - Results Sent to Egbar

5/12 - Candidates & List Serv Notified of Results