

**Southeast Missouri State University  
Professional Staff Council**

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## **July Meeting Minutes**

**-- July 19, 2019 --**

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

The Council was called to order at 10:00 am in the University Center Heritage Room by Chairperson, Katie Krodinger.

Members in attendance: Kris Baranovic, Angela Birk, Melissa Harper, Randyn Heisserer-Miller, Katie Krodinger, Alisa McFerron, Chelsea McNeely, Egbar Ozenkoski, Dana Seabaugh, Joanna Shaver, and Sara Waggener.

Guests: Dean Barbara Glackin, Kent Library, and Dr. Missy Nieveen Phegley, Professor, English Department.

### **REPORTS**

#### **Chairperson Report** – Katie Krodinger

- Council member, Eric Redinger's nomination to the AQIP Committee has been approved.
- Egbar Ozenkoski has been appointed to the University's Equity and Diversity Council. Further clarification on how representation is selected for Equity and Diversity will be sought since no one from the Council was formally nominated.
- The August 2019 meeting for the Council has been cancelled. The next meeting will be in September.
- The University continues to look into Insurance options. More open forum meetings on self-insurance will happen in the fall.

#### **Chairperson Elect** – Egbar Ozenkoski

- None at their time.

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

- All expenses for the June Council breakfast have been paid.
- The final FY19 balance was \$817.51.
- A flat allocation has been adopted for FY20, \$2,145.
- Our anticipated FY20 total balance, with FY19 carry forward, will be \$2,962.51.
- An Email notification will be sent out when minutes are posted on the Council webpage.

### **NEW BUSINESS**

#### **Higher Learning Commission Visit Presentation**

Kent Library Dean, Barbara Glackin, and Professor of English, Dr. Missy Nieveen Phegley presented on the upcoming HLC visit to campus. Highlights of the presentation were:

- 1.) Visit Date: **September 23 and 24, 2019** – Please note these dates on your calendar.

- 2.) Reflect on how you support the mission statement. (Posters have been placed throughout campus.)
- 3.) Review systems portfolio and Appraisal before the visit. ([www.semo.edu/aqip](http://www.semo.edu/aqip))
- 4.) Think about how you can participate in the visit.
- 5.) Spread the word of the visit to others in your unit or department.

Slides of the presentation are attached to the minutes.

## **Bylaws**

An updated draft copy of the revised Bylaws were provided for the review of the Council incorporating suggestions made at the June 2019 Council meeting.

- Changes in language and additions made to the bylaws are noted in “red”.
- Sections that were only broken into sections for clarity are not marked.
- Additional suggestions were made.
  - Article III, section F: addition of “with consent of the council.”
  - Addition of possible term limits for Council members to help promote participation.
  - Opening committee assignments to those outside the Council to promote participation.

A copy of the 07/17/2019 draft is attached to the minutes. Draft will be uploaded to the Professional Staff Council’s Microsoft Teams folder for further discussion and comments with the hopes a final draft will be approved by the Council in September and voted on by the full membership in October.

## **UNIT REPORT**

Unit reports were not given due to time constraints.

## **ADJOURNMENT & NEXT MEETING**

There being no further discussion, the Council adjourned at 11:20 am.

The next meeting is scheduled for **Wednesday, September 18, 2019** at 10:00 am in the University Center Heritage Room.

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



# PREPARING FOR OUR ACCREDITATION VISIT

## **Information Session**

Barbara Glackin

Missy Nieveen Phegley





# **Southeast is accredited by the Higher Learning Commission.**

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes 19 states.

Southeast has been accredited since 1915!



## **Southeast is accredited through the AQIP Pathway (Academic Quality Improvement Program).**

The AQIP Pathway is focused on quality assurance and institutional improvement, but with an added emphasis on helping institutions achieve continuous quality improvement. Many of the processes are built around the AQIP Pathway Categories, which provide a framework that institutions can use to analyze, understand, and explore opportunities for improvement.

The AQIP Pathway follows an eight-year cycle.



Federal Government & The State of Missouri



Higher Learning Commission



Southeast Missouri State University



Southeast Students

**Our Accreditation Visit will take place on  
September 23-25, 2019.**



## The visit serves to

- Provide evidence that the institution is meeting the Criteria for Accreditation
- Facilitate the institution's continuing quality improvement commitment
- Identify actions taken to minimize Strategic Issues identified in the Systems Appraisal
- Review how Action Projects are integrated into an institution's overall performance improvement strategies
- Review distance and/or correspondence education delivery, if applicable



# AQIP Pathway Categories

Category 1: Helping Students Learn

Category 2: Meeting Students and Other  
Key Stakeholder Needs

Category 3: Valuing Employees

Category 4: Planning and Leading

Category 5: Knowledge Management and  
Resource Stewardship

Category 6: Quality Overview



**What can we do to  
prepare for the visit?**

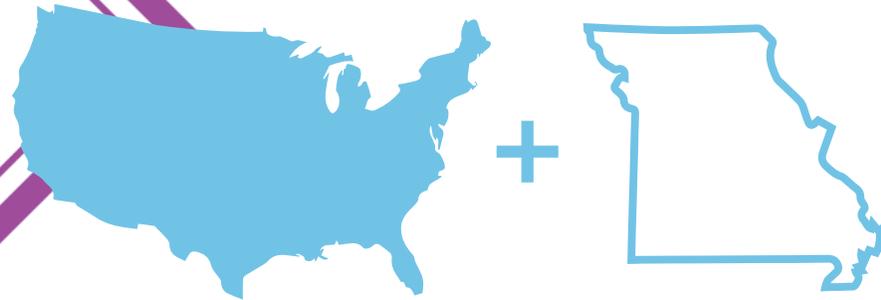




**1. Block out the dates  
in your calendar.**

**September 23-25, 2019**





## **HLC Review Team Members who will visit:**

- Dr. Jeffrey Anderson, Purdue University Fort Wayne
- Dr. Marilyn Reineck, Concordia University St. Paul
- Dr. Keegan Nichols, Arkansas Tech University
- Dr. Thomas Bernard Rowan III, Chicago State University
- Dr. Duane Dunn, Kansas State University



## 2. Reflect on how you support the Mission Statement

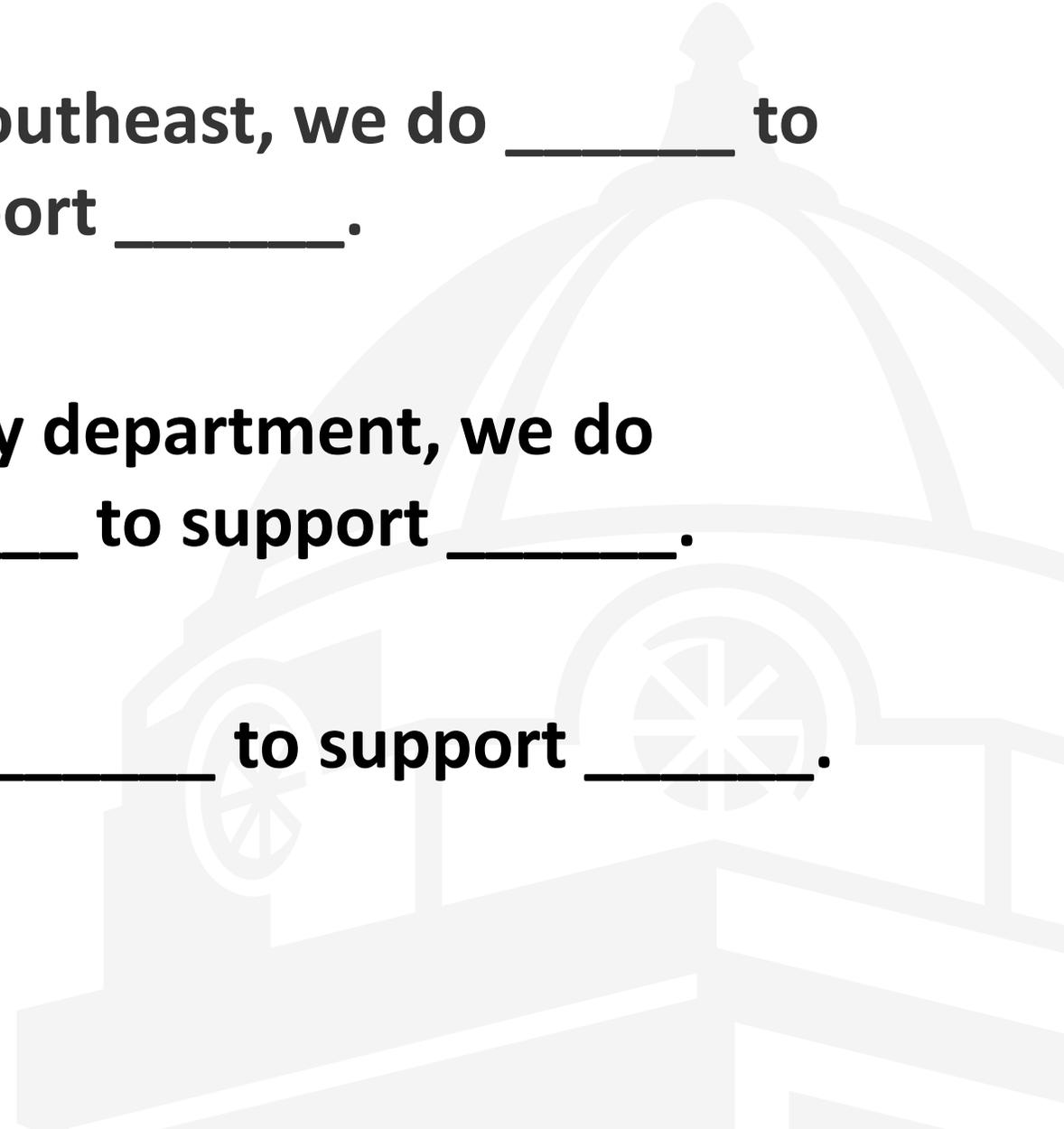
Southeast Missouri State University provides **student-centered education** and **experiential learning** with a foundation of **liberal arts and sciences**, embracing a tradition of **access**, **exceptional teaching**, and commitment to **student success** that significantly contributes to the **development of the region** and beyond.



**At Southeast, we do \_\_\_\_\_ to support \_\_\_\_\_.**

**In my department, we do \_\_\_\_\_ to support \_\_\_\_\_.**

**I do \_\_\_\_\_ to support \_\_\_\_\_.**

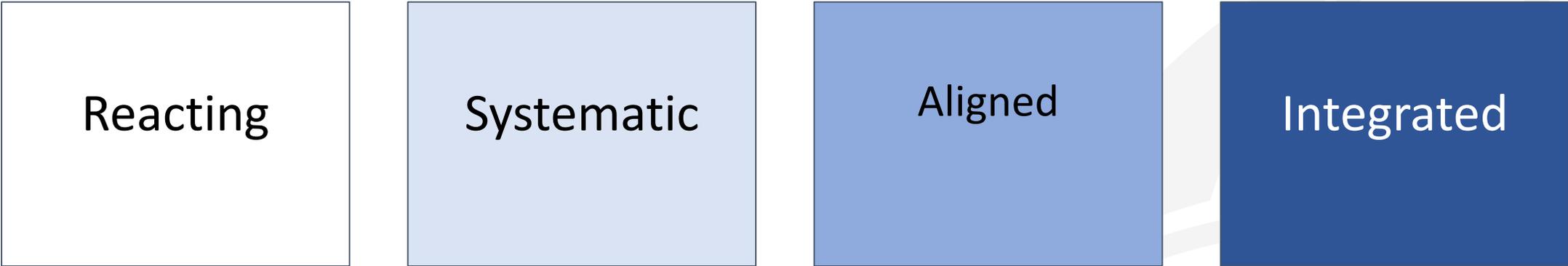




### **3. Review the Systems Portfolio and Appraisal.**

[www.semo.edu/aqip](http://www.semo.edu/aqip)

**In the Appraisal, you will see our processes identified in the following ways:**

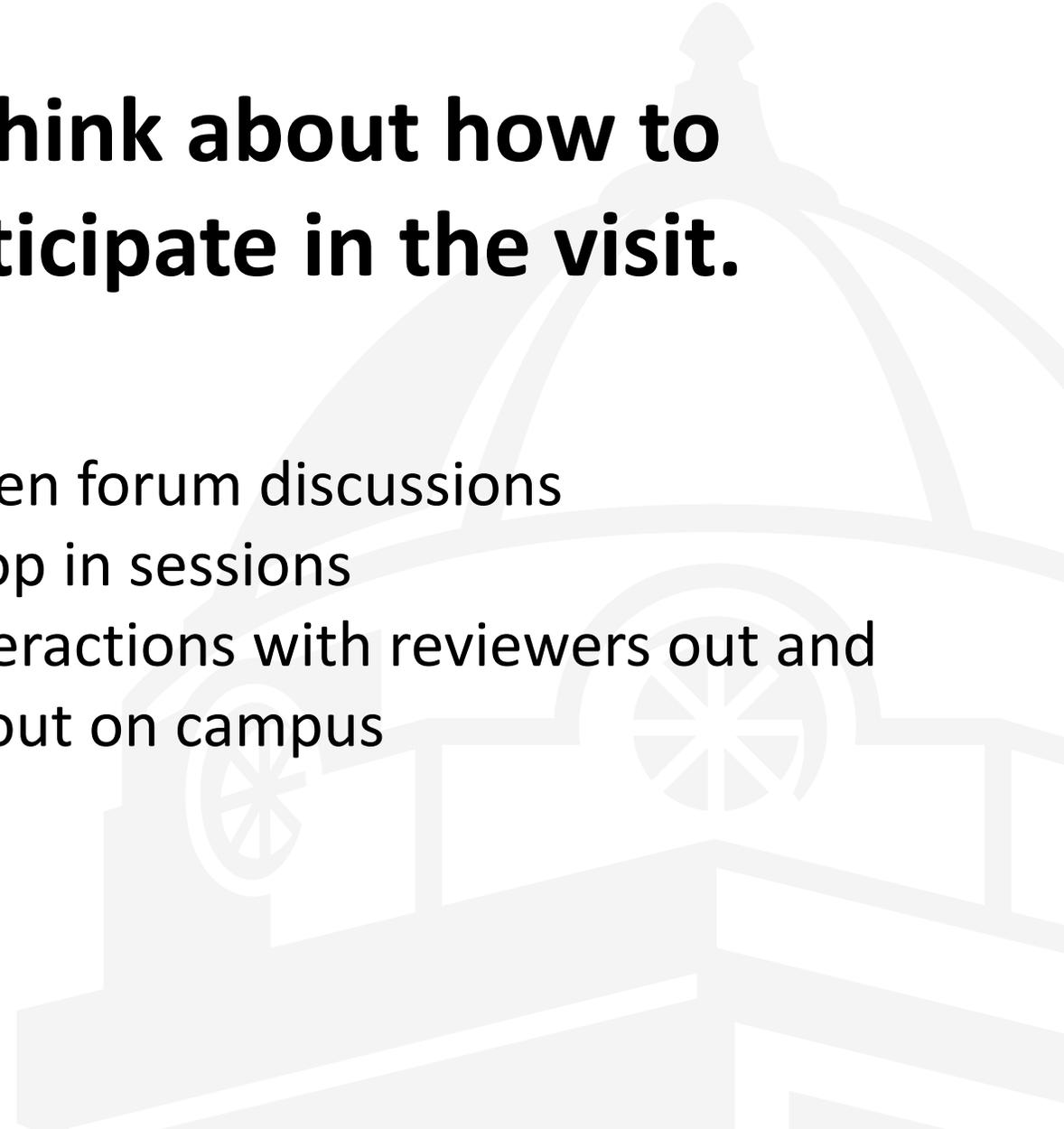


**Stages in Systems Maturity**



## **4. Think about how to participate in the visit.**

- Open forum discussions
- Drop in sessions
- Interactions with reviewers out and about on campus





## A typical visit includes:

- Standard meetings and reviews, including meetings with the institution's leaders, board, and other individuals and groups.
- One or more areas of focus determined by the team as needing additional attention.
- Open forum discussions with faculty, staff, students and community members.
- Other evaluation as requested. (The regional campus visit in October 2018 was a huge success!)

## Morning, Day One

### HLC Visiting Team

**Breakfast with President and Board of Trustees** (all team members)

**Meeting with the institution's CQR Committee** (all team members)

**Open Forum Discussion: Areas of Strength and Weakness in the Criteria** (two team members, one hour)

**Team Chair: Federal Compliance** (2 hours)

**Team Member 1:** Interview on Area of Focus or Improvement A (one hour)

**Team Member 2:** Interview on Areas of Focus or Improvement B (one hour)

**Team Members 1 & 2:** Lunch with Key Group on Area of Focus or Improvement A (one hour)

**Team Chair:** Lunch with Key Group on Area of Focus or Improvement B (one hour)

## Afternoon, Day One

### Open Time

**Team Member 1 & Team Chair:** Interviews and Group Meetings on Areas of Focus or Improvement A or B (one hour)

**Team Member 3:** Distance & Correspondence Review (one hour)

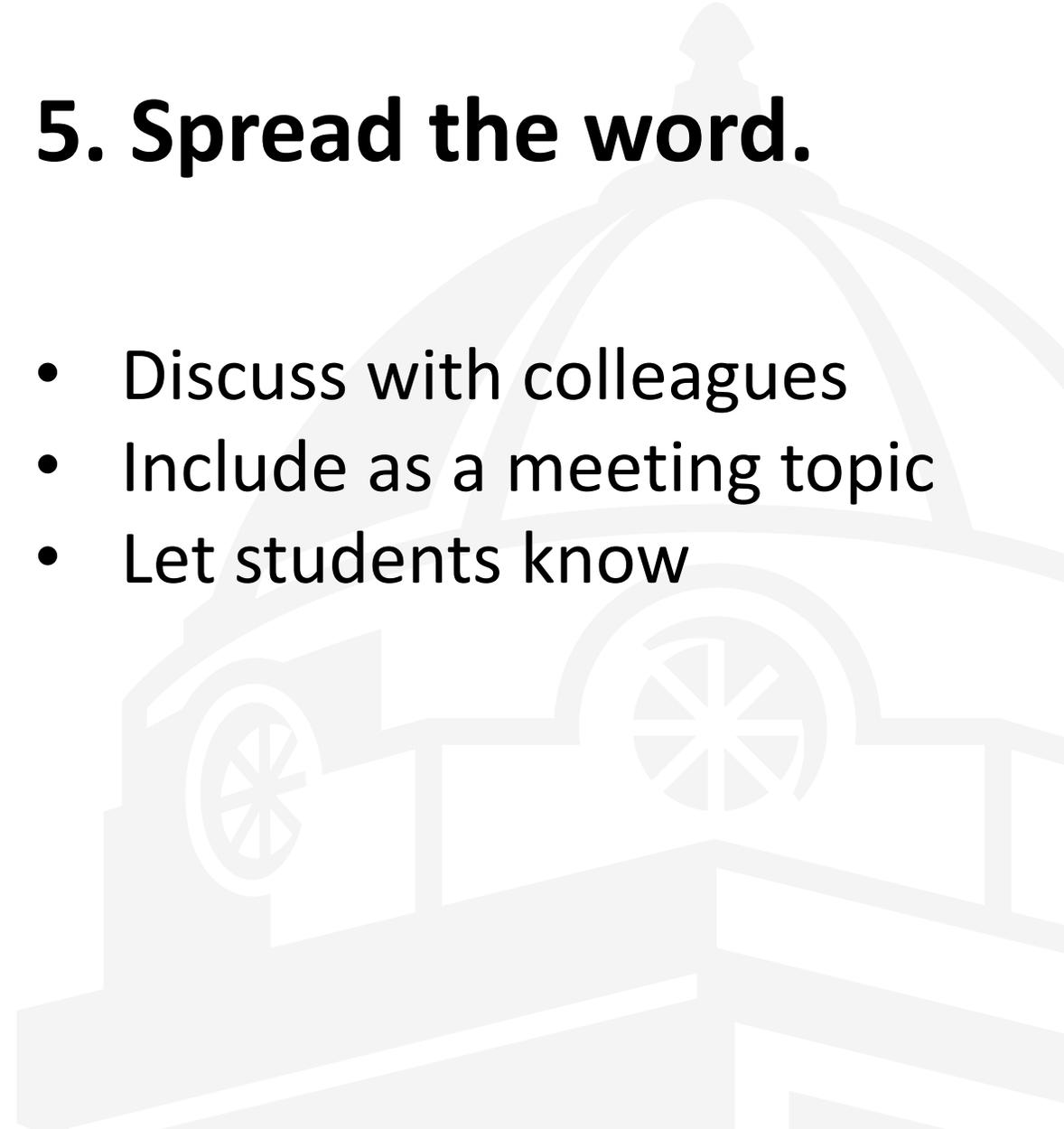
**Open Forum Discussion: Evidence of Educational Quality** (two team members, two hours)

**Team Chair:** Meeting with CAO, CFO, CSAO, other senior leaders (two hours)



## 5. Spread the word.

- Discuss with colleagues
- Include as a meeting topic
- Let students know





## What happens after the visit?

- The team will prepare a report.
- Southeast will have an opportunity to respond to the draft and the final report.
- The HLC and Southeast will work together through the decision making and action process.
- Possible outcomes: Met, met with concerns, not met
- Actions: Reaffirmation of accreditation, interim reporting
- Transition from AQIP to another pathway: Standard or Open
- Post-visit conversations to plan what comes next



# Thank you for attending!

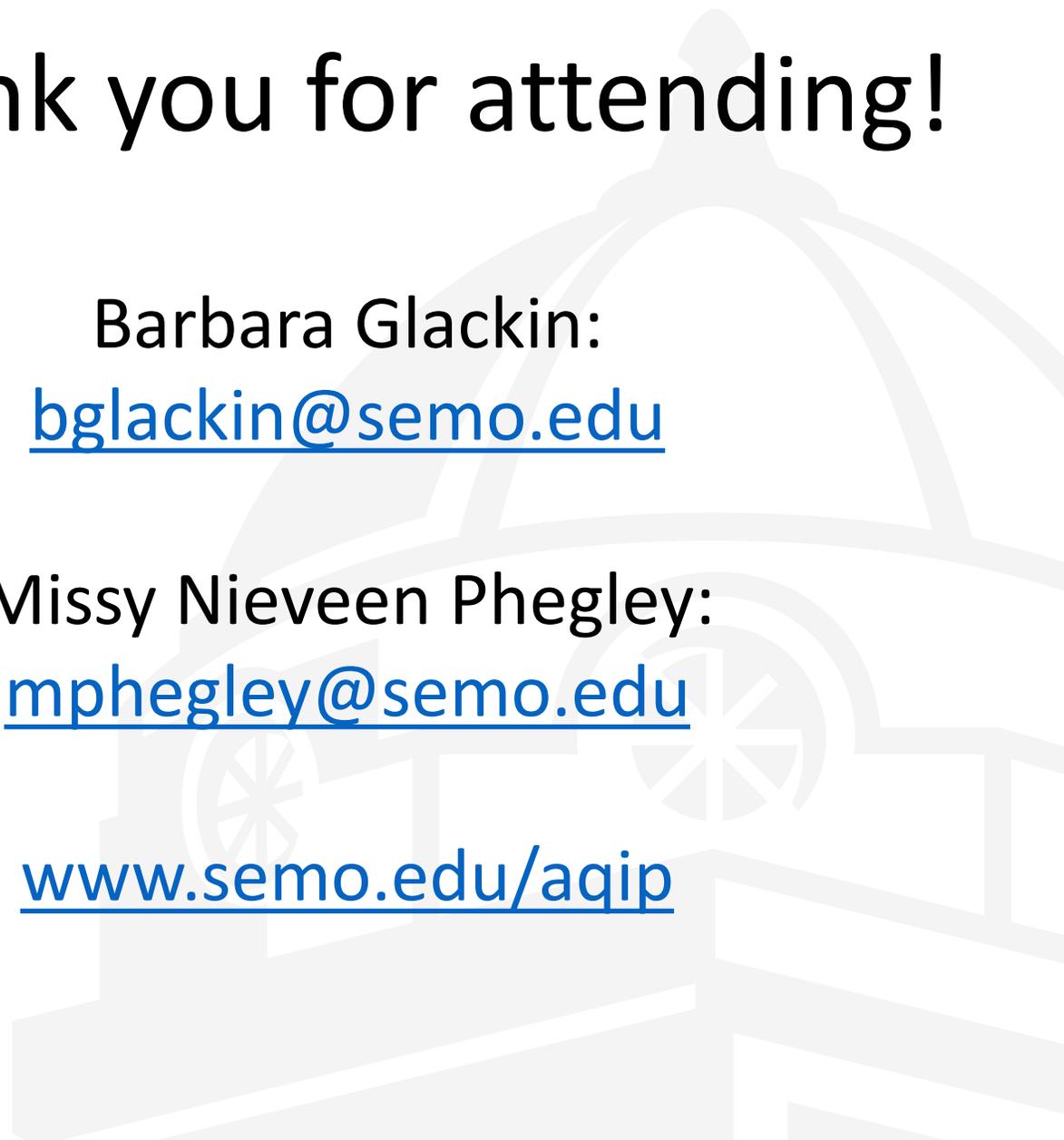
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[www.semo.edu/aqip](http://www.semo.edu/aqip)



## Student Talking Points – HLC’s spring 2019 student survey & fall 2019 accreditation visit

- Why is institutional accreditation important?
  - Southeast Missouri State University programs and degrees follow state, national and international standards set by professional associations and higher education agencies.
  - Institutional accreditation ensures that your Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Master of Applied Teaching, Master of Business Administration or any other degree you earn from Southeast is backed by a high-quality education.
  - Institutional accreditation signifies the State and Federal governments trust Southeast Missouri State University and that the University’s courses and programs have value.
  - Institutional accreditation is required for the University to participate in the Federal Student Financial Aid program.
  - Institutional accreditation shows integrity in Southeast Missouri State University operations; that the University has a sustainable business model and sufficient funds to support the education it provides.
  
- Classes or a degree from a university or college without institutional accreditation is a serious problem.
  - You will not be able to apply for Federal Student Financial Aid.
  - You will likely not be able to transfer course credits from an unaccredited college or university to an accredited college or university.
  - You may not meet the required qualifications listed for a job you want to apply for. The job ad may require having an “ABET (Accreditation Board for Engineering and Technology) accredited degree.”
  - Not having an accredited degree may prevent you from joining national or international societies—membership in the societies may be important for a specific job.
  
- The State of Missouri and the United States Federal governments work together to guarantee universities and colleges provide you a high-quality education and prepare you to be well-educated, well-informed, engaged employees, employers and citizens.
  
- State legislatures and the Federal government collaborate with six regional agencies to recognize and authorize United States colleges and universities.
  - One of these agencies is the Higher Learning Commission—HLC for short
  - The HLC accredits colleges and universities in a 19-state north central United States region.
  - HLC Mission – Serving the common good by assuring and advancing the quality of higher education.
  
- Southeast Missouri State University has institutional accreditation through the Higher Learning Commission.
  
- Southeast’s Mission – Southeast Missouri State University provides student-centered education and experiential learning with a foundation of liberal arts and sciences, embracing a tradition of access, exceptional teaching, and commitment to student success that significantly contributes to the development of the region and beyond.
  
- Southeast’s Vision – Southeast Missouri State University strives to be one of the nation’s most academically competitive regional comprehensive universities, recognized for excellence in education, research, engagement, and creativity.
  
- Southeast Values – 1) Student Success, 2) Excellence, 3) Access and Diversity; and 4) Community

- Special Academic Program accreditation – Evidence of Southeast’s Vision of “recognized for excellence in education” is the many specially accredited academic programs and degrees offered. [complete list on Provost’s website]
  - Program accreditation is the process of looking closely at all the aspects of a program—curricula, faculty, academic support services, internships, clinicals and practicums, advising groups, library resources, services and spaces, and the multitude of other components of a program and/or degree and determining the strength and effectiveness of the program.
  - Academic Departments lead the specialized accreditation efforts.
  - Some program accreditations are required; for example, the Missouri Department of Elementary & Secondary Education approves Southeast’s teacher education programs. Students graduating from Southeast’s approved program are eligible for licensure to teach in Missouri.
  - Other program accreditations are at the Department’s choice; for example Southeast’s Conservatory of Theatre & Dance is an accredited member of the National Association of Schools of Theatre—one of only 184 member organizations in the United States!
  - The many specialized accreditations give Southeast the confidence to say we’re one of the best!
  
- There will be lots of opportunities for you as a student to participate in the HLC activities and conversations.
  
- Higher Learning Commission will conduct an online student survey in spring 2019—it’s important you let HLC know what you think about Southeast, the education you’re getting and your experience here.
  
- Southeast Missouri State University HLC accreditation on-campus visit will be September 23, 24 and 25, 2019.

**I. Purpose**

The Professional Staff Council, hereafter referred to as the Council, is an elected body of professional staff employees whose purpose is to **advocate by providing a forum through** which common concerns and opinions regarding University matters may be voiced. Matters concerning the policies and programs of the University which affect this group of employees, as well as administrative staff, directly or indirectly will be addressed. The Council will disseminate information to the General Membership that may be of interest to them and, where appropriate, solicit opinions from the General Membership. The Council **advocates for the General Membership** and submit its concerns, recommendations, and requests to **University leadership** through the Director of Human Resources.

**II. General Membership**

The Council represents all regular professional staff (full and part-time) and administrative staff of Southeast Missouri State University.

**III. Council Structure**

- A. The Council consists of no less than 12 professional staff representatives from across the University and no less than 4 alternates.
- B. To provide continuity of leadership, all representatives will hold three-year terms. One third of the representatives will be elected each year. Alternates will hold a one-year term. Both representatives and alternates are required to attend the monthly General Membership meeting.
- C. The Council will elect, from among its representatives, a Chair Elect who will serve a two-year term. The Chair Elect will succeed to the Chairperson position in the second year of the term. The Chairperson will preside at meetings and will act as a spokesperson for the organization. In the Chairperson's absence, the Chair-Elect will act on **their** behalf.
- D. The Council will elect a Secretary/Treasurer from among its members (representatives and alternates) for a one-year term. The Secretary/Treasurer will keep and disseminate minutes of the meetings and budget reports. **They** will maintain correspondence and budget records for the organization.
- E. Vacancies among officers will be filled by election within the Council as follows:
  - i. **Chair: In the event of a vacancy, the Chair-Elect assumes responsibilities of the Chair for the remaining vacated term plus their elected term as Chair. An interim Chair-Elect will be selected from the in accordance with the Chair-Elect vacancy process.**
  - ii. **Chair-Elect: In the event of a vacancy, an interim Chair-Elect will be selected from the representatives, by a vote of the council. The elected person shall fill the remainder of the year. A new election will be completed on the normal election cycle to determine a new two-year Chair-Elect appointment and a one-year Chair appointment, as there is no Chair-Elect to automatically assume the role.**

- iii. **Secretary/Treasurer: In the event of a vacancy, a new Secretary/Treasurer will be selected from the membership (representatives and alternates), by a vote of the council and the elected person shall fill the remainder of the year. A new election will be completed on the normal election cycle.**
- F. Vacancies among representatives will be filled from the alternates by appointment of the Chair.
- G. **Should the alternate pool be depleted prior to the start of a new election cycle, the Chair shall select replacement alternates from the original election results for that year.**

#### **IV. Nominations and Elections**

- A. Nominations and elections shall be held during the month of April. Newly elected Council members will take office at the first regularly scheduled Council meeting in May.
- B. The methods of nominating and voting for Council members will be as follows:
  - i. The Council Chairperson will create an ad hoc committee whose responsibility will be the management of the election process.
  - ii. Employees will be requested to submit both their nomination and election ballots via the **Portal**. The ballots will be counted and validated by the ad-hoc election committee.
  - iii. Nominations: All regular professional staff (full and part-time) employees are eligible to be nominated on the nomination ballot. Regular professional staff (full and part-time) employees who are representatives on the Professional Staff Council, and their term is not expiring that year, will not appear on the nomination ballot.

All professional **and administrative** staff employees may access the nomination ballot to cast nominations. The number of nominations each employee may make cannot exceed the number of open representative and alternate vacancies within the Professional Staff Council. **Employees may nominate any staff member presented on the ballot, including themselves.**

Nominees will be contacted by a member of the ad hoc committee via phone/email and asked if they wish to serve before their names are placed on the election ballot. **An affirmative response by a shared deadline, allowing at least two business days, is required to be placed on the ballot.**

- iv. Elections: A ballot which lists only the nominees who agreed to have their name placed on the election ballot for the number of open representative and alternate vacancies within the Professional Staff Council will be provided to all professional staff employees.
- v. Candidates will be ranked by number of votes from greatest to least. Representative and alternate vacancies within the Professional Staff Council will be filled by candidates who received the greatest number of votes in rank order until all vacancies are filled. In the case of a tie for the final representative position(s), the Chairperson will make the final selection; the remainder will become the first alternate(s). In the case of a tie for the final alternate position(s), the Chairperson will make the final selection to fill the final alternate vacancies or accept all alternates. Candidates will be contacted by a member of the ad hoc committee via phone/email congratulating

them being elected to the vacancy which they were elected to.

**V. Operating Procedures**

- A. Ad hoc committees and their membership will be appointed by the Chairperson with the consent of the Council.
- B. Membership to University standing committees will be from representatives and alternates serving on the council.
  - i. All committees will report to the Council through the Chairperson.
  - ii. **The Chairperson will appoint, with consent of the Council, professional staff constituents to serve on University standing committees as requested by the Administration.**
  - iii. **Committees where the charge states that a specific representative (i.e. Chair, Chair-Elect) are standing representatives, an automatic appointment will occur and be shared with the council. (i.e. Budget Review and Administrative Council).**
  - iv. In the event the term of a representative or alternate expires, but they continue to serve on the University standing committee, meeting minutes must continue to be submitted to the Chairperson, until a representative or alternate whose term doesn't expire is selected to the University standing committee.
- C. A quorum will consist of a majority of **elected Council representatives**.
  - i. Council business will be approved by a majority vote of the quorum.
  - ii. **If three-quarters of the elected council members are not present and a vote is required, all present alternates shall be permitted to vote. Council business will be approved by a majority of all voting members, so long as the total number voting meets or exceeds quorum.**
- D. A member may be removed from the Council by a majority vote of the Council for failure to attend Council meetings on a regular basis.
  - i. **Regular attendance shall be defined as missing no more than two consecutive meetings or four within an academic year.**
  - ii. **A vote will be taken on membership during the third consecutively missed meeting or the fifth absence in an academic year. If not removed, each additional absence shall trigger a new vote.**
  - iii. A member can resign from the Council with a submitted letter of resignation to the Chair. **Automatic removal will occur if job classification no longer permits serving on the Council, or if employment at the University ends.**
  - iv. An officer may be removed by a three-quarters vote at a council meeting, notice of the vote having been given at the previous meeting.
- E. Bylaws may be amended by a two-thirds vote of the ballots returned by the General Membership.
- F. Meetings of the Council will be called monthly and as needed by the Chairperson.
  - i. Council meetings will be open to the university community and other interested parties, but without speaking privileges unless acknowledged by the Chairperson.
  - ii. A meeting of the General Membership will be called annually on a date selected by a vote of the Council. Additional General Membership meetings may be called by a vote of the Council.

## Professional Staff Council Bylaws

- G. Minutes of all Council meetings will be disseminated to all professional staff employees via the Professional Staff Council website, **after approval by the council.**
- H. All issues of parliamentary procedure will be referred to the Chairperson for clarification.
- I. A manual detailing Council practices for conducting normal business meetings will be maintained by the Council and made available upon request.

## Professional Staff Council

Updated: 7/17/2019

### FY19 Budget

	Allocation	Expense
<b>Starting Balance</b>	\$ 2,253.53	
Adopted	\$ 2,145.00	
Carry Forward (FY18)	\$ 108.53	
<b>Office Supplies</b>		\$ (50.95)
6/3/19 - 68918		\$ (37.66)
6/30/19 - Supplies (Crayons)		\$ (13.29)
<b>Food Service Supplies</b>		\$ (899.09)
6/22/19 - Supplies for Breakfast		\$ (825.38)
6/22/19 - Supplies for Breakfast		\$ (73.71)
<b>Banquets Catering</b>		\$ (429.98)
6/30/19 - Chartwells Catering		\$ (429.98)
<b>Prizes and Awards</b>		\$ (56.00)
12/11/18 - Plaque		\$ (28.00)
5/9/19 - Plaque		\$ (28.00)
<b>TOTAL</b>	\$ 2,253.53	\$ (1,436.02)
<b>BALANCE</b>	\$ 817.51	

### FY20 Budget

	Allocation	Expense
<b>Starting Balance</b>	\$ 2,962.51	
Adopted	\$ 2,145.00	
Carry Forward (FY19)*	\$ 817.51	
<b>Office Supplies</b>		\$ -
<b>Food Service Supplies</b>		\$ -
<b>Banquets Catering</b>		\$ -
<b>Prizes and Awards</b>		\$ -
<b>TOTAL</b>	\$ 2,962.51	\$ -
<b>BALANCE</b>	\$ 2,962.51	

\*anticipated carry forward