

**Southeast Missouri State University
Professional Staff Council**

November Meeting Minutes

-- November 20, 2019 --

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: Kris Baranovic, Angela Birk, Melissa Harper, Randyn Heisserer-Miller, Lisa Howe, Katie Krodinger, Alisa McFerron, Trae Mitten, Egbar Ozenkoski, Dana Seabaugh, and Joanna Shaver.

Guests: Dr. Debbie Below, Tameka Herrion, Brian Hopkins, and Leah Michel

REPORTS

Chairperson Report – Katie Krodinger

- Sara Waggener is leaving the University.
- The University is moving forward with the transition to the VoIP phone system to replace Audix after Thanksgiving. The attached power point provides more information. Transition should be done by July 2020.
- Normal Avenue parking discussion is ongoing between the City, the University, and concerned student groups. No decision has been made at this time.
- FSLA has met or will be meeting with departments.

Chairperson Elect – Egbar Ozenkoski

- None at this time.

Secretary-Treasurer – Randyn Heisserer-Miller

- The Council's index remains unchanged. We were allocated \$2,145 dollars for FY20. We carried forward \$817.51 from FY19. The total stands at \$2,962.51.
- October minutes went out on Oct. 30, 2019.

GUEST PRESENTATION

Enrollment Presentation – Dr. Debbie Below

- Handout (attached) shows enrollment numbers for Fall 2019 as well as projections and past enrollment trends.
- Adjustment of terminology follow the HLC visit.
- Revenue drives decisions as we move forward giving FTE more weight.
- FTE is down less than headcount for Fall 2019, which is good.
- FTE includes all areas.
- There is opportunity with H.S. graduates though they are declining in size but are more diverse.
- New international partnerships are important as we move forward.

- Missouri is projected to lose 10.8% of headcount over the next 5 years, 6.8% from public four-year institutions.
- Higher education is still figuring out what business models the market wants.
- Targeted outreach costs \$5 per name, must purchase 50k names for 10-12 students. Low ROI.
- Administration is hopeful with the installation of the new CRM and finding a website vendor for an overhaul in the near future.

New Hires

- Kris Baranovic will lead an effort to “greet” new professional and administrative staff as they are hired or promoted from other positions.
- Melissa Harper will investigate possible handouts that include useful tools, souvenirs, etc. for new hires.

ONGOING BUSINESS

Passport – Katie Krodinger for Chelsea McNeely

- The roll out of the program has occurred.
- Good feedback from University faculty and staff.
- Winner will be selected through drawing in May 2020.

New Hire Training – Katie Krodinger

- Work is being done with Will Atkins on setting up a Skillssoft Course for onboarding new hires. Date of completion is TBD.
- In the meantime, a PDF will be created to send to new hires
- An Ad Hoc Committee was formed to work on this effort. The committee is comprised of Kris Baranovic, Randyn Heisserer-Miller, and Dana Seabaugh.

Social Event – Randyn Heisserer-Miller

- The Council will be hosting a get-together on Friday, December 13, 2019 at 5:30 pm. Please save the date. Location will be announced in an email.

NEW BUSINESS

Replacement of Sara Wagganer

- The Board voted unanimously to approve the Chairperson’s motion to allow Alisa McFerron to finish out Sara Wagganer’s three-year term expiring in 2021. Per the Bylaws, Alisa was the first Alternate with the most votes in the 2019 election.

COMMITTEE REPORTS

AQIP – Katie Krodinger for Eric Redinger

- The Committee is meeting monthly.
- The HLC report is due next semester.
- New accreditation cycle will be decided following the report in Spring 2020.

Funding For Results – Katie Krodinger

- 150k allocated for awards

- 11 proposals moved forward

Salary Equity Task Force – Brian Hopkins

- Human Resources requested that Evergreen re-evaluate peer institutions for employee groups consider the size of employers.
- Targets were decided on job comparisons – 75% min overlap to be comparable.
- Please contact Brian if you have any questions.
- Date of next meeting is not known.

UNIT REPORTS

Student Financial Services – Melissa Harper

FAFSA for next year happening soon; Download will happen in December; First round of awards gone out.

Campus Life – Joanna Shaver

Deck the UC is happening today; Student Regent search is underway – 7 to 8 applications have been received; Carpe Diem happened this past weekend with 800 guests; CL is constructing a rain plan for Homecoming next year; Homecoming next year will be October 31, 2020; Scheduling and room reservation system implementation still in progress; Student Government applications go out the first day of classes in January 2020.

Facilities – Lisa Howe

Tunnel work will be done in the area of Greek Housing between January and August; Dempster Experiential Lab is under construction and should be done in the spring; Veterans Memorial near Academic and Memorial will be unveiled in May; Towers N and W elevators will be done in two phases between April and December; Houck Study on hold as fundraising starts; UC 413 and 414 working on a unified entrance; Drainage repairs near Rowdy’s will be done over Christmas break; Old International House will be demolished over Christmas Break; Program Lounge “furry” moveable wall will be replaced over Thanksgiving break.

Office of Admissions – Alisa McFarron

New CRM, Element451, will come online in February; A search is underway for a Customer Service Specialist; Applications are being received for an Admissions Counselor.

Center for Scholarship and Teacher Learning – Kris Baranovic

Winter Institute starts after Christmas break; 1,265 students in Missouri and Illinois are enrolled in dual credits.

Kent Library – Randyn Heisserer-Miller

The Library has awarded Johnson Endowment grants of \$1,500 each to the Student Dietetics Association and the National Student Speech-Language and Hearing Association; The student body voted and chose “bestselling young adult novels” as their subject of choice for enhancement within the Library; Mississippi Mugs with the Art Department is hosting a pop-up sales for Art students to sell their artwork on Friday, December 6, 2019 from 9 to 12 pm;

Office of Institutional Equity and Diversity - Trae Mitten

There are currently 350 students on the counseling weight list; Triage counselors and term counselors have been hired; EAP overburdened – not enough counselors in the region.

Controller - Angela Birk

Purchasing is currently searching for a Purchasing Specialist.

Southeast Online – Leah Michel for Chelsea McNeely

Final candidates for Dean of Extended Learning were on campus this week; SE Online is trying to organize a walk/run with dogs fundraiser for an endowed scholarship for online students.

Human Resources - Dana Seabaugh

Benefits enrollment for 2020 is done; File to UMR has been uploaded; New cards should be sent out mid-December; Year-end is quickly approaching; Email HR for W-2 information updates; Deadline for tax information will go out the Wednesday before Thanksgiving and be due the Friday before New Years.

Office of the Registrar – Brian Hopkins

Commencement is December 14; Grade submission closes at 9 pm on December 16; By three weeks after December 14 students must have all work done needed to graduate; Spring enrollment is now open.

Student Financial Services – Egbar Ozenkoski

FAFSA load will happen by the end of the week; Letters will go out the first week of December; New SFS system will go live two weeks from today.

Academic Support Centers – Katie Krodinger for WyKeshia Atkins

New Academic Coordinator starts on December 9; Need learning assistants for biology, chemistry, and physics; Trio day is set for February 25.

New Student Programs - Katie Krodinger

Amber Sumner will be out of the office on maternity leave please contact Katie with any questions; First Step information is out.

ADJOURNMENT & NEXT MEETING

There being no further discussion, the Council adjourned at 11:50 am.

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

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