

MINUTES

Professional Staff Council

Date | time Oct. 21 | 10:02 am *Meeting called to order by* Egbar Ozenkoski, *Chair*

In Attendance

E. Ozenkoski, <i>Chair</i>	E. Redinger
R. Heisserer-Miller, <i>Chair Elect</i>	A. Birk
T. Mitten, <i>Secretary-Treasurer</i>	K. Baranovic
D. Seabaugh	K. Krodinger
D. Hopkins	D. Saverino
A. Eller	A. McFerron
W. Atkins	J. Contrino
B. Hopkins	

Chair Report

- Administrative Council met on October 12
 - Kathy Harper has stepped in as the new Director of University Communications;
 - There will be two commencements each split into two sessions this fall, all by reservation, additional information will be forthcoming;
 - New COVID dashboard is up and running, will be updated by noon every day;
 - A new version of “Tag Week” will be occurring this year with a “chips” theme;
 - The Copper Dome celebration will be virtual this year;
 - All River Campus productions are being conducted via online formats;
 - Benefits enrollment underway, there is a new Employee Assistance Program provider offering unlimited visits for employees and dependents;
 - Midterm grades have posted;
 - Program prioritization taking place across the academic units;
 - Fall registration underway, seniors in good standing were given PINs without requiring advising;
 - Telefund donations are up 140% over last year at this time;
 - CTS hosted a blood drive on October 30;
 - Facilities Management purchased 200 HEPA filter units to be installed, still waiting on water bottle filling stations;
 - Netflix series of movies being shown at Houck Stadium;
 - Student Government is focused on increasing communication between the University and students.

Budget

Our account balance remains \$5107.51.

New Business

- New representative for AQUIP needed; Kris Baranovic was nominated and selected.
- Wykeshia Atkins is handling welcoming new professional staff hires; Katie Krodinger and New Student programs contributing swag for gifts; 15 new hires so far this fall.
- Issue of remote work was discussed; advocating for working remotely when doing so is mutually beneficial; if a policy were put in place, the privilege to work remotely could be revoked for poor performance; working group formed to do research on the topic and look at peer institutions (K. Krodinger, W. Atkins, E. Redinger, K. Baranovic, R. Heisserer-Miller); working group will report at next PSC meeting.

Unite Updates

- **Equity & Diversity and Dean of Students** (T. Mitten) – New division is still being structured with some transitions in responsibilities for current employees happening; VP is focusing on diversity issues; COVID processes are functioning fairly smoothly with a great deal of cooperation across several departments.
- **Center for Teaching and Learning** (K. Baranovic) – CANVAS transition is the sole focus of the center right now; Southeast Online has an opening they are looking to fill.
- **Registrar** (B. Hopkins) – Spring registration begins in early November; Graduation applications for spring are due at the same time; Fall graduations are scheduled, with attendance by ticket only, utilizing a distanced seating chart.
- **Kent Library** (R. Heisserer-Miller) – Kent Library stacks are open to student use with some restrictions; the Atheneum series is underway and available for viewing on the Kent Library website; Student organization collaborations for upgrading the collection is underway, as is working with SG to update the collection.
- **Marketing** (D. Saverino) – Marketing hired a new Project Manager (PM) from within, which created a new vacancy that has not yet been filled; lots of transitioning occurring within the department; architecture for the new website design went to executive staff for review, feedback has been received and integrated; Marketing staff training with vendor to write for the new website content; ongoing program prioritization taking place creating some delays.
- **Admissions** (A. McFerron) – Oct 23 & 24 will be visitation days for Admissions, excellent turnout expected; virtual exploration sessions will be held the last week of October, and can be registered for through the Admissions website; Family and student visit are being planned for November.
- **Student Recreation Center** (E. Redinger) – SRC partnered with Marketing to create an excellent video showcasing the facility and programs; An additional aerial yoga class has been added due to high demand; Winter Break hours for the facility will begin when the University moves to virtual instruction after Thanksgiving break (basically, same opening time but earlier closing times); Rec Center hosting a blood drive Oct. 22 & 23.
- **New Student Programs** (K. Krodinger) – New orientation formats are being created; Spring 2021 First Step sessions will be half-day events, registering for those beginning; there will be some shifts to the First Step programming as well; Transfer orientations will be online only
- **Human Resources** (D. Seabaugh) – Open enrollment information meetings concluded on October 22; there are not many changes to benefit plans for the coming year; Saint Francis doctors are in-network providers at tier 2; small change to the frequency goal for steps – requirement is now 300 steps in 5 minutes, 6 times a day; There is a new Employee Assistance Program (EAP) provider beginning Nov. 1

(H & H); employees receive unlimited visits with possible referral for extended services; worksite (voluntary) benefits through Guardian Life will have a separate enrollment in February, more information forthcoming; Open Enrollment begins Oct. 26 through Nov. 6, everyone should enroll even if there are no changes; employees who are less than 75%FTE will have a separate enrollment.

- **Academic Support Services** (W. Atkins) – The Assistant Director position in TRIO is currently vacant and applicants are being sought; Learning Assistance Programs also has vacancies for tutors and supplemental instruction leaders.
- **Advising** (J. Contrino & A. Eller) – Advising sessions have begun for Spring 2021; the advising team is down 3 advisors, with some searches underway; Academic coaching is proving very successful, with over 90% of those students participating; Zoom fatigue among students is up; Many advisors' schedules are quite filled; Amanda Eller is the only advisor in the North center, but has hired a part time helper (Tina Hotop) to assist through advising season; Two hires will be made from the pool of candidates available and be in place hopefully by mid-November.
- **Student Financial Services** (E. Ozenkoski) – The 21-22 FAFSA application is open,, SFS is down six staff members (3 services, 2 operations, 1 cashier); Four of the six positions are expected to be filled shortly.

Next Meeting

Nov. 18, 2020, 10 am; via Zoom

Adjourned at 11:02 am.