

# MINUTES

## Professional Staff Council

*Date | time* Nov. 18 | 10:01 am *Meeting called to order by* Egbar Ozenkoski, *Chair*

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### In Attendance

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

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### Chair Report

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- Administrative Council met in November
  - COVID case counts are going up, but the rate is not as high as expected.
  - There were two commencements last weekend for the spring and summer graduates, and there will be two more commencements this weekend for fall 2020 graduates; 10-15 faculty at each ceremony.
  - Student workers are authorized to work through the virtual period to end semester; GA appointments are good during the full academic year; Spring 2021 contracts begin Jan. 17; GAs have to be paid as student labor outside that contract.
  - Admissions have begun their "On the Road" visits.
  - Carpe Diem was held in a virtual format.
  - Shari Jenkins is retiring.

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### Budget

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Our account balance remains \$5107.51. No expenditures this year to date.

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### New Business

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- A new Executive Administrative Assistant, Tess Dowd, has begun working in the Vice President's suite for Drs. Below and Sheriff.
- There were three new professional staff hires during the past month; E. Ozenkoski sent welcome messages.
- Remote Work Task Force
  - Some unspoken and undefined remote work policies are in effect around campus already; case-by-case situations.
  - Research shows remote workers are more productive; fewer distractions, take breaks to maintain focus.
  - Potential pitfalls include burnout from no home/work separation.
  - Employee trust is essential to make a remote work policy successful.

- Currently, there is a lack of institutional policy either for or against remote work.
- University could possibly look at using a JDQ model as an approach.
- There would need to be a determination of eligibility for positions to work remotely; could include CTS in this phase

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## Unite Updates

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- **Center for Teaching and Learning** (K. Baranovic) – Staff is working on wrap up of the semester.
- **Education Access Programs** (W. Atkins) – First generation success committee created; focusing on ways to best support first generation students; Tutorial and SI sessions end November 24; new learning assistants are being recruited, especially in all areas of STEM and Accounting.
- **Kent Library** (R. Heisserer-Miller) – Kent Library special collections is creating and compiling an archive of how COVID has affected Southeast, with a publication target of spring 2021; there will be an interactive murder mystery scavenger hunt conducted online; Mississippi Mugs and Art will be sponsoring a pop-up sale on Friday, 9am – 12noon.
- **Information Technology** (D. Hopkins) – New Information Security Officer, Bill Green, has started working; Martha Henckell will be retiring at the end of December; IT will be replacing the University backup system.
- **New Student Programs** (K. Krodinger) – Lots of good conversations are happening at the “On the Road” sessions being conducted by Admissions; spring 2021 student onboarding has commenced; the January 14 orientation event will be morning-only; February through July events will have the option of an AM session, PM session or virtual session; handbook edits are due by the end of the semester; Flex will begin in spring 2021, with NSP still providing transitional services to students and parents.
- **Human Resources** (D. Seabaugh) – Performance review self-evaluations are now available, due on December 15; reviews will take place in January; MOS training modules are almost finished and will be available online; January 1 raises are on track as approved during the June/July Board of Regents meeting.
- **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** (A. Eller) – Two new advisors will be starting in the north advising center next week (Thomas Romine, formerly of Admissions and Joanna Shaver, formerly of Campus Life); advising appointments have started to slow up a bit; new students for spring 2021 will be advised virtually.
- **Student Financial Services** (E. Ozenkoski) – There are four searches currently ongoing for positions in SFS; 2021 FAFSA are being evaluated; incoming freshmen will begin to be packaged in mid-December.

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## Next Meeting

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Dec. 16, 2020, 10 am; via Zoom

Adjourned at 11:12 am.