

MINUTES

Professional Staff Council

Date | time July 15 | 10 am *Meeting called to order by* Egbar Ozenkoski, *Chair*

In Attendance

E. Ozenkoski, <i>Chair</i>	B. Hopkins
R. Heisserer-Miller, <i>Chair Elect</i>	J. Contrino
T. Mitten, <i>Secretary-Treasurer</i>	K. Baranovic
D. Seabaugh	K. Krodinger
D. Hopkins	D. Severino
P. Butler	A. McFerron

Approval of Minutes

The minutes from the May meeting were approved.

Chair Report

- Administrative Council – Masks will be required everywhere on campus;
 - Academic Affairs submitted their plans for differing modalities for fall courses;
 - PPE can be obtained through Angela Miller in FM;
 - Additional signage will be placed around campus, both inside and outside buildings;
 - For employee safety, flex shifts can be established, contact HR for assistance;
 - Residence Life expanded the schedule for move in to accommodate distancing and reduce crowding;
 - Student Recreation Center is open with modifications and restrictions;
 - Textbook Services offering pickup services;
 - Chartwells will be offering Tier 2 services, including increased cleaning
 - “Town hall” forums will be hosted with various constituent groups
- Salary Equity Study – There were some issues about specific details in positions
 - Some traction on internal vs. external hires, but the discussion was tabled

Unit Reports

- **Human Resources** – Currently not busy; New faculty orientation begins Aug. 1; Mid-year evaluations are due by July 31.
- **Development** – Working to convert events to virtual formats
- **Marketing** – Assisting with conversions to virtual formats; New website vendor currently working in the build process; Meetings with units regarding new website will be taking place
- **New student Programs** – working on Opening Week in modified format; First-STEP is all virtual; move in window has been extended; creating new ways to engage freshmen groups, including mixed formats; Welcome kits and Protect the Nest kits will be distributed at move-in and through Center for

Student Involvement; Convocation will be in an alternate format; potentially planning an outdoor event at Houck

- **Admissions** – lost another admissions counselor to graduate school; the July 24 summer event will be held by college; new admissions counselors scheduled to be hired by August
- **Kent Library** – preparing to enter stage III of reopening; the stacks will be closed for fall, staff will retrieve materials for patrons; Computer lab and main floor open; Study room spaces uncertain at this time; Each area of the library is setting its own parameters for operation; Reductions in budgets for departmental purchases are expected
- Student Financial Services – bills for fall semester are out; Experiencing a high volume of contacts right now; SFS being physically set up for business using social distancing, partitions, etc.

Budget

It is expected that our carryover funds from FY2019 will be reclaimed, so the status of our account for FY2020 is uncertain. Updates are expected by the beginning of the semester.

Next Meeting

Sept. 16 10 am, Zoom

Adjourned at 10:43 am.