

# MINUTES

## Professional Staff Council

*Date | time* Sept. 16 | 10 am *Meeting called to order by* Egbar Ozenkoski, *Chair*

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### In Attendance

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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	

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### Approval of Minutes

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The minutes from the July meeting were approved.

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### Chair Report

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- Administrative Council met in September after foregoing the August meeting
  - The Board of Regents considered and approved policy and procedure changes in regards to Title IX enforcement; changes to Freedom of Expression policy were considered and tabled;
  - University School for Young Children is back to its regular location and operation;
  - Admissions will be resuming family visits and tours;
  - Faculty senate will be announcing fall initiatives and action items soon;
  - Daily COVID counts and data are available for view on the University website;
  - Campus Health Clinic is operating via appointment only until further notice;
  - The Registrar requests assistance identifying and removing “old” information from the website
- Alternate member Parker Butler left the University and vacated his slot; no plan to replace him with another alternate.

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### Campus Opening

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- Reopening has been very challenging, bur overall successful;
- Reopening plans lacked specific details and protocols in some instances, but staff are adjusting and overcoming challenges
- Students are noticeably attempting to meet expectations

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### Budget

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Our carryover funds were retained, so our account balance is \$5107.51.

- **Equity & Diversity and Dean of Students** (T. Mitten) – A new division has been created, Equity, Access & Behavioral Health, with Sonia Rucker as the Vice President and Dean of Students at the head; Academic Support and TRIO have been placed under the division in addition to all offices formerly under the Dean of Students; Counseling and Disability Services has been renamed the Center for Behavior Health and Accessibility; details about new titles, reporting lines, and titles are being worked out.
- **Center for Teaching and Learning** (K. Baranovic) – Name was changed to remove the “scholarship;” The Moodle to Canvas transition began at the beginning of the semester, with 1/3 of campus now using the new LMS; Canvas training sessions will commence over the next few months; Winter session will be fully on the Canvas system, with all spring 2021 classes following suit; there have been some staff losses in the Southeast Online area, especially in the advising roles; Quality Matters is being phased out as the online evaluation system since the contract has expired, and evaluations will be moved to a new Oscar-based system.
- **Information Technology** (D. Hopkins) – The Banner/Oracle update is complete and fully functioning; IT is undertaking a large number of new projects campus wide; a new network security officer, Bill Green, has been hired and will begin working soon.
- **Kent Library** (R. Heisserer-Miller) – Consideration is being given to opening the book stacks to student use, but no decision has been reached yet; Safety protocols for library materials are constantly changing; the library budget was reduced by 12%, leading to decreases in purchases to support individual academic units; Periodical subscriptions were reviewed and decreased for budgetary savings; Staffing is decreasing with one faculty position eliminated and possible additional faculty and staff decreases looming; A new series of video recorded lectures will be released over the course of this semester; Student Organization purchase requests are being sought.
- **Marketing** (D. Saverino) – Marketing has been working exhaustively; One open position and two new hires have affected staffing and created lots of transitions; Significant increase for demand for video production campus wide due to the pandemic; A temporary videographer was hired to assist with increased demand; Creation of the new University website is underway, with virtual discovery sessions taking place between departments and the website vendor; Trainings on writing for the website are forthcoming to create ADA compliant pages with simplified language.
- **Admissions** (A. McFerron) – More tour spots for families and prospective students are being opened, including Saturday appointments; Three fall “visit days” (not Show Me Days) are scheduled for October 2, 23 & 24; a new admissions counselor, Byron Brownlee, was hired, and a new technology temp will be in place shortly; Processes for handling applications under the new admissions criteria are being fine-tuned.
- **Student Recreation Center** (E. Redinger) – The wellness screening program has been postponed until next semester, with the possibility of a different format and/or venue; The Student Recreation Center is open with safety provisions in place; Center is experiencing dress code issue due to current fashion trends, but patrons must be covered; Intermural sports are running (with face coverage requirements), and Southeast is one of only a few schools doing so; Fitness programs are running, but suffering from decreased participation leading to the elimination of one fitness position; E-sports participation is significantly increased, up to 370 team members across all games; E-sports arena was fitted with safety barriers; E-sports has been identified as a recruiting factor for admissions.
- **New Student Programs** (K. Kroding) – The office is working on new formats for orientation sessions coming later this semester; Parent newsletters will be sent out soon; Plans are being created for virtual

events for Family Weekend and Homecoming Week since in-person events have been forced to be cancelled.

- **Human Resources** (D. Seabaugh) – New faculty were successfully onboarded; The University chose not to participate in the payroll tax deferral; Changes to employee direct deposit information can now be made; Student workers across campus should be encouraged to participate in direct deposit and electronic tax documentation to reduce traffic to the Human Resources office suite; A new vendor for the Employees Assistance Program will be chosen and implemented soon; Proposals for voluntary insurance vendors are being reviewed for coverage to go into effect in January 2021; Open enrollment presentations will begin mid-October (formats to be determined), with benefits enrollment to commence late October; SLC Higher Ed Customer Service training is forthcoming for CTS members; Reminder that flu shots are covered under employee benefits at 100%.
- **Academic Support Services** (W. Atkins) – The TRIO grant was extended for another five years; The Assistant Director position in TRIO is currently vacant; Learning Assistance programs are currently being offered in hybrid formats, with some tutoring virtually and some face-to-face in the center; Supplemental Instruction is completely online this semester; Registration for both programs is still through the online system; Academic Success Seminars are all being delivered virtually this semester, and students must register for them via the online system.
- **Advising** (A. Eller) – The north advising center is down three employees through the end of fall semester, so mitigating measures have been taking utilizing a temporary staff member and shifting of caseloads; Advising hosted virtual walk-in sessions for students for the first two weeks of school that were successful; Invitations for UI100 presentations are going out, with offers of the pre-recorded video presentation included; Advising appointments for spring semester will be taking place in mixed formats.
- **Student Financial Services** (E. Ozenkoski) – The 21-22 FAFSA application will be opening on October 1, though the earliest students can expect offers is December; The cashier will be retiring; SFS is down five staff members (2 services, 2 operations, 1 cashier); Have authorization to hire one position, but cannot even begin search process due to student volume.

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## Action Items

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- The “welcome wagon” for new staff will be resumed; requests for rosters of new staff since last cycle will be obtained from Bonnie Modglin in Human Resources
- Attempt to increase transparency in flow of information from upper administration down through rank and file staff; additionally, increase information flow between units utilizing connections through PSC members; Chair (E. Ozenkoski) is willing to carry staff concerns to upper administrators as needed; staff can express concerns via online reporting form or conveyed between PSC members via chat in Teams

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## Next Meeting

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Oct. 21, 2020, 10 am; via Zoom

Adjourned at 11:09 am.