

# MINUTES

## Professional Staff Council

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*Date | time* Jan. 20 | 10:05 am *Meeting called to order by* Egbar Ozenkoski, *Chair*

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### In Attendance

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E. Ozenkoski, *Chair*

E. Redinger

R. Heisserer-Miller, *Chair Elect*

A. Birk

T. Mitten, *Secretary-Treasurer*

K. Krodinger

D. Hopkins

D. Saverino

A. Eller

A. McFerron

W. Atkins

J. Contrino

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### Chair Report

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- Administrative Council did not meet yet in 2021.
- Benefits Review and Budget Review should be starting soon; Salary equity needs to be a focus from day 1; need to review data for self-insurance, motion programs, and prescription drug rebates; inquire about reports of newly released state funding; consider reinstatement of the employee wellness screening.

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### Chair Elect Report

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- PSC will not host the annual breakfast in the usual format; alternative formats and events are being considered; possible modeling something on the CTS lunch deliveries for professional staff; UC ballroom could serve as a distribution hub/place to eat for those inclined to be in person; considering having a speaker who could make presentation virtually.

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### Budget

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Our account balance remains \$5107.51.

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### New Business

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- There were two new professional staff hires in December; Wykeshia Atkins is handling welcome.
- Remote work proposal will be carried forward through budget and benefits review processes initially; if that course is unsuccessful, other avenues will be pursued.

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### Unite Updates

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- **Equity & Diversity and Dean of Students** (T. Mitten) – Structuring of new division is being finalized; Search for permanent Director of Behavioral Health and Accessibility is being conducted internally; COVID reporting protocols for students will be the same for the spring semester as last fall.
- **Kent Library** (R. Heisserer-Miller) – Kent Library is preparing for the start of the spring semester; staff is waiting to see what budgetary reductions will do to staffing and library functions; there are 2 open faculty positions currently; one new professional staff member was hired.
- **Marketing** (D. Saverino) – Marketing staff are finally all back in their offices after renovations; migration to the new website format has officially begun; all University webpages will be reviewed and rewritten to new format over the coming months.
- **Admissions** (A. McFerron) – Admissions is preparing for Presidential Scholarship interviews; Ariel Dumars will be leaving Admissions in March; vacant position will be filled with an intern.
- **Student Recreation Center** (E. Redinger) – SRC is at full capacity with almost all athletic teams (varsity, club, rec) holding indoor practices; daytime during classes is the least crowded time in the SRC; group fitness classes will resume next week, with the first two weeks free of charge; semester membership for group fitness classes are \$45; SRC will be offering a wide variety of group fitness classes for the spring semester, including ariel yoga and tae-bo; SRC is looking for four new Gas to fill vacant positions.
- **New Student Programs** (K. Krodringer) – New Student Programs is struggling to deliver orientation programs in multiple modalities simultaneously; there will be both hybrid and face-to-face formats for orientation sessions going forward; no changes to transfer orientation formats; NSP is now hiring Orientation Leaders; applications for OL positions close the first week of February; there is a need for more male OL candidates.
- **Information Technology** (D. Hopkins) – IT is ready for the spring semester to begin; Campus upgrades from Windows 7 is almost complete; no machines on campus should be running Windows 7 any longer; new backup system should be up and running in the next few months.
- **Advising** (J. Contrino & A. Eller) – There is a new student worker in the south advising center; Academic Coaching completed its first semester; data analysis for the program has begun, and improvements are being considered; a new Graduate Assistant will be helping with the coaching program going forward; new professional advisors (Thomas Romine and Joanna Shaver) are up and running in the north advising center; the advising centers are both very busy currently; advisors are looking forward to assisting with the spring orientation sessions.
- **Student Financial Services** (E. Ozenkoski) – SFS has hired two new service representatives to work the front desk area; one vacant position is nearing the end of the search process; two other positions remain vacant; additional CARES-like money is in the early stages of development for distribution, but no formal details about the parameters of the program(s) have been finalized; more complete information will be forthcoming.

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## Next Meeting

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Feb. 17, 2020, 10 am; via Zoom

Adjourned at 10:48 am.