

Meeting called to order at 10:02 am by K. Baranovic, Chair

Attendance

K. Baranovic	M. Biros	S. Ponder
A. Hancock	S. Pebbles	A. Davis
J. Woolf	T. Stevens	
L. Miller	H. Weathers	
A. Eller	L. Perry	
F. Lockhart	A. Thompson	
W. Atkins	L. Seabaugh	
A. McFerron	F. Davenport	
A. Tinney	K. Seabaugh	
C. Sierman	C. Skelton	
G. Grojean w. guest student	E. Cieslewicz	
D. Seabaugh	A. Scherer	
D. Savarino	M. H. Talbut	
B. Lockhart	T. Williams	

Reports

- **Chair Report** – K. Baranovic was happy to report the hiring happening on campus as he is currently serving on three selection committees. For mid-term elections, the Show-Me-Center will be a central polling place for any interested students, staff, or faculty. M. H. Talbut reminded attendees of the need for a state issued photo ID or voter ID card in order to vote.
- **Chair Elect Report** – A. Hancock had no formal report but wanted to reiterate that as some campus offices continue to have short staffing, to provide everyone with patience and grace.
- **Secretary/Treasurer Report** – J. Woolf reported a current balance of \$2,145.00 with no pending expenses and the rollover has not yet hit the account as reported in last meeting. Currently in contact with Brad Sheriff regarding the status of our rollover amount and if we will receive it. J. Woolf wanted to get feedback from attendees on interest in a November fun event sponsored by the Council. One idea brought forth from a staff member was a “no shave November” beard or mustache growing contest. If ideas, requests to let J. Woolf know.

Old Business

- **In Memorium notices for employee deaths** – A. Hancock reminded attendees of the previous discussion on this from last month’s meeting. D. Seabaugh reported on behalf of HR they are currently working on a process to pilot this, with nothing confirmed yet. They are exploring ways to not only announce employee passings, but also retirements, promotions, etc. in a more centralized way.

- **SEMO Work/Well Initiative Update** – A. Hancock reported still in the works and next step will be to send out survey to employee groups for feedback on programs or events desired. D. Seabaugh reported on the option of online webinars through our EAP provider as an additional resource for employees as needed.

New Business

- K. Baranovic announced the State of the University Address is scheduled for October 26 at 2pm and indicated PSC Leadership will be there while encouraging all to attend.
- **Guest Speaker-Floyd Davenport, AVP Information Technology**
 - F. Davenport was welcomed by K. Baranovic and the Council to provide updates and take questions from attendees. A PPT presentation was provided. Highlights include:
 - Defined IT responsibilities for campus; Ultimately a service unit and partner for technology and implementation to benefit campus. How does this happen? Through the following:
 - Phones (1,760 extensions, Network (250 switches & 1,540 wireless access points), Network Services, Data Center, and 150+ terabytes of data.
 - Configuration of software
 - Campus Business Systems (Banner, Element 451, Canvas, Portal, Starfish, RMS) including maintaining licensing agreements.
 - Classroom Technology (300 classrooms & Zoom)
 - Security Cameras (450 across campus with feeds to DPS)
 - Computer Labs (750 computers)
 - Computers for faculty & staff (1,500-2000)
 - Services including Licensing, Identity Management, Hardware Support, Data Integration/Management, General Tech Support, and Security & Development
 - Staff (41 with 2 open positions) F. Davenport shared organizational chart
 - Projects underway:
 - New Portal Rollout: Went smoothly; continues to be evaluated and enhancement of features. Most enhancements student-centered currently. Emails/communications can be customized to audience and widget development underway. K. Baranovic asked about internal communications with Portal-this is still in development as a partnership with University Marketing to see what is internally facing vs. externally facing. F. Davenport also answered group questions on widget development and permissions for departmental pages access.
 - Title III Grant: Development of a new Data Warehouse design to take 18 years of data (and millions of records) to the cloud. A collaboration between IT and IR to combine disparate systems into one warehouse instead of a holding file of separate "frozen" reports. Have hired a consultant to assist with this process.
 - Security:
 - Require Multifactor Authentication (MFA) and provided various reasons why this is important for security and compliance. Defined MFA fatigue as getting passive with requests for access from MFA-don't ignore these! User Education is paramount to security. Upcoming Cybersecurity

presentations at Dempster on Oct. 24 from field experts and recent graduates.

- Technology Upgrades:
 - F. Davenport gave the floor to M. Biros, who outlined the drivers behind when and what tech gets updated. Currently looking at need for eventual migration to Windows 11. Primary focus on lab computers, then faculty and staff computers. Faculty and staff are provided with either one laptop or desktop computer through IT upgrades. Any additional would be cost to departmental budget and these upgrades would also be departmental responsibility. Graduate Assistant computers might be part of IT regular upgrades but can also use “trickle down” from another computer belonging to an office which is a later model. #178 tags are due for replacement, but if you have concerns about a system you can put in a ticket through the IT Help Desk.
 - A question was asked regarding storage space and use of shared drives. F. Davenport reminded attendees of the benefit to the use of OneDrive to save time to synch files during an upgrade and as cloud-based storage. 5 terabytes of space (never going to go through this). Shared drives are all backed up, but Teams is another ideal area for departmental storage as it is cloud based and permissions can be handled by Teams administrators.
- IT related questions...start with the Help Desk or submit a ticket for assistance.

- **Visitor Report-Alissa Davis, Director of Human Resources**

- Benefits Open Enrollment beginning next week and announcements for this going on Portal and Newswire. A. Davis provided an update on the remote work policy. They have hired a consultant with expertise in higher education to guide the process. K. Baranovic sought clarification of professional staff representation on the advisory committee formed for the remote work policy since the departure of J. Contrino. A. Davis indicated J. Brethold has been recommended for this and sought any objections to this from the Council. Council approved. A. Davis reported W. Atkins last day is Nov. 3rd and HR currently working on an interim way to manage training and development needs for campus. F. Davenport also reminded attendees of the ability to access LinkedIn Learning through IT as a potential PD resource.

Committee Reports

- Administrative Council – Kris Baranovic (FY23)- no meeting, no report
- HLC Accreditation Committee – Kris Baranovic – reports self-study due 2024 so drafting this over summer 2023 to be prepared. Focus will be on co-curricular opportunities.
- Athletics Committee – D. Seabaugh – meeting next week; no current report
- Benefits Review – Kris Baranovic (FY22)- Meetings on hiatus until spring
- Budget Review – Kris Baranovic – Meetings on hiatus until spring
- Funding for Results Team – Staci Pepple – Meeting last week where they approved one undergraduate grant (reviewed 3) and one faculty grant (reviewed three). November 17th is the next meeting, where a focus on revising rubric will be discussed.
- Parking Appeals – F. Lockhart reports he and D. Hopkins have reached out yet have not been activated to participate for November yet. Need for clarification on who is actually on this committee campus wide brought up by K. Baranovic and A. Hancock. Reports current issues related to lack of handicapped parking at Greek Village/Greek Hill.

- ~~Strategic Action Plan Committee – No meeting~~ – K. Baranovic struck this from continued reporting due to inactivity since approval.
- University Equity and Inclusion Committee – TBA, currently hiring a Director

Council Member Department Announcements

- **Human Resources** – D. Seabaugh reminded everyone to sign up for benefits during Open Enrollment, even if nothing is changing for you, beginning next week. Can find by doing an “Open enrollment” search in the Portal.
- **Academic Advising** – A. Eller reports they have hired a new STEM Academic Advisor and almost confirmed for the Academic Success Coach hire. Advising for Spring classes picking up.
- **Center for Teaching and Learning** – K. Baranovic reports office is gearing up for January and if staff need things, please let them know now for planning purposes. Faculty Development Day will focus on assessment.
- **Career Services** – J. Woolf reports John Mehner has announced his departure from the AVP position, and last day will be December 30. No announcement yet on if this role will continue or if there will be another reorganization of departments housed in this division. Continuing Education is no longer offering any new programming, and the Ed2Go platform may come under Career Services as a result. Events include the Etiquette Dinner on 11/2 (cost is \$10 for a ticket) and encouraged staff to attend or recommend students attend. The Career Closet will be relocating to a larger space on 1st floor of Towers over winter break. The Career Ambassadors are out and about on campus and hosting pop-in hours as well as outreach efforts in combination with the Bookstore who has taken over Cap and Gown pickup in order to collect first destination data from graduating students.
- **Purchasing/Accounting** – A. Hancock reports the audit began Sept. 12. Office is experiencing multiple vacancies and asked for patience on processing requests or in answering questions.
- **Facilities Management** – A. Tinney reports there will be a town hall meeting with ABM coming up. Developing a priority snow route plan currently to make sure campus can be ready by 7am during periods of inclement weather. Tunnel and Houck projects ongoing. Buildings are in process of heating and cooling changes so temperatures will fluctuate.
- **Recreation Services** – C. Sierman reports the Wellness Screening results are up in the SE Health patient portal (sehealth.org/patients). Clarified questions from attendees on there will not be an email set to notify results are in. Homecoming week events happening for students, faculty, and staff to participate in. If wanting to walk over the winter months, employees can utilize the walking track or treadmills.
- **Campus Life & Event Services** – G. Grojean reports Hocus Pocus showing rescheduled for 10/20/22 due to water main break. Various Homecoming events next week: Man & Woman of the Year voting is online this year; Parade will begin at 9am at Capaha Park; “Nightmare on Normal” is float theme. Carpe Diem has moved to the spring semester (Feb 11). The campus bookstore renovation set to kick off Nov/Dec. Various upcoming events from external agencies happening soon in UC. Kicking off another round of search for open Leadership position in the office.
- **Registrar** – L. Miller reports Nov 7th is first day for spring registration. Office busy with financial reinstatements.
- **Marketing & Communications** – D. Savarino reports office is heavily involved in all things happening over the next few weeks (Homecoming, etc.). Currently have two vacant staff positions.

- **Admissions** – A. McFerron reports recently hired new Admissions Counselor; Dec. 1 is priority deadline for scholarships; multiple orientation events happening (Visit Day, Show-Me-Day, etc.).
- **International Student Education & Services** – H. Weathers reports International Education Month is November, so events planned to recognize this.
- **Other comments/concerns** – A. Hancock asked for feedback from attendees on continuing to have a monthly guest speaker. Group consensus was positive to continue this as a great way to learn and share information across campus. M. H. Talbut requested a future presentation from Athletics, K. Baranovic requested from Foundation.

With no further items, K. Baranovic adjourned the meeting at 11:47 am.

Meeting information

Next Meeting: Nov 16, Redhawks Room/Zoom

Future Meetings: Dec 21, Jan 18, Feb 15

Zoom Information:

Link: <https://semo.zoom.us/j/7345390751>

Meeting ID: 734 539 0751