

MINUTES

Professional Staff Council

Date | time Mar. 17 | 10:01 am *Meeting called to order by* Randyn Heisserer-Miller, *Chair*

In Attendance

R. Heisserer-Miller, <i>Chair</i>	J. Contrino
D. Saverino, <i>Interim Chair Elect</i>	A. Birk
T. Mitten, <i>Secretary-Treasurer</i>	K. Krodinger
D. Hopkins	D. Seabaugh
A. Eller	A. McFerron
K. Baranovic	W. Atkins
E. Redinger	T. Romine (Guest)
A. Hancock (Guest)	C. Hohler (Guest)
H. Sumner (Guest)	L. Michel (Guest)

Chair Report – R. Heisserer-Miller

- Administrative Council met on March 9, 2021:
 - ~ Strategic Planning Committee has begun meeting and working on a new strategic plan for the University; W. Atkins represents PSC on that committee (see report in New Business section);
 - ~ Emergency Response Team is still meeting to consider changes to COVID restrictions and protocols as we emerge from the pandemic;
 - ~ There will be five separate graduation ceremonies over two days in May to limit the concentration of attendees, dates/times have been posted on the Registrar's webpage;
 - ~ Several departments and units successfully completed reaccreditation processes;
 - ~ Complete notes from the meeting can be found on the PSC Teams page.
 - Remote work policy proposal – E. Ozenkoski and R. Heisserer-Miller met with B. Sheriff and A. Davis about the task force's proposal; decided that the benefits review group was not the correct track for the proposal; Sheriff and Davis were receptive to the proposal, and liked possible associated cost savings to the University; CTS will be adding input on their version of a proposal; B. Sheriff will consult with other employee groups, then assemble a comprehensive proposal for the Executive Staff; there is a need to keep flexible scheduling (our proposal) separate from inclement weather practices in terms of policy making; possible for some online-only positions to be created.
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Chair Elect Report – D. Saverino

- Planning for the annual breakfast is still in the development stage; Proposal for a drive-thru breakfast consisting of a boxed meal and drink; Gift to all professional staff of a t-shirt (gray with new Redhawk branded logo) accompanied by a hand-written thank you note; will need to create an RSVP and short order form/database; Need to nail down a specific date; PSC will need to run expense numbers and compare to budget before making final decisions.

- Benefits Review Committee is creating proposals for potential change; focus is on building reserves in the insurance plan (goal of \$10 million) to offset expected increases in expenditures once the pandemic clears; Groups did not favor any increased cost for base plans; Benefits decisions are not tied to budget worksheet; proposal to take the \$235k from the motion program and redistribute it to offset costs for family plan insured making less than \$80k; Proposal to reduce cafeteria plan funding to \$200, and use the extra to benefit family plans similarly; Proposals would positively affect about 435 employees and would aid in recruitment; Changes would start on January 1, 2022; Looking for a way to incentivize wellness.
- Compensation request from PSC consisted of two contingencies, one based on flat funding and the other based on reinstated state funding; PSC met with CTS and faculty senate to review proposals; Plan to increase tuition \$16/credit hour, but eliminate online course fees, with the net actually *increasing* the budget deficit due to anticipated loss of 400 full time enrollees; Proposal being considered includes a 1.4% increase in salary (CPI), with 2.5% over the next two years, a (30/30/30) implementation of salary equity, student worker and temporary hourly pay increases (\$9.50/10 an hr) over the next two years; Compensation Committee meets again on March 23, 2021.

Budget – T. Mitten

Our account balance remains \$5107.51.

New Business

- PSC will be holding elections next month for four open positions; Nomination requests will be going out over the next few weeks; Once new members have been chosen, PSC will hold internal elections for Chair Elect and Secretary-Treasurer; R. Heisserer-Miller will begin his scheduled term as Chair.
- Strategic Action Plan Committee met March 16, 2021; The committee identified five areas of emphasis: Student Success, Financial Stability, Academic Strategy and Program Mix, Equity and Inclusive Excellence, Strategic Enrollment Management to begin working on; each theme has a subcommittee; Anyone interested in serving on a subcommittee can contact W. Atkins, who will submit names to Provost M. Godard and VP D. Below.
- Funding For Results (FFR) last met during the fall semester, but have yet to meet during the spring.
- Information Technology committee dissolved; no plan for replacement committee yet.

Unite Updates

- **Human Resources** (D. Seabaugh) – April 21 is Administrative Professionals Day.
- **Marketing** (D. Saverino) – Marketing staff are working with assigned departments to review and finalize content for new website; Migration to new site planned for May 2021.
- **Academic Support** (W. Atkins) – TRIO Assistant Director search is still ongoing; Openings still available for Supplemental Instruction (SI) and tutorial services, but expected to fill after midterm grades; Our SI program is one of only two accredited programs in the state of Missouri.
- **Admissions** (A. McFerron) – New intern has started working in Admissions, filling in for part of the work of the three vacant admissions representatives; Interviews for those positions are wrapping up and they hope to make new hires soon.; the last Presidential Scholarship recipient will be notified today (3/17).

- **Advising** (A. Eller & J. Contrino) – Advising sessions are going “hot & heavy” for the fall and summer enrollment periods; First STEP will take place Friday, March 26; UI100 presentations are starting; Academic coaching program received provisional approval for a 2-credit class.
- **Budget** (A. Birk) – Slight reorganization taking place due to the promotion of a new Associate Vice President.
- **Information Technology** (D. Hopkins) – Looking for possible replacements for the Luminus portal.
- **Recreation Services** (E. Redinger) – Four Graduate Assistants will be graduating at the end of the semester; desire to do an external search to fill positions; Student Recreation Center has eased some of the COVID restrictions in the center and had adjusted signage to reflect those changes.
- **Kent Library** (R. Heisserer-Miller) – grants for the purchase of new materials have been announced and applications are being accepted, with a focus on materials that support the curriculum; Will host an Earth Day celebration in conjunction with Mississippi mugs.

Next Meeting

April 21, 2021, 10 am; via Zoom

Adjourned at 10:57 am.