

Meeting called to order at 10:08 am by K. Baranovic, Chair

Attendance

K. Baranovic	H. Sumner	K. Mayfield
A. Hancock	M. Biros	L. Seabaugh
J. Woolf	T. Williams	H. Lynn
D. Hopkins	M. Kearney	A. Sumner
L. Miller	J. Smith	A. Thompson
G. Grojean	L. Perry	K. Murray
D. Seabaugh	S. Gohn	K. Stroder
A. McFerron	A. Palmisano	A. Lincoln
B. Lockhart	B. Lewis	R. Lane
F. Lockhart	S. Howard	G. Thomas
W. Atkins	R. Penzel	E. Cieslewicz
D. Savarino	B. DeArman	M. H. Talbut
K. Krodinger	A. Scherer	

Reports

- **Chair Report** – K. Baranovic reported there has been efforts on campus to prepare for potential student enrollment loss due to the Mineral Area College decision. There has also been faculty and staff loss over the summer and HR is recruiting to fill these roles before the start of the semester.
- **Chair Elect Report** – A. Hancock did not have a formal report and wanted to delay discussion to the B. Sheriff visit debrief later in meeting.
- **Secretary/Treasurer Report** – J. Woolf reported all expenses from '22 have been paid and the ending balance was \$1,533.21. Current adopted budget for '23 is \$2,145 with no pending expenses. However, as was discussed by B. Sheriff, no units will get carryover unless they request, and maximum for approval is 10% of carryover. J. Woolf reported she wants to request any potential to keep more than the 10% as the PSC budget line is low compared to other unit lines and goes directly back to programming and events to benefit staff. J. Woolf asked the Council for potential ideas if we are not able to receive carryover as the current adopted budget will not cover the annual PSC breakfast and T-shirts as it has in the past. J. Woolf also asked staff opinions on if the Council wanted to plant a tree to replace the Engagement Tree on campus, which had fallen in the previous week and was considered a part of campus history and landmark of sorts. Council members responded positively to this idea and G. Grojean and A. Hancock indicated A. Tinney would be the contact for FM approval and assistance in selection and planting.

Old Business

- **PSC Breakfast Debrief** – K. Baranovic asked attendees for opinions on how The Breakfast went. Consensus included the drive thru lanes were faster and not backed up into the street with new location, drive thru was preferred over sit-down option, and that a calendar invitation to all who RSVP next year would be helpful as a reminder of

the event. In light of the discussion on the budget, looking into a corporate sponsorship for The Breakfast might be an option, or less costly event(s).

- **Dr. Brad Sheriff Visit Debrief** – K. Baranovic provided a summary of the visit, which included a discussion of the current budget, known enrollment decline and how to prepare the budget for this. K. Baranovic used the visit as an example of potential opportunities through the Council and asked if there were other staff or unit representatives we should invite to speak at a PSC meeting. M. Biros recommended Floyd Davenport for an IT update, A. Lincoln recommended a Foundation update, and G. Grojean and A. Hancock recommended Facilities Management. A. Hancock agreed to send an invitation to these recommendations.

New Business

- **FY23 Approved Budget** -- Kris Baranovic reports budget was approved by the Board of Governors. Due to the change in status from Board of Regents to Board of Governors, the Honors House can also be sold, and this is being explored.
- **SEMO Work/Well Initiative and Committee Formation** – K. Baranovic opened the floor up for questions and involvement on a new program series to be run through PSC but would be open to all employee groups on campus to address various facets of wellness. J. Woolf and A. Hancock also provided insight into rationale and focus of these meetings. H. Sumner expressed interest in participating on committee. G. Grojean recommended to connect with EMSS as they are working on potential PD opportunities in that division. D. Hopkins highlighted there is a LinkedIn Learning subscription available to staff through IT; D. Seabaugh indicated there are also PD and wellness programs through SkillPort.
- **CTS-PSC Blood Drive** – K. Baranovic reported we are co-hosting the blood drive on August 5, 10:30-2:30 and are in need of both volunteers for the event and donors. Those interested should let him know or respond to email sent earlier on details.
- **Staff Titles and Roles: Explained** – K. Baranovic reported he had recently received the question of why are some directors of departments not on PSC nominee list while others are? He took this to A. Davis in HR, who explained director roles are divided into Functional or Administrative, and those classified as Administrative are not eligible for nomination or service on PSC. He indicated this decision rests in IPEDS guidelines.
- **Open floor topics** – H. Sumner asked to discuss the ABM custodial outsourcing decision and impact on staff. Concerns about changes, including building key access points, staff expectations for level of service and managing work order requests with the transition were discussed. There was also a discussion about the new Portal coming online and questions were raised about pdfs or other documents meeting accessibility standards both for the website as well as the Portal.

Committee Reports

- Administrative Council – Kris Baranovic (FY23)- meeting cancelled, no report
- HLC Accreditation Committee – Kris Baranovic – meeting canceled, no report
- Athletics Committee – D. Seabaugh – meetings on hiatus for summer, no report
- Benefits Review – Kris Baranovic (FY22)- No meeting
- Budget Review – Kris Baranovic – No meeting
- Funding for Results Team – TBA--No meeting
- Parking Appeals – G. Grojean indicated she has been receiving emails on this, as she was a former staff on this committee. D. Hopkins and F. Lockhart should start receiving notifications.
- Strategic Action Plan Committee – No meeting
- University Equity and Inclusion Committee – To Be Announced-No meeting

Council Member Department Announcements

- Human Resources – D. Seabaugh reports mid-year reviews are due end of July; temp and regular employees not on direct deposit will now be paid with a pay card-this change does not affect student labor. Will be starting a workflow soon for student worker forms-training soon.
- Information Technology – D. Hopkins reports the new Portal will be branded as my.semo.edu. Will have a redirect from old Portal and will also utilize SEkey and MFA to log on. Change over happening August 15th-Demo days posted in Newswire.
- Center for Teaching and Learning – K. Baranovic reports busy planning faculty trainings-Canvas training especially. Faculty Development Day scheduled for Wednesday, Aug. 17. Working on signage for new office location.
- Learning Assistance Programs – L. Perrie reports now using Penji for all scheduling of tutorial sessions; will have one-time tutorial and weekly meeting availability as 50-minute sessions in-person and virtual options.
- Admissions – B. Lockhart reports they are currently interviewing for a Technology Coordinator; G. Thomas and I. McCurdy are new Admissions Counselors and still seeking one more Admission Counselor position.
- New Student Programs – K. Krodinger reports booth space is still open for the Welcome Back Picnic, as well as need for volunteers for opening week activities, including SE 101 and Engagement Day.
- University Marketing & Communications – D. Savarino reports currently hiring three new staff-1 accepted offer and others on table; office working heavily on recruitment marketing.
- Registrar – L. Miller reports currently filling vacancy in office; final exams for summer and end of semester processing.
- SE Online – H. Sumner reports down one advisor and uncertainty if will be able to keep position for office. RFP for an Online Program Manager with a November timeline.
- Campus Life & Event Services – G. Grojean reports Student Government had their retreat and training recently; will need volunteers for Opening Week evening events especially.
- Accounts and Purchasing – A. Hancock reports office working on end of year processing; Purchasing is now entering all copier req's, but leases will still technically automate through the individual departments. Office is currently down two accountants.
- Career Services – J. Woolf reports recently hired new staff for Career Specialist, A. Bernier. Planning for new GAs, CAs, and fall semester.

With no further items, K. Baranovic adjourned the meeting at 11:35 am.

Meeting information

Next Meeting: Sept 21, Redhawks Room/Zoom

Future Meetings: Oct. 19, Nov 16, Dec 21

Zoom Information:

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

Meeting ID: 734 539 0751