

# MINUTES

## Professional Staff Council

---

*Date | time* July 21, 2021 | 10:02 am *Meeting called to order by* Kris Baranovic, *Chair Elect*

---

### In Attendance

---

K. Baranovic, <i>Chair Elect</i>	J. Gray
J. Woolf, <i>Secretary-Treasurer</i>	F. Lockhart
J. Contrino	K. Krodinger
A. Eller	M. Harper
D. Hopkins	M. Odhiambo
E. Redinger	J. Gerard
D. Seabaugh	L. Michel
D. Savarino	T. Williams
	A. Deyong

---

### Chair Report – K. Baranovic for T. Mitten

---

- T. Mitten absent from today's meeting due to scheduling conflicts and being responsive to Dean of Students inquiries as Sonia Rucker is currently away from the office.
- No new business to report.

---

### Chair Elect Report – K. Baranovic

---

- No new business to report.

---

### Secretary/Treasurer Report – J. Woolf

---

- Paid up on last PFC breakfast. Will continue to look at ways to plan events for staff, including a social event for August 2021.

---

### Ongoing Business

---

- J. Gray provided information regarding planning/developments for COVID 19 precautions for the fall semester. Indicated still in planning phase for this, per ongoing updates from CDC and nature of spread of virus.
- D. Savarino indicated she has received input from staff regarding the recent elimination of the emergency PTO to cover COVID-19 positive cases for staff. Indicated this had brought back up the need for a conversation to develop a telework policy and need for guidance/representation on this from PSC. In response to discussion, D. Seabaugh indicates from HR there is no current policy that is different from CDC guidelines.

---

## New Business

---

- J. Woolf asked if PSC would like to plan an afterhours social event in August. All in attendance expressed interest and believed it would get attendance. Tentatively looking at the Marriott Hotel lounge to hold event and 4pm-6pm timeframe, sometime the second week of August.

---

## Committee Reports

---

- Administrative Council-T. Mitten- absent from today's meeting- no report
- AQIP- K. Baranovic-no report
- Athletics Committee- no one on committee currently; may be dissolved-no report
- Benefits Review- T. Mitten & K. Baranovic- No report
- Budget Review- T. Mitten & K. Baranovic- No report
- Funding for Results Team- A. Birk-absent from today's meeting- no report
- Parking Appeals- T. Mitten & A. Birk-absent from today's meeting – no report
- Strategic Action Plan Committee – W. Atkins- absent from today's meeting – no report
  - K. Baranovic did indicate a meeting for university affiliates would occur Wednesday before semester starts (August 18<sup>th</sup>).

---

## Unit Updates

---

- **Career Services** (J. Woolf) – In-person events are all scheduled for fall semester. These include two Part-time Career Expos, Career Expo which is now moving to the Show-Me Center, and the Etiquette Dinner. Also almost set to move Career Closet to Towers and will have the potential to add a drop in area here for more accessibility for students.
- **Recreation Services** (E. Redinger) -Camp Redhawk wrapping up this week; volleyball and kids camps continue for next couple of weeks but will wrap up soon. Their plans are full on for providing in person services for fall semester and currently training staff and securing scheduling to provide this. Red mentioned due to staff vacancy he is managing the event reservations side of office currently.
- **New Student Programs** (K. Krodinger) – Need Opening Week/Move in Day volunteers. The volunteer sign up has been consolidated into one form for ease of staff use to pick times. Welcome Back Picnic is on for the fall. Last FirstSTEP F2F orientation is this Friday, July 23. After this, students will be in a virtual orientation who will begin fall 21. She is also still recruiting for an Administrative Assistant position for NSP.
- **Student Financial Services** (M. Harper) Office is currently going through a reorganization which is impacting open hours for Cashier's Office. Current hours are MWF 1-4pm. Bill payment due date is August 2<sup>nd</sup>.
- **Advising** (A. Eller & J. Contrino) – Currently set to offer two intro courses for fall semester. J. Contrino indicated Brenda White celebrated a birthday, and Jessica Brethold will be out on maternity leave beginning sometime in October and is prepping office materials for her absence. Lexi Ross is the new Graduate Assistant in the office; mainly assisting in the South Advising Center. A. Eller indicated currently in need of course sections for enrollment; especially in the general ed courses for math, English and UI100.
- **Information Technology/Academic Technologies** (D. Hopkins & F. Lockhart) – D. Hopkins indicated working on upgrades and tasks in preparation for fall influx of use. F. Lockhart currently working on LMS and enrollment checks.

- **Facilities** (J. Gray) – Currently working on a heat safety plan for Opening Week. Also undergoing a revamp of the SE Alerts system with target finish before fall semester.
- **Kent Library** (A. Deyong) – Have had Camp Redhawk participants coming for Library tours; final one today. Also have two new student employees beginning in fall semester.
- **University Marketing** (D. Savarino) – New website has been issued to four campus departments as “test sites” currently; getting feedback on changes and continuing to move forward with website migration. Indicated there will be newswire updates to follow regarding the status of the university website. Indicated ADA compliance is necessary and impacting some changes as with prior website, many pages or information was not ADA compliant.
- **Human Resources** (D. Seabaugh) – Mid-year evaluations being completed in next few weeks. Currently office is very busy due to processing of three payrolls. New faculty onboarding beginning.
- **Center for Teaching and Learning** (K. Baranovic) – New faculty preparation materials in the works. Sofia Scott begins her position as Faculty Director August 9<sup>th</sup>. CTL will conduct Canvas trainings the 2<sup>nd</sup> week of August and Faculty Development Days are planned for 3<sup>rd</sup> week of August. J. Gerard also provided an overview of a type of interactive technology that allows for instructors to write on screen and have this readable to viewer.

#### Next Meeting

September 15, 2021, 10 am; in UC Ballroom B and via Zoom.

Adjourned at 10:41 am.