

Meeting called to order at 10:04 am by K. Baranovic, Chair/Chair-Elect.

## Attendance

K. Baranovic	A. DeYong	T. Parham
J. Woolf	A. Reitenbach	E. Cieslewicz
A. Eller	A. Thompson	A. Hancock
D. Hopkins	H. Lynn	H. Weathers
K. Krodinger	L. Michel	N. Peters
W. Atkins	L. Seabaugh	H. Sumner
E. Redinger	K. Seabaugh	T. Stevens
D. Savarino	M. Biro	M. Odegard-Koester
J. Contrino	K. Skinner	
M. Harper	T. Williams	

## Reports

- Chair/Chair-Elect Report – K. Baranovic began meeting addressing the current status of positions on the Council and how he is currently serving as both Chair-Elect and Chair since vacancy left by Trae Mitten.
  - COVID Concerns Follow-Up-K. Baranovic indicated that Alissa Davis (HR) has indicated either a positive rapid test or at home test will qualify an employee to take sick time as either verified or unverified sick.
  - Remote Work Update-K. Baranovic reports that there are currently discussions underway through HR and research being conducted by Amy Hancock on comparative university policies surrounding a remote work policy in response to COVID-19 quarantines. Southeast is currently the only Missouri university without a remote work policy. K. Baranovic put forth a call to action to form a working group to meet to form to assist in policy development. A. DeYong, H. Sumner, W. Atkins, A. Thompson and T. Williams agreed to participate to represent professional staff. M. Odegard-Koester indicated Dean support of the initiative.
  - Process for new positions/job title changes-K. Baranovic reports following conversations with A. Davis (HR) there is currently no formal process on this. If you are a department interested in seeking approval for new hires or job title changes, to contact A. Davis to begin the process.
- Secretary/Treasurer Report – J. Woolf reported currently PSC balance as \$5,107.51 (carryover was allowed) Planning of events or ways to utilize funds towards professional staff engagement opportunities are being brainstormed.

## Ongoing Business

- PSC Social-K. Baranovic reported that with the ever-changing reports with COVID-19 and Delta variant the planned event in August was put on hold and new events are pending.
- Future Meeting Formats-K. Baranovic motioned for continuance of Zoom only meetings until further notice due to masks mandates for on-campus buildings. D. Hopkins, H. Sumner, W. Atkins, J. Contrino, D. Savarino all seconded the motion.

## New Business

- Election of Chair-Elect-K. Baranovic reported the current situation of his placement into fulfilling the Chair role as stated in bylaws due to vacancy left by Chair and how this is a unique situation given this occurred one month after being elected as Chair-Elect. K. Baranovic proposed the option to either follow bylaws or open up the opportunity to elect a new Chair after May '22. K. Krodinger addressed value in continuity of leadership and rationale for adhering to bylaws in this situation. M. Palmer seconded K. Baranovic's motion to open up for a re-election in May '22. By vote of 6-5, this term would count as K. Baranovic's full term.
- Nominations for Chair elect were then held. J. Woolf nominated M. Harper (denied nomination). K. Krodinger nominated D. Savarino (K. Baranovic seconded nomination) (D. Savarino accepted nomination). K. Baranovic nominated J. Woolf (K. Krodinger seconded nomination) (J. Woolf accepted). By vote of 88% to 11%, D. Savarino was elected as Chair Elect (interim) until May '22.
- Nomination for Parking Appeals Board-D. Hopkins nominated self to serve (D. Savarino seconded). D. Hopkins elected.
- Call for nominations from K. Baranovic to serve on IT Committee. D. Savarino nominated J. Contrino (K. Krodinger seconded). J. Contrino accepts nomination and elected.
- Wellness – K. Baranovic reported on an initiative being brought forward by Faculty Senate, CTS, and seeking representation from PSC on proposal regarding wellness initiative for campus stakeholders. Charge includes advocating for employees to take PTO as much as possible and benefits to departments to allow this. W. Atkins suggests creation of a survey to send to professional staff to gain opinions/interest/support. K. Baranovic agreed to develop and send out with an October 13<sup>th</sup> deadline for submissions. This will align with Employee Wellness Fair sponsored by Recreation Services brought up by E. Redinger. E. Redinger self-nominated to serve on workgroup. H. Sumner self-nominated to serve on workgroup.

## Committee Reports

- Administrative Council – Kris Baranovic (FY22)-K. Baranovic was not able to attend last meeting. Reports previous information about Strategic Plan moving along. New website to launch October. Enrollment holding steady.
- AQIP – Kris Baranovic (through spring 2023)-K. Baranovic reports new name for this committee is now HLC Accreditation Committee-no other report.
- Athletics Committee – To Be Announced-No report
- Benefits Review – Kris Baranovic and To Be Determined (FY22)-No report
- Budget Review – Kris Baranovic and To Be Determined (FY22)-No report
- Funding for Results Team – Angela Birk (through Spring 2023)-No report
- Parking Appeals – Angela Birk and To Be Determined (FY22)-No report
- Strategic Action Plan Committee – WyKeshia Atkins reports questions about process or general concerns can be directed to [semo.edu/strategic](http://semo.edu/strategic).
- University Equity and Inclusion Committee – To Be Announced-No report

## Council Member Department Announcements

- Academic Support Centers-W. Atkins reports tutoring and learning assistants available for in-person and hybrid meetings with students. Also offering College Success Seminars this semester on a variety of topic areas.
- University Marketing-D. Savarino reports website will hopefully go live mid-October. With COVID relief funds, hired temp worker for communications and collaboration with SFS targeted towards students who took a gap year.
- Student Financial Services-M. Palmer reports another round of COVID relief funds will be going to students. As a department, they are currently 6 staff short and following the hire of an Assistant Director of Operations position the additional staff positions will be filled.
- Kent Library-A. DeYong reports the library is conducting tours for classes to increase engagement.

- Recreation Services-E. Redinger reports the Employee Wellness Fair will be October 12-13<sup>th</sup>. Vaccine clinics in the UC on Wednesdays are geared towards students, but any staff member can also receive a vaccine there. All three options for vaccine are available. Students will receive either a \$25 gift card to the University Bookstore or \$25 in Redbucks. Once fully vaccinated, students are also eligible for the incentives as part of Great SEMO Vaccine Give Away Get Away program. Fitness on Demand classes are being offered along with Group Fitness classes. Rec Services is set to receive more masks and these will be handed out (1 per person). They are currently seeking applicants for the E-Sports Coordinator and Coordinator for Aquatics.
- IT Services-D. Hopkins reports MFA is turned on but currently only prompts when off campus and this could get enforced for increased security. Currently experiencing difficulties obtaining IT equipment due to pandemic, so if departments are in need to understand longer wait and possibly higher expense. Project underway to implement Team Dynamics as new ticketing/IT website. If any offices have Windows 7 on computers this is no longer supported and need to upgrade.
- Career Services-J. Woolf reports Career Expo is September 23<sup>rd</sup> in the Show Me Center and full list of employers attending is on website. This Sunday, September 19<sup>th</sup> is the JCPenney Suit Up Event where any SEMO affiliate can get 30% off sale price for career wear at JCPenney's. Encouraged staff to take part.
- Academic Advising-A. Eller reports enrollment on uptick. Provided an introduction to H. Lynn, who was recently hired as a liaison for Advising and Admissions team support of reaching out to students affected by COVID-19 and working towards re-enrollment.
- Academic Coaching program-J. Contrino reports UI101 is required of students in program and things are going well. Opportunity for more support of these students and allows for discussion of struggles, coaching, etc.
- New Student Programs-K. Krodinger-No report
- Center for Teaching & Learning-K. Baranovic-reports currently refining processes and protocols for staff positions. Basically a "how to do what" according to job title. Friday support sessions are open to faculty or staff-encouraged attendance.
- SE Online-H. Sumner reports topic for Integrity Week "Is Cheating Outdated?" will be held in the Rose Theatre September 22<sup>nd</sup> Noon-1pm.

With no further reports, K. Baranovic adjourned the meeting at 11:10 am.

### Meeting information

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*Next Meeting:* Oct. 20, Zoom

*Future Meetings:* Nov 17, Dec 15, Jan 19

Zoom Information:

Link: <https://semo.zoom.us/j/94588401163>

Meeting ID: 734 539 0751