

**Southeast Missouri State University
Professional Staff Council Meeting
Minutes –July 18, 2018**

QUORUM AND CALL TO ORDER: The Professional Staff Council (PSC) was called to order at 10:00 am in the UC Heritage Room by Chairperson, Katie Foshee. PSC representatives in attendance were: WyKeshia Atkins, Paul Belvin, Angela Birk, Jenna Burr, Priya Cramer, Katie Foshee, Heath Hase, Randyn Heisserer-Miller, Lisa Howe, Chelsea McNeely, Bonnie Modglin, Joanna Shaver, Amanda Woods. Holly Bauwens was in attendance to brief us about the new performance appraisal process.

Reports:

Chairperson Report- Katie Foshee: Katie informed us that the new website(s) would be launched by August 1 for the newly reorganized colleges and departments on campus. Degree pages would also be edited by August 1. Most interim and permanent dean/chair appointments have been made, there is one chair position not filled.

- Old Business, breakfast review—received great reviews!
- Performance Evaluation Process Update—Holly briefed us regarding the new performance appraisal process. There will be training meetings with employees and later managers, beginning in August. The process involves new forms, self evaluations, will be done on calendar year vs. fiscal year, there will be a mid-year review. Also job descriptions will be updated, intent is not to be for raises.
- New Business, representation and participation—Katie discussed PSC meeting attendance, all professionals are welcome to attend.
- Administrative Council Update—on recess for summer.
- Benefits Review—no report.
- Budget Review—No additional withholdings from the state, enrollment down, BRC meets in the fall.
- Funding for Results Team—no report.

Chair-Elect Report –Heath Hase

Secretary/Treasurer Report – Lisa Howe: The FY18 balance in the PSC operations account is \$108.53. The full \$2,145 is there for FY19. The PSC breakfast bill has been paid, \$2,201.89, on June 28.

Committee Reports:

AQIP, Bonnie Modglin: no report.

Athletics Committee, Joanna Shaver: no report.

Information Technology, Chelsea McNeely: no report.

University Equity and Inclusion Committee, vacant: no report.

Council Member/Departmental Announcements:

Academic Support Center, WyKeshia Atkins: working on incoming freshman program, training for SE support net.

Information Technology, Paul Belvin: dept. is reorganizing, there are internal applicants, faculty/staff trainings coming up for Office 365.

Accounting Services, Angela Birk: there are two new people in purchasing.

Budget Office, Jenna Burr: working on faculty pay items.

Int'l. Education & Services, Priya Cramer: there are 160+ new undergrad. applications, 479 total, 292 graduate applications.

New Student Programs, Katie Foshee: there is a new scholarship program, semo.edu/scholarships, counselors will soon be travelling, less than 30 days til students arrive, welcome back picnic has a few spots left.

EdVolution Center, Heath Hase: reorganization in progress, Scully has some renovations going on, other institutions are reaching out to Heath.

Kent Library, Randyn Heisserer-Miller: gearing up for the semester, two cataloging positions are open.

Facilities Management, Lisa Howe: summer projects are winding down, Chick-fil-A, UC Kitchen, Myers corridor flooring, NPHC plaza. Cottonwood to be done Oct. for International Programs, Chartwells offices flooring over fall break, biology greenhouses renovated this winter. Crisp hall renovation next summer. Track house addition bid came in high.

Southeast Online, Chelsea McNeely: Southeast online teachers are needed, 100 people came for the Summit, online teaching academy is coming up.

Human Resources, Bonnie Modglin: they are excited about getting new walls!, new admin. has been hired, discussed the need for updates on new hires and those who have left, new Org. chart coming soon.

Student Financial Services, Egbar Ozenkoski: N/A.

Campus Life & Events, Joanna Shaver: Dale C. has left, working on homecoming and fall events.

Educational Access Programs, Sean Spinks: N/A.

Recreation Services, Sara Wagganer: N/A.

Military & Veteran's Services, Amanda Woods: Amanda will be out on maternity leave beginning late August, getting a GA position/person, working on homecoming event. Veteran's 5K planned for fall.

ADJOURNMENT & NEXT MEETING: There being no further discussion, the Council adjourned at 11:15 am. The next meeting is scheduled for Wednesday, September 19, 2018, at 10:00 am in the University Center Heritage Room. Minutes respectfully submitted by Lisa Howe, Secretary-Treasurer.