Southeast Missouri State University
Professional Staff Council
Meeting Minutes – December 17, 2014

QUORUM AND CALL TO ORDER
The Professional Staff Council (PSC) was called to order at 10:00 am in the UC Heritage Room by Chair Alisa McFerron. PSC representatives in attendance were Kim Fees, Katie Foshee, George Gasser, Ryan Heslinga, Alisa McFerron, Christina Mershon, Eric Redinger, Melissa Stevenson, Michele Tapp, and Zack Tucker.

SPECIAL SPEAKER
Alissa Vandeven, Assistant Director – Human Resources, discussed accrual of PTO hours, energy conservation hours (92 hrs allotted per year), and verified vs. unverified sick time. PSC is interested in trying to come up with an easy way for employees to know exactly how much PTO has been accrued (less the energy conservation hours). Alissa answered several questions from committee members and will pass our thoughts and suggestions on to HR and then notify PSC of any updates/changes.

REPORTS
Chairperson Report – Alisa McFerron
- The next BOR meetings are scheduled for Dec 18 and Dec 19. Agenda items include Title IX policies and possible implementation of credit card payment fees.
- Ologie will be back on campus to share their marketing plan ideas during a brown bag lunch scheduled for 11:30am on Friday, December 19th in Crisp 125.
- During Administrative Staff Council, President Dobbins stressed how he wants us all to work together to avoid hate crimes on campus. If employees overhear any hateful or negative comments, they are asked to share concerns with any member of executive staff.
- A new campus map will soon be released online.

Chair-Elect Report – Katie Foshee
- First STEP schedule changes have been approved.
- ‘Home of a Redhawk’ signs are available in Katie’s office. Please let her know if you or someone you know wants one.
- Opening week planning will start soon.
- March 1 = scholarship deadline.

Secretary/Treasurer Report – Melissa Stevenson – Available balance of funds = $800.00 (100887)

OLD BUSINESS
None.

NEW BUSINESS

- Budget Review Proposal – Alisa will discuss the PSC budget with the account custodian, Jim Cook, in order to determine if we should proceed with an actual budget review proposal. PSC agrees that we should explore avenues to increase the budget.
- Tentative date for next year’s Professional Staff Council Breakfast: June 3, 2015.
- CTS Council President, Melissa Harper, contacted Alisa to see if PSC would be interested in researching possible ideas for leave-sharing procedures. CTS has decided to look into possible
scenarios/situations for a leave-sharing policy at Southeast. PSC agreed to support looking into the topic for more information.

COMMITTEE REPORTS, PSC REPRESENTATIVES

University Standing Committees:

- AQIP – Names submitted: Nate Saverino and Chelsea Caile. No report.
- Athletics Committee – George Gasser. No report.
- Budget Review – Alisa McFerron and Katie Foshee. No report.
- Benefits Review – Alisa McFerron and Katie Foshee. No report.
- Extra Merit Committee – Alisa McFerron and Katie Foshee. No report.
- Funding For Results Team – Kim Fees – via Alisa – This committee met on Nov 25 and reviewed a total of 13 grant proposals. A total of 6 grants were recommended for funding. (Funding could not exceed $60,000).
- Information Technology – Chelsea Caile – University’s server was changed to MoreNET on Dec 11. This change has now doubled the available bandwidth.
- Johnson Faculty Center Governing Board – No report.
- LGBT Student Advocacy – Katie Foshee. Awareness month was a success and the group is coming up with lots more programming. Stay posted for details to come.
- Native American Culture Committee – Christy Mershon. No report.
- Smoke Policies & Procedures Committee – Kim Fees. No report.
- Strategic Planning Committee – No report.
- Sustainability Committee – Kim Fees. No report.
- University of 2020 Steering Committee – No report.

Other Committee Reports


COUNCIL MEMBER/DEPARTMENT ANNOUNCEMENTS

- The Purchasing Department will be moving into Academic Hall in January.
- Camp Redhawk applications are due this week.
- Bids for the University’s dining services are due by Jan 8.

ADJOURNMENT & NEXT MEETING

There being no further discussion, the Council adjourned at 11:20 am. The next Council meeting is scheduled for Wednesday, January 21, 2015, at 10:00 am in the University Center Heritage Room.

Minutes respectfully submitted by Melissa Stevenson, PSC Secretary/Treasurer.