Professional Staff Council
Meeting Minutes
January 28, 2008

Present:
Maggie Buhs
Dana Daniel
Kim Fees
Gretchen Grojean
Theresa Haug-Belvin
Doug Johnson
Larry Hendricks
Jason Lipe
Brian Schnurbusch
Lynda Seabaugh
Kendra Skinner
Ruth Vetter

Absent:
Carmen McNeely
Angela Mitchell
Warren Skinner
Breanna Walling

Quorum and call to Order
The Professional Staff Council (PSC) was called to order at 10:01 am in the UC Riverboat Room by Chair Gretchen Grojean.

Reports

Chairperson Report - Gretchen Grojean reported on Administrative Council:
- Southeast has decided to defer admission for some students living 50+ miles from Cape as reported in the Newswire. Projections include 1800-1900 freshmen for Fall 2008.
- Dr. Dobbins is putting together his “Dear Colleague” letter which will address objectives, accomplishments, and strategic planning.
- Criminal Justice and Sociology has moved to Brandt and the Godwin Center will be moving there, as well.
- OVC is wanting to take out the Division IA status for Football to entice more schools to join the conference. Samford is leaving the conference at the end of this year.
- IPEDS survey information almost completed.
- Camps/Conferences report for 07 has been finalized and rates have been set for 08. Attendance was down this past summer.
- Tobacco Usage Survey has resulted in a change to smoking in designated outdoor areas to be implemented in Spring 08. The committee will work on suggestions for the designated outdoor areas.
- New specs for computer purchases has been released by John Weber.
- A Workplace Violence policy will be discussed at the next Admin Council meeting.

Chair-Elect Report - Maggie Buhs had no report.

Secretary/Treasurer Report – Lynda Seabaugh had no report.

Old Business

Spring Elections
- Elections will take place in March for new members to join PSC in May
- Would like to see an increase in votes for PSC members
- Larry and Maggie will get the announcements in the Newswire and call employees to accept nominations

Annual Breakfast
- Tentatively set for Wednesday, June 4, 2008, as President will be available to speak that date.
- Gretchen will reserve Dempster Atrium, send out invites, & order food.
- Kim will take care of donations for door prizes
- Larry will take care of gifts for outgoing members
- Lynda and Maggie will sit at the table and greet members at the breakfast
New Business

- Strategic Plan Committee Nominee
  - Ruth Vetter is the PSC representative on this committee.
  - The committee met last Friday with a conference call from Mr. Bedell.
  - Dr. William Weary is administering the all-day workshop on Feb 18th for 100 people in the UC Ballroom, consisting of the steering committee members, some employees, some students, and representatives from the Chamber of Commerce, County Commission, area hospitals, area manufacturers, Board of Higher Education, media, etc.
  - Committee is working on planning for where SEMO wants to be in 2013.
  - Dr. Weary talked to Gretchen about issues relevant to PSC employees. She mentioned salaries/compensation, communication, and performance appraisals relating to salary increases.

- New Employee Expo
  - Wednesday, February 13, 2008, from 11 am to noon.
  - Lynda will sit at the PSC table.

- PSC Staff Member Recognized by Athletics and Game Night Attendance
  - PSC game was last Thursday, January 24, 2008.
  - Laura Knoeppel was recognized at the game as the PSC member who helped student athletes. She was nominated by Miles Smith. Laura administers Athletic scholarships.
  - Per Joyce Penny, 108 tickets were requested by 54 PSC employees.
  - May want to try to increase attendance by PSC employees next year.

Committee Reports, PSC Representatives

- University Standing Committee:
  - Equity Issues – Theresa Haug Belvin – Committee has not met.
  - Athletic Committee – Carmen McNeely – Carmen was not present to give a report.
  - Funding for Results – Theresa Haug Belvin – Committee will meet again in the Spring.
  - University Planning – Gretchen Grojean – This committee will probably be rolled into the new Strategic Planning committee.
  - Information Technology – Larry Hendricks – No report.
  - Traffic Appeals Committee – Gretchen Grojean – Committee has not met.
  - AQIP – Warren Skinner – Warren was not present to give a report.
  - Native American Culture Committee – Kim Fees – Committee is meeting today at 1pm.
  - Johnson Faculty Ctr Governing Board – Gretchen Grojean – Committee has not met since last Fall.
  - AQIP University of 1st Choice – Larry Hendricks – Committee thinks they have good measurements for determining 1st choice for students and faculty, but is trying to determine measurements for staff.
  - AQIP Communication – Carmen McNeely – Carmen was not present to give a report.
  - Strategic Planning Committee – Ruth Vetter – See comments above under New Business.

Council Member/Department Announcements

- Theresa Haug-Belvin announced the 1st First Steps date will be February 23rd. There are normally 10 dates each year, but they have scheduled 11 dates this year.

- Kim Fees told us the new residence hall is slated to go between Myers hall, Vandiver hall, and Houck Stadium, where the current KRCU building is located. It is slated to open in Fall 2009. Henderson Hall (former Henderson House) will open Fall 2008 and will mostly house upper-class students as there will be no full time hall director. Henderson Hall rooms will have 2 people sharing one bathroom.

- Jason Lipe announced that the wellness screenings are next week. There are still slots available and signups are through this Friday.

Future Meeting

There being no further discussion, the Council adjourned at 10:40 am. The next Council meeting is scheduled for Monday, February 25, 2008, in the University Center Riverboat Room. (one week later due to the Feb 18th Strategic Planning session scheduled for Feb 18th) Spring meeting dates are March 17th, April 21st, and May 19th.

Minutes respectfully submitted by Lynda Seabaugh, PSC Secretary/Treasurer.