Professional Staff Senate Minutes
August 2, 2019

I. Welcome
   a. Crystal Hutson called the meeting to order at 8:30 a.m.
   b. Members present: Joan Albury, Kristin Buscher, Cindy Cammack, Hannah Cook, Phyllis Dierking, Ashleigh Eickhoff, Stephanie Holmes, Erin Rieschick, Laurie Felderman, Angela Seidl, Amy Shirley, Kathy Tynon, Emily Volker, Ashley Williams, Sarah Rogers.
   Guests present: none.

II. Modifications to the Agenda – None.

III. Approval of the Proposed Minutes - Emily moved to approve the minutes from the July 12, 2019 meeting. Laurie seconded. Motion carried.

IV. New Member Introductions – Sarah Rogers, Director of Financial Aid and Erin Rieschick, Director of Business Services introduced themselves as new members.

V. Guest Speaker – None.

VI. Elected Officers/Area Representatives Update – Cindy told the group that the admissions department is launched a new application process that went live August 1.

VII. Committee Updates
   a. Campus & Community Engagement – None.
   b. Casual Friday – next Friday is the last regular Casual Friday for the Summer, then we’ll go back to 1 time per month. Everyone needs to wear their stickers! Some departments are out of stickers. Crystal will purchase more stickers with the petty cash. A reminder was shared to have the donations in the box by 10 a.m. on the day of.

VIII. Department Updates – Laurie told the group that year 2020 JV Sports will be announced soon. Jamie told the group to send students over to her for professional clothing; there is an abundance. She also reminded the group to spread the word, that only gently worn or new professional attire are needed for this ‘closet.’ She had bags of random garage sale clothing left in her office over the summer, none of which was professional attire. This was a lot of added work for her to go thru and take elsewhere. Crystal told the group that students are beginning to arrive; Summer Bridge and other early arrivals.

IX. Student Senate Representative – there was not a representative present, but Crystal told the group that if their Departments need recycling removed to let her know. Student orgs have signed up to take it.

X. Support Staff Senate Representative – None.

XI. Old Business
Welcome Weekend - If you’re around Friday, August 16 at 2:15, please join faculty and staff on the quad for a reception for new students and their parents.

Homecoming/float decorations. Theme: Peru & Beyond (Outer Space) – the student orgs will be assigned a room and given a contact name for each building so that students can work together with staff to get their building decorated/festive for Homecoming Week.

XII. New Business – Professional Development Funds - Crystal updated the group on incoming requests for professional development funds. It has been brought to the attention of the executive committee that the guidelines for disbursement of the funds should be reviewed and modified. The committee met and developed some modified guidelines to propose to the senate as a group. Changes were proposed as follows:

- Reserve ½ of the funds for fall and ½ for spring.
- Staff can apply for $250 max each semester; fall and spring.
- If funds are used for college courses, the applicant must be degree-seeking.
- If funds are used for workshops and conferences, they must be for professional development and growth applicable to applicants’ daily work.
- Applicant must provide verification of enrollment in degree seeking program or conference/workshop schedule and registration.
- A follow-up must be provided to the Senate in the form of a brief presentation/explanation of how funds were used or a paragraph typed out.
- The funds will be first come/first served and the Senate will vote yearly to hold a portion back to help bring a speaker to campus.
- There will be dates established for opening up the fall and spring application process; perhaps August 1 and December 1.
- A certain portion of the total would be held in priority for support staff senate members, not limited to that amount, but saved back to bump them up the first come structure. In the event it is not awarded, the priority would be lifted to open those funds up for anyone.

Discussion after proposed guidelines were presented included the following:

- We should vote on funds for a speaker early.
- The total amount last year given for this purpose was $6440, we don’t know yet, how much we’ll have to dole out for this year.
- Will the current applicants have to re-apply since we are revising the guidelines? No, they will stay in order and evaluated under new guidelines.
- Will the funds roll from fall to spring if there is some left? Yes.
- Can a person only apply one time per year? A person could apply more than one time, but not exceed the $250 limit per semester.
- Should there be a system in place to promote the funds and help more people be able to use them, so the same people aren’t using them every year?

Crystal then asked the group to agree by a show of hands for each criteria proposed for utilization of Professional Development Funds. The proposed criteria that voted ‘yes’ by majority will show on an official ballot to be voted on at the next meeting:

- Half of the funding will be allocated in the fall and half in the spring; majority voted yes.
- Employees can only use $250 per semester instead of full $500. Each person still has a $500 yearly limit; majority voted yes.
Criteria for approved courses should be added to the application: funds used for college courses must be used for degree seeking credit. Funds used for workshops and conferences must be professional growth opportunities, applicable to applicants work growth/profession; majority voted yes.

The request form will require verification of enrollment or proof of registration for educational courses; majority voted yes.

There will be requirements for follow-up from the professional after funds are used—ie: present to group or write a summary of what the money was used for; majority voted yes.

First come first served. However, $1000 will be prioritized, but not limited to, for Support Staff Senate; majority voted yes.

A portion of the funds may be held back, by vote, yearly to be applied toward a campus-wide speaker; majority voted yes.

Fall Applications will open on August 1 (after the budget has been posted), Spring Applications will open December 1; majority voted yes.

XIII. Correspondence – the group shared correspondence requests; Crystal and Amy will follow thru with these requests.

XIV. Announcements/Open Forum – there will be a sign-up coming for desserts for PSC’s birthday party held in the Student Center.

XV. Adjournment – 9:03 a.m.

Next meeting: Friday, September 6, 2019 – CATS Conference Room