

Support Staff Council Minutes

August 19th, 2021 2:00 pm

Location: Room 112, Learning Resource Center

Officers:

Tracy Henry, President, Provost Office
Roxanne Kitzman, Vice President- Technology
Renee Leydet, Treasurer- Provost Office
Rachel McCullough, Secretary- AVP/Dean's Office- Jasper

Dr. Chuck Johnson, President
Dr. Laura Treanor, Provost

Attendees:

Erica Heath- Intern Plus
Rowena Jubay- Project Excel
Hannah Kissel- Nursing

Breeanna McKinnon- English
Stephen Mohn- Bowling Center
Ann Oeding- CTIM- Jasper
Taletha Provines- Social Science/Performing Arts
Becca Sinclair- Nursing/Humanities/Social Science- Jasper
Ashley Tewell- President's Office
Sara Uebelhor- Admissions/Bus/IT/Public Service- Jasper
Jennifer Underhill- Humanities
Ruth Vandermark-Project Excel
Kathy Williams- Curriculum Office

Guest Speakers:

Michael Morrison-Director- Procurement/Risk Mgmt
Charla Gilbert-Director- Library Services

Call to Order

SSC President Henry called the meeting to order at 2:00 pm. The August 19th meeting was conducted by Zoom in room 112 of the Learning Resource Center.

Welcome and Introduction of New Officers

The new Support Staff Council Officers were introduced. Those serving as officers are Tracy Henry as President with Roxie Kitzman as Vice President. Rachel McCullough will serve as Secretary with Renee Leydet continuing as the Treasurer.

Approval of Minutes

The June meeting minutes were unanimously approved.

Approval of Treasure Report

The June Treasure report was unanimously approved.

University President's Report

Dr. Johnson welcomed everyone to the Fall 2021 Semester. He gave an update about the Covid situation at the University. VU's plan is to stay in person for the semester unless circumstances become dire. Dr. Johnson encourage employees to get vaccinated. He appreciates all the work everyone does and thanks everyone for what they do to help students be successful. Dr. Johnson also thanked those who help keep our campuses, students and community safe during these times.

University Provost's Report

Dr. Treanor also welcomed the group to the semester by mentioning how crazy these weeks leading up to the start has been. The town hall held earlier in the week had great attendance and very good questions. The professional development sessions were well attended. There will be a refresher session in Simple Syllabus for faculty and secretaries. The streamlining of course outcomes is a on going process and she thanked the hard work done on getting those imported into Simple Syllabus.

Special Guests

- Michael Morrison, Director of Procurement and Risk introduced himself and gave a short information presentation on the P-Card. The P-Cards have replaced University credit cards and are from JP Morgan. Clarissa Cornelius is who one should contact with P-Card questions.
- The second guest speaker is Charla Gilbert and she will be talking about the Learning Resource Center. Charla is the Director of Library Services at Vincennes University and is very excited about the newly renovated building. There are many services located at the LRC for students and staff. They include the following library services, tutoring, group study rooms, meeting rooms, and virtual reality rooms. Please stop by and see what is in the LRC.

Old Business/New Business

- There is money available for support staff professional development that is related to your job. There is a form to fill out and submit. The form will be submitted to the professional development committee who will decide to approve to deny request. The professional development committee does need volunteers who are willing to serve on it.
- President Henry asked for a Support Staff Council Member to serve in the President's Advisory Committee. Roxie Kitzman is serving as the SSC Officer Member. Taletha Provines agreed to represent the Support Staff Council on the committee.

Veteran's Day

The Veterans' Day Program was next in the committee's discussion. The Support Staff Council conducts the program for the University. We will need to start planning for the November 9th date. Jasper recognizes staff, faculty and students who have served their country too. The Veterans' Day event will probably be by Zoom due to current situation. The members who stepped up to help are Rowena Jubay, Erica Heath, Ashley Tewell and Taletha Provines. Two things that need to be taken care of first is the reservation of the Auditorium and reaching out to Nicole Carie at the University television and radio stations. Ms. Leydet said many hands make light work, so more volunteers are needed to make this a successful event again.

Fundraiser

The fundraiser was talked about next. On October 24th we will be having a painting party starting at 3:00 pm at the Green Activities Center. We hoping to paint different Fall items and this will be open to the public. We will be selling tickets. Rachel will be bringing a van over from Jasper to participate. We will need helpers along with participants for the event.

Questions or Comments

- The SSC survey that was sent out is closed now. The data collected from the survey will be gone over by the council officers. We hope to gain some information to entice new members and make the council more successful in serving the University's Support Staff.
- President Henry explained the Council's plan to meet at different locations on campus and have informative speakers each month. We will remotely be visiting Jasper Campus and the ATC in Indianapolis in the next year. The meetings will be recorded and available for review on the SSC website. The outdated website is currently under construction with new ideas and information. We hope to have that up and running soon.
- President Henry thanked everyone for attending and was impressed with the number that answered the survey and attended the meeting. She also wanted people to know their work does not go unnoticed by the Provost and that she appreciates everyone's hard work.

Next Meeting

Next Support Staff Council meeting, will be held September 17, 2021

Meeting was adjourned since there were no further questions or comments.

Submitted: Rachel McCullough, Recorder, Support Staff Council