

Support Staff Council Minutes

November 18, 2021 2:00 pm

Location: Technology Bldg-Rm A107

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

Sarah Mayhall- SEM
Ann Oeding- CTIM- Jasper
Taletha Provines- Social Science/Performing Arts
Becca Sinclair- Humanities/ Social Science/ Nursing- Jasper
Ashley Tewell- President's Office
Jennifer Underhill- Humanities
Ruth Vandermark-Project Excel

Attendees:

Terry Andry-Front Office-Jasper
Kendra Copler- Front Office- Jasper
Erica Heath- Intern Plus
Elizabeth Hutchison- Parent and Family Services
Rowena Jubay- Project Excel

Guest Speakers:

Ryan Barbould, Admissions
Kenlee Rumer, IT
Phyllis Richardson

Call to Order

SSC President Henry called the meeting to order around 2:00 pm. The meeting was held at the Technology Building in room A107.

University President's Report

- President Johnson informed the group that HLC was on the Vincennes Campus and this would give some feedback to prepare for the more comprehensive review in about a year and three months.
- The DEI council will meet again at the end of the month. The sub committees are working on professional development for the Spring semester. VU is looking for ways to the Multicultural Affairs position and Student Affairs. Ryan Barbould of Admission is focusing on diversity recruitment.
- The Lilly Endowment has put another call for grants, these grants will be for Indiana youth on college campuses. The grant would allow colleges to build on or develop programs that bring kindergarten through high school students on campus. Indiana has seen a decline in going to college rate among high school graduates. With this smaller pool this has affected Admissions greatly at Vincennes University.
- On December 4th Vincennes University will be having in person commencements since the pandemic started. There will be two ceremonies so graduates and their families can be socially distanced.

University Provost's Report

No Provost Report

Approval of Minutes Report

The October meeting minutes were unanimously approved.

Approval of Treasure Report

The was no October Treasure report.

Admissions Overview Presentation- Ryan Barbauld Director

- Director Ryan Barbauld introduced himself and gave brief history. He has currently been in the Director position for 5 months but has previously worked in VU admissions during 2007 to 2010 years.
- Admissions is charge with all recruitment, all outreach efforts and just getting prospective students excited about applying and enrolling in Vincennes University.
- Admissions is building on their small team by hiring two counselors and two assistant directors.
- New hires will focus on recruiting for the Bachelor degree programs or diversity in our recruitment efforts.
- Admissions main goal is to be a center to educate potential students and parents on applying to college, cost, financial aid, and other details.
- The pandemic has been a challenging time but the team has worked very hard to conduct zoom visits and off campus visits when possible.
- Campus visits can be made schedule Monday through Friday 9:30 or 1:30. They are looking for students to hire to be tour guides.
- Slate has been launched which provides a user-friendly application and will be more efficient for many departments to use.

Professional Development-Phyllis Richardson

Phyllis Richardson gave a demonstration of a craft. The craft was a Rustic twig letter that could be hung on the door. Phyllis had collected twigs from her front yard and had a large MDF letter. She then demonstrated how to trim and attached the twigs to the letter. She then presented a completed project and made other suggestions on how to change it from season to season. She also had a letter P decorated with buttons and sewing gadgets. For children she suggested Legos and pom poms to decorate the letters. Children could join in the crafting. A hand out is available on the craft with details.

Gmail (mini-sesh) Kenlee Rumer (IT)

Kenlee Rumer of the Information Technology department gave a mini session on Google Mail filters and how to use them to clean up your inbox.

Committee Reports:

Faculty Senate- Kathy Williams

No report

Professional Staff Congress- Rachel McCullough

- The Congress will be sending out surveys to gather information from Professional Staff on what they want to addressed.
- They also discussed how hard it is to attend professional development the week before classes start.
- They have 16 boxes over the Vincennes campus to collect donations for Sandy's Pantry.

Faculty Senate Rep- Penny Kirk

President Henry read some notes from Penny Kirk.

- There will be Lilly teaching conference available to instructors. The Peer to Peer syllabus review session will continue.

- Finance budget review committee said the no plans to cut.
- Faculty Affairs are still working on the complaint process.

President's Advisory- Roxie Kitzman and Ashley Tewell

No report

SSC Officers Action Item Update

The job description project is continuing with the collecting of them from all over the campuses. Roxie Kitzman and Taletha Provines will be collecting the Vincennes Campus' while Becca Sinclair handles Jasper.

Old Business/New Business

Big thank you to all who helped with 2021 Veteran's Day Program.

Becca Sinclair and the committee will be meeting to discuss fundraising for the Spring. If you would like to join that committee, please let Tracy Henry know.

Next Meeting

Next Support Staff Council meeting, will be held December 16th at 2:00 pm and will be by Zoom since we will be visiting the ATC in Indianapolis.

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

Submitted: Rachel McCullough, Recorder, Support Staff Council