

Support Staff Council Minutes

October 21, 2021 2:00 pm

Location: Health Science & Human Performance Bldg-Rm 106

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:

Terry Andry-Front Office-Jasper
Erica Heath- Intern Plus
Rowena Jubay- Project Excel

Hannah Kissel- HSHP

Call to Order

SSC President Henry called the meeting to order at 2:00 pm. The meeting location was the Health Science and Human Performance Building Room 106 with some attendees joining by Zoom.

University President's Report

No President's Report

University Provost's Report

Dr. Treanor said that enrollment was slightly up. She had several dates and events to remind the group of:

- Simple Syllabus Refresher Session on Oct 28th. The session will also present two new features of the program. The event will be recorded and available for viewing.
- CircleIn Refresher- Oct. 22nd, 11:00-11:30 am and Oct. 27th, 4-4:30 pm. 1,250 VU students have downloaded the app to use and that is 33% of student population.
- The University is getting ready to conduct the revised and broader review program process. Health Sciences and Human Performance will be the first program reviewed.
- Leadership -Lunch and Learn Session on Nov. 2nd, 11 am-12 pm. There will be another Leadership-Lunch and Learn on Dec. 7th. There was a survey that went out from Dr. Treanor asking for ideas on what kind of areas in leadership you would like workshops on. Please be sure to answer the survey.

Approval of Minutes Report

The September meeting minutes were unanimously approved.

Approval of Treasure Report

There was no September Treasure.

Host/Building Presentation- Dean Michelle Cummins

Dean Cummins gave a brief introduction on the Health Sciences and Human Performance Programs. Several of the programs require a separate application from the University's Admission form.

Sarah Mayhall- SEM
Breeanna McKinnon- English
Ann Oeding- CTIM- Jasper
Taletha Provines- Social Science/Performing Arts
Becca Sinclair- Humanities/ Social Science/ Nursing- Jasper
Ashley Tewell- President's Office
Sara Uebelhor- Admissions/Bus/IT/Public Service- Jasper
Ruth Vandermark-Project Excel
Kathy Williams- Curriculum Office
Robyn Wyatt-Early College

Guest Speakers:

Michelle Cummins, Dean of Health Science/Human Performance
Kenlee Rumer, IT

- Funeral Services Education- Is a 5-semester program and is currently in high demand. This has nearly a 100% job placement rate.
- Health Information Management- Is the Administration side of Healthcare
- Pharmacy Technology- Is another program that has high number of jobs available. The state's Next Level Jobs will help pay for these classes to become a pharmacy tech.
- Physical Therapist Assistant and Surgical Tech- These programs are 5 semesters long and have a lot of lab hours included in the education.

The Nursing Section of the department has several programs.

- Health Care Professional Pre-Nursing- CNA Track Certificate
- RN to BSN Completion- this program is conducted on line for RNs to receive their Bachelors.
- ASN Completion Concentration for Licensed Practical Nurses- this is for PNs who want to become RNs
- Associate of Science- 2-year program to become a Registered Nurse
- Practical- 3 semesters long

Human Performance programs

- Human Performance has Physical Education Concentration
- Kinesiology Sport and Concentration A.S. Transfer

Professional Development- Kenlee Rumer (IT)

Kenlee Rumer of the Information Technology department gave a session on Google Docs tips and tricks. These were the topics covered during the session:

- How to save a Google Doc as a Word document or PDF file.
- Opening Word Documents in Google Docs.
- Sharing Google documents with others. Setting viewing, editing and commenting access on shared documents.

Committee Reports:

Faculty Senate- Kathy Williams

No report

Professional Staff Congress- Rachel McCullough

The October meeting had a professional development from Jennifer Kramer from the Student Success Center. They will be having a food drive for Sandy's Pantry. They are looking for volunteers for the PSC Promotion Committee.

Faculty Senate Rep- Penny Kirk

Dr. Treanor informed the group the Faculty Senate that the Welsh Administration Building will be the next to be renovated. There was discussion on the new DEI committee and new website work. President Johnson was asked where he was in the process for the faculty salary study. It had not yet begun but is a priority to have completed by the end of the school year.

President's Advisory- Roxie Kitzman and Taletha Provines-

They came up with ideas to work on such as updating campus processes, forms and their locations for staff and students. A survey will be sent out to gather information from the university community.

SSC Officers Action Item Update

With information gathered from the surveys, the SSC officers have decided to see what we can do to get job titles and descriptions updated. We are working with HR to gather the current titles and descriptions. This will be a long process and we will update in future meetings.

Old Business/New Business

- The painting party was cancelled due low interest. We will plan for a Spring fundraiser. Becca Sinclair commented on the cost being high. After discussion she will work on ideas for a spring fundraiser.
- The Veteran's Day Program plans are close to being complete. Speakers, music and videos will part of the program.

All meeting attendees agreed to ask Kenlee Rumer to come back and conduct other Google presentations.

Next Meeting

Next Support Staff Council meeting, will be held November 18th at 2:00 pm in Governor's Hall with the room to be announced.

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

Submitted: Rachel McCullough, Recorder, Support Staff Council