

# Support Staff Council Minutes

September 16, 2021 2:00 pm

Location: Humanities- B108

## 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  
Vickie Burgess-Distance Education  
Erica Heath- Intern Plus  
Rowena Jubay- Project Excel  
Hannah Kissel- HSHP

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

## Guest Speakers:

Dr. Joan Puckett, Dean of Humanities  
Annie Garner, Director of Student Activities

## Call to Order

SSC President Henry called the meeting to order at 2:00 pm. The meeting location was the Shircliff Humanities Center in room B108.

## University President's Report

Dr. Johnson said masks are still required on campus for students and employees. The plan is for classes to continue to meet in person and limit the size of events. The Tracing Team is working on how to differentiate between vaccinated and non-vaccinated people. This determines if or how long someone needs to be quarantined. Currently there is a member of the staff who is very ill and was not vaccinated. Enrollment continues to be the biggest challenge for the campus. Vincennes has seen a significant drop in enrollment, Jasper is down a little and other locations are flat. Distance Education has strong numbers. He asked if there were any questions. Someone asked if it will be mandated for students to be vaccinated. He does not think it will become a mandate for VU students.

## University Provost's Report

Dr. Treanor talked about the high number of volunteers for DEI committees. The volunteers who have been chosen will be notified soon by their committees. The Provost has asked the college deans to be conservative on the number of class sections being offered for Spring 2022. She feels we should be financial stewards in what we offer and to make sure we are offering classes in a way that makes sense for our students. She briefly talked about the success of the CircleIn app for students. Over 29% of Fall students have signed up for it. The app offers social connection and incentives to increase students' success. She concluded her report by opening up for questions. Kathy Williams informed the group the Spring schedule had rolled over and had been sent to college secretaries. Sections can be marked closed and opened if necessary when enrollment increases. Kathy asks secretaries to delete all unused sections after registration.

## Approval of Minutes Report

The August meeting minutes were unanimously approved.

### **Approval of Treasure Report**

The August Treasure report was unanimously approved.

### **Host/Building Presentation- Dean Joan Puckett**

Dean Puckett informed the group that the College of Humanities building has been renovated but still has some projects going on. She hopes they will be done by the end of December. The renovation has opened up the lobby and has given students more study, work and charging spaces. The College of Humanities offers a variety of programs. They have General Studies degrees and a certificate plus the Indiana College Core CG. The American Sign Languages and Deaf Studies are taught at the Indiana Deaf School. The Art Programs offer transferable credit and a degree to go right into the workforce. The English Programs are transferable to 4-year colleges with the EAL being for international students. Family and Consumer Services mostly prepare students for the workforce but some do transfer into a 4-year college. The Philosophy Program has concentrations in religious studies. Languages offered from VU are German, Spanish, Japanese and French with conversational Chinese and Persian.

Dean Puckett said the building also houses the Writing Center, Skills Center and the Gallery.

### **Professional Development- Annie Garner (Director- Student Activities)**

Ms. Garner gave a look at what she and student activities do and have on campus. She advises Student Organizations, Student Clubs and does event planning. VU has 3 different kinds of clubs that are based on majors, hobbies and then there are private clubs. Ms. Garner also shared the procedure for students to start a campus club. She handles large and small-scale events such as Parent and Family weekend, Blazerpolooza, performers on campus and Free Movie nights. Upcoming events for the Parent and Family weekend will include Joe and Nic's VCR party, the Tube Race and Cornhole tournament. Also, for Hispanic Heritage month a free presentation of the movie In the Heights. She can be reached by phone at 812-888-4216. Please let students know they can follow on social media to get the updates on campus events.

### **Survey Findings and Actions to be Taken**

The survey results were analyzed and the following topics were chosen to be addressed; title changes, salary, and natural progression/promotion/tiered jobs. The SSC officers are scheduling a meeting with Regina McCord-Fithian, Director of Human Resources to discuss these. A questionnaire will be coming out to gather more specific information on these topics. This questionnaire will be anonymous so please answer truthfully. Paper copies will be available for the support staff in the Physical Plant.

### **Old Business/New Business**

The Painting Party Fundraiser is still on for October 24<sup>th</sup>, 3 to 5 pm at the Green Center. There is a limited capacity for the event. Prepayment is required and due Friday, Oct. 15<sup>th</sup>. The event is open to the public and we will have refreshments.

The Veteran's Day Event is coming together. If anyone would like to help, please let us know.

President Henry asked for volunteers for the following committees: Faculty Senate and Professional Staff Congress. Kathy Williams volunteered for the Senate and Rachel McCullough was the PSC volunteer.

No report from the President' Advisory Committee

Penny Kirk is the liaison from the Faculty Senate and Renee Leydet read her report. Faculty Senate is excited

about opening communication between the two committees. Blackboard and Proctorio are working again per Bob Whisler. They are working on a complaint policy and looking at office hours.

**Next Meeting**

Next Support Staff Council meeting will be held October 21, 2021 in the Health Science and Human Performance Building, Room 106.

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

Submitted: Rachel McCullough, Recorder, Support Staff Council