

Professional Staff Advisory Committee Meeting Minutes

Monday, October 21, 2024

In Person Leigh Hall 214 & virtual

In Person present: Dale Adams, Scott Campbell, Helen Dauka, Erin Liggett, Nate Meeker, Jeanette Montgomery, Melissa Olson, Kim Proctor, Dan Reichert, Mary Rossett, Tiffany Schimdt, Marc Smith, Caroline Tuesday, Eric Veigel, Sonya Wagner

Virtually present: Kelly Bialek, Scott Roberts

Absent: Sarah Hoge

1. Call to Order
 - a. Melissa Olson, chair, opened the meeting at 3:37pm
2. Approval of Agenda
 - a. (Motion) Nate Meeker (Second) Helen Dauka
3. Approval of September Minutes- with spelling corrections of Erin Liggett's last name
 - a. (Motion) Carrie Tuesday (Second) Helen Dauka
4. Chair Updates- Melissa- UC Committee updates- Kim Proctor is joining us as the President's recommendation. All at large committee positions have been filled. PSAC website is updated and Melissa is auditing the full website to ensure accuracy. Also updated list-serves with current professional staff and that will be updated on a monthly basis. There is also a list-serv with all of PSAC committee members. Please notify Melissa if anything changes in your PSAC status.
5. Vice-Chair Updates- Sonya- No new report.
6. Financial Report- Nate- Let's think of some ideas for professional development. We do not have much money in the budget but we can ask for money.
7. UC Committee Updates
 - a. UC- (Nate Meeker) Got the finance report, and numbers are about 10 million dollars better than expected, but still need to cut in the next few years. Enrollment down slightly but revenue better because of how scholarships were reworked. Details in how the finances will be changed/impacted are not available.
 - b. Budget & Finance (Kelly Bialek)- Met 9/26 and will meet this Thursday. Planned to meet every 2 weeks. Budget gap will be approx. 8-10 million. Topics might include fee remission- how much does it cost/benefit (not for employees but other programs,) way that scholarships are discounted, private donors' funds being used for specific purposes, etc. Questions always welcome.
 - c. Communications- (Tiffany Schmidt) – We are a committee; meeting tomorrow.
 - d. Information Technology (Scott Roberts)- No report- will follow up with any updates
 - e. Institutional Advancement (Mary Rossett)- Roovember donations (also in Digest), new Engagement Center opened September 6th and is staffed by 11 students and their job is to do outreach for events and get donations from donors. Next big push for donations will be Giving Tuesday on December 3rd.
 - f. Physical Environment (Melissa Olson)- Ongoing projects, still having issues with heat in some buildings but heat is about to be turned on. Late Spring the center

campus projects will be started. The Polsky plan is being reexamined and approved in Spring, and then will be hopefully finished in 3 years. Elevator project is continuing. 4-5 parties interested in pursuing Quaker Square sale. Parking lot near bread factory has been sold and will no longer be UA property. Rec Center roof is an ongoing project. Feel free to email Melissa about ongoing issues. Will see if Steve can speak at PSAC about campus beautification project this winter.

- g. Recreation & Wellness (Erin Liggett)- No report, but updates to follow.
 - h. Student Engagement & Success (Eric Veigel)- Need to get faculty to use grade book. Continue to work with Zip Assist to make sure updates are happening with the contact list and that it is available via BrightSpace.
 - i. HR (Jeanette Montgomery)- No report, but updates to follow.
8. Other Updates
- a. Melissa- Coffee and cookies on 10/30 and 10/31 with the President. Melissa will send out to the List Serv and it will also be in the Digest.
 - b. Eric- Healthy Mind survey launches today. Separate link for students and faculty/staff. You can win a gift card by completing. Check your email.
 - c. Sonya- Mileage process is changing. No new process in effect yet.
 - d. Melissa- If you cannot make it to your committee please reach out to the at-large member to get the updates.
9. New Business
10. Comments and Announcements
- a. Melissa- NEXT Conference is November 1st. Everyone invited to AI in Education topics.
 - b. Next meeting is Monday, November 18th in LH214
 - c. Jeanette- Jack O' Lantern Jubilee is Wednesday at Wayne from 11-1:30.
 - d. Tiffany- Boo in the Roo is at EJ on 10/31!
 - e. Mary- Military Services dinner on 11/2 and tickets are on sale. Raising money for a local veteran charity.
 - f. Erin-Etiquette brunch coming up on November 8th. Students should RSVP by 11/1.
11. Adjournment
- a. Melissa Olson, Chair adjourned the meeting at 4:14pm
 - b. (Motion) Eric Veigel (second) Mary Rossett