UNCLASSIFIED PROFESSIONAL SENATE
MEETING AGENDA
Wednesday, October 2, 2019; 2:00 p.m.
Meadowlark Room, OSC

I. Call to Order with Introductions and Roll Call

II. Approval of Minutes (attached)

III. Guest Speaker- Dr. Scott

IV. Ex-officio Member Reports
   a. Student Senate
   b. University Support Staff Senate
   c. Faculty Senate
   d. President’s Council Liaison

V. Executive Committee Reports
   a. President- Brad Stefanoni
   b. Past President- Lindell Haverstic
   c. President Elect- Dr. Jason Kegler
   d. Secretary- Stephanie Swezey
   e. Treasurer- Tim Padgett

VI. Committee Reports
   a. Parking Committee
   b. Strategic Planning Council
   c. University Critical Incident & Crisis Response Team- Brad Stefanoni

VII. Committee Chairs and Volunteers
   a. Campus Safety & Security Task Force
   b. Elections Committee-
      a. By-Laws Committee-
      b. Professional Development Committee-
      c. Division Representatives to UPS Executive Committee
      d. Communication Committee volunteer to work w/ Secretary and digital media

VIII. Old Business
   a.

IX. New Business
   a.

X. Good of the Order
   a.

XI. Adjournment- Next meeting is November 6: 2:00-3:00, Meadowlark Room-OSC
UNCLASSIFIED PROFESSIONAL SENATE  
MEETING MINUTES  
Wednesday, September 4, 2019 2:00 p.m. Meadowlark Room, OSC

Attendance

UPS Senators in attendance: Brenda Hawkins, Tammy Higgins, B.B. Stotts, Lynn Murray, Greg Murray, Jamie Oliver, Taylor Gravett, Brad Stefanoni, Jason Kegler, Taylor Panczer, Tracy Holzem, Andra Stefanoni, Amanda Williams, Tim Padgett, Mary Jo Meier, Stephanie Swezey, Katie George

Ex-officio members in attendance: Seth George-SGA President, Kevin Bracker-Faculty Senate President, Terry Pierce-USS President

Guests in attendance: none

I. Call to Order with Introductions and Roll Call

Meeting called to order by Brad Stefanoni at 2:00 p.m.
Everyone in attendance introduced themselves and the office/department they work in.

II. Approval of Minutes (attached)

Tracy Holzem made a motion that the minutes from the May 1, 2019 UPS meeting be approved. Lynn Murray seconded the motion. The motion passed.

III. Guest Speaker- no guest speaker for Sep. 2019

Dr. Howard Smith with be the guest speaker at the October meeting

IV. Ex-officio Member Reports
   a. Student Senate

SGA President, Seth George, reported that there were 12 vacancies coming into this academic year. They had outstanding freshmen involvement and are filling all vacancies this week.

   b. University Support Staff Senate

USS President, Terry Pierce, reported that the first USS meeting will take place on September 11th.

   c. Faculty Senate

Faculty Senate President, Kevin Bracker, reported that the first Faculty Senate meeting will take place in a couple of weeks.

   d. President’s Council Liaison

Dr. Erwin was not in attendance. Jason Kegler reported that President’s Council did not meet this week and there is nothing new to report.
V. Executive Committee Reports
   a. President- Brad Stefanoni

Brad thanked the senate for letting him serve as president this year and encouraged them to let him or any member of the Executive Council know if they have any questions or concerns.

   b. Past President- Lindell Haverstic

   Not in attendance due to a meeting in Topeka.

   c. President Elect- Dr. Jason Kegler

Jason expressed that he is looking forward to continuing the mission of UPS as he serves as President Elect this year and President next year.

   d. Secretary- Stephanie Swezey

   Nothing to report

   e. Treasurer- Tim Padgett

The general operating account has a balance of $1497.89. We spent $0.75 to buy paper to make nametags this year.

The foundation account has a balance of $2400. One professional development scholarship was approved in the last Executive Council meeting. That scholarship will likely be paid out within the next month.

VI. Committee Reports

   a. Parking Committee

Brad asked for one volunteer to serve on the Parking Committee. Jason Kegler explained the committee reviews legitimate parking ticket appeals and make a determination to approve or deny them. He reported that there were probably less than 10 appeals last year. The committee would also address any potential changed to university parking policies.

   Tammy Higgins volunteered to serve.

   b. Strategic Planning Council-Erin Sullivan

Erin was not in attendance but emailed Brad prior to the meeting to say there is nothing to report.

   c. University Critical Incident & Crisis Response Team- Brad Stefanoni

As UPS President, Brad Stefanoni serves on this committee. The committee meets on an as needed basis. They have not met this Academic Year.

VII. Committee Chairs and Volunteers

   a. Campus Safety & Security Task Force- Stephanie Swezey

Nothing to report. The committee has not met for several months.
b. Elections Committee

B.B. Stotts is the only returning member of this committee. She explained the committee does the majority of their work in the spring during when the election for UPS senators takes place. They work with HR to determine how many senators are needed from each division. They met as a committee twice last year.

Brad asked for two volunteers. Mary Jo Meier and Lynn Murray volunteered to serve on the committee.

a. By-Laws Committee

Brad explained this committee reviews the UPS By-Laws and brings an recommended changes forward to UPS as needed. It was mentioned that the by-laws were reviewed extensively in 16-17 and changes were made. At this point we don’t anticipate a need for another in-depth review of the by-laws.

Brad asked for volunteers, no volunteers came forward. Brad will seek out committee members.

b. Professional Development Committee-Tim Padgett

As Treasurer, Tim Padgett chairs this committee. Greg Murray reached out to Brad prior to the meeting to volunteer for the committee.

Brad asked for one more volunteer. Taylor Panczer volunteered.

c. Division Representatives to UPS Executive Committee

Brad asked for one Division Representative from Academic Affairs and one from President’s Office. B.B. Stotts reported that Division Representatives sit on the UPS Executive Council.

Tammy Higgins volunteered to represent Academic Affairs.

Tracy Holzem volunteered to represent the President’s Office.

d. Communication Committee-Stephanie Swezey

As Secretary, Stephanie Swezey chairs this committee. The committee keeps the UPS website up to date and handles communications to the UPS senators.

Brad asked for two volunteers. Andra Stefanoni and Katie George volunteered.

VIII. Old Business

As this is the first meeting of the year, there is no old business.

IX. New Business

a. UPS Logo on UPS website

Stephanie added a UPS logo to the UPS website but mentioned that if it is decided ot use the logo, she will reach out to University Marketing and Communications to create an official version as the splitface currently being used is somewhat blurry.
Brad asked for opinions on using the logo. Andra Stefanoni mentioned that it meets the PSU Branding guidelines. Brad asked for a motion to use the logo on the website moving forward. Lynn Murray motioned to use the logo. Katie George seconded the motion. The motion carried.

b. **Recommendations for Feb-May guest speakers**

Brad has scheduled the guest speaker for October-Howard Smith. He is in the process of scheduling guest speakers for November and December. He has reached out to Jaime Dalton to see if President Scott would like to be the guest speaker for the January Meeting. That meeting has not been scheduled yet. The meeting will be planned around President Scott’s schedule.

Brad asked the senators to submit recommendations for future guest speakers to him or other members of the Executive Council.

X. **Good of the Order**

Brad asked for any discussion topics for the “good of the order”. No comments.

XI. **Adjournment**

Jamie Oliver motioned to adjourn the meeting. Andra Stefanoni seconded the motion. Brad adjourned the meeting at 2:28 p.m.