

Professional and Scientific Staff Council**DRAFT**Divisions

AA – Academic Affairs
 AT – At Large
 FO – Finance & Operations
 PD – President’s Division
 SA – Student Affairs
 UA – University Advancement

Meeting No. 494515
 Date of Meeting: August 13, 2020
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:08PM

<u>Members of the Council in Attendance</u>			
X	Rachael Bair, Advancement - 34718 - UA	X	Stephanie Rojas, Study Abroad - 32804 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD	X	Patrick Sedlacek, IT – 33060 - AA
X	Cristy Freeburg, Business Operations – 37602 - FO	X	Heidi Seegers, COE Student Advising – 32486 - AA
X	Farah Kashef, IT - 37766 - AA	X	Jenna Petersen, Student Wellness Services – 32137 AT
X	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	Paula VanZee, Study Abroad - 37078 - AA
X	J.C. Last, IT - 33024 - AA	X	Jeff Van Gelder, Campus Supply - 32451 - FO
A	Kristy Leen, Recreation Services - 37167 - SA		
X	Chiquita Loveless, DI&SJ - 33040 - SA		
X	Nick Petersen, IT - 36970 - AA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Michael Hager	Melissa Engdahl	Amy Mayer	Brenda Biersner
Carolina Coronado-Park	Dacia Carter	Doreen Hayek	Gail Bunz
Janel Newman	Jeff Beneke	Jeff Keen	Jeffrey Ries
Jenny Becker	Jocelyn Moeller	Karla Whitney	Kelly Destival
Kristine Nemeec	Linda Nielsen	Linda Wilson	Malissa Martin
Mark Farley	Mark Jacobson	Rosemary Meany	Ryan Dupuy
Tim Jorgensen	Todd Parsons	Yayoi Teramoto	

I. Welcome

President J.C. Last called the meeting to order at 1:30 PM.

II. Approve Minutes

Minutes for the July meeting will be reviewed and approved at the September meeting.

III. Cabinet Report – Michael Hager

- a. All staff are encouraged to watch President Nook’s address. His message focused primary on two topics 1) COVID-19 and the University’s response and 2) Diversity, Equity & Inclusion. There is work to be done regarding graduation rates for Black students and with work satisfaction for staff of color.
- b. Schedule for spring semester is being discussed. There is a possibility the semester will start January 25, with no spring break and finish a week earlier than normal. Official decision has not been made yet.
- c. Flexibility with staff regarding scheduling and telework is continuing to be talked about. Employees should talk to their supervisor or HRS with questions.

- d. Enrollment looks encouraging and within contingency plans, but we won't know for sure until the census date.
- e. Move in has been going well with parents and students being compliant with wearing masks.

IV. HRS Report – Michelle Byers

- a. Thank you for participating in the staff virtual session. There is a link to the recorded meeting on the Forward Together webpage. Over 500 staff participated in the live session.
- b. The Forward Together web page continues to be updated. Keep checking for the latest information.
- c. Working with IT to implement a Qualtrics survey that will track a variety of things including symptoms, positive cases, and employees impacted by school or day care closures.

V. Committee Reports

- a. Employee Issues – Kristina Kofoot: Paula VanZee will co-chair this committee. Feel free to reach out to committee with any issues. Also, remember that EAP is a resource available to all staff.
- b. Communications –Stephanie Rojas: The committee met earlier this week and mapped out topics for newsletters. Send any ideas for virtual events or staff kudos to Stephanie.
- c. Employee Relations – Brooke Croshier-Sidebotham: Met last month and discussed the fall social. Looking at making this a virtual event and have sent proposed dates to the President. Send any other virtual event ideas to Brooke. NEI Foodbank event in January will most likely still occur due to the impact that event has on providing food to the community.
- d. Salary and Benefits – No update
- e. Policies and Procedures – Farah Kashef: Committee is meeting every month. If you are interested in joining the committee please contact Farah. A flowchart for how the policy creation/review process works has been created. A new step of including a review by the Diversity, Equity and Inclusion Advisory Committee has been added.

VI. Old Business – None

VII. New Business –

- a. JC requested a list be compiled of departments impacted by layoffs and/or reduced hours.
- b. A COVID-19 response team has been formed and JC will serve on this committee. The committee meets weekly.

VIII. Adjournment – Motion to adjourn was made by Brooke and seconded by Kristina. Meeting was adjourned at 2:08 PM.

Respectfully Submitted,
Melissa Engdahl
Human Resource Services