

## Professional and Scientific Staff Council

### Divisions

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

Meeting No. 494517  
 Date of Meeting: October 08, 2020  
 Place of Meeting: Zoom  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:45PM

<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	Paula VanZee, Study Abroad - 37078 - AA
X	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	Jeff Van Gelder, Campus Supply - 32451 - FO
X	J.C. Last, IT - 33024 - AA	X	Janel Newman, Dean of Students -AT
X	Kristy Leen, Recreation Services - 37167 - SA	X	Matt Gordon, IT - UA
X	Chiquita Loveless, DI&SJ - 33040 - SA	X	Nickole Dillard, Edu. Opportunity Cntr. - PD
X	Nick Petersen, IT - 36970 - AA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Beto Castrejon	Jeffrey Ries	Kyle Steinacher	Molly Taiber
Christopher Denison	Jenny Becker	Linda Nielsen	Paul Moes
Diego Saavedra	Jenny Leeper	Lisa Green	Pamela Musoke
Doreen Hayak	Jenny Lynes	Malissa Martin	Paul Huber
Gail Bunz	Joellen Hatchett	Rick Seeley	
Sarah Goblirsch	Karla Whitney	Melissa Engdahl	
Jeff Beneke	Kristin Moser	Michelle VanDorn	

### I. Welcome

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

### II. Guest Speaker

Kristin Moser, Director of Institutional Research & Effectiveness and Scott Peters, Department Head & Professor, Political Science provided council with an update on the Higher Learning Commission Review.

### III. Approve Minutes

Kristina Kofoot motioned to approve the previous meeting minutes as written, seconded by Brooke Croshier-Sidebotham

### IV. Cabinet Report – Michael Hager

- a) Senior Leadership received an update on the accreditation process. The University is up for our 10 year accreditation in March 2021.

- b) Gwenne Berry provided update on racial equity detours, comments that divert a meaningful conversation about racial issues.
- c) Enrollment forecasting model used for this past year was reviewed and preliminary conversations about the model for next year were stated.
- d) Will continue to review COVID-19 data on regular basis.
- e) Discussion about semester break will occur the week of October 12<sup>th</sup>, announcements to follow.

V.     HRS Report – Michelle Byers

- a. An Executive Order has been issued from the White House that goes into effect on 11/21/2020. Diversity, equity and inclusion training, including implicit bias training may have aspects considered not in compliance with the new order. Further interpretation is being sought, but the university is continuing all currently scheduled training in the meantime. More information will be forthcoming.
- b. Following consultation with Board leadership and the Board Office Executive Director, the regent's institutions will not be participating in the IRS optional payroll tax deferral program. It was determined that the deferral would create an undue burden on our employees since the deferred payroll taxes would need to be caught up in the first part of 2021.

VI.    Committee Reports

- a. Employee Issues – Kristina Kofoot: Looking into concerns between Faculty and Staff. Please contact Kristina Kofoot with any issues, and remember the EAP is available and encouraged during these stressful times.
- b. Communications –Stephanie Rojas: The October Newsletter scheduled to come out the week of October 12<sup>th</sup>. Issue will include added flu shot clinics.
- c. Employee Relations – Brooke Croshier-Sidebotham: Fall P&S Social, Coffee, Tea & Me will be held November 5<sup>th</sup> from 9:30-10:15 via zoom. Award winners will be announced at this time.
- d. Salary and Benefits – Additional dates for Flu Shot Clinics have been added. Catastrophic Leave is based on salary to salary conversion not hour to hour.
- e. Policies and Procedures – Farah Kashef: Policy 5.21 and 5.29 have been put on hiatus. Moving on to review and discuss policy 5.24.

VII.   Old Business – None

VIII.   New Business –

- a) Paula VanZee has been appointed Co-Chair of Employee Issues Committee.
- b) Will be meeting with HRS to discuss employee's who's hours have been reduced to 50% and what we can do to help these employees by looking for cross-over skills for hire.

IX.    Adjournment – Motion to adjourn was made by Farah Kashef and seconded by Janel Newman. Meeting was adjourned at 2:45 PM.

Katie Sires  
Human Resource Services