

Professional and Scientific Staff Council**FINAL**Divisions

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

Meeting No. 494518
 Date of Meeting: November 12, 2020
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:40PM

<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>			
Amy Dutton	Jeff Beneke	Kristine Nemece	Mike Holmes
Beth Kuehl	Jenny Becker	Linda Nielsen	Paul Moes
Brenda Biersner	Jenny Leeper	Lisa Wilson	Pamela Musoke
Brianna Walderbach	Joann Mulholland	Lisa Frush	Paul Huber
Carolina Coronado-Park	Kalyani Kannan	Malissa Martin	Rebecca Rinehart
Doreen Hayek	Karla Whitney	Melissa Engdahl	Ryan Dupuy
Heidi Patterson	Keyah Levy	Michelle VanDorn	Sarah Goblirsch

I. Welcome

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

II. Guest Speaker

Andrew Morse, Assistant to the President in Board and Governmental Relations, spoke to the council regarding how UNI is affected by President Trump’s “Executive Order on Combating Race and Sex Stereotyping”.

III. Approve Minutes

Farah Kashef motioned to approve the previous meeting minutes as written, seconded by Cristy Freeburg.

IV. Cabinet Report – Michael Hager

- a) At the beginning of spring semester, UNI is scheduled to present a new logo that is reflective of how our institution operates.

- b) Communications continue regarding COVID-19 related issues. Winter operations and reduced operations will expectantly help calm the spread of the virus.

V. HRS Report – Michelle Byers

- a. Open Enrollment season has started and will continue through Monday, November 30th. The only benefit requiring annual reenrollment is the Flex Spending. All benefits can be viewed/updated during Open Enrollment by visiting My Benefits Self-Service online.
- b. There has been an update to the Panther Health Survey, be sure to read all questions thoroughly, as questions could change as new guidelines are issued.
- c. Winter Operations will begin at the end of the business day on Friday, December 11th and will continue until business opening on Tuesday, January 19th. Offices are expected to shift to virtual operations and allow for teleworking, similar to summer 2020 operations, where feasible.
- d. Reduced Operations will be Thursday, December 24th through Sunday, January 3rd.

VI. Committee Reports

- a. Communications – Stephanie: Mapped out Social Media and Newsletter for November/December. This year will include ugly Christmas sweaters and will come out sometime in December. January/February newsletter will come out in February.
- b. Employee Issues –Paula VanZee: Spoke regarding guidance and suggestions on where P&S staff can go to find helpful resources for any issues they're facing. Any employee with an issue to report can contact Paula or any of the Employee Issues Committee. EAP is also available for employees to utilize when needed.
- c. Employee Relations – Brooke Croshier-Sidebotham: Fall P&S Social, Coffee, Tea & Me was held on November 5th via zoom. President Nook announced award winners for staff excellence. Congratulations to this year's award winners, Jenny Connolly, Trisha Becker, and Laurie Watje.
- d. Salary and Benefits – Matt Gordon: Met with Employee Issues Committee on the topic of sending out a new survey that would help identify where employees may be experiencing the most issues and what solutions are available.
- e. Policies and Procedures – Farah Kashef: Working with HRS on updating Policy 5.21. Policy 5.29 has been put on hiatus. Moving on to review and discuss policy 5.24.

VII. Old Business – JC presented council with partial updates on the letter of concerns brought to attention.

VIII. New Business –

- a) Veteran's Event "Ruck March" in support of Veteran suicides begins on Thursday, November 19th and will run through Thursday, November 26th. There will be an app available to log hours for all participants.

IX. Adjournment – Motion to adjourn was made by Brooke and seconded by Farah. Meeting was adjourned at 2:40 PM.

Katie Sires
Human Resource Services