

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. 524
 Date of Meeting: March 11, 2021
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: n/a

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

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Aaron Howard	Jenna Petersen	Michael Hager	Sarah Goblirsch
Annie Marple	Jenny Leeper	Michelle Byers	Sharon Hannasch
Brenda Biersner	Karla Whitney	Michelle Van Dorn	Stacy Robinson
Bruce Bowler	Kelly Destival	Molly Taiber	Susan Basye
Bryan Beardsley	Kristine Nemec	Nate Packer	Yayoi Teramoto
Christopher Denison	Linda Nielsen	Pamela Musoke	Yolanda Williams
Heidi Patterson	Linda Schroeder	Paul Huber	
Jeff Beneke	Linda Wilson	Paul Moes	
Jeffrey Ries	Melissa Engdahl	Ryan Dupuy (proxy)	

I. Welcome

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

II. Approve Minutes

Kristina Kofoot motioned to approve the previous meeting minutes as written, seconded by Farah Kashef.

III. Guest Speakers

Doug Shaw spoke about communications in the workplace using Zoom.

Paula Knudson and student Cole Passick spoke about the proposed student fee recommendations.

IV. President's Cabinet Report – Michael Hager

The volume of bills in the legislature is low right now. As a reminder, if you wish to contact the legislature, be sure to do it outside university hours and do not use university email. There will now be an in-person version of spring commencement available for graduates. Communications will be sent in the next 1-2 months for those wishing to participate in the new strategic plan planning process. The Student Health Clinic will be providing vaccinations to students, and also for faculty/staff and their households, starting at the end of April or early May. Students will be given top priority in the vaccination schedule.

V. HRS Report – Michelle Byers

A survey will be sent to the campus community soon regarding the interest of receiving COVID vaccinations on campus. P&S employees are in the process of entering last year's goals in PageUp, and then working on an assessment of how those goals were achieved. President Biden passed the American Rescue Plan Act – this may affect items such as unemployment benefits, COBRA subsidy, and UNI's current COVID leave policy. A recent meeting with Wellmark reported how the pandemic impacted last year's health claims. Prescription drug costs and utilization continue to rise – be sure to monitor your utilization of the different services available for prescription drugs, such as using generic and using the 90 day mail order when possible. Last year we saw a significant increase in telehealth visits and mental health visits, since they are now more accessible and people are becoming more comfortable using them. Employees are still able to change flexible spending allocations for 2021. The American Rescue Plan Act also calls for an increase in the amount of dependent care allocations, so any increases will be communicated. As employees are receiving the COVID vaccine, there should not be discriminatory behavior towards anyone who does not get the vaccine. Individuals may have valid reasons based on things like medical limitations and/or religious beliefs for why someone doesn't receive the vaccine.

VI. Committee Reports

- a. Communications – Stephanie: The newsletter will come out next week. Let Stephanie know of anything that should be included.
- b. Employee Issues – Kristina Kofoot/Paula VanZee: Paula and Kristina had a meeting with Annie Marple, the new Employee Relations Manager. Be sure to take advantage of the EAP program that is available. Fraud protection is free through Wellmark to protect your identity – it is free and easy to sign up. You must be enrolled in UNI's health insurance to be eligible for the program.
- c. Employee Relations – Brooke Croshier-Sidebotham: The P&S Spring Zoom Social will be April 8th from 9:00-9:45 AM. A link will be sent out closer to the event. Contact Brooke if you are

interested in helping volunteer with the food bank. Contact Chiquita if you are interested in laying flags at the Garden of Memories for Memorial Day for 3500 fallen soldiers. They will be laying flags on May 27th at 9:00 AM, and taking the flags back up on May 31st at noon.

- d. Policies and Procedures – Farah Kashef/Kelly Destival: DISJ is now an official part of the policy review process. Policy 5.20 is being reviewed. A screening tool is now being used to identify unnecessary language in policies, or items that do not effectively communicate UNI's values. Heidi Seegers has joined the committee.
- e. Salary and Benefits – Kristy Leen/Matt Gordon: A tip for using Doctor on Demand: put your kids' info in the app before using telehealth. EAP is available for anyone who is in need. A reminder that you can donate vacation time to employees who are in need if they are on catastrophic leave. The workload and responsibilities survey is in final stages, which is a collaboration of the Employee Issues and Salary & Benefits committees. The survey will be sent out on a Monday and will be open for two weeks.

VII. Old Business – None

VIII. New Business –

- a) Volunteers Needed – Memorial Day: already discussed.
- b) Election Update: There are currently 2 seats open in AA with 7 nominations; 1 seat open in F&O with 3 nominations; 1 seat open in SA with 1 nomination; and 1 seat open in UA with 1 nomination. The Council constitution states for election, there must be at least two candidates for each open seat. The nomination window is open until noon on March 12th, with elections to be held the week of March 29th – April 2nd.
- c) International Programs Update: It has been one year since we have had a travel ban due to COVID. Virtual study abroad programs were started immediately. All staff in this area were reduced to part time as of June 2020. This employee group is preparing a presentation to the Provost on the importance of these offices, and are asking to stay open and for employees to be put back to full time. If anyone would like to provide a statement of support, please send it to Paula VanZee and it will be included in the presentation. BOR has lifted the travel ban effective immediately, so employees are busy preparing for students to travel this fall and next year.
- d) Future of Work – Open Discussion: There was a discussion about the possibility of remote work remaining an option after returning back to campus. Benefits and challenges of working remotely were discussed.

IX. Adjournment – J.C. dismissed any attendees that needed to leave at 3:00 PM. The future of work discussion continued until 3:19 PM. There was not a quorum to officially adjourn the meeting.

Respectfully Submitted,
Jen Cole
Human Resource Services