

## 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. 528  
 Date of Meeting: July 8th, 2021  
 Place of Meeting: Zoom  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 3:02 PM

<u>Members of the Council in Attendance</u>			
<u>X</u>	Traci Buseman - FO	X	Rachel Bair – 34718 - UA
A	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD	X	Dan Breitbach – 37727 - UA
X	Cristy Freeburg, Business Operations – 37602 - AT	X	Heidi Seegers, COE Student Advising – 32486 - AA
<u>A</u>	Farah Kashef, IT - 37766 - PD	<u>X</u>	Paula VanZee, Study Abroad - 37078 - AA
A	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	Nickole Dillard, Edu. Opportunity Cntr. - PD
X	J.C. Last, IT - 33024 - AT	A	Janel Alleyne - 32332 - SA
X	Kristy Leen, Recreation Services - 37167 - SA	A	Rick Seeley – 37218 - PD
<u>A</u>	Carolina Coronado-Park – 32853 - AA		
<u>X</u>	Nick Petersen, IT - 36970 - AT		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Annie Marple	John Degroote	Malissa Martin	Todd Parsons
Amy Kliegl	Juan Hernandez	Matt Gordon	Yakira Sanders
Colene Sassmann	Kalyani Kannan	Michelle Van Dorn	Yayoi Teramoto
Doreen Hayek	Karla Whitney	Patrick Sedlacek	
Gail Bunz	Joann Mulholland	Paul Huber	
Heidi Patterson	Kristine Nemec	Paul Moes	
Jeff Beneke	Linda Wilson	Sharon Hannasch	
Jeff Van Gelder	Lindi Roelofse	Stacy Robinson	
Joellen Hatchett	Lisa Frush	Stephanie Rojas	

### I. Welcome

Vice President Nick Petersen called the meeting to order at 1:30 PM. Nick shared a welcome video recorded by new P&S Council President, Farah Kashef.

II. Approve Minutes

Daniel motioned to approve the previous meeting minutes as written, seconded by JC.

III. Guest Speakers

None

IV. President's Cabinet Report – Michael Hager

None

V. HRS Report – Michelle Byers

- a. Eligible P&S Staff received FY 22 salary increases effective July 1, 2021. Salary increases can be viewed in the Salary Rate Notification option under e-biz Employee Self Service. Or current salary and benefit values may be viewed under the Fringe Benefit Statement option in eBiz.
- b. Telework Task Force presented future recommendations to Senior Leadership in late June. August 15<sup>th</sup> will begin restart of formal telework policy with added resources for supervisors and employees. More communication and guidance to follow.
- c. UNI's Forward Together website will still be maintained and available for utilization on COVID-19 information and updates. Continue to use Panther Health Survey for any leave need related to COVID-19.

VI. Committee Reports

- a. Communications – Stephanie: Committee will be meeting next week to outline goals for 2022.
- b. Employee Issues – Paula VanZee: No new issues to report.
- c. Employee Relations – JC Last – Upcoming events to be held in person.
- d. Policies and Procedures – Heidi Seegers: Prepared policy 5.21 for council vote.
- e. Salary and Benefits – Matt Gordon– P&S Salary Increase letters sent out to employees.

VII. Old Business –

- a. President Farah nominated JC Last and Nick Petersen to fill open At Large seats, opening 2 seats in Academic Affairs.
- b. A motion to declare the following vacant seats by JC Last, seconded by Daniel Breitbach:
  - a. At Large – 1 vacant Seat
  - b. Academic Affairs – 2 vacant Seats
  - c. Finance & Operations – 1 Vacant Seat
  - d. Presidents Division – 1 Vacant Seat
- c. Policy 5.20 – Proposed final wording brought to council for vote on whether to send out to P&S employees, or if policy needs further review. Motion to approve moving policy forward to P&S employees by Daniel Breitbach, seconded by Kristy Leen.

VIII. New Business –

- a. All council members present at meeting introduced themselves.
- b. Overview of Council requirements.

- c. Overview of August council meeting format. This will be a hybrid meeting in Scholars Space to meet in person, but will also have availability of joining via Zoom. Motion to approve by Daniel Breitbach, seconded by Rachel Bair.

IX. Adjournment – Motion to adjourn at 3:02 motioned by JC Last, seconded by Paula VanZee.

Respectfully Submitted,  
Katie Sires  
Human Resource Services