

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. 529
 Date of Meeting: August 12, 2021
 Place of Meeting: Hybrid: Library 301 & Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:48 PM

<u>Members of the Council in Attendance</u>			
X	Janel Alleyne, Dean of Students - 32332 - SA	X	Rachel Bair, University Advancement – 34718 – UA
X	Dan Breitbach, Development & Foundation – 37727 - UA	X	Traci Buseman, Financial Accounting & Reporting Services - 34458 - FO
X	Carolina Coronado-Park, International Engagement 32853 – AA	P	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - PD	X	Cristy Freeburg, Continuing Ed – 37602 - AT
X	Farah Kashef, IT - 37766 - PD	X	Kristina Kofoot, Community Engagement- 34507 - AA
X	J.C. Last, IT - 33024 - AT	X	Kristy Leen, Recreation Services - 37167 - SA
X	Kelsey Lund, Facilities Management - 36250 - FO	X	Nick Petersen, IT - 36970 - AT
X	Rick Seeley, IT – 37218 – PD	A	Heidi Seegers, COE Student Advising – 32486 - AA
P	Paula VanZee, Study Abroad - 37078 - AA	X	Molly Taiber, Edu. Opportunity Cntr. – 34774 - AA
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<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Yolanda Williams	Todd Parsons	Brenda Biersner	Jeffrey Ries
Charity Eckhardt-Proxy	Kristine Nemec	Yayoi Teramoto	Gail Bunz
Paul Moes	Maggie Heretakis	Malissa Martin	Heidi Patterson
Cheryl Klahsen	Michelle Van Dorn	Kyle Steinacher-Proxy	Kelly Destival
Linda Nielsen	Melissa Engdahl	Stephanie Rojas	

I. Welcome

President Farah Kashef called the meeting to order at 1:30 PM.

II. Approve Minutes

J.C. motioned to approve the previous meeting minutes as written, seconded by Rick.

III. Guest Speaker

Yolanda Williams, Director Classic Upward Bound provided an overview of their program. The program has been at UNI since 1988 and currently serves 85 students. Two-thirds of those

students are low income and first generation students. They focus on getting students through high school and then to and through college.

IV. President's Cabinet Report – None

V. HRS Report – Michelle Byers

- a. The second telework update was sent last week. Current telework agreements expire on August 15. Agreements will need to be completed on the updated form. Telework agreements are limited to one year (must review the agreement each year).
- b. Interim changes have been made to the telework (4.26), weather/working conditions (4.07), and office hours (4.22) policies. The full policy review process will take place this fall.
- c. Flexible Spending Accounts (FSA) – the IRS allows for submission of 2020 expenses through December 2021. You can also change 2021 allocations as long as you are not reducing your contribution below what has already been reimbursed.

VI. Committee Reports

- a. Communications – Stephanie: The committee met and set goals for the year, which are listed on the website. They are looking to utilize social media more. The next newsletter will be coming out in the next few weeks. Also working to update the P&S Council website.
- b. Employee Issues – Kristina: No new issues to report.
- c. Employee Relations – Kyle Steinacher (proxy): Regents staff excellence awards will be determined in September. Working on a date for the fall social.
- d. Salary and Benefits – Kristy: Kelsey Lund and Heidi Patterson have joined the committee. The committee will meet on August 31.
- e. Policies and Procedures – Kelly: Will review policy 5.20 today. Working on policy 5.29 and hope to have it ready for Council review at the September meeting. Continuing to work on policy 5.21.

VII. Old Business –

- a. Policy 5.20 Definition – Professional and Scientific (P&S) Positions: After reviewing, a grammatical change was made to the “purpose” section. Kristina motioned to send the policy forward for the entire P&S community to review. Nick seconded the motion.
- b. Filled seats: There is one open seat in Academic Affairs. Those filling a vacant seat can run again (filling a vacant seat will not count toward term limit). Introductions of council members were conducted.

VIII. New Business –

- a. Council committee membership: Kristina motioned to approve the council members serving on committees, seconded by Dan. JC motioned to approve the non-council committee members, seconded by Dan.
- b. President's Report:
 - a. Farah advised there is an opening for a P&S representative on the President's Inclusion, Transformative Social Justice & Advocacy Advisory Committee. An email will be sent in the coming weeks seeking nominations for that committee.

- b. 13 new P&S employees started in July/August
- c. Google Drive space will be reduced by September 2022:
<https://it.uni.edu/updates/google-changes-rules-storage-google-workspace-education>
- d. Downloadable signs for your work area: <https://forwardtogether.uni.edu/downloadable-signs>

IX. Adjournment – Rick motioned to adjourn, seconded by J.C.

Respectfully Submitted,
Melissa Engdahl
Human Resource Services