

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. 531
 Date of Meeting: October 14th, 2021
 Place of Meeting: Hybrid – Library 301 & Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:58 PM

<u>Members of the Council in Attendance</u>			
A	Janel Alleyne, Dean of Students - 32332 - SA	X	J.C. Last, IT - 33024 - AT
P	Rachel Bair, University Advancement - 34718 - UA	X	Kristy Leen, Recreation Services - 37167 - SA
X	Dan Breitbart, Dev & Foundation - 37727 - UA	X	Kelsey Lund, Facilities Management - 36250 - FO
X	Traci Buseman, Financial Accounting - 34458 - FO	P	Todd Parsons, Academic Affairs – 33611 - AA
X	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Nick Petersen, IT - 36970 - AT
X	Brooke Coshier-Sidebotham, UNI-Dome 36636 - PD	X	Heidi Seegers, COE Student Advising -32486 - AA
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - PD	X	Rick Seeley, IT - 37218 - PD
P	Cristy Freeburg, Continuing Ed – 37602 - AT	X	Molly Taiber, Edu. Opportunity Cntr. - 34774 - AA
X	Farah Kashef, IT - 37766 - PD	X	Paula VanZee, Study Abroad - 37078 - AA
X	Kristina Kofoot, Community Engagement 34507 - AA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Brenda Biersner	Jeffrey Ries	Linda Reardon-Lowry	Michelle Van Dorn
Brian Freese	Joellen Hatchett	Linda Schroeder	Nicholas Fisher (proxy)
Bruce Bowler	John Peterson (proxy)	Linda Wilson	Paul Moes
Cheryl Klahsen (proxy)	Jonathan Cox	Luke Bartlett	Petra Maier
Connie Hansen	Karla Whitney	Maggie Heretakis	Sarah Goblirsch
David Oesterle	Katie Kreis	Matthew Gordon	Sharon Hannasch
Heidi Patterson	Kristine Nemec	Melissa Engdahl	Stephanie Rojas
Jaime West	Linda Nielsen	Michael Hager	Thaddeus Atzmon

- I. Welcome
 President Farah Kashef called the meeting to order at 1:30 PM.
- II. Approve Minutes
 Kristina motioned to approve the previous meeting minutes as written, seconded by J.C.
- III. Guest Speaker
 Maggie Heretakis shared information about Research and Sponsored Programs.

IV. President's Cabinet Report – Michael Hager

The Foundation staff are working on next year's campaign. Homecoming went very well this year – with the parade moving downtown, at least twice as many people attended. President Nook sent out UNI's Mission Stewardship Statement on Indigenous Peoples Day. A task force may be formed to make sure the University is consistent on how campus sponsorship decisions are being made, and to make sure we are being good stewards and being efficient with funds. Winter term will move forward this year – tuition will not be charged but perhaps will be next winter (2022-23). We continue to monitor federal government pronouncements related to COVID, with a variety of changes coming that may impact our institution and state law. The Vice President for Student Affairs search process is moving along and the position will be posted soon. Candidates may come to campus in the beginning to mid-February timeframe, and forums will be available to visit with candidates. The Student Affairs division will be changing their name to Student Life. Budget update: we are a little short with tuition, but have contingency funds that will cover a good portion of that, so not overly concerned for the current year. We urge colleagues to stay focused on enrollment. Systemic changes will be needed if we continue to see a decline in enrollment.

V. HRS Report – Michelle Byers

Our Employee Assistance Plan vendor changed on October 1st. Benefit eligible employees and their families/members of their household can continue to contact EAP to use their services – counseling, access to resources, online webinars and educational opportunities, financial and legal resources. Benefits open enrollment starts November 1st. Flu shot clinics are still happening, with free flu shots for faculty and staff. Starting November 1st, WW (Weight Watchers Reimagined) will now be free for any UNI benefit-eligible employee. Their new program incorporates moving/exercising more, having a healthier mindset, and eating healthy. The HRS website will have more information.

VI. Committee Reports

- a. Communications – JC/Stephanie: The newsletter will be coming out soon for September/October.
- b. Employee Issues – Kristina/Paula: Someone contacted the committee about their work from home request being approved by their supervisor, but denied by the dean. The committee will take a look at procedures or additions to the policy that is temporarily published. A reminder to take advantage of EAP and reach out with any issues or questions.
- c. Employee Relations – Brooke: Regents Staff Excellence Award nominations are now closed. The event will be held October 26th from 12:15-1:00 in the University Room.
- d. Salary and Benefits – Kristy/Matt: 288 people completed the workload survey, with a 15% return rate. The committee has reviewed the data. Some themes we are seeing: flex time and remote work is inconsistently applied across campus, burnout increasing, and not aware of the grievance process. A thorough presentation of results will be given at the November meeting.
- e. Policies and Procedures – Kelly/Heidi: Working on policy 5.29 Professional Development, 5.21 Appointment and Service Status, and 5.20 (will be discussed in Old Business).

VII. Old Business

- a. Council's 2nd round of approval for Policy 5.20 – Professional and Scientific (P&S) Positions: The committee met after input. Modifications were made for wordsmithing and sentence structure, but did not change the meaning of the content. Farah asked for a motion to approve as amended. Dan approved, seconded by Brooke. Vote occurred and motion approved. This will now move to the UNI Policy Review Committee.
- b. Council seats and updated proxies: These have been updated but one more proxy is needed. Let Farah know if you anyone who can fill this role.

VIII. New Business

- a. Panther Pantry event update: Connie Hansen spoke about the Panther Pantry. Information on donating and holding drives is located at pantherpantry.uni.edu/donations-and-drives. A student challenge will be held on November 11th. The Panther Pantry will be included in the university's Day of Giving on November 30th.
- b. President's Report:
 - a. Drew Conrad will be speaking next month on the status of the new strategic plan.
 - b. Farah met with leaders of P&S Councils from Iowa and Iowa State. They discussed issues everyone is facing, such as flex time and the future of work.
 - c. JC spoke about putting together a committee for making updates to the P&S Council constitution regarding P&S Council elections. The rules are not clearly stated for how to fill seats and how long they would be filled. JC motioned to establish an ad hoc committee to make recommendations for proposed updates to the constitution, with JC being committee chair. Seconded by Rick. Discussion was called by Farah – no discussion. Vote occurred and motion carried.

IX. Adjournment – Nick motioned to adjourn, seconded by Kristina.

Respectfully Submitted,
Jen Cole
Human Resource Services