

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. 534
 Date of Meeting: January 13th, 2022
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:55 PM

<u>Members of the Council in Attendance</u>			
A	Janel Alleyne, Dean of Students - 32332 - SA	X	J.C. Last, IT - 33024 - AT
X	Rachel Bair, University Advancement - 34718 - UA	X	Kristy Leen, Recreation Services - 37167 - SA
X	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Todd Parsons, Academic Affairs – 33611 - AA
X	Traci Buseman, Financial Accounting - 34458 - FO	X	Missy Poock, UNI Bookstore – 34970 - FO
A	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Nick Petersen, IT - 36970 - AT
X	Brooke Croshier-Sidebotham, UNI-Dome 36636 - PD	X	Heidi Seegers, COE Student Advising - 32486 - AA
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - PD	P	Rick Seeley, IT - 37218 - PD
X	Cristy Freeburg, Continuing Ed - 37602 - AT	X	Molly Taiber, Edu. Opportunity Cntr. - 34774 - AA
P	Farah Kashaf, 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>			
Anna Flanders	Jeff Beneke	Linda Schroeder	Michelle Van Dorn
Anton Reiter (proxy)	Jeffrey Ries	Linda Wilson	Natalie Earnest
Bruce Bowler	Jenny Connolly	Lindi Roelofse	Paul Huber
Charles Mhoon	Jenny Leeper	Luke Bartlett	Paul Moes
Chris Denison	Joellen Hatchett	Malissa Martin	Sharon Hannasch
David Oesterle	Kayla Bedard	Matthew Gordon	Shelly Christensen
De Ann Lahmann	Kelly Destival	Megan Holbach	Thaddeus Atzmon
Doreen Hayek	Kristine Nemec	Melissa Engdahl	Yayoi Moreland
Heidi Patterson	Linda Nielsen	Michael Hager	Zak Larter (proxy)

I. Welcome

Vice-President Nick Petersen called the meeting to order at 1:30 PM.

II. Approve Minutes

Nick asked for discussion of last month’s minutes. There were no items to discuss. Nick called for a motion to approve the previous meeting minutes as written. Kristina motioned to approve, seconded by Dan. Vote taken and motion carried.

III. Guest Speaker

Council members and meeting attendees discussed remote work.

IV. President's Cabinet Report – Michael Hager

The College of Education Dean search committee will be bringing candidates to campus the week of January 24th. Candidates will be announced and the campus is invited to participate in open forums. <https://coe-dean-search.uni.edu/> The Vice President for Student Life search is anticipating bringing candidates to campus the week of February 7th or 14th. <https://vpstudentlife-search.uni.edu/> The Governor provided the Condition of the State address on Tuesday and recommended a 2.5% increase in state appropriation. President Nook has been meeting with legislators and is feeling optimistic about this legislative session. There is also potential funding for initiatives with community colleges. A COVID-19 update will be sent out for the spring semester. We encourage you to think about receiving vaccines and encouraging others also. N95 masks are available for employees at Risk Management, 3219 Hudson Rd. or email safety@uni.edu. 1st Amendment training is being offered by the Board of Regents in the next week or two. The winter weather is being monitored and some employees have the flexibility for remote work. If you will be taking university equipment off campus, a form must be completed once a year: <https://fo.uni.edu/fixed-assets/off-campus-use-form>. The fire marshal came to campus during winter break, and was surprised at the number of door stops that were found. For a safe work environment, these should not be used on a regular basis. If a fire door needs to be open more permanently, magnetic holds are available. We continue to monitor legislation regarding COVID-19.

V. HRS Report – Michelle Byers

We continue to monitor any COVID-19 federal mandates, as we are still in a holding pattern to see what policies apply to UNI, if any. We saw a decrease in flu shots being utilized this year, and the Student Health Clinic still has flu shots available if you haven't received one yet. We are waiting for information from Wellmark regarding how COVID home test kits will be covered by insurance – communications will be sent with that information. Free test kits from the federal government will also be available.

VI. Committee Reports

- a. Communications – JC: The November/December newsletter was sent out. Please reach out to JC if you did not receive it. Thank you to Rachael for putting the newsletter together. A few minor updates were made to the website. There is a new P&S Council calendar that can be added to your Google calendar to see upcoming events.
- b. Employee Issues – Kristina/Paula: Nothing to report.
- c. Employee Relations – Brooke: The next meeting will be on January 20th. We are looking at potential dates for the spring social, possibly in early April. There are still spots available to sign up for the Back Packin' the Dome event on Jan. 17th.
- d. Salary and Benefits – Kristy/Matt: New Wellmark insurance cards have been sent in the mail. There is now a new EAP provider, so note that information has changed. The WW program is now free for employees. A tip for using Doctor on Demand – download the app to your phone beforehand, so it's ready if/when you need it.
- e. Policies and Procedures – Heidi: This committee is looking for a co-chair. The next meeting will be in February. Let Heidi know if you are interested in joining this committee. Policy 5.21 – Appointment and Service Status and 5.24 – Reduction in Force Proceedings will be reviewed.

VII. Old Business

- a. Ad hoc committee on P&S Council election rules: JC provided updated wording on the P&S Council election rules and went through proposed changes. Nick asked that the document be forwarded to Farah to be put on the agenda for discussion during February's meeting.

- b. PTO policies – Parental Leave exploration (per ISU & UI): The following individuals will be involved in discussions: Jenny Connolly, Nicole Lehman, Colby Reinking, Kayla Bedard, Heidi Seegers, Kristina Kofoot, Matt Gordon, and Megan Perry.

VIII. New Business

- a. Welcome to new hires: Please reach out if you have any questions about the P&S Council.
- b. President’s Report: The Nominating Committee members for March’s election are: Carolina Coronado-Park, Traci Buseman, Brooke Croshier-Sidebotham, Janel Alleyne, Dan Breitbach, and JC Last. The committee will determine if any seats needs to be reallocated, identify which seats are up for election, and create ballots. They will also be reaching out to people, or contact any committee member if you are interested in being on the ballot. The group will present at the February or March meeting. The election will be held the week after spring break. There are two Zoom sessions available for EAP orientation. More information is in the HRS newsletter.
- c. Goals for the Council and Council’s Committees: Goals were discussed and an overview of each committee was given. Reach out to anyone on the P&S Council if you have ideas for working on or measuring goals.

IX. Adjournment – A vote was taken to adjourn the meeting. Nick adjourned the meeting at 2:55 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services