

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AT – At Large
 FO – Finance & Operations
 PD – President’s Division
 SL – Student Life
 UA – University Advancement

Meeting No. 537
 Date of Meeting: April 14th, 2022
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:50 PM

<u>Members of the Council in Attendance</u>			
P	Janel Alleyne, Dean of Students - 32332 - SL	X	JC Last, IT - 33024 - AT
X	Rachael Bair, University Advancement - 34718 - UA	X	Kristy Leen, Recreation Services - 37167 - SL
P	Dan Breitbach, Dev & Foundation - 37727 - UA	A	Todd Parsons, Academic Affairs – 33611 - AA
X	Traci Buseman, Financial Accounting - 34458 - FO	X	Missy Poock, UNI Bookstore – 34970 - FO
P	Carolina Coronado-Park, Int Engagement 32853 - AA	A	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	A	Rick Seeley, IT - 37218 - PD
A	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>			
Amy Mohr	Jaime West (proxy)	Kristine Nemec	Paul Moes
Bruce Bowler	Jeffrey Ries	Linda Wilson	Petra Maier
Cat Wilken	Jordan Cornwell	Matthew Gordon	Stephanie Rojas
Charity Eckhardt	Kalyani Kannan (proxy)	Melissa Engdahl	Tristan Aldous
Derick Stoullil (proxy)	Karla Whitney	Michael Hager	Yayoi Moreland

I. Welcome

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

II. Approve Minutes

Farah called for a motion to approve last month’s meeting minutes as written. Kristina motioned to approve, seconded by Brooke. Vote taken and motion carried.

III. Guest Speaker

Julianne Gassman, Director of Community Engagement, gave an update from the Office of Community Engagement.

IV. President’s Cabinet Report – Michael Hager

Some systemic changes will be made to the winter term that was put in place during the pandemic. We will start charging tuition and there will be financial aid changes. The budget process should move quickly once the House and Senate introduce bills in the next week or two. Representatives from UNI recently visited Western Iowa Tech Community College and Iowa Western Community College as potential participants in the UNI@IACC program. The university will be transitioning our phone system from Avaya to Zoom Phone.

V. HRS Report – Michelle Byers

It is performance appraisal time for P&S employees. Any questions about the process can be sent to hqs-performance@uni.edu. Biometric screenings will be held on April 22nd and there are still spots available to sign up. We are seeing great participation in WW Reimagined, with over 200 individuals engaging in the program. The program is free for faculty and staff, and can be used on different levels, such as participating in virtual or in-person meetings, using it to be more active, and working on a positive mindset.

VI. Committee Reports

- a. Salary and Benefits – Kristy/Matt: The committee is meeting with President Nook on April 19th to present the salary letter. Let us know if you are interested in being on the committee.
- b. Communications – JC/Stephanie: The committee is working on the upcoming newsletter, and items can be sent to JC or Stephanie. Let us know if you are interested in being on the committee. Updates were made to the Facebook page and the About Us page on the website.
- c. Employee Issues – Kristina/Paula: No items to report. Remember the Employee Assistance Program is available to use. Let us know if you are interested in being on the committee.
- d. Employee Relations – Brooke: The Spring Social was on April 12th. All in all it was a successful event, and thank you to all who attended. Let us know if you are interested in being on the committee.
- e. Policies and Procedures – Heidi: Policy 5.20 – definition of P&S staff was approved at the University Council meeting, and will now move to President Nook for review. Heidi announced this is her last meeting, as she has accepted a new position at ISU.

VII. Old Business

- a. Final round of votes on the updates to the P&S Council Constitution: JC read all 5 proposed amendments. Farah called for a vote on all 5 proposed amendments. Votes were taken and motions carried. The next step will be review by the President’s Cabinet.
- b. Council election delayed: The ballots are still be created in Qualtrics. An email will be sent when the ballots are ready.

VIII. New Business

- a. President’s Report
 - The BOR meeting was on April 7th. A recording is public if interested in viewing.
 - The following items were discussed at the UNI Council meeting on April 4th: strategic plan update, campaign update from University Advancement, UNI Climate Study, Zoom Phone transition, policy 5.20 passed at Council and put forward to President’s Cabinet.
 - University Climate Study by Rankin and Associates: a timeline can be found at <https://uni.edu/resources/climate-study/process-timeline>
 - The P&S Council will no longer send a brochure to new hires, but will send an email.
 - Schindigs at Schindler has been closed due to a low number of student workers. It was suggested to rent the space to a local coffee shop. Let Farah know if you know someone who this idea can be shared with.
 - Farah reviewed some items from the Notes section of the agenda.

IX. Adjournment – Farah asked for a motion to adjourn the meeting. JC motioned to adjourn, seconded by Paula. Vote was taken. Farah adjourned the meeting at 2:50 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services