

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. 538
 Date of Meeting: May 12th, 2022
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:39 PM

<u>Members of the Council in Attendance</u>			
X	Janel Alleyne, Dean of Students - 32332 - SL	X	Kristina Kofoot, Community Engagement 34507 - AA
X	Rachael Bair, University Advancement - 34718 - UA	X	JC Last, IT - 33024 - AT
X	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Kristy Leen, Recreation Services - 37167 - SL
X	Traci Buseman, Financial Accounting - 34458 - FO	X	Todd Parsons, Academic Affairs – 33611 - AA
X	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Missy Pooock, UNI Bookstore – 34970 - FO
P	Brooke Croshier-Sidebotham, UNI-Dome 36636 - PD	X	Nick Petersen, IT - 36970 - AT
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - PD	X	Molly Taiber, Edu. Opportunity Cntr. - 34774 - AA
X	Cristy Freeburg, Continuing Ed - 37602 - AT	X	Paula VanZee, Study Abroad - 37078 - AA
X	Farah Kashef, IT - 37766 - PD		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Amy Mohr	Jaime West	Kelly Destival	Michelle Van Dorn
Anna Flanders	Jeff Beneke	Linda Wilson	Paul Moes
Bruce Bowler	Jeffrey Ries	Lisa Green	Ryan Dupuy
Cat Wilken	Jenna Coulter	Malissa Martin	Sharon Hannasch
Chris Shaw	Jordan Cornwell	Matthew Gordon	Stephanie Rojas
Colene Sassmann	Josh Randall	Melissa Engdahl	
Hayley Harnden (proxy)	Kalyani Kannan	Michael Hager	

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. Dan motioned to approve, seconded by Kristina. Vote taken and motion carried.

III. Guest Speaker

Amy Nielsen and Nicki Skaar presented on the UNI 2023-2028 Strategic Plan.

IV. President’s Cabinet Report – Michael Hager

It is an exciting time with upcoming commencement activities, and attending is a good reminder of why we do what we do. It is not a ticketed event and there are usually seats available. Covid weariness has extended through this year, and now is a good time to renew and refresh over the summer. Take some time for yourself, whether that be vacation or a walk around campus. Some departments have embraced work flexibility, but we are sensing others are being more rigid. If you know of a department that is not being as flexible as they could, please contact Cat Wilken, Employee Relations Coordinator in Human Resources. HRS will protect confidentiality and contact those departments. We want to make sure we have a work environment that works for everyone.

V. HRS Report – Michelle Byers

This is the time of year with a lot of shifts – performance appraisals being due, working on the budget process, and shifting into a summer mindset. May is also Mental Health Awareness Month, so it is a good time to take some time for yourself. There is an upcoming EAP webinar about managing worry and daily anxiety. HRS is working on implementing software that allows for existing paper forms to be electronically routed for review/signatures. One of the first forms being implemented is the telework agreement form. A supervisor training session will be held on June 7th, and current supervisors of Merit or P&S staff will be invited to attend. Additional sessions will also be offered in the future. Redesign of the HRS website will come out in the next few weeks.

VI. Committee Reports

- a. Salary and Benefits – Kristy/Matt: We are waiting on a response to the salary letter that was submitted to President Nook last month, once the budget is finalized.
- b. Communications – JC/Stephanie: The committee met a couple weeks ago. Content was finalized for the spring newsletter, which will be published sometime next week. This subcommittee is in desperate need of volunteers – after this year’s election, no Council members will be left on the committee. Reach out if you are interested.
- c. Employee Issues – Kristina/Paula: No issues to report. The committee will be looking into licensing renewal that is needed for someone’s job and having to pay out of pocket, while some are paid by departments. Consider using the Employee Assistance Program if you need it.
- d. Employee Relations – Hayley (proxy): The timeline for the Regents Staff Excellence Award will be earlier this year – nominations will be taken in July and early August.
- e. Policies and Procedures – Dan: This committee does not currently have a chair, which will be discussed at the next committee meeting. We are waiting on approval from the President’s office on Policy 5.20. Policy 5.29 will be discussed at the next meeting. This group will also be short another committee member after the election.

VII. Old Business

- a. Council election underway: Two emails were sent to eligible voters – one for At Large and one for your specific division (except for Student Life, which does not have any seats up for election). Thank you to Janel Alleyne who helped create the ballots, and thank you to Megan Vogt-Kostner for configuring the ballots. The election is live through May 13th at 4:30 PM.

VIII. New Business

- a. President’s Report: Farah reviewed some items from the Notes section of the agenda and discussed LinkedIn Learning. For LinkedIn Learning assistance, go to <https://elearning.uni.edu/contact-elearning-suite-support>. To access LinkedIn Learning, go to <https://hrs.uni.edu/ld>. A reminder to committee chairs to send yearly reports to Farah.
- b. President, Vice President election in June due to election delay: Farah is stepping down as P&S Council President, and Nick will be leaving the University in June. Please consider running for President or Vice President of the Council. You must be an elected member of the Council to serve in either role. Voting will be done by members of the Council (current members and any current members up for re-election if they win their seat in the election).

IX. Adjournment – Farah adjourned the meeting at 2:39 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services