

## 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. 540  
 Date of Meeting: July 14<sup>th</sup>, 2022  
 Place of Meeting: Zoom  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:56 PM

<u>Members of the Council in Attendance</u>			
X	Janel Alleyne, Dean of Students - 32332 - SL	A	Sara Kies, University Relations - 33584 - PD
P	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Kristina Kofoot, Community Engagement 34507 - AA
P	Traci Buseman, Financial Accounting - 34458 - FO	X	Kristy Leen, Recreation Services - 37167 - SL
P	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Amy Mohr, Alumni Relations - 33094 - UA
X	Brooke Croshier-Sidebotham, UNI-Dome 36636 - PD	A	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
A	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	A	Molly Taiber, Edu. Opportunity Cntr. - 34774 - AT
A	Dawnell Johnson, UNI Bookstore - 34950 - FO	X	Paula VanZee, Study Abroad - 37078 - AA
X	Farah Kashef, IT - 37766 - PD		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Cat Wilken	Jenna Coulter	Malissa Martin	Stephanie Rojas
Colene Sassmann	Jordan Cornwell	Megan Perry	Todd Parsons
De Ann Lahmann (proxy)	Kalyani Kannan	Melissa Engdahl	Yayoi Moreland
Derick Stoulil (proxy)	Karla Whitney	Michael Hager	
J.C. Last	Katelyn Gerdes	Michelle Van Dorn	
Jaime West (proxy)	Linda Wilson	Sharon Hannasch	

### I. Welcome

President Kristina Kofoot called the meeting to order at 1:30 PM.

### II. Approve Minutes

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

### III. President’s Cabinet Report – Michael Hager

The Board decided \$1.1 million will be allocated to UNI for the next fiscal year, with our initial request being \$4 million. Tuition was increased by 4.25% due to the allocation decision. The current Avaya phone system is being replaced by Zoom Phone – the transition is early in the process. There are new things to learn, but a lot of positives with the new system. A reminder while we are in vacation season to try hard not to check your email – get away and get some downtime.

### IV. HRS Report – Michelle Byers

It is a common time in our office to take some time off work, but we are preparing for and balancing new items for this fiscal year. FY23 salaries have been updated – reach out to HRS if you have any questions about your salary notification window in e-biz. We currently have a lot of active searches, reclassification activity, and PAF volume. A reminder that August is the deadline for many employees’ telework agreements. HRS is working on a form that will have electronic workflow, so hopefully that is completed as quickly as possible to be utilized soon.

## V. Committee Reports

- a. Salary and Benefits – Kristy/Matt: No updates at this time. Take some time and enjoy the summer before we get back into the school year.
- b. Communications – J.C./Stephanie: The committee met in June. Sara Kies will be a new co-chair for the committee, along with J.C. Jordan Cornwell and Molly Taiber are also new members. This year's goals will be focusing on the P&S Council website and increasing social media presence. We will potentially be using CRM to distribute the newsletter instead of routing through University Relations.
- c. Employee Issues – Paula: Nothing to report. We have three new members of the committee – Dianne Campbell, Molly Taiber and Amy Dutton. We will be determining a new chair/co-chairs for the committee.
- d. Employee Relations – Brooke: Nominations for the 2022 Regents Staff Excellence Awards are being accepted now through August 17<sup>th</sup>. The website will be updated with this information.
- e. Policies and Procedures – Derick: No updates. The committee did not meet last month. If anyone would like to join this committee, let Farah know.

## VI. Old Business

- a. Paid Parental Leave discussion: This topic is being discussed with Iowa and Iowa State. Anyone who would like to participate or form an informal committee, let Kristina know.
- b. Payment for professional credentialing/certifications: Discussion and keeping this on the table.

## VII. New Business

- a. Welcome to new Council members and brief introduction of all members was done.
- b. Discuss w/ Policy and Procedures question regarding wage increase eligibility: There is currently no documentation for P&S increases, while AFSCME and Faculty have guidance. Clarification is needed when raises are impacted when someone changes positions in that time period. This will be looked into with HRS and will follow up at a future meeting.
- c. Council annual goals updates – <https://pscouncil.uni.edu/yearly-goals>: J.C. is updated the website as goals are coming in. There will be a meeting this month to identify goals, and a draft of the 2022-23 Council goals will be presented at the next meeting. Let Kristina know if anyone has feedback.
- d. Other discussion: There are two vacant seats on Council – one in Academic Affairs, and one in President's Division. The seats will be filled based on the updated Constitution rules. New Council members need to establish a proxy and choose at least one Council subcommittee to serve on. You do not need to be an elected member to help on a committee. Each subcommittee must have representation from at least three of the five divisions.

VIII. Adjournment – Kristina asked for a motion to adjourn. Janel motioned to adjourn, seconded by Kristy and Farah. Kristina adjourned the meeting at 1:59 PM.

Respectfully Submitted,

Jen Cole  
Human Resource Services