

## 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. 545  
 Date of Meeting: December 8, 2022  
 Place of Meeting: ScholarSpace and Zoom  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:28 PM

<u>Members of the Council in Attendance</u>			
X	Janel Alleyne, Dean of Students - 32332 - SL	X	Sara Kies, University Relations - 33584 - PD
P	Nathan Arndt, Museum & Collections - 36922 - AA	X	Kristina Kofoot, Community Engagement 34507 - AA
A	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Kristy Leen, Recreation Services - 37167 - SL
X	Traci Buseman, Financial Accounting - 34458 - FO	P	Amy Mohr, Alumni Relations - 33094 - UA
P	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Todd Parsons, Academic Affairs - 33611 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome 36636 - PD	X	Andy Saigh, University Relations - 32761 - PD
A	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	X	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
X	Dawnell Johnson, UNI Bookstore - 34950 - FO	X	Molly Taiber, OCEM - 34774 - AT
X	Farah Kashef, IT - 37766 - PD		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Adam Amdor	Jeffrey Ries	Malissa Martin	Nicholas Fisher (proxy)
Alex Brandt	Kalyani Kannan	Matthew Gordon	Paul Moes
Bruce Bowler	Karla Whitney	Megan Holbach	Sarah Goblirsch
Dave Andersen	Kelly Destival	Melissa Engdahl	Stephanie Rojas
Jaime West (proxy)	Kristine Nemec	Michael Hager	Susan Basye (proxy)
J.C. Last	Linda Wilson	Michael Zwanziger	

- 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. Brooke motioned to approve, seconded by Traci. Vote taken and motion carried.
- III. Guest Speaker  
 Mike Zwanziger, Assistant Vice President & Director, Facilities Management, presented on the UNI Campus Master Plan and helping Academic Positioning efforts.
- IV. President’s Cabinet Report – Michael Hager  
 The BS in Nursing program was approved at the last Board of Regents meeting. Nancy Kertz has been hired as the Executive Director Nursing/Chief Academic Nurse to lead this program. A new master’s degree in Interdisciplinary Studies will be offered. GBPAC expansion was approved and will move forward as soon as funding is available from pledges and gift money. Advancement colleagues have been doing amazing work with the capital campaign. Applications for next fall continue to look encouraging.

V.     HRS Report – Michelle Byers

Open enrollment is over and changes will be remitted to the vendors, effective January 1<sup>st</sup>. Deductions for TDA can be changed at any time. Be sure to keep your address, phone numbers and emergency contacts up to date by making any changes through the eBusiness Employee Self Service function. The governor decided to give two additional holidays for the 3<sup>rd</sup> year in a row. Eligible employees have until December 31<sup>st</sup> to use the extra holiday time. Reduced operations will start on Friday, December 23<sup>rd</sup>.

VI.     Committee Reports

- a. Salary and Fringe Benefits – Matt/Kristy: A reminder to submit claims for health and dependent care flex spending. Make sure to watch out for fellow Panthers who have catastrophic leave need and donate vacation time to them.
- b. Communications – Sara/J.C.: Someone reached out via our website to post an update. Items can be posted to our website to boost awareness by submitting the form. We have been approved for Drupal 9, which is the next big step in our website update.
- c. Employee Relations – Brooke: We are working on getting a date scheduled for the spring social, hopefully in April. The fall social went well with some great awards being given. Dan has put together a social event for December.
- d. Policies and Procedures – Dan/Farah: Policy 5.25 was discussed and suggestions were sent. Some additional questions came up and those will be discussed. Policy 5.29 is going through the screening tool and is close to being done. P&S Policies and Procedures education was done.

VII.    Old Business

- a. First Amendment Training Discussion: Kristina is reaching out to see if this training is required.

VIII.   New Business

- a. Nominating Committee to be announced in January: Let Kristina or Traci know if you would like to serve, otherwise they will be reaching out to individuals. Members must be on the P&S Council and/or not running for office next term.
- b. Professional Development Opportunities: A Google doc will be at the end of each meeting agenda with professional development opportunities, starting next month. Let Kristina know if you have items to add to the list.
- c. MLK Day – Pack the Dome: Mark your calendars for Monday, January 16<sup>th</sup> for the MLK National Day of Service. Two sign-up sessions will be available. This is the largest volunteer event in the state on this day.
- d. Social Gathering – December 8<sup>th</sup> at 4:30, Mulligan's: Dan has put together this social event. Please join us to get together and socialize.

IX.     Adjournment – Kristina asked for a motion to adjourn. Farah motioned to adjourn, seconded by Janel. Kristina adjourned the meeting at 2:28 PM.

Respectfully Submitted,

Jen Cole  
Human Resource Services