Professional and Scientific Staff Council   **DRAFT**

Divisions
AA – Academic Affairs   Meeting No. 560
AT – At Large   Date of Meeting: March 14, 2024
FO – Finance & Operations   Place of Meeting: ScholarSpace and Zoom
PD – President's Division   Meeting Convened: 1:33 PM
SL – Student Life   Meeting Adjourned: 2:12 PM
UA – University Advancement

Members of the Council in Attendance			
A	Janel Alleyne, Dean of Students - 32332 - SL	X	Kristina Kofoot, Community Engagement 34507 - AA
P	Nathan Arndt, Museum & Collections - 36922 - AA	X	Amy Mohr, Alumni Relations - 33094 - UA
X	Heather Asmus, Undergraduate Studies - 35730 - AA	X	Todd Parsons, Academic Affairs - 33611 - AA
X	Dan Breitbach, Dev & Foundation - 37727 - UA	A	Tony Rath, IT-AIS - 37348 - PD
A	Traci Buseman, Financial Accounting - 34458 - FO	X	Anton Reiter, IT-ETMS - 34715 - PD
A	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	X	Stephanie Rojas, Study Abroad Center - 37078 - FO
A	Andrea Greve Coello, Athletics Admin - 33327 - PD	X	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
A	Dawnell Johnson, Rialto - 34950 - SL	X	Molly Taiber, OCEM - 34774 - AT
X	Sara Kies, University Relations - 33584 - PD		

Ex-Officio Member			
Michelle Byers			
Others			
Ashley Smith	J.C. Last	Jordan Cornwell	Michael Hager
Bruce Bowler	Jeffrey Ries	Katie Kreis-Voigt	Susan Basye - proxy
Danielle Weide	Jesse Heath	Melissa Engdahl	

I.   **Welcome**
     President Kristina Kofoot called the meeting to order at 1:33 PM.

II. **Guest Speaker**
     None

III. **Reports**
   a. **President's Cabinet** – Michael Hager: Searches are being conducted for the Associate Provost for Academic Affairs, CHAS Dean, Athletic Director, and Director Risk Management, so you may see candidates visiting campus in March and April. The legislature is currently in active session, with the second funnel deadline of tomorrow.
   b. **HRS Report** – Michelle Byers: Reminder for 2023 flexible spending – the deadline is March 15th to incur expenses, and expenses must be submitted for reimbursement by the end of March. It is now performance appraisal time for P&S employees – you should have received an email from hrs-performance@uni.edu with information about the performance appraisal process. Employees are encouraged to complete a self-appraisal to prepare for a productive conversation with your supervisor. A Fundamentals of Supervision training session is scheduled for April 3rd. Biometric screenings will be held on March 29th.
   c. **Salary and Fringe Benefits**: No update on a response to the salary letter.
   d. **Communications**: The next newsletter will be published at the beginning of the summer. Let J.C. or Sara know if you have any items to include.
   e. **Employee Relations**: Dawnell has volunteered to be the chair of this committee. The committee is working on scheduling the spring social event.

f. **Policies and Procedures**: Policies 5.21, 5.23 and 5.24 are still open for campus comment until March 25th. Changes will be reviewed at the University Policies & Procedures meeting, and is on pace to present at the April 8th University Council meeting. The committee is looking at policy 5.28 Holidays and Leaves.

g. **President**: Welcome to Jesse Heath, the new HRS Employee Relations Coordinator. It is recommended to complete self-evaluations during the performance appraisal process. The Climate Study team has shared they are willing to come to individual departments and groups across campus to share recommendations based on the findings. Upcoming Council elections were discussed.

IV.   Old Business

a. **Approval of prior month meeting minutes:** Kristina called for a motion to approve last month's meeting minutes as written. Vote taken and motion carried.

b. **Council Constitution changes:** Comments/changes were discussed. Changes will be presented at April's meeting. A motion was given to send out changes for public comment. Vote taken and motion carried.

V.   New Business

a. **None**

VI.   Adjournment

Kristina adjourned the meeting at 2:12 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services