

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. 565
 Date of Meeting: August 8, 2024
 Place of Meeting: Zoom
 Meeting Convened: 1:31 PM
 Meeting Adjourned: 2:05 PM

Members of the Council in Attendance

x	Tristan Aldous, Business Operations – 37602 - FO	x	Jesse Heath, Human Resource Services – 36219 - FO
A	Janel Alleyne, Dean of Students - 32332 - SL	A	Dawnell Johnson, Rialto - 34950 - SL
x	Nathan Arndt, Museum & Collections - 36922 - AA	x	Kristina Kofoot, Community Engagement 34507 - AA
x	Bethany Botchway, UNI-CUE – 34772 - AA	x	Katie Kreis-Voigt, BCS – 34724 - AA
A	Dan Breitbach, Dev & Foundation - 37727 - UA	x	Amy Mohr, Alumni Relations - 33094 - UA
x	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	x	Anton Reiter, IT-ETMS - 34715 - PD
A	Andrea Greve Coello, Athletics Admin - 33327 - PD	x	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
x	Mary Grieger, IT-Client Services – 34245 - PD	A	Molly Taiber, OCEM - 34774 - AT

Ex-Officio Member

Others

Michael Hager	Molly Wells	Adam Amdor	James Weeg
J.C. Last	Susan Basye	Anna Flanders	Melissa Engdahl
Todd Parsons	Jess Ehrhardt	Darcy Wiegmann-Daily	Paul Huber
Wilson Rojas	Jocelyn Moeller	Jamie Glanz	Paul Moes
Holly Schneiders	Nickole Dillard	Stephanie Wallen	Caroline Francis
Kellie	Gaffney	Stephanie Rojas	Stacy Robinson

I. Welcome

President Nathan Arndt called the meeting to order at 1:31 PM.

II. Guest Speaker

Jesse Heath discussed a new program that will be a pilot mentorship program to help connect seasoned employees and younger professionals to aid in professional growth for the individuals. The expectation is for mentors and learners to meet once per month for one hour. The qualifications to be considered as a *mentor* is five or more years as a professional staff member and the qualifications to be qualify as a *Learner* is to have less than 10 years as a professional staff member. The goal is to create success with this program so that it can continue to carry forward in future years.

Additional HRS Workshop Opportunities Available listed below:

Goal Setting & Professional Growth - This workshop will be geared towards understanding and defining goals for the academic year.

Fundamentals of Supervision - This introductory training session is the first in the Supervisor Development Series (SDS). This training is recommended for those who supervise Merit and/or P&S staff but ALL supervisors are encouraged and welcome to attend.

Effective Communication Strategies - Clear and effective communication is a critical aspect of success within the workplace. This workshop will provide some reflection on the clarity of your

communication and share some strategies on how to convey your thoughts with clarity. Whether you're a seasoned leader or new to your role, this workshop will help prepare you to communicate more effectively through critical thinking.

Building Community on Your Team - At its core, a team is a system of human relationships. In the process of building a team, it's critical to not only understand the individual needs of others but also how best to collaborate with one another. This session will share some strategies on how to cultivate stronger interpersonal relationships and help your team become a more cohesive unit. Even if you're not a manager, you can make a big difference on the dynamics of your team!

PechaKucha Showcase - PechaKucha (a Japanese term for chit-chat) is a storytelling format in which a presenter shows 20 slides for 20 seconds of commentary each. This fast-paced presentation is a great way to share your story and provide the audience with new insights. Bring your lunch and learn from leaders and peers from around the university as they share their story.

Registration is available for each of these works through UNIWorks. Search the workshop you plan to register for in the search bar, results won't automatically populate. Once you search the workshop then click on 'More Categories' and the workshops will be listed. After selecting the workshop, click on 'Select Offering' and click the select offering box which will generate a checkmark and then click 'OK'.

III. Reports

- a. **President's Cabinet:** UNWorks is live and the first payroll cycle is complete. High compliments from contributors on how well UNI implemented the transition to UNIWorks.
- b. **HRS Report:** Just a quick reminder to ensure that everyone updates/completes their Day 1 tasks in UNIWorks (Direct Deposit information, W-4 tax elections and person information).
<https://servicehub.uni.edu/docs/display/UWA/Getting+Started+in+UNI+Works+-+Day+1+Tasks>
- c. **Salary and Fringe Benefits:** No report.
- d. **Communications:** Jesse Heath is joining the committee as co-chair. 3 new committee members: Katie Kries, Anna Flanders, and Caroline Francis. There was a meeting on August 9th to work on the P&S Council newsletter. The newsletter should be released in early September.
- e. **Employee Relations:** There was a new Assistant Director of Marking hired to work within University Relations.
- f. **Policies and Procedures:** Regent University will announce enrollment numbers on September 12th. Also, there will be collaboration and work with the committee and the University to create new objectives.

IV. Old Business

- a. **Approval of July minutes:** A motion was given by Anton Reiter to approve the minutes as presented. Katie Kries seconded. Vote taken and motion carried.

V. New Business

- a. **Payroll:** First payroll went through UNIWorks and was successful.
- b. **Approval to establish a committee for the P&S Conference:** Anton and Tristan voted to approve this motion.
- c. **Committee Members:** P&S Conference in May 2025. Looking for interested volunteers to join the committee. Please contact Jesse Heath at jesse.heath@uni.edu if you would like to serve on this committee.

VI. Adjournment

Nathan adjourned the meeting at 2:05 PM.

Respectfully Submitted,

Meg McCann
Human Resource Services