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## Welcome New Hires!

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*I want to extend a warm welcome to our new Professional & Scientific staff hires. We're excited to have you joining us at UNI, and look*

*forward to helping you succeed!*

*- Kristina Kofoot, P&S Council President*

## February 2024

**Anne Bilder**, *University General Counsel, University Counsel*

**Ricky Cano**, *Event Manager/Facilities, UNI-Dome Operations*

**Nico Costleigh**, *Analytical Lab Specialist, Metal Casting Center*

**Brian Gabel**, *Assistant VP of Alumni Engagement & Annual Giving,  
Alumni Relations*

**Kathryn Gilbery**, *Local Food Access Coordinator, CEEE*

**Bryce Jones**, *Assistant Football Coach, Football*

**Missy Leuthold**, *Assistant Director of International Recruitment,  
Admissions*

**Mindy Schlader**, *Accountant, Advancement Financial Services*

**Liesl Seabert**, *Program Manager, Institute for Decision Making*

**Joanna Thompson**, *Writing Coordinator/Instructional Designer, Center  
for Teaching and Learning Mathematics*

**Trey Tinsley**, *Assistant Football Coach, Football*

**Taija Tucker**, *Recruitment & Retention Coordinator, Educational  
Opportunity Programs & Special Community Services*

**Riley Van Wyhe**, *Assistant Football Coach, Football*

## March 2024

**LaQuentin Black**, *Assistant Football Coach, Football*

**Tracy Ferguson**, *Campus Programs Coordinator, Student Involvement  
& Event Services*

**Kiptia Lima**, *Research Associate, Institute for Decision Making*

**Steven McKee**, *Assistant Athletic Director/Revenue Generation,  
Athletics Administration*

**Kimberly Schipper**, *Associate Academic Advisor, Wilson College of  
Business Professional Distinction Operations*

## April 2024

**Amber Dullard**, *Academic Advisor, COE Academic Advising & Teacher  
Education Success*

**Brian Folkers**, *Assistant Football Coach, Football*

**Justin Rottinghaus**, *Lab Coordinator & Instructor, Applied Engineering & Technical Management*

**Bethany Thede**, *Student Accommodation Specialist, Student Accessibility Services*

## May 2024

**Alyssa Dyall-Bruner**, *Graduate Recruitment Coordinator, Online Education & Individual Studies*

**Hannah Jaros**, *Director, National Program for Playground Safety*

**Brittany Latch**, *Program Associate Environmental Health, Center for Energy & Environmental Education*

**Amanda Ristvedt**, *Assistant Technical Dir Audio/Video Engineer, GBPAC*

## June 2024

**Claire Campbell**, *Assistant Athletic Trainer/Instructor, Kinesiology & Athletic Training*

**Savannah Carroll**, *Asst Child Development Specialist, Child Development Center*

**Matthew Cooper**, *Accounts Receivable Accountant, University Advancement*

**Megan Franklin**, *Athletic Director, Athletics Administration*

**Marissa Reichard**, *Athletics Academic Advisor, Athletics Administration*

**Tonya Ryals**, *Integrated Library Systems Specialist, Library*

**Shelby Schroeder**, *Alumni Engagement Coord, Alumni Relations*

**Amanda Wright**, *Residence Life Coordinator, Housing*

**Jacob O'Dell**, *IoT Engineer, Metal Casting Center*

# Beverly Funk Barnes Staff Excellence Award Winner

Congratulations to Heather Asmus, Undergraduate Studies' Assistant Director of Academic Support & Peer Education, for winning the Beverly Funk Barnes Award this year! The award is focused on rewarding university staff who continually create new value for those they work with through dedication, passion and creativity for UNI's benefit. Thank you, Heather, for everything you do to help make UNI a place where both students and staff can succeed!

More information about the award can be found [online](#).



## Know your benefits: Employee Assistance Program

We've often mentioned the Employee Assistance Program (EAP) at our monthly P&S Council meetings, but what is it?

### **What EAP Is**

EAP provides up to six sessions of short-term counseling and referral for employees and their families who are experiencing life challenges. Covered family members include those living in the household as well as college-age adult children who may be living away at school during the school year. Life challenges include crisis, death, marital trouble,

divorce, family problems, financial problems and work-related stress. Six sessions are available for counseling per issue per year.

In-person and virtual counseling appointments are provided by external counselors contracted with Employee and Family Resources. Additional services such as legal assistance, financial counseling, child care resource and referral, and life coaching are available in a limited capacity. The program is administered by [Employee and Family Resources](#)®. Contact them anytime, anywhere.

### **What EAP Is Not**

EAP is not a substitute for medical treatment. For emergency situations, go to the ER or call 911. In the event of a medical health concern such as infection or a chronic health condition, including mental health, visit a health care provider, urgent care or set up a telemedicine appointment ([Doctor On Demand](#)). If counseling is needed related to the life challenge, it is still available through EAP, but should be secondary to medical treatment.

Services available to P&S employees via EAP:

### **Free Financial Consultation**

Employees are eligible for one annual financial consultation with a financial advisor to assist with budgeting, credit reports, tax preparation, financial planning and more.

### **Free Legal Consultation**

Employees are eligible for one annual legal consultation with an attorney to assist with a wide range of legal concerns including bankruptcy, will and estate planning, divorce, child custody and more. Call EAP services at 800-327-4692.

### **Additional Services**

Toll-free access is available 24/7/365 for counseling and crisis intervention by master's-level clinicians for UNI employees, their families and members of their household. Additional services include legal, financial, child and elder care referrals and resources, and life coaching services. All services can be accessed by calling 800-327-4692.

### **Telephonic Life Coaching**

Speak with a life coach and receive tailored advice on matters involving time management, work-life integration, goal setting, communication skills and other areas of personal growth.

### **Child and Elder Care Resource and Referral**

Access information, referral resources and support as needed where locally available.

### **Telephonic Financial Consultation**

Speak with a financial professional about each separate issue and access a free financial check-up, financial library, and a variety of other financial tools by visiting [efr.org/financial](http://efr.org/financial). Consultations are available in 30-minute sessions per issue.

### **In-Person or Telephonic Legal Consultation**

Meet with a licensed attorney with expertise in the area of need. Visit [efr.org/legal](http://efr.org/legal) for more information regarding retention and self-help legal documents. Consultations are available in 30 minute sessions per issue.

### **Identity Theft Resolution Services**

Receive assistance with restoring identity and good credit from highly trained FCRA-certified fraud resolution specialists or licensed attorneys.

### **Peer Support Services**

As a part of EAP, you have access to Togetherall – an online peer support community. This is available to all EAP eligible employees, their family members and members of their household ages 16 or older. Register for [Togetherall](#).

### **Your UNI EAP Contact**

Carissa Johnson  
Gilchrist 027  
319-273-4246  
[carissa.k.johnson@uni.edu](mailto:carissa.k.johnson@uni.edu)

More detailed information about the EAP can be found on the [HRS website](#).

## Upcoming events



### Volunteer at the UNI booth during the Iowa State Fair

August 8-18

Want a free UNI t-shirt and admission to the fair for a day? [Sign up for a shift](#) August 8-18 and share your Panther Pride!

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### P&S Council Meetings (Rod Library 301)

June 13 - 1:30-3:00 p.m. (Zoom only)

July 11 - 1:30-3:00 p.m.

August 8 - 1:30-3:00 p.m.

September 12 - 1:30-3:00 p.m.

Have ideas for locations for future P&S Council socials? Email [Dan Breitbach](#).

## **\$50 WRC SUMMER MEMBERSHIPS FOR UNI EMPLOYEES & STUDENTS**

**MAY-AUGUST**

With summer finally here, it's time to get your summer membership at the WRC! Summer can't always guarantee perfect weather for working out, but we can. Rain or shine we have facilities you can use, including leisure & lap pools, fitness areas, a climbing wall and all-sports courts.

Sign up [online](#), at the UNI WRC Welcome Desk or in WRC 101. We can't wait to get moving with YOU!

## Meet Our Members

Molly Taiber

*Equity Specialist - Compliance & Equity Management*

### **Describe the best trip you have experienced.**

Our family went to Italy this past spring, splitting the time between the Dolomites for ski/snowboarding and Milan to see a fútbol match, beautiful architecture and eat. High quality living and a reasonable pace of life.

### **What are you good at doing?**

Trip planning is something I thoroughly enjoy. Learning about the culture, local places to experience and stay is so interesting, and makes traveling much more meaningful once I am there.

### **Do you have a favorite podcast? Favorite music?**

Armchair Expert with Dax Shepard is my favorite podcast and live music is the best.

### **What was the last thing you read?**

I am in the middle of *Demon Copperhead* by Barbara Kingsolver. The writing is incredible, as are all her other books. My bookclub pal made this selection.

### **What is your favorite UNI memory or tradition?**



I enjoy graduation when students are around campus taking pictures memorializing what they have accomplished.

## **Meeting Recaps**

February 2024

**Stephanie Rojas and Charity Eckhardt, *Study Abroad Center***

Topic: Study Abroad Center updates

### **President's Cabinet Report - Michael Hager, Ph.D.**

- The legislature is in session, with a number of bills focused on higher education. The budget bills are just getting formulated for appropriation requests for FY25.
- UNI Works is still moving along at a very quick pace, with a lot of good work being done by staff members.
- There have been delays with this year's FAFSA and institutions receiving students' information. If you know any prospective students, let them know to stick with UNI through this delay.

### **HRS Report - Michelle Byers**

- Jesse Heath is now the Employee Relations Coordinator.
- Numerous chapter 4 policies will need revisions with the new Workday software, so we hope to get the chapter 5 policy revisions completed in the near future.
- As we continue with the testing phase of UNI Works you may see delayed responses from HRS, but let us know if items need to be escalated if they are time-sensitive.

### **Salary & Fringe Benefits Committee - Nathan Arndt**

- Thank you to the committee members for working on the salary letter to President Nook and Dr. Hager. The letter was presented in mid-January and we are waiting for a response.

### **Communications Committee - Sara Kies/J.C. Last**

- The spring newsletter was sent out. One correction – the Safe Zone Ally training is currently on hold.
- The P&S Council website will hopefully go live later this spring.

### **Employee Relations Committee - Kristina Kofoot (Interim)**

- Vote on policy updates will occur later in the meeting.

### **Policies & Procedures Committee - Dan Breitbach**

- Vote on policy updates will occur later in the meeting.

### **President's Report - Kristina Kofoot**

- No new updates.

### **New Business**

- Approval of individuals to fill open seats: The past ballot was reviewed and no options were available to fill the vacant seats. The following seats were appointed by Kristina – votes were taken and all motions carried:
  - Dawnell Johnson's seat was moved from Finance & Operations division to the Student Life division
  - Heather Asmus was appointed to fill a vacant seat
  - Stephanie Rojas was appointed to fill the vacant seat due to Dawnell's move
- Ad hoc committee on constitutional change suggestions for discussion/wordsmithing discussed changes before moving to public comment. A motion was made to post all three amendments for public comment/review. Vote taken and motion carried. Any comments or suggestions can be sent to Dan (dan.breitbach@uni.edu), Todd (todd.parsons@uni.edu), J.C. (jc.last@uni.edu), or pscouncilpres@uni.edu. Feedback will be accepted until the next council meeting in March.
- Policies and procedures updates to be approved for movement to public comment: Potential changes to policies 5.21, 5.23, and 5.24 were sent out with the agenda for this meeting. Changes were discussed. A motion was made to move forward with public review/comment. Vote taken and motion carried.
- Nomination committee for upcoming elections: At least one volunteer for each of the standing five council committees is

needed for this committee. The individuals cannot be up for re-election this year. J.C. Last, Kristina Kofoot, Nickole Dillard, Nathan Arndt and Chris Shaw volunteered. A motion was made to approve the nominations committee. Vote taken and motion carried.

## March 2024

### **Guest Speaker - None**

### **President's Cabinet Report - Michael Hager, Ph.D.**

- Searches are being conducted for the associate provost for academic affairs, CHAS dean, athletic director and director of risk management positions, 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.

### **HRS Report - Michelle Byers**

- Reminder for 2023 flexible spending: the deadline is March 15 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 3.
- Biometric screenings will be held on March 29.

### **Salary & Fringe Benefits Committee - Nathan Arndt**

- No update on a response to the salary letter.

### **Communications Committee - Sara Kies/J.C. Last**

- 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.

### **Employee Relations Committee - Kristina Kofoot**

- Dawnell has volunteered to be the chair of this committee. The committee is working on scheduling the spring social event.

### **Policies & Procedures Committee - Dan Breitbach**

- Policies 5.21, 5.23 and 5.24 are still open for campus comment until March 25. Changes will be reviewed at the university policies and procedures meeting, and changes are on pace to present at the April 8 University Council meeting. The committee is looking at policy 5.28, Holidays and Leaves.

### **President's Report - Kristina Kofoot**

- 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.

### **Old Business**

- 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.
- 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.

### **New Business - none**

**April 2024**

### **Guest Speaker - None**

### **President's Cabinet Report - Michael Hager, Ph.D.**

- A UNI Works demonstration was given, and the [website](#) has latest announcements on the project. Training and resources will be available on the site closer to the go-live date of June 30th. End users are giving positive feedback.
- The legislature is through the second funnel and has seen appropriations bills.

### **HRS Report - Michelle Byers**

- The three Chapter 5 policies recently reviewed have been officially approved by the University Council and President Nook. Communication will be sent to employees who are currently in a probationary or continuing service status – this will be changing to regular appointment.
- The FMLA policy has also been approved by University Council and President Nook. A rolling year will be used for tracking purposes starting June 30th.
- The tuition reimbursement policy is still being reviewed by President Nook.
- An announcement from the US Department of Labor is expected soon regarding the FLSA salary threshold changes.

### **Salary & Fringe Benefits Committee - Nathan Arndt**

- The committee asked for a 4% salary increase. The response back was a 3.2% salary increase recommendation, which is subject to approval by the Board of Regents.

### **Communications Committee - Sara Kies/J.C. Last**

- The committee is looking for students who can help with the backlog of information for the new council website.
- The next newsletter will be sent out in mid to late May.
- The following events were sent but will occur before the next newsletter comes out:
  - April 11 – Live Purple Give Gold
  - April 16 – Student Leadership Awards
  - April 19 – Spring football game and kids clinic
  - April 20 – Rally in the Valley
  - April 23 – TC Day
  - May 1 – Panthers on Parade

- May 13-16 – Panther Caravan

### **Employee Relations Committee - Dawnell Johnson**

- The spring social event with President Nook will be May 7th from 12:00-1:00 p.m. in the Rod Library Scholarspace. Details will be sent out.

### **Policies & Procedures Committee - Dan Breitbach**

- Policies 5.21, 5.23 and 5.24 were approved. The committee is working on policy 5.28 – holidays and leaves.

### **President's Report - Kristina Kofoot**

- Elections will be held for council president and president-elect at the next council meeting. Council election results will be announced.
- TC Day information will be sent out.

### **Old Business**

- Council constitution changes: A motion was given to approve the changes. Vote taken and motion carried. Changes will be sent to the President's Cabinet for approval. Thank you to the ad hoc committee for working on the changes.

### **New Business**

- 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.
- Election results: Individuals have accepted their elected positions. They are invited to the May meeting for formal introductions and will start July 1. Thank you to those who ran for office, and thank you to Megan Vogt-Kostner for building the ballots in Qualtrics. There was a 29% turnout of eligible voters.

## **May 2024**

### **President's Cabinet Report - Michael Hager, Ph.D.**

- The governor has approved a 2.5% increase in general appropriations. The FY25 budget is being finalized.

- The Board is having a special meeting on May 10<sup>th</sup> to review tuition increase recommendations – UNI proposed 2%, Iowa and Iowa State proposed 3%.
- You are encouraged to attend commencement this weekend – spend a couple hours in the McLeod Center with happy graduates and their families.

### **HRS Report - Michelle Byers**

- FMLA policy updates, starting June 30<sup>th</sup>, FMLA will be tracked by a rolling year instead of a calendar year.
- A June email shares changes to the Chapter 5 policy – Provisional, Probationary and Continuing Service appointments will be changed to Regular appointments.
- The UNI Works website ([uniworks.uni.edu](http://uniworks.uni.edu)) has project updates, training and timelines listed as we move closer to the transition. There are also special requisition and PAF deadlines for the month of June.
- P&S performance appraisals are due May 17<sup>th</sup>.
- May is Mental Health Awareness Month, and EFR (our EAP provider) has an app with access to webinars and podcasts, and also a new “chat with a counselor” feature.

### **Communications Committee - Sara Kies/J.C. Last**

- Sara Kies has accepted another position, thank you to Sara for all the work she has done on this committee. An elected member of the Council needs to serve as a co-chair – let J.C. know if you are interested.
- The MMTC parking ramp will be closed starting Monday, May 13<sup>th</sup> until Friday, June 7<sup>th</sup>.

### **Employee Relations Committee - Dawnell Johnson**

- The spring social event with President Nook was held this past Tuesday and was well attended. Another social event will be planned for the fall semester.

### **Old Business**

- The current Council structure will continue until a response is received from the President's Office if the changes have been approved.

### **New Business**

- Approval of prior month meeting minutes: Will occur at June meeting (no quorum)
- Elections for Council leadership: Will occur at June meeting (no quorum)
- New co-chair for Communications committee: A new co-chair is needed for this committee.

## **P&S Council Representatives**

### **Academic Affairs**

- [Nathan Arndt](#), vice president
- [Nickole Dillard](#)
- [Kristina Kofoot](#), president
- [Todd Parsons](#)
- [Chris Shaw](#)
- (Vacant seat)

### **Finance & Operations**

- [Traci Buseman](#)
- (Vacant seat)

### **President's Division**

- [Andrea Greve Coello](#)
- (Vacant seat)
- [Tony Rath](#)
- [Anton Reiter](#)

### **Student Life**

- [Janel Alleyne](#)
- [Dawnell Johnson](#)



## University Advancement

- [Dan Breitbach](#)
- [Amy Mohr](#)

## At-Large

- [Molly Taiber](#)



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