

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
AT – At Large
FO – Finance & Operations
PD – President’s Division
SA – Student Affairs
UA – University Advancement

Meeting No. 494511
Date of Meeting: April 9, 2020
Place of Meeting: Zoom
Meeting Convened: 1:30 PM
Meeting Adjourned: 2:35PM

<u>Members of the Council in Attendance</u>			
X	Rachael Bair, Advancement - 34718 - UA	X	Nick Petersen, IT - 36970 - AA
X	Monica Berning, Continuing Ed - 32504 - AA	X	Stephanie Rojas, Study Abroad - 32804 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD	X	Patrick Sedlaceck
X	Farah Kashaf, IT - 37766 - AA	X	Rick Seeley, IT - 37218 - AT
X	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	Lisa Thomas, Compliance & Equity - 32846 - PD
X	J.C. Last, IT - 33024 - AA	X	Paula VanZee, Study Abroad - 37078 - AA
X	Kristy Leen, Recreation Services - 37167 - SA	X	Jeff Van Gelder, Campus Supply - 32451 - FO
X	Chiquita Loveless, DI&SJ - 33040 - SA	X	Cristy Freeburg

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Melissa Engdahl	Lukas Nelson	Jenna Petersen	
Michael Hager	Joseph Rayzor		
Michelle Van Dorn	Jeffrey Ries		
David Oesterle	Lisa Green		
Angela Meeter	William Spurr		

I. Welcome

President J.C. Last called the meeting to order at 1:30 PM.

II. Approve Minutes

Brooke Croshier-Sidebotham motioned to approve the previous meeting’s minutes as written, seconded by Kristina Kofoot.

III. Cabinet Report – Michael Hager

Cabinet has been very busy running the new incident Command System that launched 3-4 weeks ago. This model helps speed up decision making and providing input. Dr. Hager announced that even with the current COVID-19 situation, 2021 enrollment numbers continue to look great.

IV. HRS Report – Michelle Byers

- a. There has been lots of activity in HRS interpreting the federal acts that were issued very quickly and where federal guidance continues to be released in waves. Continue to monitor the prepare.uni.edu website which will be updated regularly, especially the FAQ section. Career Services will continue assisting student leaves with the exception of leave for Daycare/K-12 closing, which will be handled by HRS.

- b. Several resources are available and employees are encouraged to take advantage of:
 - i. TIAA virtual counseling sessions
 - ii. My Quick Coach videos on managing anxiety and work strategies
 - iii. EAP services and webinars
 - iv. Doctor on Demand
- c. The new due date for P&S Performance Appraisals has been extended to June 17, 2020. Appraisals can be completed prior to the due date as well.

V. Committee Reports

- a. Employee Issues – Kristina Kofoot: Volunteers are needed to make masks to donate to our local Hospitals. Contact Kristina for more information.
- b. Communications –Stephanie Rojas: Facebook will continue to be updated with any new information received. Any offices wanting to share anything can reach out to Stephanie.
- c. Employee Relations – Brooke Croshier-Sidebotham: No events planned through the fiscal year.
- d. Salary and Benefits – Kristy Leen: Currently working on draft of letter to President Nook.
- e. Policies and Procedures –Farah Kashef: Please welcome two new committee members, Angela Meeter and Will Spurr. Committee received feedback from HRS on policy 5.29. Committee will meet next week to review policy 5.29 and 5.21.

VI. Old Business – None

VII. New Business –

- a. We have received several volunteers who are interested in becoming a nominee for the President’s Advisory Committee on Diversity, Equity & Social Justice.

VIII. Adjournment – The meeting was adjourned at 2:35 PM.

Respectfully Submitted,
Katie Sires
Human Resource Services