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

II. Approve Minutes
Rick Seeley motioned to approve the previous meeting’s minutes as written, seconded by Kristina Kofoot.

III. Cabinet Report – Michael Hager
Working on a variety of things most notably the CARES act for students. Hope to move fairly quickly with the process. Remote working will continue at least through mid-June, more info to follow. Current plan is for campus to be open for the fall.
IV. **HRS Report** – Michelle Byers  
   a. HRS is currently working on interpreting the ever changing aspects of COVID-19, such as the travel guidelines. The Iowa Department of Public Health is no longer recommending self-isolation after out of state travel.  
   b. Leaves team will be reaching out to all employees using EFMLA, as needed, for updated documentation related to school and daycare changes for summer.  
   c. UNI Well-being will be partnering with MercyOne to offer employees an 8 week Tobacco Cessation Program that will begin in June. For more information visit the HRS website.

V. **Committee Reports**  
   a. Employee Issues – Kristina Kofoot: No issues to report at this time. Reminder that employee issues can be sent confidentially to Kristina via email.  
   b. Communications – Stephanie Rojas: Newsletter moving to a new platform which may look a little different. Draft of Newsletter will be sent out to council for input before finalizing.  
   c. Employee Relations – Brooke Croshier-Sidebotham: No events planned through the remaining year.  
   d. Salary and Benefits – Kristy Leen: Currently working on information gathered from recent survey.  
   e. Policies and Procedures – Farah Kashef: Last meeting policy 4.20 was discussed due to wording. Policy 4.16 needs to be revised and updated. Policy 5.29 still being worked on.

VI. **Old Business** – Nick Petersen went over the Salary and Fringe Benefits survey response. The survey served as a very useful tool with great participation.

VII. **New Business** – P&S Council Officer Elections – J.C. Last elected to continue to serve as council president, and Chiquita Loveless also elected to continue serving as council vice president. Congratulations to you both!

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

Respectfully Submitted,  
Katie Sires  
Human Resource Services