

Professional and Scientific Staff Council**DRAFT**Divisions

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

Meeting No. 494514
 Date of Meeting: July 9, 2020
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:19PM

<u>Members of the Council in Attendance</u>			
X	Rachael Bair, Advancement - 34718 - UA	X	Stephanie Rojas, Study Abroad - 32804 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD	X	Patrick Sedlacek, IT – 33060 - AA
X	Cristy Freeburg, Business Operations – 37602 - FO	X	Heidi Seegers, COE Student Advising – 32486 - AA
X	Farah Kashef, IT - 37766 - AA	X	Jenna Petersen, Student Wellness Services – 32137 AT
X	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	Paula VanZee, Study Abroad - 37078 - AA
X	J.C. Last, IT - 33024 - AA	X	Jeff Van Gelder, Campus Supply - 32451 - FO
A	Kristy Leen, Recreation Services - 37167 - SA		
X	Chiquita Loveless, DI&SJ - 33040 - SA		
A	Nick Petersen, IT - 36970 - AA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Michael Hager	Melissa Engdahl	Gail Bunz	Jen Cole
Jocelyn Moeller	Karen Paulsen	Karla Whitney	Katy McGlaughlin
Kelly Destival	Keyah Levy	Kristine Nemec	Linda Wilson
Malissa Martin	Matt Copp	Matthew Gordon	Michelle Van Dorn
Molly Taiber	Pamela Musoke	Ryan Dupuy	Todd Parsons
Yayoi Teramoto	Billi Purdy	Amy Kliegl	Brenda Biersner
Britta Sandberg	Carolina Coronado-Park		

I. Welcome

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

II. Approve Minutes

Kristina Kofoot motioned to approve the previous meeting’s minutes as written, seconded by Farah Kashef.

III. Cabinet Report – Michael Hager

- a. Currently working through budget implementation process. President will be sending email communication with budget update.
- b. Protocols for returning to campus are being developed. Masks are currently available at UNI Bookstore and at Essentials beginning August 10. Employees can receive two masks and one shield at no cost.

IV. HRS Report – Michelle Byers

- a. Printed salary letters will not be issued. Instead staff can access the notification through e-business. An email will be sent next week with instructions for accessing the notification.

- b. Preparing for reopening of offices on 8/3. Continue to check the Forward Together webpage for updates and information on telework. University will support telework as we can, but there does need to be coverage for offices. Telework agreements are needed for those continuing to telework after 8/3.
- c. Labor Day – most offices will remain closed. For offices that must be open hourly employees must record hours worked that day. Salaried employees should work with supervisor as they may be able to flex their schedule and take an alternate day off that week.

V. Committee Reports

- a. Employee Issues – Kristina Kofoot: This committee is in need of a co-chair. If interested contact Kristina with questions. Committee met last week and plans to share info on EAP in next newsletter. Committee is also looking at recency requirements and if extensions are available for tuition reimbursement participants.
- b. Communications –Stephanie Rojas: Meeting later this month and will establish goals and discuss possible features for the year. Plan to send newsletter next week.
- c. Employee Relations – Brooke Croshier-Sidebotham: Looking for additional committee members. Contact Brooke with any questions.
- d. Salary and Benefits – Kristy Leen: Will release results of survey soon.
- e. Policies and Procedures – Farah Kashef: Working on policy 5.21 and 5.29

VI. Old Business – None

VII. New Business –

- a. Welcome to new council members – Heidi Seegers and Jenna Petersen!
- b. Council needs to set new goals for the fiscal year. Please send ideas to JC.

VIII. Adjournment – Meeting was adjourned at 2:19 PM.

Respectfully Submitted,
Melissa Engdahl
Human Resource Services