

## 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. 536  
 Date of Meeting: March 10<sup>th</sup>, 2022  
 Place of Meeting: Zoom  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 3:03 PM

<u>Members of the Council in Attendance</u>			
A	Janel Alleyne, Dean of Students - 32332 - SL	X	JC Last, IT - 33024 - AT
X	Rachael Bair, University Advancement - 34718 - UA	A	Kristy Leen, Recreation Services - 37167 - SL
X	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Todd Parsons, Academic Affairs – 33611 - AA
X	Traci Buseman, Financial Accounting - 34458 - FO	A	Missy Poock, UNI Bookstore – 34970 - FO
P	Carolina Coronado-Park, Int Engagement 32853 - AA	A	Nick Petersen, IT - 36970 - AT
X	Brooke Croshier-Sidebotham, UNI-Dome 36636 - PD	X	Heidi Seegers, COE Student Advising - 32486 - AA
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - PD	X	Rick Seeley, IT - 37218 - PD
X	Cristy Freeburg, Continuing Ed - 37602 - AT	X	Molly Taiber, Edu. Opportunity Cntr. - 34774 - AA
X	Farah Kashef, IT - 37766 - PD	X	Paula VanZee, Study Abroad - 37078 - AA
X	Kristina Kofoot, Community Engagement 34507 - AA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Anna Flanders	Jenny Leeper	Linda Wilson	Sarah Goblirsch
Anton Reiter	Karla Whitney	Luke Bartlett	Sharon Hannasch
Bruce Bowler	Kayla Bedard	Malissa Martin	Shelly Christensen
Cat Wilken	Kelly Destival	Melissa Engdahl	Stephanie Rojas
Gail Bunz	Kristine Nemec	Michael Hager	Susan Basye
Heidi Patterson	Linda Nielsen	Michelle Van Dorn	Tristan Aldous
Jaime West (proxy)	Linda Schroeder	Paul Moes	

### I. Welcome

President Farah Kashef called the meeting to order at 1:30 PM.

### II. Approve Minutes

Farah called for a motion to approve last month’s meeting minutes as written. Brooke motioned to approve, seconded by JC. Vote taken and motion carried.

### III. Guest Speakers

Provost José Herrera presented on academic positioning and upcoming partnerships with community colleges.

Isabella Perksen, Student Leader of Green Dot Initiatives, presented about the program.

### IV. President’s Cabinet Report – Michael Hager

We are at the early stages of budget development. State revenue is down slightly, but that is because of tax cuts. The House may put out budget bills early next week. The Senate budget process should be starting soon. We are requesting a 2.5% increase in appropriations.

V. HRS Report – Michelle Byers

Cat Wilken, Employee Relations Coordinator in HRS, was introduced as a new employee. Cat has already met with the Employee Issues committee. It is the time of year for P&S performance appraisals – there will be one more training session for supervisors on April 6<sup>th</sup> at 1:00. There is also a recorded demonstration of the Talent@UNI program on the performance appraisal webpage - <https://hrs.uni.edu/ld/perf-appraisal>. Jordan Cornwell will be moving from Admissions to a new role as a Recruitment Specialist in HRS. The flexible spending deadlines are approaching – expenses must be incurred by March 15<sup>th</sup>, and must be submitted by March 31<sup>st</sup> to use 2021 allocations.

VI. Committee Reports

- a. Communications – JC/Stephanie: We are happy to have Stephanie back from leave. We will be reviewing items for the next newsletter, which will tentatively be published in late March/early April. Send any items for the newsletter to JC or Stephanie. We will be updating the About Us section of the website.
- b. Employee Issues – Kristina/Paula: We met with Michelle and Cat last week. We also met with Michelle and Farah regarding one of the items that came out of the survey – supervisor appraisals. The committee will be meeting to discuss that further. Remember that we have the Employee Assistance Program to utilize.
- c. Employee Relations – Brooke: The Spring Social will be held on April 12<sup>th</sup> from 11:30-12:30 in the Maucker Union University Room.
- d. Salary and Benefits – Kristy/Matt: The salary meeting will be next month with President Nook. The committee is still reviewing an appropriate raise request for P&S employees.
- e. Policies and Procedures – Heidi: Policy 5.20 – definition of P&S staff will be moving to the University Council on April 4<sup>th</sup> to discuss and vote on moving forward.

VII. Old Business

- a. Discussion on the proposed revisions of the P&S Council Constitution: After last month's meeting, JC asked for feedback from the P&S Council and P&S community. Data was compiled and there are 5 potential amendments. The report was shared with the Council. Farah asked JC to put forward the resolutions to adopt the identified amendments. JC read all 5 proposed amendments and put forward the resolutions, and all were seconded. Farah opened the floor for debates and there was no discussion on any of the identified amendments. Votes were taken for each of the 5 proposed amendments and all 5 motions were passed. The amendments will be shared with the P&S community over the next month.
- b. Survey recommendations discussion follow-up: The following items were discussed: flex time, supervisor appraisals, and climate study.
- c. Council election updates: The deadline for nominations has been extended to March 11<sup>th</sup> at 5:00 PM. The minimum number of candidates is still needed for F&O and UA. Ballots will be created in Qualtrics and the election is tentatively scheduled for the week following spring break.
- d. Spring Social: will be held April 12<sup>th</sup>, 11:30-12:30 at MAU University Room.

VIII. New Business

- a. Farah reviewed some items from the Notes section of the agenda.

IX. Adjournment – Farah adjourned the meeting at 3:03 PM.

Respectfully Submitted,

Jen Cole  
Human Resource Services