

## 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. 544  
 Date of Meeting: November 10, 2022  
 Place of Meeting: ScholarSpace and Zoom  
 Meeting Convened: 1:34 PM  
 Meeting Adjourned: 2:45 PM

<u>Members of the Council in Attendance</u>			
X	Janel Alleyne, Dean of Students - 32332 - SL	X	Sara Kies, University Relations - 33584 - PD
X	Nathan Arndt, Museum & Collections - 36922 - AA	X	Kristina Kofoot, Community Engagement 34507 - AA
X	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Kristy Leen, Recreation Services - 37167 - SL
X	Traci Buseman, Financial Accounting - 34458 - FO	X	Amy Mohr, Alumni Relations - 33094 - UA
X	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Todd Parsons, Academic Affairs - 33611 - AA
X	Brooke Crophier-Sidebotham, UNI-Dome 36636 - PD	X	Andy Saigh, University Relations - 32761 - PD
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	X	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
X	Dawnell Johnson, UNI Bookstore - 34950 - FO	X	Molly Taiber, OCEM - 34774 - AT
P	Farah Kashef, IT - 37766 - PD		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Adam Amdor	Henry Korf	Kristine Nemec	Paul Huber
Alex Brandt	J.C. Last	Linda Wilson	Paul Moes
Bruce Bowler	Jaime West	Malissa Martin	Petra Maier
Cat Wilken	Jeffrey Ries	Matt Gordon	Susan Grau
Charity Eckhardt	Jenny Leeper	Megan Holbach	Tristan Aldous
Danielle Weide	Karla Whitney	Melissa Engdahl	Zak Larter (proxy)
Dave Andersen	Kristin Johnson	Olivia Umbaugh	

### I. Welcome

President Kristina Kofoot called the meeting to order at 1:34 PM.

### II. Approve Minutes

Kristina called for a motion to approve last month’s meeting minutes as presented. Dan motioned to approve, seconded by Nathan. Vote taken and motion carried.

### III. Guest Speaker

Paul Sapp, Interim UNI@IACC Director, spoke about UNI@IACC – community college partnerships.

### IV. President’s Cabinet Report – no report

### V. HRS Report – Michelle Byers

Benefits open enrollment is during the month of November – it is the time to make any changes to your benefits, and to enroll in flexible spending. Flexible spending requires an active enrollment each year. Limits for healthcare flexible spending went up slightly for 2023. There will be a slight increase in health insurance premiums, but there is still a single HMO option at no cost to the employee. We are pleased to announce that UNI was recently awarded as a Best Place for Working Parents by the Iowa Economic Development Authority. Reduced operations is expanded by one calendar day this year, starting on Friday, December 23<sup>rd</sup>.

## VI. Committee Reports

- a. Benefits Advisory Committee – Matt: The committee met this morning. The group’s main initiative is having a consultant do a benefits survey across campus, which will happen in January 2023. The survey will ask how people feel about their benefits. One topic is child care and the lack of access in the Cedar Valley, and how this can be expanded in the future. The group meets once per month. Contact Matt or Theresa Westbrook with any questions or suggestions.
- b. Salary and Benefits – Matt/Kristy: The group will be reaching out to the Policies & Procedures committee to discuss a policy update regarding pay raises for those who have been promoted or transferred in a short timeframe from the July 1<sup>st</sup> salary increase. Target is no longer doing gift cards for kids getting flu shots, but CVS does.
- c. Communications – Sara/J.C.: The newsletter was sent out successfully. The group’s goal is to make the P&S Council website a more active and engaging space. The primary feed on the webpage has the ability to post items. Send any items to J.C. or Sara, or complete the form on the Council website. We look to increase communication efforts on the website, to try to cut back on the amount of emails sent out.
- d. Employee Issues – Nickole: No issues brought to our attention this month. Traci, Nickole and Kristina met to find ways to be engaged and finding resources. Cat Wilken provided an updated list of resources for staff to use to reach out if there are any issues.
- e. Employee Relations – no report. Dan is planning a holiday social event for all P&S employees. It will be held Thursday, Dec. 8<sup>th</sup> starting at 4:30 PM at Mulligan’s in the lower area. Spouses/partners are welcome also. An announcement will come out soon.
- f. Policies and Procedures – Dan: The committee is doing a deep dive on the wording of policy 5.24 – reduction in force. We are also working with Michelle to finalize discussion on continuing ed/certifications.

## VII. Old Business

- a. Review and Approve Goals for P&S Council: FY23 P&S Council goals were read and reviewed. Kristina asked for a motion to approve the goals as presented. Dan motioned to approve, seconded by Molly. Vote was taken and motion carried.

## VIII. New Business

- a. First Amendment Training Discussion: Someone asked if this training is required or optional. Kristina will follow up with Tim McKenna/Oksana Grybovych Hafermann to confirm.
- b. New Council Member – Andy Saigh, President’s Division: Andy will be filling the seat vacated by Nick Petersen. Andy will serve until the next election, and has the option to run in the next election.
- c. P&S Policies and Procedures Overview of Policy: A quiz was given with questions about P&S policies and procedures.
- d. UNI Bookstore – sign up for updates and deals: sign up at [www.unibookstore.com](http://www.unibookstore.com)
- e. Other items – International Education Week is Nov. 14<sup>th</sup>-18<sup>th</sup>. Study Abroad Center will have a Passport Day on Wed. Nov. 16<sup>th</sup> from 11:00-3:00. Contact Carolina Coronado-Park for International Engagement questions and Stephanie Rojas for Study Abroad questions.

- IX. Adjournment – Kristina asked for a motion to adjourn. Dan motioned to adjourn, seconded by Brooke. Kristina adjourned the meeting at 2:45 PM.

Respectfully Submitted,

Jen Cole  
Human Resource Services