

## 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. 548  
 Date of Meeting: March 9, 2023  
 Place of Meeting: Zoom  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:33 PM

<u>Members of the Council in Attendance</u>			
A	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
P	Carolina Coronado-Park, Int Engagement 32853 - AA	X	Todd Parsons, Academic Affairs - 33611 - AA
X	Brooke Croshier-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
X	Farah Kashef, IT - 37766 - PD		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Adam Amdor	Jaime West (proxy)	Linda Schroeder	Paul Moes
Alex Brandt	Jeff Beneke	Lisa Green	Paula Myatt
Bruce Bowler	Jeffrey Ries	Lisa Smith	Ruth Palmer
Caroline Francis	Jenny Leeper	Malissa Martin	Sara Eberle
Chris Denison	Jim Weeg	Matthew Gordon	Sharon Hannasch
Courtney Wilson	Jordan Cornwell	Melissa Engdahl	Stacy Robinson
Doreen Hayek	Karla Whitney	Michael Hager	Yayoi Teramoto
Heather Harbach	Kelly Destival	Patti Rust	
J.C. Last	Kristine Nemec	Paul Huber	

### I. Welcome

President Kristina Kofoot called the meeting to order at 1:30 PM.

### II. Approve Minutes

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

### III. Guest Speaker

Heather Harbach, VP of Student Life, gave an overview on the division of Student Life.

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

Application numbers are looking good – freshmen commits are up 8%, and transfers are up 9.4% from this time last year. Admissions and supporting efforts are doing outstanding work. UNI’s Day of Giving will be March 30<sup>th</sup>. The Our Tomorrow campaign has surpassed the \$200 million milestone. The Foundation is doing excellent work.

V.     HRS Report – Michelle Byers

EFR is now our temporary EAP vendor, effective immediately. A vendor will soon be secured on a permanent basis. Flexible spending dollars will expire soon if you have any carryover from last year. Services must be incurred by March 15<sup>th</sup> and receipts submitted by March 30<sup>th</sup>. A new appraisal form will be released through Jotform. April 12<sup>th</sup> is the next Fundamentals of Supervision training - go to the HRS website to register for the session. Climate study results will be shared in two town hall sessions on April 17<sup>th</sup> and 18<sup>th</sup>.

VI.     Committee Reports

- a. Intercollegiate Athletics Advisory Committee – Lisa Smith: This committee monitors policies and activities related to the academic quality and integrity of the institution and the welfare of student athletes.
- b. Salary and Fringe Benefits – Kristy/Matt: The committee will be meeting to work on the salary letter to President Nook. Be sure to get receipts in from last year for flex spending.
- c. Communications – J.C./Sara: The next newsletter will tentatively be sent out in May. A form is available on our website for feedback/suggestions for the Council. An anonymous submission was received sharing concerns about workloads, asking the Council to advocate on behalf of P&S employees. They thanked the Council for what they have done in that aspect.
- d. Employee Relations – Brooke: We are trying to find a date for the next P&S social event. A reminder that the Sports Show is this weekend at the UNI Dome.
- e. Policies and Procedures – Dan/Farah: No new updates on policies 5.21 and 5.29. The group is looking for more members – contact Dan or Farah if you are interested.

VII.    Old Business

- a. Nominating Committee – J.C.: The nomination deadline has been extended by one week because minimum numbers were not received for some of the ballots. 1- or 2-year terms would be accepted in order to stagger the expiration dates of the seats. Housing and Dining will be moving from Finance & Operations to Student Life. Once this happens, an ad hoc committee will review employee counts and reallocate if needed.

VIII.   New Business

- a. Regents Inter-Institutional Supervisory and Confidential Advisory Council (RISCAC): This group does not actively meet, due to dwindling numbers and employees working varying shifts. This group will now be invited to P&S Council meetings, which currently consists of 40-45 Merit employees. They cannot be a part of the AFSCME bargaining agreement due to the nature of their positions – Merit Supervisory (supervising employees in the Merit system), or Merit Confidential (clerical staff with access to confidential information).
- b. P&S Policies and Procedures Education: Training was given.
- c. Opportunity to serve as chair/co-chair on Employee Relations committee: Brooke is stepping down as chair of the committee. She has a binder of resources and is willing to help onboard the next chair/co-chair. Let Brooke know if you are interested.
- d. Request to share draft meeting minutes earlier: This is not feasible with workloads, but we encourage everyone to attend the meetings, or send an email to the Council and we can follow up with any questions.

IX.     Adjournment – Kristina asked for a motion to adjourn. Brooke motioned to adjourn, seconded by Farah. Kristina adjourned the meeting at 2:33 PM.

Respectfully Submitted,

Jen Cole  
Human Resource Services