

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. 549
 Date of Meeting: April 13, 2023
 Place of Meeting: Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:32 PM

<u>Members of the Council in Attendance</u>			
P	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	Brooke Croshier-Sidebotham, UNI-Dome 36636 - PD	X	Todd Parsons, Academic Affairs - 33611 - AA
A	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	X	Andy Saigh, University Relations - 32761 - PD
X	Dawnell Johnson, UNI Bookstore - 34950 - FO	X	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
X	Farah Kashef, IT - 37766 - PD	X	Molly Taiber, OCEM - 34774 - AT

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Alex Brandt	Jeffrey Ries	Linda Schroeder	Sharon Hannasch
Bethany Schulte	Jordan Cornwell	Malissa Martin	Stephanie Rojas
Bruce Bowler	Kalyani Kannan (proxy)	Matthew Gordon	Susan Basye
Charity Eckhardt	Karla Whitney	Melissa Engdahl	Tony Rath
Courtney Wilson	Kelly Destival	Michael Hager	Tristan Aldous
J.C. Last	Kristine Nemec	Paul Moes	Yayoi Moreland
James Weeg	Linda Wilson	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 presented. Traci motioned to approve, seconded by Brooke. Vote taken and motion carried.
- III. Guest Speakers
 Gwenne Berry, Asst to President & Chief Diversity Officer, spoke about DEI and House Bill 616.
 Chiquita Loveless, Director of Diversity, Inclusion & Social Justice, spoke about the mission and focus areas of the Diversity, Inclusion & Social Justice department.
- IV. President’s Cabinet Report – Michael Hager
 The Workday project will start in July 2023 and will be going live in July 2024. Communication will be sent out next week, asking for volunteers who want to be involved with this project. Jason Ebensberger is the project manager.
- V. HRS Report – Michelle Byers
 It is time of year for P&S performance appraisals. The appraisal form was updated into Jotform with an electronic workflow. The self-appraisal form is also available and can be used to prepare for your

appraisal. The [performance development webpage](#) has more information. UNI Bookstore operations will be transferring to private ownership, effective November 1st. Some staff will be impacted, and we will be working through that process. A proposed state bill is currently being reviewed, with parental leave as one of the included topics.

VI. Committee Reports

- a. Salary and Fringe Benefits – Kristy/Matt: Kristina, Kristy and Nathan presented the salary letter for a proposed increase. We asked for a 6% salary increase and provided documentation and resources.
- b. Communications – J.C./Sara: The committee is meeting next Friday to discuss the upcoming newsletter, which will be sent out in the middle of May. Let Sara or J.C. know if you have any items to include. The new P&S Council website will be ready for review soon. We will see revision of the website sometime this summer.
- c. Employee Relations – Brooke: The P&S Spring Social will be held on May 2nd in the Maucker Union University Room. Beverages and snacks will be provided, or you can bring a lunch. The committee met and split up jobs. Let the committee know if you have any items to discuss.
- d. Policies and Procedures – Dan/Farah: The initial edit has started on policy 5.24 – Reduction in Force Proceedings. The most recent edit of policy 5.29 was sent back from HRS last week. The group will review and then send to University Counsel. The group is looking for new members.

VII. Old Business

- a. Climate Study Town Hall: Meetings will be held on April 17th from 4:00-5:30 PM, and on April 18th from 1:00-2:30 PM. Both meetings have in person and Zoom options. All are encouraged to attend, and questions can be submitted before the meeting.
- b. Invitation for RISCAC community: We are working on getting a list of these individuals to invite them to our meetings.

VIII. New Business

- a. Presentation to Board of Regents in April: Kristina is going to Ames to present on April 20th.
- b. P&S Policies and Procedures Education: Training was given.
- c. Opening on the Council: Carolina has asked to step down due to increased workload. Todd will fill the open seat for the remainder of the term.
- d. Announcement of newly elected Council members: These terms will begin July 1st. AA – Nathan Arndt, Taija Tucker; PD – Anton Reiter, Andrea Greve Coello, Tony Rath; SL – Kalyani Kannan. Special thanks to the members of the nominating committee; Kristina and Traci for doing candidate outreach leading up to the election; the three members who are term limited: Brooke, Farah and Kristy; J.C. for guiding the election process; and Megan Vogt-Kostner for creating the ballots in Qualtrics.
- e. Spring Social Gathering – Dan Breitbach: An announcement will come out soon for the spring social gathering – Thursday, May 25th from 4:30-6:30 PM at Mulligans.

IX. Adjournment – Kristina asked for a motion to adjourn. Brooke motioned to adjourn, seconded by Kalyani. Kristina adjourned the meeting at 2:32 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services