

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. 553
 Date of Meeting: August 10, 2023
 Place of Meeting: ScholarSpace and Zoom
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:21 PM

<u>Members of the Council in Attendance</u>			
X	Janel Alleyne, Dean of Students - 32332 - SL	A	Kristina Kofoot, Community Engagement 34507 - AA
X	Nathan Arndt, Museum & Collections - 36922 - AA	X	Amy Mohr, Alumni Relations - 33094 - UA
X	Dan Breitbach, Dev & Foundation - 37727 - UA	X	Todd Parsons, Academic Affairs - 33611 - AA
X	Traci Buseman, Financial Accounting - 34458 - FO	A	Tony Rath, IT-AIS - 37348 - PD
A	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	A	Anton Reiter, IT-ETMS - 34715 - PD
X	Andrea Greve Coello, Athletics Admin - 33327 - PD	X	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
X	Dawnell Johnson, UNI Bookstore - 34950 - FO	X	Molly Taiber, OCEM - 34774 - AT
X	Kalyani Kannan, DISJ - 35428 - SL	X	Taija Tucker, College of Business PDO - 32144 - AA
A	Sara Kies, University Relations - 33584 - PD		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Alex Brandt	Jenny Becker	Linda Wilson	Paul Moes
Anna Kelly	Jesse Dinsdale	Malissa Martin	Rob Green
Bethany Schulte	Jim Weeg	Mary Grieger	Stephanie Rojas
Bruce Bowler	Jordan Cornwell	Matt Gordon	Susan Basye
Cat Wilken	Kamyar Enshayan	Melissa Engdahl	Tristan Aldous
J.C. Last	Karla Whitney	Michael Hager	Yayoi Teramoto Moreland

I. Welcome

Vice President Nathan Arndt called the meeting to order at 1:30.

II. Guest Speaker Kamyar Enshayan and Bettina Fabos

Kamyar Enshayan and Bettina Fabos provided an overview of Project Here and the six community outreach initiatives they will focus on this academic year.

III. President’s Cabinet Report – Michael Hager

We’re gearing up for new semester and enrollment is looking encouraging for census date. Enrollment numbers are up in freshmen, transfer, and graduates. Reminder to welcome students and families to campus. The conversion of the UNI Bookstore to Follett will begin November 1st. UNI will still own the store, but will be managed by Follett. Spring course materials handled by Follett. A lot of working going on by HRS, OBO and financial accounting related to UNI WORKS. Every single HR and business transaction will be impacted. A sneak peek will be provided when available. Roll out system to campus on July 1st.

IV. HRS Report – Michelle Byers

UNI WORKS is quiet from a campus standpoint, but there is lots of work going on. Working with consultant on our current processes and transactions and uploading current data to create a sample system. We will then be able to work with sample and determine what changes need to be made.

Employee well-being fair is September 14th in Maucker Union. A lot of vendors are signed up and flu shots will be administered. Please register for flu shot so we can ensure enough are available.

V. Committee Reports

- a. Salary and Fringe Benefits – no report
- b. Communications – J.C.: Planning content and schedule for upcoming newsletter. Aiming for first two weeks in September. If you have anything to include send to J.C. or Sara. The committee will be updating P&S Council website. This should be updated in the coming months. An update on information about elected members is needed for the site. Please review this information and let J.C. or Sara know if any updates are needed.
- c. Employee Relations – The chair position for this committee is open. Please contact Kristina if you are interested.
- d. Policies and Procedures – Dan: working on updates to policy 5.29 and working with HRS on 5.21; finalizing details and should have policies available soon.

VI. Old Business

Approval of prior month minutes: Nathan called for a motion to approve last month's meeting minutes as presented. Dan motioned to approve, seconded by Kalyani. Vote taken and motion carried.

VII. New Business

- a. Join a committee: Everyone is invited to join a committee, whether you are an elected member or not.
- b. Report on 2022-23 goals – on campus socials were more successful than off campus; committees are being promoted at meetings and newsletters; meeting agendas include professional development information; Tracy met with Iowa and ISU to learn about what their Councils do. Also looked into additional funding – if the Council has a specific event and business need could request through VP for approval
- c. Proposed 2023-2024 goals
 - Launch new website for council
 - Link for anonymous feedback/support
 - Increase attendance
 - Meetings, socials, etc.
 - Elected Council Members attend majority of council meetings in person if possible
 - Committees members/chairs attend in person if possible
 - Intentional targeted messaging around event times/dates
 - Climate Survey results- Remain engaged with initiatives and programs regarding campus climate
 - Advocating with and for P&S Community
 - Action around results/dissemination of the study

Nathan called for a motion to approve goals. Kalyani motioned to approve and Dan seconded to adopt these goals for FY'24.

- d. Committee goals will be reported out at the next Council meeting

VIII. Adjournment – Nathan asked for a motion to adjourn. Todd motioned to adjourn, seconded by Dan. Nathan adjourned the meeting at 2:21.

Respectfully Submitted,

Melissa Engdahl
Human Resource Services