

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. 555
Date of Meeting: October 12, 2023
Place of Meeting: ScholarSpace and Zoom
Meeting Convened: 1:30 PM
Meeting Adjourned: 2:32 PM

Members of the Council in Attendance

X	Janel Alleyne, Dean of Students - 32332 - SL	X	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	X	Anton Reiter, IT-ETMS - 34715 - PD
A	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
P	Kalyani Kannan, DISJ - 35428 - SL	X	Taija Tucker, College of Business PDO - 32144 - AA
A	Sara Kies, University Relations - 33584 - PD		

Ex-Officio Member

Michelle Byers

Others

Bethany Schulte	J.C. Last	Linda Wilson	Rebecca Rinehart
Bruce Bowler	Jaime West	Malissa Martin	Susan Basye
Caroline Francis	Jeff Beneke	Michael Hager	Tristan Aldous
Henry Korf (proxy)	Kristine Nemec	Paul Huber	Yayoi Teramoto Moreland
Holly Schnieders	Kristy Leen	Paul Moes	

I. Welcome

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

II. Guest Speaker

Hillery Oberle, Asst VP Strategy, Comm & Campaigns, University Advancement gave an update on the Our Tomorrow campaign.

III. Reports

- a. **President’s Cabinet** – Michael Hager: Things are going well with the UNIWorks (Workday) implementation project. A more in-depth update will be given at next month’s meeting. Thank you to staff who are working long hours and doing great work on the project. The 4-year graduation rate is up to 51% this year, which is the highest in institutional history. Homecoming is October 20th-22nd. A significant announcement will be made during Homecoming. The bookstore will be temporarily closing after Homecoming due to the transition in ownership to Follett. They plan to be closed for no more than one week.
- b. **HRS Report** – Michelle Byers: Open Enrollment starts November 1st. More information and links to “Know Your Benefits” Zoom sessions can be found at <https://hrs.uni.edu/oe>. A biometric screening and flu shot clinic will be held tomorrow from 7:00-9:30 AM in Gilchrist Hall. Policies 5.21, 5.23 and 5.24 are being reviewed and will be sent to the policy review committee soon.

- c. **Salary and Fringe Benefits** – Nathan Arndt: No report.
- d. **Communications** – J.C. Last/Sara Kies: The fall newsletter was sent out the last week in September. If you did not receive it by email, let J.C. know. Thank you to everyone who provided content. The contact form on the Council website was updated to make it easier to find. <https://pscouncil.uni.edu/contact-us> The group will be working on the website upgrade to Drupal 9 in the next few months.
- e. **Employee Relations** – Kristina Kofoot (position open): The chair position is still open for this committee. Thanks to the committee members for working on the Regents Staff Excellence awards. There were 16 unique nominees. Individuals have been notified of their awards and will be announced and celebrated on October 26th from 12:00-1:00 PM in Maucker Union Ballroom C. Please join us for light refreshments and an update from President Nook.
- f. **Policies and Procedures** – Dan Breitbach: We are waiting on a response from HRS on policies 5.21, 5.23 and 5.24. The committee is working on policy 5.28 – Holidays and Leaves. Some of the same topics are covered in other policies – the committee is working on making them similar.
- g. **President** – Kristina Kofoot: A reminder that as we work on increasing our numbers, please try to attend the October 26th event. Starting at the next meeting, Kristina will give an update each month on where we are sitting with our goals. Climate survey sessions were held last month. If they are still accepting feedback, Kristina will send that out after the meeting.

IV. Old Business

- a. **Update on Regents meeting in Iowa City:** Nathan and Kristina attended this meeting to discuss the current legislation around DEI and whether we should specifically focus on this on campuses. Fellow institutions are on the same page as far as the importance. The Board of Regents will cover this topic at their next meeting in November.
- b. **Social w/President and Announcement of Regents Staff Excellence Awards reminder:** Awards will be presented on October 26th as previously discussed.
- c. **Reminding Council members of attendance or send proxy:** Article 7, Section 5: If a representative is absent from three meetings without a proxy during any consecutive twelve months of their term, the seat will be declared vacant. If you do not have a proxy for yourself listed on the website, send an email to Kristina or J.C. so your information can be updated.
- d. **Approval of prior month meeting minutes:** Kristina called for a motion to approve last month's meeting minutes as presented. Motion given and seconded. Vote taken and motion carried.

V. New Business

- a. **Suggest setting up an incoming president position – President Elect:** Iowa and Iowa State have a President Elect, Current President and Past President. The Council voted to move forward and create an ad hoc committee to add this to the bylaws. Let Kristina know if you are interested in being on this ad hoc committee.
- b. **P&S Policies and Procedures Education:** Let Dan know if you have a policy you would like covered for future meetings.

VI. Adjournment

Kristina adjourned the meeting at 2:32 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services