

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. 559
 Date of Meeting: February 8, 2024
 Place of Meeting: ScholarSpace and Zoom
 Meeting Convened: 1:33 PM
 Meeting Adjourned: 2:34 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	Heather Asmus, Undergraduate Studies - 35730 - AA	X	Todd Parsons, Academic Affairs - 33611 - AA
X	Dan Breitbach, Dev & Foundation - 37727 - UA	A	Tony Rath, IT-AIS - 37348 - PD
X	Traci Buseman, Financial Accounting - 34458 - FO	X	Anton Reiter, IT-ETMS - 34715 - PD
X	Nickole Dillard, Edu. Opportunity Cntr. - 34772 - AA	X	Stephanie Rojas, Study Abroad Center - 37078 - FO
X	Andrea Greve Coello, Athletics Admin - 33327 - PD	X	Chris Shaw, Appl. Eng. & Tech. Mgmt. - 33258 - AA
X	Dawnell Johnson, Rialto - 34950 - SL	X	Molly Taiber, OCEM - 34774 - AT
A	Sara Kies, University Relations - 33584 - PD		

Ex-Officio Member

Michelle Byers

Others

Anna Kelly	J.C. Last	John DeGroot	Linda Wilson
Bethany Schulte	Jaime West	Jordan Cornwell	Lisa Green
Caroline Francis	Jeff Beneke	Karla Whitney	Michael Hager
Henry Korf	Jenny Leeper	Kristine Nemeč	Paul Moes
Holly Schnieders	Jenny Becker	Kristy Leen	Petra Maier

I. Welcome

President Kristina Kofoot called the meeting to order at 1:33 PM.

II. Guest Speaker

Stephanie Rojas and Charity Eckhardt, Study Abroad Center, gave a departmental update.

III. Reports

- a. **President’s Cabinet** – Michael Hager: The legislature is in session, with a number of bills focused on higher education. The budget bills are just getting formulated for appropriation requests for FY25. UNI Works is still moving along at a very quick place, with a lot of good work being done by staff members. Communications and hands-on training will occur in the April/May/June timeframe. There have been delays with this year’s FAFSA and institutions receiving students’ information. If you know any prospective students, let them know to stick with UNI through this delay.
- b. **HRS Report** – Michelle Byers: As we continue with the testing phase of UNI Works you may see delayed responses from HRS, but let us know if items need to be escalated if they are time-sensitive. Cat Wilken’s last day at UNI is February 9th, and Jesse Heath is fully transitioned as our Employee Relations Coordinator. Numerous chapter 4 policies will need revisions with the new Workday software, so we hope to get the chapter 5 policy revisions completed in the near future. Performance appraisal training for supervisors will be held on February 27th via Zoom – register in advance at <https://hrs.uni.edu/ld>. Appraisal forms for Merit and P&S employees will be in Jotform again this year. Once Workday is live, the forms will be completed within Workday.

- c. **Salary and Fringe Benefits:** Thank you to the committee members for working on the salary letter to President Nook and Dr. Hager. The letter was presented in mid-January and we are waiting for a response.
- d. **Communications:** The spring newsletter was sent out. One correction – the Safe Zone Ally training is currently on hold. An update will be included in the next newsletter if available. A column that was started and may be recurring is benefits we have as P&S employees. Sara has done a second round of edits to the P&S Council website. The group will review in the coming weeks and hopefully go live later this spring.
- e. **Employee Relations:** No report.
- f. **Policies and Procedures:** Vote on policy updates will occur later in the meeting.
- g. **President:** No report.

IV. Old Business

- a. **Approval of prior month meeting minutes:** Kristina called for a motion to approve last month's meeting minutes as written. Vote taken and motion carried.

V. New Business

- a. **Approval of individuals to fill open seats:** The past ballot was reviewed and no options were available to fill the vacant seats. The following seats were appointed by Kristina – votes were taken and all motions carried:
 - Dawnell Johnson's seat was moved from F&O to SL, to fill the vacant seat left by Kalyani Kannan leaving the university
 - Heather Asmus was appointed to fill the vacant seat left by Taija Tucker leaving the university
 - Stephanie Rojas was appointed to fill the vacant seat due to Dawnell's move
- b. **Ad Hoc committee on constitutional change suggestions for discussion/wordsmithing – before moving to public comment:** Changes were read and discussed. A motion was made to post all three amendments for public comment/review. Vote taken and motion carried. Any comments or suggestions can be sent to Dan (dan.breitbach@uni.edu), Todd (todd.parsons@uni.edu), J.C. (jc.last@uni.edu), or pscouncilpres@uni.edu. Feedback will be accepted until the next Council meeting in March.
- c. **Policies and Procedures updates to be approved for movement to public comment:** Potential changes to policies 5.21, 5.23, and 5.24 were sent out with the agenda for this meeting. Changes were discussed. A motion was made to move forward with public review/comment. Vote taken and motion carried.
- d. **Nomination Committee for upcoming elections:** At least one volunteer for each of the standing 5 Council committees is needed for this committee. The individuals cannot be up for re-election this year. J.C. Last, Kristina Kofoot, Nickole Dillard, Nathan Arndt, and Chris Shaw volunteered. A motion was made to approve the Nominations Committee. Vote taken and motion carried.

VI. Adjournment

Kristina adjourned the meeting at 2:34 PM.

Respectfully Submitted,

Jen Cole
Human Resource Services