

Professional and Scientific Staff Council

DIVISIONS

AA – Academic Affairs
AF – Administration & Financial Services
AT – At Large
SA – Student Affairs
PD – President’s Division

Meeting No. 451
Date of Meeting: January 8, 2015
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:06 p.m.

Members of the Council in Attendance:

<input checked="" type="checkbox"/> Melanie Abbas, ITS – 36452 AA	<input checked="" type="checkbox"/> Shelley Pruess, Maucker Union – 33743 AT
<input checked="" type="checkbox"/> Holly Bokelman, CSBS - 33584 AA	<input checked="" type="checkbox"/> Mark Rowe-Barth, WRC – 33423 AT
<input checked="" type="checkbox"/> Seth Bokelman, ITS – 37423 AA	<input checked="" type="checkbox"/> Rick Seeley, ITS – 37218 AT
<input type="checkbox"/> Jennifer Colsch, Continuing Ed – 37865 AA	<input checked="" type="checkbox"/> Michelle Van Dorn, Athletics Sports Info – 35455 PD
<input checked="" type="checkbox"/> Brooke Croshier-Sidebotham, F&O - 36636 PD	<input checked="" type="checkbox"/> Brittany Warren, DS – 32677 SA
<input type="checkbox"/> Eric Lukens, ITS – 37434 AT	<input checked="" type="checkbox"/> Jeanne Wiesley, RDC – 32333 SA
<input checked="" type="checkbox"/> Nevin Nolte, ITS - 37228 AA	
<input checked="" type="checkbox"/> Eric O’Brien, AF&S – 37207 AF	

Ex-Officio Member

Bill Calhoun

Others

Megan Anderson
Nathan Arndt
Michelle Byers
Matt Gordon

Proxy

Ashley Brickley
Karen Cunningham

I. Welcome

President Jean Wiesley called the meeting to order at 1:30 p.m.

II. Approval of Minutes #450

Melanie Abbas moved to approve the minutes, seconded by Seth Bokelman. Motion carried.

III. Executive Management Team Report – Bill Calhoun

Melanie Abbas was congratulated on receiving her Doctorate of Technology during UNI’s Fall Commencement ceremony. Congratulations were also extended to all recipients receiving recognition during the January 8th Student Affairs awards and recognition event.

The Performance Based Funding proposal from the Board of Regents will be discussed and voted on during this upcoming legislative session. We will be doing all we can to educate legislators about the importance of this funding for UNI.

Bill urged participation during UNI Day at the Capitol in February.

IV. HRS Report – Michelle Byers

The renovation of the HR reception area that began in early December is now complete.

Upcoming retirements of HRS staff Clerk IV and Secretary III will take place in February. A search process has begun for filling the Secretary III position, which for the P&S Council will result in a new individual taking meeting minutes. Either today's meeting or February will be Sandy's last meeting.

Thank you's and appreciations for Sandy's work on meeting minutes over the past fifteen years were expressed by many council members.

The TIER HR-01 business plan is related to implementing a shared services model. UNI submitted one proposal for HR-01, FN-01, IT-01 and IT-02 business cases recommending the university implement these business cases internally. The Board plans to identify proposal awards by the first of February and work will begin immediately and ongoing during the spring semester.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

The committee met with University Counsel Tim McKenna to break down existing P&S policies into ten policies. The process has begun and Eric thanked all who were involved.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Election Committee

The election of P&S Council officers will soon begin. Four council members' terms will be expiring. They are Eric Lukens (AT), Seth Bokelman (AA), Eric O'Brien (AF&S), and Jean Wiesley (SA). The new Advancement Division will be represented and the total number of employees with the breakdown of divisions and their percentages will need to be determined.

Holly Bokelman volunteered to serve on the nomination committee and Mark Rowe-Barth will share with the new committee detailed process documents written and used by last year's nomination committee. Melanie Abbas will help set up the online election processes.

Inside UNI will be used to inform the campus community when nominations are being accepted.

President's Report

Jean is reaching out to potential speakers to share during upcoming P&S Council meetings. Matt Kroeger, Leslie Prideaux and Legislative contact Mary Braun have or will be contacted.

There will be public forums on January 20th and 22nd regarding the Provost Search and an electronic form will be used for feedback.

VII. Adjournment

Eric O'Brien moved to adjourn the meeting, seconded by Brooke Coshier-Sidebotham. The meeting was adjourned at 2:06 p.m.

Respectfully Submitted,
Sandy Law
Human Resource Services

Professional and Scientific Staff Council

DIVISIONS

AA – Academic Affairs
AF – Administration & Financial Services
AT – At Large
SA – Student Affairs
PD – President’s Division

Meeting No. 452
Date of Meeting: February 12, 2015
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:03 p.m.

Members of the Council in Attendance:

<u>X</u> Melanie Abbas, ITS – 36452 AA	<u>X</u> Shelley Pruess, Maucker Union – 33743 AT
<u>A</u> Holly Bokelman, CSBS - 33584 AA	<u>X</u> Mark Rowe-Barth, WRC – 33423 AT
<u>X</u> Seth Bokelman, ITS – 37423 AA	<u>X</u> Rick Seeley, ITS – 37218 AT
<u>P</u> Jennifer Colsch, Continuing Ed – 37865 AA	<u>X</u> Michelle Van Dorn, Athletics Sports Info – 35455 PD
<u>X</u> Brooke Croshier-Sidebotham, F&O - 36636 PD	<u>X</u> Brittany Warren, DS – 32677 SA
<u>X</u> Eric Lukens, ITS – 37434 AT	<u>X</u> Jeanne Wiesley, RDC – 32333 SA
<u>X</u> Nevin Nolte, ITS - 37228 AA	
<u>X</u> Eric O’Brien, AF&S – 37207 AF	

Ex-Officio Member

Others

Megan Anderson
Gordon Krueger
Michelle Byers
Matt Gordon
Andrea Greve

Proxy

Ashley Brickley
Justin Szabo

- I. Welcome
President Jean Wiesley called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #451
Mark Rowe-Barth moved to approve the minutes, seconded by Rick Seeley. Motion carried.
- III. Executive Management Team Report
Bill Calhoun was absent for the meeting. No report.
- IV. HRS Report – Michelle Byers
Secretary III search is taking place to replace Sandy Law due to her retirement. The search process will be finalizing within a week, which for the P&S Council will result in a new individual taking meeting minutes.

Notifications were sent out to supervisors on February 11th regarding upcoming Performance Appraisal Trainings and directions for registering. This training will be provided to supervisors who are new to conducting performance appraisals or who want to enhance their overall performance management skills.

This week, Chazey was on campus to meet with HRS along with Finance to discuss and begin working on the Activity Based Assessment as it relates to the TIER HR-01 business plan. The TIER HR-01 focuses on implementing a shared services model. Next week many employees across campus who engage in or are anticipated to engage in HR and/or Finance related processes will be asked to complete an assessment.

V. Committee Reports

A. WWW Committee – Jean Wiesley

Nomination forms for board elections are ready for use and just need to be activated.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Mark Rowe-Barth

Nominations are due April 1st for the Board of Regents Staff Excellence Award. Selection committee will then review the nominations in May or June. The committee is considering using social media such as the UNI Facebook page and flyers or table tents to help get the word out about the award and asking for nominations. The committee requested a budget of \$150 for advertising. Shelley Pruess moved to approve, seconded by Rick Seeley. Motion carried.

E. Salary and Fringe Benefits Committee – Eric Lukens

The committee will be preparing the letter for recommendation to the President regarding P&S 2015 salary increases. The letter will be brought to the committee for approval and the March meeting.

VI. New Business

Election Committee

The election of P&S Council officers will begin next week. Based on the number of eligible P&S staff, the suggested representation for new elected board members is:

- 2 from Academic Affairs
- 1 from Administration & Financial Services
- 1 from University Advancement

Jean Wiesley will send out the list of eligible P&S Administration & Financial Services and University Advancement employees.

Mark Rowe-Barth moved to approve the suggested representation, seconded by Brooke Croshier-Sidebotham. Motion carried.

Ashley Stewart, Orientation Coordinator in the Dean of Students office will be assuming Sean Willett's council position.

President's Report

- Provost open forums have been completed. The opportunity for comments on the open forums ended February 11th.

- Advancement Consultant – Jean Wiesley met with the consultant on campus who is helping with the next university campaign

- Cabinet meeting

TIER – Last week meetings were held to hear presentations for consultants for the academic review process. It is anticipated a contract will be in place by the end of February. Huron has been selected to oversee the implementation of the sourcing and procurement business cases. The BOR accepted proposals from all three universities to implement the shared services business cases without a consultant. Chazey Partners has been engaged to validate data from each university.

PBF – This remains in the hands of legislators. Scott Petersen spent a day at the capital talking to several legislators stating our case and asking that if Performance Based Funding does not happen,

will there then be a new formula to allocate equitable funding to all 3 state universities. UNI day at the capital will be February 16 (President's Day) and anyone interested in attending is encouraged to do so.

Enrollment – Matt Kroeger announced that our spring enrollment is down 62 students from spring 2015. Fall enrollment was down 200 from the previous fall, so spring numbers actually look better. Fall 2015 applications and admits continue to run ahead of last year's numbers.

University bond rating – The university bond rating was adjusted from A+ to A. Michael Hager does not believe this will have a negative impact on the university at this time.

Policies for review – 2 policies were presented for review, 4.29 Opportunity Hire Policy and 3.03 Equal Opportunity & Non-Discrimination Statement. Both were approved to be forwarded to EMT with no comments.

Enrollment Management-Matt Kroeger

Matt came to the meeting to discuss the direction of enrollment management at UNI and the Fall projections for 2015.

- Currently applications are up about 20%
- Offers of admissions are up about 20%
- This will be the first year for a required acceptance fee for new undergrads
- 1,300 freshman has committee so far to Fall 2015
- Admissions is exploring new touch-points to potential students to maintain a communication between the time of the acceptance and the time of enrollment. They are also increasing communication with parents of students as well.

VII. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Brittany Warren. The meeting was adjourned at 3:03 p.m.

Respectfully Submitted,
Megan Anderson
Human Resource Services

Professional and Scientific Staff Council

DIVISIONS

AA – Academic Affairs
AF – Administration & Financial Services
AT – At Large
SA – Student Affairs
PD – President’s Division

Meeting No. 453
Date of Meeting: March 12, 2015
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:32 p.m.

Members of the Council in Attendance:

<input checked="" type="checkbox"/> Melanie Abbas, ITS – 36452 AA	<input checked="" type="checkbox"/> Shelley Pruess, Maucker Union – 33743 AT
<input checked="" type="checkbox"/> Holly Bokelman, CSBS - 33584 AA	<input checked="" type="checkbox"/> Mark Rowe-Barth, WRC – 33423 AT
<input checked="" type="checkbox"/> Seth Bokelman, ITS – 37423 AA	<input type="checkbox"/> Rick Seeley, ITS – 37218 AT
<input type="checkbox"/> Jennifer Colsch, Continuing Ed – 37865 AA	<input checked="" type="checkbox"/> Ashley Stewart, Dean of Students – 32332 SA
<input checked="" type="checkbox"/> Brooke Croshier-Sidebotham, F&O - 36636 PD	<input checked="" type="checkbox"/> Michelle Van Dorn, Athletics Sports Info – 35455 PD
<input type="checkbox"/> Eric Lukens, ITS – 37434 AT	<input checked="" type="checkbox"/> Brittany Warren, DS – 32677 SA
<input checked="" type="checkbox"/> Nevin Nolte, ITS - 37228 AA	<input checked="" type="checkbox"/> Jeanne Wiesley, RDC – 32333 SA
<input type="checkbox"/> Eric O’Brien, AF&S – 37207 AF	

Ex-Officio Member

Michelle Byers

Others

Jim Jermier
Justin Szabo

Proxy

Ashley Brickley
Karen Cunningham
Molly Ungs
Dennis Reimer
J.C. Last

- I. Welcome
President Jean Wiesley called the meeting to order at 1:30 p.m.
- II. Web Accessibility Presentation
Carolyn Dorr, Electronic Communications Specialist, Office of University Relations
- III. Approval of Minutes #452
Brittany Warren moved to approve the minutes, seconded by Shelley Pruess. Motion carried.
- IV. Executive Management Team Report – Jim Jermier
Jim presented notes from the March 2 EMT/Cabinet meeting. He provided updates on the provost search, Ken Connelly’s phishing presentation, the Schindler Education Center construction, the NISG election results, scholarship fundraising, and the Gonser Gerber Report.
- V. HRS Report – Michelle Byers
TIER Update- Since last month, the Activity Based Analysis’s went out for finance & HR transactions. There was also one sent out for IT. Chazey partners conducted ‘as is’ workshops, speaking to processes and pain points of processes. There was also a conference call with the TIER executive committee to talk through the next steps.

Teams are continuing to work on performance appraisals.
- VI. Committee Reports

A. WWW Committee – No report

B. Employee Issues Committee – No report

C. Policies and Procedures Committee – No report

D. Employee Relations Committee – Karen Cunningham--Nominations for the Board of Regents Staff Excellence Award were originally due April 1 but that deadline has been extended to April 20. This has been communicated on Inside UNI.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The salary recommendation letter to President Ruud was presented to the group. An allocation of a 2.5% salary increase for fiscal year 2016 was proposed. Jean will contact the President's office to schedule an appointment.

Nevin Nolte moved to approve the motion, seconded by Seth Bokelman.

VII. New Business

President's Report

Jean discussed the March 12 President's Report. Topics discussed in the March 2 Cabinet Meeting included a Provost search update, Spring commencement, Ken Connelly's phishing presentation, a Schindler construction update, and a TIER Update.

VIII. Old Business

Election Committee Update

Progress is being made with nominations. There have been enough nominations for Advancement and Administration and Financial Affairs but, Academic Affairs is still in need of 2 nominees. Nominations were scheduled to close 3/13 but that may need to be extended.

IX. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 2:32 p.m.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

DIVISIONS

AA – Academic Affairs
AF – Administration & Financial Services
AT – At Large
SA – Student Affairs
PD – President’s Division

Meeting No. 454
Date of Meeting: April 9, 2015
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:00 p.m.

Members of the Council in Attendance:

<input checked="" type="checkbox"/> Melanie Abbas, ITS – 36452 AA	<input checked="" type="checkbox"/> Shelley Pruess, Maucker Union – 33743 AT
<input checked="" type="checkbox"/> Holly Bokelman, CSBS - 33584 AA	<input checked="" type="checkbox"/> Mark Rowe-Barth, WRC – 33423 AT
<input checked="" type="checkbox"/> Seth Bokelman, ITS – 37423 AA	<input checked="" type="checkbox"/> Rick Seeley, ITS – 37218 AT
<input type="checkbox"/> Jennifer Colsch, Continuing Ed – 37865 AA	<input type="checkbox"/> Ashley Stewart, Dean of Students – 32332 SA
<input type="checkbox"/> Brooke Croshier-Sidebotham, F&O - 36636 PD	<input checked="" type="checkbox"/> Michelle Van Dorn, Athletics Sports Info – 35455 PD
<input checked="" type="checkbox"/> Eric Lukens, ITS – 37434 AT	<input checked="" type="checkbox"/> Brittany Warren, DS – 32677 SA
<input checked="" type="checkbox"/> Nevin Nolte, ITS - 37228 AA	<input checked="" type="checkbox"/> Jeanne Wiesley, RDC – 32333 SA
<input type="checkbox"/> Eric O’Brien, AF&S – 37207 AF	

Ex-Officio Member

Michelle Byers

Others

Jim Jermier
Megan Anderson
Matt Gordon
Brian Emery
Dan Beenken

Proxy

Ashley Brickley
Justin Szabo

- I. Welcome
President Jean Wiesley called the meeting to order at 1:30 p.m.
- II. Phishing Presentation
Ken Connelly, Associate Director, Security & Systems, ITS-Network Services
- III. Approval of Minutes #453
Shelley Pruess moved to approve the minutes, seconded by Brittany Warren. Motion carried.
- IV. Executive Management Team Report – Jim Jermier
Jim presented notes from the April 6 EMT/Cabinet meeting. He provided updates budget progress, the Schindler Education Center construction, the Branding & Style Guide, and the Vice President for Advancement search update.
- V. HRS Report – Michelle Byers
Michelle provided information on the TIAA -REF Presentations this month, resources for informal recognition, well-being resources available for checkout at the ROD library, biometric screenings being held on May 15, and the new approach to staff orientation.

The TIER initiative continues with much focus for HR on how processes can be streamlined, with emphasis on how programming requests can be expedited. Uncertainty over the fiscal year 2016 budget and performance based funding has led to a hold on filling many of the current position vacancies.

VI. Committee Reports

A. WWW Committee – Jean reported that the forms for the Staff Excellence Award are available online.

B. Employee Issues Committee – No report

C. Policies and Procedures Committee – No report

D. Employee Relations Committee – Mark Rowe-Barth also reminded the council that the Staff Excellence Award nominations are open until April 20. There are currently 12 nominations.

E. Salary and Fringe Benefits Committee – Report included in old business.

VII. New Business

President's Report

Jean discussed the April 9 President's Report. Topics discussed in the April 9 Cabinet Meeting included an update on the Career Services and Domestic Travel Policy updates, extended orientation, and the Campus Master Plan.

Jean prepared a statement for the April Board of Regents Meeting as she will not be attending. She will post this to the website.

It was requested and approved to change the June meeting to June 4th.

VIII. Old Business

Election Committee Update

Jean reported that there is an announcement in InsideUNI to remind members to vote. Jean will also send an email reminder to vote. Elections were held through Saturday and results should be available early next week.

SFB Salary Recommendation Letter

The letter was presented to President Ruud during a meeting on March 31 that included Michael Hager. Jean was asked to report to the Council that the letter was favorably received. To date, Jean has not received written approval of the salary recommendation from President Ruud.

On a related note, Michael will be attending the May meeting to discuss P&S compensation and a salary increase process consideration for fiscal year 2017. Michelle confirmed HRS has been asked to proceed with a compensation/classification consultant and that the timing of such was being considered in conjunction with proposed Fair Labor Standards Act changes.

IX. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Mark Rowe-Barth. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

DIVISIONS

AA – Academic Affairs
AF – Administration & Financial Services
AT – At Large
SA – Student Affairs
PD – President’s Division

Meeting No. 455
Date of Meeting: May 15, 2015
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:33 p.m.
Meeting Adjourned: 2:10 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AA
 Holly Bokelman, CSBS - 33584 AA
 Seth Bokelman, ITS – 37423 AA
 Jennifer Colsch, Continuing Ed – 37865 AA
 Brooke Croshier-Sidebotham, F&O - 36636 PD
 Eric Lukens, ITS – 37434 AT
 Nevin Nolte, ITS - 37228 AA
 Eric O’Brien, AF&S – 37207 AF

Shelley Pruess, Maucker Union – 33743 AT
 Mark Rowe-Barth, WRC – 33423 AT
 Rick Seeley, ITS – 37218 AT
 Ashley Stewart, Dean of Students – 32332 SA
 Michelle Van Dorn, Athletics Sports Info – 35455 PD
 Brittany Warren, DS – 32677 SA
 Jeanne Wiesley, RDC – 32333 SA

Ex-Officio Member

Michelle Byers

Others

Bill Calhoun
Megan Anderson
Matt Gordon
Paula Vanzee
Lisa McClain
Charity Eckhardt
Stephanie Miller
Cody Heglund
Justin Szabo

Proxy

Ashley Brickley
Karla Whitney
Chris Conklin
Karen Cunningham
JC Last
Kyle Steinacher

I. Welcome

President Jean Wiesley called the meeting to order at 1:33 p.m. She introduced and welcomed the new council members Cody Heglund, Justin Szabo, Christina Geweke, and Josh Sankey. She also announced that Seth Bokelman accepted a position with another organization and has resigned his council position.

II. Approval of Minutes #454

Mark Rowe-Barth moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

III. Executive Management Team Report – Bill Calhoun

Bill provided an update on the budget legislation; he spoke to Performance Based Funding and the importance of it to UNI. He gave updates on student enrollment, VP for Advancement search, and the cabinet retreat.

IV. HRS Report – Michelle Byers

Michelle provided information on the proposed changes to policies 4.02 Staff Hiring Policy, 5.30 P&S Appointments, and 4.75 Tuition Reimbursement. These policies are scheduled to be discussed at the May 19, 2015 cabinet retreat.

She also spoke to the meeting that was held with Wellmark and the importance of relaying your biometric screening results to your physician.

V. Committee Reports

A. WWW Committee – Jean reported that her statement to the Board of Regents is on the website, along with previous meeting minutes. The salary recommendation letter and President Ruud’s response will be added to the site.

B. Employee Issues Committee – Shelly Pruess is taking over as chair along with Doug Case since Seth is now gone. Shelly updated that there have been 2 issues. Both employees provided information and it is ongoing.

C. Policies and Procedures Committee – No Report.

D. Employee Relations Committee – Mark Rowe-Barth stated that the Staff Excellence Award nominations closed on April 20. There were 20 nominations received .

E. Salary and Fringe Benefits Committee – No Report.

VI. New Business

President’s Report

Jean reported there are no new updates to the President’s Report but more information should be available next week.

Jean provided an update on Policy 0.00 the Policy Review Committee and clarification on department versus employee group representation on the policy review committee. The version sent to the cabinet included all employee groups being represented.

VIII. Old Business

June Meeting

The June meeting is being changed to June 4.

IX. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 2:10 p.m.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
AF – Administration & Financial Services
AT – At Large
SA – Student Affairs
PD – President’s Division

Meeting No. 456
Date of Meeting: June 4, 2015
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:30 p.m.

Members of the Council in Attendance

X Melanie Abbas, ITS – 36452 AA
P Holly Bokelman, CSBS – 33584 AA
P Seth Bokelman, ITS – 37423 AA
P Jennifer Colsch, Continuing Ed – 37865 AA
P Brooke Croshier-Sidebotham, F&O–36636 PD
X Eric Lukens, ITS – 37434 AT
X Nevin Nolte, ITS – 37228 AA
A Eric O’Brien, AF&S – 37207 AF

X Shelley Pruess, Maucker Union – 33743 AT
X Mark Rowe-Barth, WRC – 33423 AT
X Rick Seeley, ITS – 37218 AT
A Ashley Stewart, Dean of Students – 32332 SA
A Michelle Van Dorn, Athletics Sports Info – 35455 PD
P Brittany Warren, DS – 32677 SA
X Jean Wiesley, RDC – 32333 SA

Ex-Officio Member

Michelle Byers

Others

Gordon Krueger Cody Heglund
Wendel Reece Justin Szabo
Jason Kayser
A.Jay Behnke
Lisa Frush
Christina Geweke

Proxy

Ashley Brickley Renae Carrillo
Karla Whitney
Chris Conklin
Karen Cunningham
JC Last
Kyle Steinacher

- I. Welcome
President Jean Wiesley called the meeting to order at 1:30 p.m.
- II. Employee Health & Safety Activites Presentation
Wendel Reece, University Safety Manager, Environmental Health & Safety
Gordon Krueger, Environmental Safety Specialist, Environmental Health & Safety
Jason Kayser, Fire and Safety Specialist, Environmental Health & Safety
- III. Approval of Minutes #455
Melanie Abbas moved to approve the minutes, seconded by Shelley Pruess. Motion carried.
- IV. Executive Management Team Report- Jean Wiesley

Jean provided notes from Bill Calhoun on the June 4, 2015 EMT meeting. It included updates on Legislation, Enrollment, IT security, TIER, PBF & Budget, VP for Advancement Search, RAGBRAI, Schindler Construction, Academic Master Plan, and Policy Reviews.

V. HRS REPORT-Michelle Byers

Michelle provided information on the end of fiscal year tasks for HRS, performance appraisals and salary worksheets. She also provided an update on the salary matrix on the HRS website which is holding stable due to the budget uncertainties. She reminded the council of the July 1st deadline for submitting an annual application for the Tuition Reimbursement Program.

VI. Committee Reports

- a. WWW Committee – No Report
- b. Employee Issue Committee – No Report
- c. Policies & Procedure Committee – No Report
- d. Employee Relations Committee – Mark Rowe-Barth updated that one more person is needed for the staff awards, and then the awards will be ready to go.
- e. Salary & Fringe Benefit Committee – Eric Lukens noted he has information for the new chair person.

VII. New Business

- a. July Election/Committee Leadership – Jean will attend and run the July meeting, along with running the election. Jean and Melanie also spoke to the tasks and time commitments of the President and Vice President. Jean suggested those interested in holding those positions reach out to her.
- b. Year End Committee Reports - Jean asked that these get submitted so they can be posted to the website. The deadline for this is August 1, 2015.
- c. President's Report – Jean provided updates on the May 19 Cabinet Retreat and on the Lawther construction.

VIII. Adjournment – Mark Rowe-Barth moved to adjourn the meeting, seconded by Eric Lukens. The meeting was adjourned at 2:30.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AF – Administration & Financial Services
 AT – At Large
 SA – Student Affairs
 PD – President’s Division

Meeting No. 456
 Date of Meeting: July 9, 2015
 Place of Meeting: Maucker Oak Room
 Meeting Convened: 1:30 p.m.
 Meeting Adjourned: 2:10 p.m.

<u>Members of the Council in Attendance</u>			
X	Melanie Abbas, ITS - 36452 - AA	X	Mark Rowe-Barth, WRC - 33423 - AT
P	Brooke Croshier-Sidebotham, F&O - 36636 - PD	X	Josh Sankey, Academic Advising - 33406 - AA
X	Karen Cunningham, Continuing Ed - 32504 - AA	X	Rick Seeley, ITS - 37218 - AT
X	Christina Geweke, OBO - 37505 - AF	X	Ashley Stewart, Dean of Students - 32332 - SA
X	Matt Gordon, ITS - 37624 - AA	X	Justin Szabo, Individual Studies - 32504 - AA
X	Cody Heglund, Advancement - 37118 - AF	X	Michelle Van Dorn, Athletic Sports Info - 35455 - PD
X	Nevin Nolte, ITS - 37228 - AA	X	Brittany Warren, Disability Services - 32677 - SA
X	Shelley Pruess, Maucker Union - 33743 - AT		

<u>Ex-Officio Member</u>			
<u>Others</u>		<u>Proxy</u>	
Jean Wiesley	A.Jay Behnke	Kyle Steinacher	J.C. Last
Bill Calhoun	Ken Paschke	Ashley Brickley	
Megan Anderson	Cindy Diehl Yang		
Mary Baumann	Lisa Frush		

- I. Welcome
 Facilitator Jean Wiesley called the meeting to order at 1:30.

- II. Approval of Minutes
 After discussion to have the comment from the margin removed, Mark Rowe-Barth moved to approve, seconded by Christina Geweke.

- III. Executive Management Team Report – Bill Calhoun
 Bill provided an update on the EMT Retreat to discuss budget, EMT’s appreciation for the P&S feedback surrounding the salary increase, enrollment. He informed the council that there is still a need for a Supervisory & Confidential Council President. He also updated that EMT representation will now be provided by Michael Hager, the representatives will rotate every 1 or 2 years.

IV. HRS Report - Lisa Frush

Lisa provided information on upcoming well-being events: the Biometric Screening being held on September 18 and the Well-Being Fair on October 17. She reminded everyone of the Well-Being website and calendar of events for additional upcoming activities.

She also noted that the Staff Tuition Reimbursement Program policy had recently been updated.

V. Committee Reports

- a. WWW Committee - Jean - Updates to the new membership will be to be made to the website. This committee could also use more membership.
- b. Employee Issues Committee - Shelley - No new issues
- c. Policy & Procedures Committee - Nevin - No new updates
- d. Employee Relations Committee - Mark & Karen - A final committee member was found to review applications and make a decision by July 24, 2015. Decision will be announced at the August meeting.
- e. Salary & Fringe Benefit Committee - Melanie - No update

VI. New Business

- a. Nominate/Elect 2015/2016 President & Vice President - Jean opened the floor for nominations for the Council President. Melanie nominated herself for president, seconded by Nevin. There were no other nominations. Cody moved for nominations to close and Melanie elected president, seconded by Shelley. Melanie was elected president and accepted.

Jean opened the floor for nominations for the Council Vice President. Melanie nominated Nevin. There were no other nominations. Brittany moved for nominations to close and Nevin elected vice president, seconded by Rick. Nevin was nominated vice president and accepted.

- b. Committee Leadership & Service - Jean and Melanie spoke to the current committee make up as well as the need for participation on some committees. Melanie will update committee members on the website.
- c. Introductions were made by everyone in attendance as all the new committee members were in attendance.
- d. President's Report - Jean reported that the cabinet does not meet during the summer. She did provide information regarding P&S salary increases set for January 1, 2016. She thanked those who participated in the emergency meeting on June 9, shared information from the meeting Karen attending with President Ruud and Michael Hager on June 18, shared information from the June 25 meeting with Michael Hager that her and Melanie attended, and she spoke to the emails sent regarding this meeting. Jean and Melanie asked for communication directly from President Rudd regarding the decision. Jean thanked the committee for the support and input.

VII. Old Business

- a. Year-End Committee Reports - Jean said she has received several of the year end committee reports but would like the rest sent to Melanie by August 1.

VIII. Adjournment - Christina moved to adjourn the meeting, seconded by Justin. The meeting was adjourned at 2:10.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AF – Administration & Financial Services
 AT – At Large
 SA – Student Affairs
 PD – President’s Division

Meeting No. 457
 Date of Meeting: August 13, 2015
 Place of Meeting: Maucker Presidential Room
 Meeting Convened: 1:30 p.m.
 Meeting Adjourned: 2:05 p.m.

<u>Members of the Council in Attendance</u>			
<u>P</u>	Melanie Abbas, ITS - 36452 - AA	<u>X</u>	Mark Rowe-Barth, WRC - 33423 - AT
<u>X</u>	Brooke Croshier-Sidebotham, F&O - 36636 - PD	<u>X</u>	Josh Sankey, Academic Advising - 33406 - AA
<u>X</u>	Karen Cunningham, Continuing Ed - 32504 - AA	<u>P</u>	Rick Seeley, ITS - 37218 - AT
<u>X</u>	Christina Geweke, OBO - 37505 - AF	<u>X</u>	Ashley Stewart, Dean of Students - 32332 - SA
<u>X</u>	Matt Gordon, ITS - 37624 - AA	<u>X</u>	Justin Szabo, Individual Studies - 32504 - AA
<u>X</u>	Cody Heglund, Advancement - 37118 - AF	<u>X</u>	Michelle Van Dorn, Athletic Sports Info - 35455 - PD
<u>X</u>	Nevin Nolte, ITS - 37228 - AA	<u>X</u>	Brittany Warren, Disability Services - 32677 - SA
<u>A</u>	Shelley Pruess, Maucker Union - 33743 - AT		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Megan Anderson	A.Jay Behnke	Ashley Brickley	Lisa Feldhaus
Lisa Frush	Michael Hager	Monica Johnson	Dennis Reimer

- I. Welcome
 Vice President Nevin Nolte called the meeting to order at 1:30.

- II. Approval of Minutes
 Mark Rowe-Barth moved to approve the minutes with changes that were noted, seconded by Brooke Croshier-Sidebotham.

- III. Executive Management Team Report – Michael Hager
 Michael provided a summary from the August 10 Cabinet meeting. He provided an update on the budget, indicating we are down \$1.4 million however, noting it is somewhat manageable, all things considered. The university has come up with several ways to make up for the shortfall; delayed P&S salary increases, considering Spring tuition increases, and carry forward money broken out to different divisions.
 He spoke to two audits released from the state auditor. The first audit, regarding missing money was recognized as not appearing correct by employees quickly. The university is confident it has good financial controls in place. The second audit was with the FAMIS system. That audit concluded that mobile devices are not as fully encrypted as they should be. Changes will be taking place to improve this but users should see no difference on their end.

He also stated that enrollment numbers are still looking strong. Admissions has done a great job in converting part-time students to full-time.

He encouraged the council to invite new EMT members, Jim Wohlpart & Lisa Baronio, to a meeting to introduce them to the council.

IV. HRS Report - Michelle Byers

Michelle noted that summer hours would be coming to an end Friday and to share that information with the departments. She also provided information on the huge amount of upcoming wellness activities: enhanced features with the Biometric Screening, the Well-Being Fair on October 7 with author Sean Foy speaking, Financial and Social Well-being Offerings, Occupational Safety Information, the UNI Friends and Family Event at the WRC, and upcoming flu vaccine clinics. She also noted that the updated Staff Hiring Policy has been approved. The main impact with the new policy is the elimination of the search committee requirement for certain positions.

V. Committee Reports

- a. WWW Committee - Nevin - Membership information has been updated on the website.
- b. Employee Issues Committee - No report
- c. Policy & Procedures Committee - Nevin - Looking for additional membership
- d. Employee Relations Committee - Karen - Winners were announced for the Staff Excellence Awards. Those winners were Dawnell Johnson, DOR-Dining, Amy Schipper, Admissions, and Libby Vanderwall, Career Services.
- e. Salary & Fringe Benefit Committee - Nevin - This committee needs a chair, Melanie may just choose someone if no volunteers. Michael asked for a job description so members know what they are volunteering for.

VI. New Business-Nevin

- a. Melanie will be sending out information again on committee chairs
- b. Everything has been completed for proxy assignments.
- c. Nevin discussed the President's Report which covered the proposed tuition increase, the new recycling containers across campus, and President Ruud's pay increase that was approved however, he will not be taking it until January.

VII. Old Business

- a. Year-End Committee Reports - Nevin reminded the former chairs to submit year end committee reports to Melanie so they can be put on the website.

VIII. Adjournment - Mark moved to adjourn the meeting, seconded by Christina. The meeting was adjourned at 2:05.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AF – Administration & Financial Services
 AT – At Large
 SA – Student Affairs
 PD – President’s Division

Meeting No. 458
 Date of Meeting: September 10, 2015
 Place of Meeting: Maucker Presidential Room
 Meeting Convened: 1:30 p.m.
 Meeting Adjourned: 2:45 p.m.

<u>Members of the Council in Attendance</u>			
X	Melanie Abbas, ITS - 36452 - AA	X	Mark Rowe-Barth, WRC - 33423 - AT
X	Brooke Croshier-Sidebotham, F&O - 36636 - PD	P	Josh Sankey, Academic Advising - 33406 - AA
X	Karen Cunningham, Continuing Ed - 32504 - AA	X	Rick Seeley, ITS - 37218 - AT
X	Christina Geweke, OBO - 37505 - AF	X	Ashley Stewart, Dean of Students - 32332 - SA
X	Matt Gordon, ITS - 37624 - AA	X	Justin Szabo, Individual Studies - 32504 - AA
X	Cody Heglund, Advancement - 37118 - AF	X	Michelle Van Dorn, Athletic Sports Info - 35455 - PD
P	Nevin Nolte, ITS - 37228 - AA	X	Brittany Warren, Disability Services - 32677 - SA
X	Shelley Pruess, Maucker Union - 33743 - AT		

<u>Ex-Officio Member</u>			
<u>Others</u>		<u>Proxy</u>	
Megan Anderson	A.Jay Behnke	Ashley Brickley	Heather Asmus
Lisa Frush	Michael Hager	J.C. Last	Trisha Becker
Paula VanZee			

- I. Welcome
 President Melanie Abbas called the meeting to order at 1:30.

- II. Approval of Minutes
 Christina Geweke moved to approve the minutes, seconded by Shelley Pruess.

- III. Executive Management Team Report – Michael Hager
 Michael reported that enrollment numbers look really good, the freshman class is up 6.2% from last year. He also provided information on the Spring tuition increase and Internal Audit Plan that was discussed at the Board of Regents meeting earlier in the week. He provided information from the EMT meeting: RAGBRAI was very successful for the University, updates to the Academic Master Plan and encouraged staff to attend the open forums, proposed changes to the Fair Labor Standards Act, benefits deduction updates, the open positions in HRS, and the generous \$3.6 million gift toward the Schindler renovations.

- IV. HRS Report - Lisa Frush
 Lisa provided additional information on the two HRS P&S vacancies, stating that the Benefits Administrator was currently posted and the P&S Employment Coordinator would be posted within

the next few days.

She informed everyone that the tentative dates for open enrollment would be October 5-November 23 and that rates are still being worked on.

She encouraged everyone to visit the Employee Well-being page and calendar. There are upcoming FMLA & EAP sessions, flu shots, and the Employee Health and Well-being fair.

V. Committee Reports

- a. WWW Committee - Rick & J.C. - J.C. is working with Melanie to update the page. He asked that council members look at their information on the site to make sure everything is correct. Let him know if any updates need to be made.
- b. Employee Issues Committee - No report
- c. Policy & Procedures Committee - Melanie - The committee met and looked at the constitution and proposed changes. These changes are to be discussed in this council meeting. She also indicated that this committee could use additional membership.
- d. Employee Relations Committee - Mark - The committee will be meeting Friday to plan the Meet the President Event. This will be held on October 8 at Noon in Maucker Union Ballrooms B&C. Beverages and dessert will be provided. He asked council members to spread word of the event to their departments. Mark also asked the council for any questions they may like the President to answer so they can be provided to the President before the event.
- e. Salary & Fringe Benefit Committee - Matt - The committee met and are working to pull together another P&S survey, as done every other year. The committee will be putting together survey questions at the next committee meeting.

VI. New Business-Melanie

- a. Review P&S Council Constitution Proposed Changes. The council reviewed and discussed the proposed changes. The draft will now be sent to the P&S employee group and will come back to the council for approval at the October meeting. Key changes involved moving the timeframe for the election of Council President. There were also small changes to wording throughout the document.

VII. Old Business

- a. Committee membership updates. Melanie asked Committee chairs to update the google doc with current membership so it could be updated on the webpage.
- b. Year-End Committee Reports - Melanie said she is gathering the last few reports for the webpage.

VIII. Adjournment - Rick moved to adjourn the meeting, seconded by Justin. The meeting was adjourned at 2:45.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AF – Administration & Financial Services
 AT – At Large
 SA – Student Affairs
 PD – President’s Division

Meeting No. 459
 Date of Meeting: October 8, 2015
 Place of Meeting: Maucker Oak Room
 Meeting Convened: 1:30 p.m.
 Meeting Adjourned: 2:20 p.m.

<u>Members of the Council in Attendance</u>			
X	Melanie Abbas, ITS - 36452 - AA	X	Mark Rowe-Barth, WRC - 33423 - AT
X	Brooke Croshier-Sidebotham, F&O - 36636 - PD	X	Josh Sankey, Academic Advising - 33406 - AA
X	Karen Cunningham, Continuing Ed - 32504 - AA	X	Rick Seeley, ITS - 37218 - AT
X	Christina Geweke, OBO - 37505 - AF	A	Ashley Stewart, Dean of Students - 32332 - SA
X	Matt Gordon, ITS - 37624 - AA	X	Justin Szabo, Individual Studies - 32504 - AA
X	Cody Heglund, Advancement - 37118 - AF	X	Michelle Van Dorn, Athletic Sports Info - 35455 - PD
P	Nevin Nolte, ITS - 37228 - AA	X	Brittany Warren, Disability Services - 32677 - SA
X	Shelley Pruess, Maucker Union - 33743 - AT		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Chris Conklin	Eric Lukens	Ashley Brickley	
Lisa Frush	Malissa Martin	J.C. Last	
Michael Hager			

- I. Welcome
 President Melanie Abbas called the meeting to order at 1:30.

- II. Approval of Minutes
 Brittany Warren moved to approve the minutes, seconded by Brooke Croshier-Sidebotham.

- III. Executive Management Team Report – Michael Hager
 Michael shared that President Ruud’s schedule will have an external focus this year. He will be visiting donors and travel around the state to 50 high schools. There has been a lot of positive feedback on the visits he’s already made. He also provided updates on the Academic Master Plan, and the tuition and fee proposals for FY17. He also provided follow up to the P&S salary increase question from the Meet the Pres event.

- IV. HRS Report - Michelle Byers
 Michelle provided updates on the open HRS position searches, the Well-being fair, and flu shot availability. She also provided information on Open Enrollment, she let everyone know that HRS will be providing a lot of communication about this. She spoke about the Open Enrollment website, informational sessions, premium changes, updated addresses needed, and the Wellmark

maintained prescription list. She also provided information of the dependent SSN collection letters that recently went out.

V. Committee Reports

- a. WWW Committee -J.C.- No report
- b. Employee Issues Committee -Shelley- No report
- c. Policy & Procedures Committee -J.C.- The committee is currently reviewing policy 5.21. They will be proposing updates and changes and the upcoming meeting.
- d. Employee Relations Committee -Mark- The Meet the Pres event was held today. 95 people attended vs. 97 last year. Mark extended thanks to the committee and asked for feedback on the event. Karen asked for any photos members may have taken for the website.
- e. Salary & Fringe Benefit Committee -Matt- The committee recently met to work on the benefit survey. He spoke with Michelle and after Open Enrollment and the new benefits administrator is hired, they will have an HR rep on the committee. Once they have an HR rep, they will continue work on the survey.

VI. New Business

- a. Melanie provided highlights from the Cabinet Meeting that Michael and the Meet the Pres event hadn't already covered, the suicidality presentation and the Delta Dental PPO network.
- b. Voting on the P&S Council Constitution-Melanie asked for any discussion on the constitution and there were no comments. Christina motioned to approve, seconded by Shelley. Constitution changes were passed and the updated version will be posted to the website.

VII. Old Business

No Old Business

- VIII. Adjournment - Mark moved to adjourn the meeting, seconded by Rick. The meeting was adjourned at 2:20.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AF – Administration & Financial Services
 AT – At Large
 SA – Student Affairs
 PD – President’s Division

Meeting No. 460
 Date of Meeting: November 12, 2015
 Place of Meeting: Maucker Presidential Room
 Meeting Convened: 1:30 p.m.
 Meeting Adjourned: 2:30 p.m.

<u>Members of the Council in Attendance</u>			
X	Melanie Abbas, ITS - 36452 - AA	X	Mark Rowe-Barth, WRC - 33423 - AT
A	Brooke Croshier-Sidebotham, F&O - 36636 - PD	X	Josh Sankey, Academic Advising - 33406 - AA
X	Karen Cunningham, Continuing Ed - 32504 - AA	P	Rick Seeley, ITS - 37218 - AT
X	Christina Geweke, OBO - 37505 - AF	A	Ashley Stewart, Dean of Students - 32332 - SA
X	Matt Gordon, ITS - 37624 - AA	X	Justin Szabo, Individual Studies - 32504 - AA
X	Cody Heglund, Advancement - 37118 - AF	X	Michelle Van Dorn, Athletic Sports Info - 35455 - PD
X	Nevin Nolte, ITS - 37228 - AA	X	Brittany Warren, Disability Services - 32677 - SA
X	Shelley Pruess, Maucker Union - 33743 - AT		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl		Monica Johnson	
Lisa Frush		J.C. Last	
Jim Wohlpart		Dennis Reimer	

- I. Welcome
 President Melanie Abbas called the meeting to order at 1:30.

- II. Approval of Minutes
 Shelley moved to approve the minutes, seconded by Brittany.

- III. Special Guest - Provost Wohlpart
 Melanie welcomed Provost Jim Wohlpart. Provost Wohlpart spoke to the council about where he would like to take the University. He would like to see a collaborative, inclusive, transparent, and data informed environment. He said that to accomplish that, work will need to be done from the ground up with faculty and staff. He stated the Academic Master Plan is crucial to accomplishing this and that everyone needs to be involved for shared governance to work. He also fielded questions regarding the diversity issues on campus and around the country, the controversy surrounding the new University of Iowa President, and shared his background with the council. He thanked the council for serving and expressed that the council has an essential voice across campus.

IV. Executive Management Team Report – No Report

V. HRS Report - Michelle Byers

Michelle introduced the new P&S Employment Coordinator, Melissa Engdahl. She also provided updates on Open Enrollment, the flu shot clinic on 11/19, new ACA coverage eligibility, new IRS reporting that will start in January for the Affordable Care Act, the salary increases that began 11/1, and the communication that will be going out on the December “premium holiday.”

Lisa also spoke to the new electronic I-9 system. She stated the new process helps to ensure fewer errors, is more secure, and more readily ensures the university compliance.

VI. Committee Reports

- a. WWW Committee -J.C.- Approved September minutes and November agenda have been posted to the website, along with the new constitution
- b. Employee Issues Committee -Shelley- No report
- c. Policy & Procedures Committee -Nevin - The committee is considering updating policies 5.21 & 5.22. They are discussing the updates made several years ago and moving it forward.
- d. Employee Relations Committee -Mark- No updates.
- e. Salary & Fringe Benefit Committee -Matt- No updates

VII. New Business

- a. Melanie provided highlights from the Cabinet Meeting including the presentation on roundabouts, information from the student health center about the mumps outbreak, discussion on the student government updates, five new policies went up for review and were passed, discussion on the policy encryption, and the state high school playoffs taking place.

VIII. Old Business

No Old Business

IX. Adjournment - Michelle Van Dorn moved to adjourn the meeting, seconded by Shelley. The meeting was adjourned at 2:30.

Respectfully Submitted,
Miranda Cornish
Human Resource Services

Professional and Scientific Staff Council

Divisions

AA – Academic Affairs
 AF – Administration & Financial Services
 AT – At Large
 SA – Student Affairs
 PD – President's Division

Meeting No. 461
 Date of Meeting: December 10, 2015
 Place of Meeting: Maucker Presidential Room
 Meeting Convened: 1:30 p.m.
 Meeting Adjourned: 2:20 p.m.

<u>Members of the Council in Attendance</u>			
<u>X</u>	Melanie Abbas, ITS - 36452 - AA	<u>P</u>	Mark Rowe-Barth, WRC - 33423 - AT
<u>A</u>	Brooke Croshier-Sidebotham, F&O - 36636 - PD	<u>X</u>	Josh Sankey, Academic Advising - 33406 - AA
<u>X</u>	Karen Cunningham, Continuing Ed - 32504 - AA	<u>P</u>	Rick Seeley, ITS - 37218 - AT
<u>X</u>	Christina Geweke, OBO - 37505 - AF	<u>X</u>	Ashley Stewart, Dean of Students - 32332 - SA
<u>X</u>	Matt Gordon, ITS - 37624 - AA	<u>P</u>	Justin Szabo, Individual Studies - 32504 - AA
<u>X</u>	Cody Heglund, Advancement - 37118 - AF	<u>X</u>	Michelle Van Dorn, Athletic Sports Info - 35455 - PD
<u>X</u>	Nevin Nolte, ITS - 37228 - AA	<u>X</u>	Brittany Warren, Disability Services - 32677 - SA
<u>X</u>	Shelley Pruess, Maucker Union - 33743 - AT		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Lisa Baronio	Michael Hager	Ashley Brickley	Dennis Reimer
Melissa Engdahl		Monica Johnson	
Lisa Frush		J.C. Last	

- I. Welcome
 President Melanie Abbas called the meeting to order at 1:30.

- II. Approval of Minutes
 Shelley moved to approve the minutes, seconded by Matt.

- III. EMT Report - Michael Hager
 Michael reported that President Ruud recently met with Governor Branstad to discuss the 2017 budget. He also provided an update on upcoming EMT changes: Director of Athletics, Troy Dannen will be leaving the university, there is a search getting ready to launch for his replacement. The position should be filled by March and candidates will be brought to campus for open forums. Vice President for Student Affairs, Terry Hogan, will be retiring at the end of June. Jan Hanish will serve as the Interim Vice President for Student Affairs. Michael also discussed the possibility of a name change to Administration & Financial Services, the proposed name is Finance & Operations.

- IV. Special Guest - Lisa Baronio, VP of Advancement
 Melanie welcomed Vice President of Advancement Lisa Baronio. Lisa provided the council with information on the Division of Advancement. She presented on the Offices in the Division of

Advancement, what the Division of Advancement does, why the work is important, changes for 2016, and how employees can help with Advancement.

V. HRS Report - Michelle Byers

Michelle reported that Open Enrollment is over and the office is busy processing all the changes. She also announced that the Benefits Administrator position has been filled, Katie Unland will start January 5. She provided updates to the Faculty Employment Coordinator and Clerk IV position. She also provided information on ACA and the steps HRS is taking to comply with the 1095 reporting requirement, along with information on the December Premium Holiday.

VI. Committee Reports

- a. WWW Committee -J.C.- No updates
- b. Employee Issues Committee -Shelley- No report
- c. Policy & Procedures Committee -Nevin - The committee is reviewing and making minor changes to the policies, along with signing off on previously proposed issues. These changes will be discussed at the next meeting.
- d. Employee Relations Committee -Karen- No updates.
- e. Salary & Fringe Benefit Committee -Matt- No updates

VII. New Business

- a. Melanie provided highlights from the Cabinet Meeting including the discussion of Diversity Inclusion, the newly approved policies, and the tabletop emergency exercise on natural disasters.

VIII. Old Business

No Old Business

IX. Adjournment - Christina moved to adjourn the meeting, seconded by Shelley. The meeting was adjourned at 2:20.

Respectfully Submitted,
Miranda Cornish
Human Resource Services