

**Professional and Scientific Staff Council**

**DRAFT**

Divisions

- AA – Academic Affairs
- AT – At Large
- FO – Finance & Operations
- PD – President’s Division
- SA – Student Affairs
- UA – University Advancement

Meeting No. 494508  
 Date of Meeting: January 09, 2020  
 Place of Meeting: Rod Library Scholar Space, LIB 301  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 1:55 PM

<u>Members of the Council in Attendance</u>			
X	Rachael Bair, Advancement - 34718 - UA	X	Nick Petersen, IT - 36970 - AA
X	Monica Berning, Continuing Ed - 32504 - AA	P	Stephanie Rojas, Study Abroad - 32804 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD	X	Patrick Sedlaceck
X	Farah Kashef, IT - 37766 - AA	A	Rick Seeley, IT - 37218 - AT
X	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	James Tanzosch, Procurement Services – 35811 - FO
X	J.C. Last, IT - 33024 - AA	X	Lisa Thomas, Compliance & Equity - 32846 - PD
X	Kristy Leen, Recreation Services - 37167 - SA	X	Paula VanZee, Study Abroad - 37078 - AA
A	Chiquita Loveless, DI&SJ - 33040 - SA	P	Jeff Van Gelder, Campus Supply - 32451 - FO

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl	Pamela Musoke	Ashley Kittle	
Michael Hager	Joann Mulholland	Carolina Coronado-Park	
William Burt	Sarah Goblirsch		
Matt Gordon	Charity Eckhardt		
Linda Nielsen	Kathleen Peters		

I. Welcome

President J.C. Last called the meeting to order at 1:30 PM.

Guest Speaker

- Gwennette Berry, Chief Diversity Officer & Assistant to the President
- Jamie Butler Chidozie, Director of Diversity, Inclusion & Social Justice
- Paula Knudson, Vice President of Student Affairs

Speakers were unable to attend, tentatively penciled in for February 2020’s meeting

II. Approve Minutes

Kristina Kofoot motioned to approve the previous meeting’s minutes as written, seconded by Brooke Croshier-Sidebotham.

III. Cabinet Report – Michael Hager

No updates to report at this time.

IV. HRS Report – Michelle Byers

- a. Progress has been made regarding the Performance Appraisal System for Applicant Tracking. Team will be meeting Monday, January 13 for a system walkthrough to identify any issues and have a better estimate on the date of implementation.
- b. UNI Employee Well-being is now accepting applications for the Healthy Weight @ UNI 2020 program. All applications are due by January 24<sup>th</sup>. Applicants will complete a Biometric screening where an outside source will select 50 applicants with the highest health risks who would benefit the most from the program.
- c. Employees are encouraged to participate in discount programs offered through our benefit vendors. All discount programs can be found by visiting the Human Resource Services website at hrs.uni.edu.

V. Committee Reports

- a. Employee Issues – Kristina Kofoot: A new write up about the Employee Issues Committee will be featured in the next P&S Council newsletter. Please share with employees and remind them so that everyone is aware and can take advantage of the great things the committee can be used for.
- b. Communications – J.C. Last relaying for Stephanie Rojas: The Finalized November and December Newsletter was sent out this morning, Thursday, January 9<sup>th</sup>. A monthly newsletter will be issued depending on the amount of information received for that month.
- c. Employee Relations – Brooke Croshier-Sidebotham: UNI, John Deere, and the North East Iowa Food bank will be at the UNI Dome for a volunteer event on MLK Day 2020. 1,200 volunteers are needed this year with a goal to pack 48,000 bags which is up from last year's 15,000. Currently 300 volunteer spots remain, registration can be completed on the website. The event will have a session at 10:30 to noon, and 1:30 to 3:00, kids welcome!
- d. Salary and Benefits – Kristy Leen: Committee received feedback in regard to Institutional Research. Currently waiting on edits to be made before moving forward.
- e. Policies and Procedures – James Tanzosch & Farah Kashef: Policy 5.27 went forward to Campus Review and received no comments, will be reviewed by the Policy Review Committee on Wednesday, January 15<sup>th</sup>. Policy 5.21 – Appointment and Service Status, will have a proposal to change policy name to Appointment and Service Status Guidelines. Policy 5.29 – Miscellaneous Policies, will propose that it be renamed as Professional Development. Currently the committee is in the process of editing section F. Consultant Services, and determining if this section should be moved to a more applicable policy.

VI. Old Business – None

VII. New Business –

Yearly Council Election time is getting closer. The council would like to recognize and thank Rick Seeley and Brooke Croshier-Sidebotham for everything they have done during their consecutive 2 terms. Once members have fulfilled 2 consecutive terms, they are required to take a year's break from service. The Nomination Committee will be putting together a ballot, and will help find people who would be interested in running for council. If anyone is interested in joining the Nomination Committee, please let J.C. know.

VIII. Adjournment – Monica Berning motioned to adjourn the meeting, seconded by Matt Gordon. The meeting was adjourned at 1:55 PM.

Respectfully Submitted,  
Katie Sires  
Human Resource Services