

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. 494510
 Date of Meeting: March 12, 2020
 Place of Meeting: Rod Library Scholar Space, LIB 301
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 3:00PM

<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	A	Stephanie Rojas, Study Abroad - 32804 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome-36636- PD	X	Patrick Sedlaceck
X	Farah Kashef, IT - 37766 - AA	X	Rick Seeley, IT - 37218 - AT
X	Kristina Kofoot, Undergraduate Studies - 34507 - AA	X	Lisa Thomas, Compliance & Equity - 32846 - PD
X	J.C. Last, IT - 33024 - AA	X	Paula VanZee, Study Abroad - 37078 - AA
A	Kristy Leen, Recreation Services - 37167 - SA	A	Jeff Van Gelder, Campus Supply - 32451 - FO
X	Chiquita Loveless, DI&SJ - 33040 - SA	X	Cristy Freeburg

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl			
Michael Hager			
Charity Eckhardt			
Matt Gordon			

I. Welcome

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

II. Approve Minutes

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

III. Cabinet Report – Michael Hager

Dr. Hager recognized how impressed he is with our culture at UNI even at times under stress. Please monitor the prepare.uni.edu website daily for University updates.

IV. HRS Report – Michelle Byers

- a. Prepare.uni.edu website FAQ section is being updated and is close to being finalized. At this time, offices should continue business as usual. Self-isolation precautions will allow employees to use their accrued sick leave.
- b. Deadlines for P&S Performance Appraisals are being extended by 1 month. Merit Appraisals, at this time, will remain the same.

V. Committee Reports

- a. Employee Issues – Kristina Kofoot: Continue discussions on how the Employee Issues Committee can be more beneficial across campus. All suggestions are welcome.
- b. Communications –J.C. Last: The next newsletter will be 2 months combined.
- c. Employee Relations – Brooke Croshier-Sidebotham: The Cultural Festival is coming up and is always looking for more volunteers. If you are interested in volunteering, you can call them directly, or get in touch with Brooke
- d. Salary and Benefits – Matt Gordon: Latest survey had a great response rate, all responses have been very informative. Survey closed on Tuesday, March 17th. A meeting will be scheduled with President Nook regarding salary letters in late April.
- e. Policies and Procedures –Farah Kashef: Policy 5.29 under review. Committee will be looking into policy concern that was brought to them by a current employee.

VI. Old Business – None

VII. New Business –

- a. Nick Peterson from the Salary and Benefits committee shared preliminary results of benefits survey.
- b. James Tanzosch has resigned and will no longer be a member of P&S Council. Christy Freeburg will be assisting with his responsibilities.
- c. Monica Berning will be leaving the University in the next month. Her P&S Council seat will be added to the election ballot.
- d. The Board of Regents will be presented with salary issues for non-union employees on April 2nd.

VIII. Adjournment – Rick Seeley motioned to adjourn the meeting, seconded by Farah Kashef. The meeting was adjourned at 1:55 PM.

Respectfully Submitted,
Katie Sires
Human Resource Services