

## Professional and Scientific Staff Council

### Divisions

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

Meeting No. 486  
 Date of Meeting: January 11, 2018  
 Place of Meeting: Rod Library ScholarSpace  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:19 PM

<u>Members of the Council in Attendance</u>			
<u>P</u>	Dan Beenken, BCS - 34322 - AA	<u>A</u>	Kristy Leen, Recreation Services - 37167 - SA
<u>X</u>	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	<u>X</u>	Adam Puls, ITS - 36814 - AA
<u>X</u>	Christina Geweke, OBO - 37505 - FO	<u>X</u>	Rick Seeley, ITS - 37218 - AT
<u>X</u>	Rob Green, Library - 36273 - AT	<u>X</u>	Justin Szabo, Individual Studies - 32504 - AA
<u>A</u>	Cody Heglund, Advancement - 37118 - UA	<u>A</u>	James Tanzosch, Procurement Services - 35811 - AA
<u>A</u>	Farah Kashaf, ITS - 37766 - AA	<u>X</u>	Michelle Van Dorn, Athletic Sports Info - 35455 - AT
<u>X</u>	J.C. Last, ITS - 33024 - AT	<u>X</u>	Paula VanZee, Study Abroad - 37078 - AA

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl	Malissa Martin	Matt Nuese	
Michael Hager	Brian Nissen		
Eric Giddens	Stephanie Rojas		
Porsha Isbell	Jose Luis San Miguel		
Russel Karim	T.J. Warren		

- I. Welcome  
 President Christina Geweke called the meeting to order at 1:30.
- II. Approval of Minutes  
 Justin moved to approve the minutes, seconded by Rob.
- III. Guest Speaker  
 Dr. Paula Knudson, Vice President of Student Affairs, spoke about the goals and priorities of the Student Affairs division.
- IV. EMT Report – Michael Hager  
 The upcoming capital campaign document is being developed. The governor recently made a budget announcement of a \$5.1 million cut for the Board of Regents, with funds being taken from Iowa and Iowa State. The fiscal year 2019 recommendation will be a \$7.25 million increase. Electronic W-2 forms are now available – you can sign up for electronic forms through MyUNiverse if you have not already. Ownership of the bookstore will officially transfer to UNI on February 26<sup>th</sup>.

- V. HRS Report – Michelle Byers  
After the recent open enrollment, insurance plans are now pretty evenly split between the PPO and HMO, which indicates our plans are fitting employees' needs. HRS will be holding open sessions where participants can receive assistance in activating or logging in to various benefits accounts. The maximum yearly contribution amount for a tax-deferred annuity (TDA) for 2018 is now \$18,500. Bookstore employees will be attending a pre-employee orientation on January 12<sup>th</sup>. Applications are now being taken for the Healthy Weight @ UNI program. There will be limited enrollment for the two programs – Naturally Slim and Weight Watchers at Work. There will be an announcement next week regarding any changes in the office hours policy.
- VI. Committee Reports
- a. Employee Issues Committee – Christina: No issues at this time. With Shelley Pruess's retirement, Adam will now be the chairperson of this committee.
  - b. Web Committee – Rob: Stephanie Rojas has volunteered to be the editor of the P&S Council newsletter. Rob will start to increase our social media presence.
  - c. Employee Relations Committee – Brooke: The committee will be meeting in a couple weeks. New hire outreach and engagement will be discussed.
  - d. Salary & Fringe Benefit Committee – Christina: The committee will be meeting next week. The FY19 salary increase letter will be discussed.
  - e. Policy & Procedures Committee – Matt: The committee has recently discussed input and communication, and sharing information. Three policies currently in review were discussed – Retirement Programs, Academic Forgiveness, and Weather Advisory. Any feedback should be sent to James before Friday.
- VII. Old Business
- a. Constitutional Amendment Vote – Christina did the final reading of the constitutional amendment to change the name of the Web Committee to the Communications Committee. Christina asked for discussion. J.C. motioned to approve, seconded by Brooke. Motion carried.
  - b. New Hire Outreach and Engagement Recap – Christina thanked everyone for their input last month. The input will be taken to the Employee Relations subcommittee.
- VIII. New Business
- a. President's Report – Christina: A higher learning commission exercise and task forces are being created for the accreditation process. Christina will update the group on this process. The UNI Volunteer Fair will be January 18<sup>th</sup> from 11:00-1:00. The next P&S Council meeting will be February 8<sup>th</sup>. Paula announced the Study Abroad Fair will be January 24<sup>th</sup>.
- IX. Adjournment – Rob motioned to adjourn the meeting, seconded by Justin. The meeting was adjourned at 2:19 PM.

Respectfully Submitted,  
Jen Cole  
Human Resource Services