

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. 487
 Date of Meeting: February 8, 2018
 Place of Meeting: Rod Library ScholarSpace
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 3:00 PM

<u>Members of the Council in Attendance</u>			
<u>X</u>	Dan Beenken, BCS - 34322 - AA	<u>A</u>	Patrick Luensmann, CBGI - 34335 - AA
<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>P</u>	Rick Seeley, ITS - 37218 - AT
<u>X</u>	Rob Green, Library - 36273 - AT	<u>X</u>	Justin Szabo, Individual Studies - 32504 - AA
<u>X</u>	Cody Heglund, Advancement - 37118 - UA	<u>X</u>	James Tanzosch, Procurement Services - 35811 - AA
<u>X</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>X</u>	Kristy Leen, Recreation Services - 37167 - SA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl		Dennis Reimer	
Matt Gordon			
James Keating			
Stephanie Rojas			

- I. Welcome
 President Christina Geweke called the meeting to order at 1:30. Introductions were done.
- II. Approval of Minutes
 Brooke moved to approve the amended minutes, seconded by Cody.
- III. Guest Speaker
 Christopher Denison, Director of Campus Recreation – Recreation Services, spoke about the history of Recreation Services and the different programs that are currently offered.
- IV. EMT Report – no report
- V. HRS Report – Michelle Byers
 An email was recently sent regarding the office hours policy, which would change the campus' core office hours to 8:00 AM – 4:30 PM. The policy is currently posted for comment. Unless there is vast opposing feedback, the new hours would go into effect May 7th. Department variations of these hours can continue as long as they are open a minimum of 8:00 AM – 4:30 PM. The P&S comp/class review is going well – Aon was recently on campus, and they have completed market comparisons for about 70% of our positions. They are on track to complete the study in April. Initial assessments from Aon stated the P&S group as a whole is fairly well-situated in comparison with the market. The recent well-being newsletter highlights retirement and tax reform sessions,

and also shows an event calendar covering the categories of retirement readiness, taking ownership, my well-being, and financial wellness. The flex spending deadline is coming up – receipts for expenses incurred on or before 3/15/18 must be submitted by March 31st for the year 2017. Performance appraisal training for supervisors will be held in March and April. 1095 forms will be mailed to employees before the March 2nd deadline.

VI. Committee Reports

- a. Employee Issues Committee – Adam: No issues at this time.
- b. Communications Committee – Rob: A new Facebook fan page has been created – UNI Professional & Scientific Council. The page will promote meetings, upcoming events, and share professional development information. The newsletter will now be published 2-3 days after Council meetings.
- c. Employee Relations Committee – Brooke: The committee is looking for any professional development requests, and also any community and campus events to promote.
- d. Salary & Fringe Benefit Committee – Cody: The committee met in mid-January. The salary increase request letter will have two parts: informational (what happened last year) and gathering feedback from employees. The group is pausing their efforts with the letter due to the budget situation.
- e. Policy & Procedures Committee – James: There are currently 6 UNI policies under review. They can be viewed at policies.uni.edu. Comments can be added at this website, or you can email comments to James.

VII. Old Business

- a. Elections – Patrick Luensmann is filling the vacant seat left by Shelley Pruess's retirement, with 2 years remaining. There will be 5 seats up for election – 2 AA, 1 UA, 1 F&O, and 1 SA. All 5 individuals currently holding these seats are eligible for re-election. Two candidates will be needed for each seat. A form will be posted on the P&S Council website until March 1st to submit a nomination for yourself or someone else. Then candidate bios will be posted to the website, and elections will be held March 19th-23rd.

VIII. New Business

- a. President's Report – Christina: The Executive Committee met in January. New hire engagement was discussed, and note cards will be sent to new employees. The group also discussed guest speakers for the rest of the year, and also reviewed priorities and benchmarks made at beginning of the year. There was a meeting recently with President Nook and leadership – the budget was discussed, and nothing can be decided until specifics of any budget decrease are determined. There will be three University advisory committees formed, with representatives from across campus: Budget Committee, Benefits Committee, and Retirement Committee. The April Council meeting will tentatively be changed to April 19th.

- IX. Adjournment – J.C. motioned to adjourn the meeting, seconded by Rob. The meeting was adjourned at 3:00 PM.

Respectfully Submitted,
Jen Cole
Human Resource Services