

## 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. 488  
 Date of Meeting: March 8, 2018  
 Place of Meeting: Rod Library ScholarSpace  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:53 PM

<u>Members of the Council in Attendance</u>			
X	Dan Beenken, BCS - 34322 - AA	X	Patrick Luensmann, BCS - 34335 - AA
X	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	X	Adam Puls, IT - 36814 - AA
X	Christina Geweke, OBO - 37505 - FO	P	Rick Seeley, IT - 37218 - AT
X	Rob Green, Library - 36273 - AT	P	Justin Szabo, Individual Studies - 32504 - AA
X	Cody Heglund, Advancement - 37118 - UA	X	James Tanzosch, Procurement Services - 35811 - AA
X	Farah Kashaf, IT - 37766 - AA	X	Michelle Van Dorn, Athletic Sports Info - 35455 - AT
X	J.C. Last, IT - 33024 - AT	X	Paula VanZee, Study Abroad - 37078 - AA
X	Kristy Leen, Recreation Services - 37167 - SA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl	Matt Kroeger	Monica Berning	
Kevan Forest	Stephanie Rojas	Dennis Reimer	
Matt Gordon	Ashley Stoppel		
Michael Hager	Jeff Van Gelder		
Mike Holmes			

- I. Welcome  
 President Christina Geweke called the meeting to order at 1:30. Introductions were done.
- II. Approval of Minutes  
 J.C. moved to approve the amended minutes, seconded by Brooke.
- III. Guest Speaker  
 Marty Mark, Chief Information Officer, spoke about the connectUNI project.
- IV. EMT Report – Michael Hager  
 Changes to policies 4.20, 4.07 and 3.21 have been approved. The bookstore is now officially owned by UNI, and signs will be changing in 3-4 weeks. The team is monitoring the legislature for FY 18 and FY 19 budget information. Any de-appropriation, if any, is expected to be a small amount for UNI this fiscal year. President Nook tells the UNI story well, and that has been resonating with the legislature. Numbers for FY 19 tuition will be finalized once budget information is received.
- V. HRS Report – Michelle Byers  
 Flex spending receipts for expenses incurred on or before 3/15/18 must be submitted by March 31<sup>st</sup> for the year 2017. Performance appraisal training sessions are being held in March and April. Aon has completed their comprehensive market review, and held meetings with leadership to look at charts within their divisions. Final data, along with financial impact of any changes, will be

presented in April. With any changes, the top priority will be employees that are below their salary range and being moved to the minimum within the range. The goal is to aim for the market median, which is common in higher ed. There was a question about filling P&S positions without the job opening being posted – Policy 4.02 states a fully competitive search must occur for any open staff position. The department would have to consult with HR and Compliance for any alternate search procedure to occur, and it would also need to be approved by the division head.

VI. Committee Reports

- a. Employee Issues Committee – Adam: No issues at this time.
- b. Communications Committee – Rob: The newsletter is in production, and will be out soon.
- c. Employee Relations Committee – Brooke: The committee will be meeting after spring break. Culturefest will be April 5<sup>th</sup> from 5:30-7:30 PM, with multiple volunteer opportunities available. An email will be sent with more information.
- d. Salary & Fringe Benefit Committee – Cody: There will be information in the newsletter about the upcoming salary increase request – the group is looking for information and feedback.
- e. Policy & Procedures Committee – James: The committee is meeting March 20<sup>th</sup>. UNI policy 9.25 is currently under review. Policy 5.26 will need to be reviewed if any changes are made to the P&S pay structure.

VII. Old Business

- a. Elections – J.C.: The minimum number of candidates has been reached to hold the election. Ballots are being created and reviewed, and the election will be held March 19<sup>th</sup>-23<sup>rd</sup>.

VIII. New Business

- a. UNI Advisory Committee: An email was sent out last week, looking for employees to serve on one of three committees – Budget, Benefits, and Retirement. The groups will be set and organized by the President's office.
- b. President's Report – Christina: The Cabinet meeting was held on February 12<sup>th</sup>. Some items discussed were: budget update, spring semester enrollment report, recruitment numbers, policies, reports from academic departments, and foundation fundraising for students. The UNI Day of Giving will be April 4<sup>th</sup>. Surveys will be randomly distributed for the Chronicle's Great Colleges to Work For, starting March 19<sup>th</sup>. The next P&S Council meeting is being moved to April 19<sup>th</sup>, in the Maucker Oak Room.

- IX. Adjournment – J.C. motioned to adjourn the meeting, seconded by Brooke. The meeting was adjourned at 2:53 PM.

Respectfully Submitted,  
Jen Cole  
Human Resource Services