

## 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. 477  
 Date of Meeting: April 13, 2017  
 Place of Meeting: Maucker Presidential Room  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:46 PM

<u>Members of the Council in Attendance</u>			
<u>A</u>	Dan Beenken, BCS - 34322 - AA	<u>A</u>	Patrick Luensmann, BCS - 34335 - AA
<u>P</u>	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	<u>P</u>	Shelley Pruess, Maucker Union - 33743 - AT
<u>X</u>	Christina Geweke, OBO - 37505 - FO	<u>X</u>	Adam Puls, ITS - 36814 - AA
<u>X</u>	Matt Gordon, ITS - 37624 - AA	<u>A</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>	Lisa Krausman, Dining Services Admin - 36937 - SA	<u>A</u>	Michelle Van Dorn, Athletic Sports Info - 35455 - AT
<u>X</u>	J.C. Last, ITS - 33024 - AT		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl		Neal Pruess	
Russel Karim		Kyle Steinacher	
Malissa Martin			
Stephanie Rojas			
Paula Van Zee			

- I. Welcome  
 President Matt Gordon called the meeting to order at 1:30.
- II. Approval of Minutes  
 Last month's meeting minutes were reviewed. Matt asked for a motion to approve the minutes as shown. Justin moved to approve the minutes, seconded by Cody.
- III. Guest Speaker  
 Marty Mark, UNI Chief Information Officer, spoke about the Email Account Management Proposal that is currently being drafted. The purpose of the change is to replace the "email for life" strategy with an option that best serves the needs of the campus community.
- IV. EMT Report – no report
- V. HRS Report – Michelle Byers  
 Toni Babcock, Employee & Labor Relations Coordinator, is currently conducting some new supervisor training sessions. There have been 3-4 groups that have taken the first training session

called HR Basics. Some University policy reviews are currently being done, due to the collective bargaining changes that occurred. This is a unique situation since policy reviews are usually done during the school year, and the changes need to be done by July 1<sup>st</sup>. Changes will be posted soon for campus comment.

#### VI. Committee Reports

- a. Employee Issues Committee – Neal: One issue was reported and resolved. The employee got the needed information from the P&S Council newsletter.
- b. Web – J.C.: The candidate bios were removed from the website and the election results were added.
- c. Employee Relations Committee – Rob: The Meet the President event has been rescheduled for the fall. Instead, President Nook will be speaking at the July P&S Council meeting. Due to the event being moved, there is \$480.00 available to spend by the end of the year. Rob will open a Google sheet for ideas on how to use the funds. The nomination deadline for the Staff Excellence Awards is May 5<sup>th</sup>, and the winners will be announced at the Meet the President event.
- d. Salary & Fringe Benefit Committee – Cody: The committee met at the end of March and determined a proposed salary increase rate of 1.5%. Matt and Cody presented their letter to President Nook, and a decision will be made in late May.
- e. Policy & Procedures Committee – James: The committee met and reviewed the history and items the committee worked on in the past. The committee will also meet on April 20<sup>th</sup> to set an agenda and goals, and get some items finalized. An email account and Google folder will be set up with all the files and information, so future committee members can access them easily.

#### VII. New Business

- a. Election results – Matt: The winners from the P&S Council election, with their 3-year terms starting 7/1/17, are:
  - Academic Affairs: Paula Van Zee
  - At Large: Rick Seeley
  - President's Division: Brooke Croshier-Sidebotham
  - Student Affairs: Kristy Leen and Shelley Pruess

Matt and J.C. reviewed the results and the current roster, and discovered the Council is missing one member. The Executive Committee will meet later in April to review the situation, to be discussed at the next P&S Council meeting. The committee will come up with some scenarios and solicit feedback.

- b. President's Report – Matt: The next P&S Council newsletter has a tentative publish date of May 15<sup>th</sup>. Any information for the newsletter should be sent to Matt, Christina or J.C. A group of ten volunteers worked at Culturefest. Matt will be attending the Regents meeting on April 19-20 and is speaking on the status of staff, salary and benefits. An officers' election will be held next month. Let Matt know of any interest for the President and Vice President seats.

VIII. Old Business

a. Constitutional Amendments – Christina: There were 4 readings and motions made to amend the P&S Council Constitution:

- i. Amend Section 1 of Article III (2<sup>nd</sup> reading): Christina motioned to approve the changes, seconded by Rob. Motion carried.
- ii. Add Section 7 to Article III (2<sup>nd</sup> reading): Christina motioned to approve the changes, seconded by Justin. Motion carried.
- iii. Add Section 8 to Article III (2<sup>nd</sup> reading): Christina motioned to approve the changes, seconded by Rob. Motion carried.
- iv. Add Section 4 to Article IV (2<sup>nd</sup> reading): Christina motioned to approve the changes, seconded by JC. Motion carried.

IX. Adjournment

Matt asked for a motion to adjourn the meeting. Rob motioned to adjourn the meeting, seconded by Christina. The meeting was adjourned at 2:46 PM.

Respectfully Submitted,  
Jen Cole  
Human Resource Services