

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. 478
 Date of Meeting: May 11, 2017
 Place of Meeting: Maucker Presidential Room
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:07 PM

<u>Members of the Council in Attendance</u>			
<u>X</u>	Dan Beenken, BCS - 34322 - AA	<u>A</u>	Patrick Luensmann, BCS - 34335 - AA
<u>X</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>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>	Lisa Krausman, Dining Services Admin - 36937 - SA	<u>X</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	Malissa Martin	Neal Pruess	
Michael Hager		Dennis Reimer	
Monica Johnson			
Farah Kashef			
Kristy Leen			

- 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 amended. Cody moved to approve the minutes, seconded by Rob.

- III. EMT Report – Michael Hager
 The EMT has been focusing on two items lately – policy approval and budget development for FY18. The Board of Regents recently met for the first reading of the proposed tuition increase. The second meeting will be held June 8th and 9th at UNI. In light of the recent budget circumstances with the state legislature, a tuition increase would allow for a balanced budget. The budget for FY18 should be finalized in mid-June.

- IV. HRS Report – Michelle Byers
 Various policies have gone through policy review, in order to be finalized before July 1st. One additional policy being reviewed is the FLSA/Comp Time policy, and changing the way comp time is paid out. Everyone will have an 80 hour threshold, so any comp time accrued over 80 hours will receive an automatic payout. Any accrual over 40 hours will be paid out annually in September. This would affect only P&S employees who are eligible for comp time. Conversations have been initiated

with a consultant to review the compensation and classification structure. The project will take 9-12 months to complete. Communications were recently sent out about using The Work Number for electronic employment verification. It is a frequently used system for employment verifications, and goes through the same company that processes I-9s for the University.

V. Committee Reports

- a. Employee Issues Committee – Neal: no items to report.
- b. Web – J.C.: The agenda and approved March minutes were uploaded to the website, along with a transcript of Matt's comments to the Board of Regents.
- c. Employee Relations Committee – Rob: There were 28 nominations received for the Staff Excellence Award. The selection committee should have winners chosen by mid-summer, for announcement at the Meet the President event. Rob will be sending a spreadsheet to current P&S Council members to enter suggestions for spending the remainder of the Council's funds for the fiscal year.
- d. Salary & Fringe Benefit Committee – Cody: Matt and Cody met with President Nook last Friday. President Nook feels confident a salary increase will be approved, somewhere in the 1.1% - 1.5% range.
- e. Policy & Procedures Committee – James: The committee met last month and reviewed the history of the committee. Findings will be discussed with new committee members, along with working on a procedure to pass P&S policies that is aligned with the University process. Policies will start to be reviewed in August. Contact James if you are interested in being on this committee.

VI. New Business

- a. Election of officers – Matt: Matt opened up the floor for nominations for President and Vice President. These are both one year terms, to start July 1st, 2017. Christina Geweke was nominated and unanimously voted in as President. J.C. Last was nominated and unanimously voted in as Vice President.
- b. President's Report – Matt: Matt introduced Farah Kashef, who will be filling a one year term for the empty Academic Affairs seat. Another P&S Council newsletter will be published soon. Matt spoke about the leadership retreat he attended, that included brainstorming sessions for long-term University goals. Matt asked about the P&S Council budget, and how the majority of the budget goes toward the Meet the President event. President Nook stated he would look into moving the cost of the event to his office's budget. Committee chairs were asked to submit their year-end reports to Matt. The new hire meet and greet sessions for May and June will be combined into one meeting for June, due to low new hire numbers.

VII. Adjournment

Matt asked for a motion to adjourn the meeting. Justin motioned to adjourn the meeting, seconded by Christina. The meeting was adjourned at 2:07 PM.

Respectfully Submitted,
Jen Cole
Human Resource Services