

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. 493
 Date of Meeting: August 9, 2018
 Place of Meeting: Maucker Union Oak Room
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 3:21 PM

<u>Members of the Council in Attendance</u>			
<u>P</u>	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	<u>X</u>	Adam Puls, IT - 36814 - AA
<u>X</u>	Lisa Feldhaus, IT - 33042 - AA	<u>X</u>	Stephanie Rojas, Study Abroad - 32804 - AA
<u>X</u>	Christina Geweke, OBO - 37505 - FO	<u>P</u>	Jeremy Rosel, Dev & Foundation - 37111 - UA
<u>A</u>	Rob Green, IT - 36273 - AT	<u>A</u>	Rick Seeley, IT - 37218 - AT
<u>X</u>	Farah Kashaf, IT - 37766 - AA	<u>X</u>	James Tanzosch, Procurement Services - 35811 - AA
<u>X</u>	J.C. Last, IT - 33024 - AT	<u>X</u>	Michelle Van Dorn, Athletic Sports Info - 35455 - AT
<u>X</u>	Kristy Leen, Recreation Services - 37167 - SA	<u>X</u>	Paula VanZee, Study Abroad - 37078 - AA
<u>X</u>	Chiquita Loveless, DI&SJ - 33040 - SA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Toni Babcock	Anton Reiter	Cody Heglund	
Melissa Engdahl	Patrick Sedlacek	Kyle Steinacher	
Michael Hager			
Ashley Kittle			
Kristine Nemecek			

- I. Welcome
 President Christina Geweke called the meeting to order at 1:30.
- II. Approval of Minutes
 Farah moved to approve the minutes as amended, seconded by James.
- III. Guest Speaker
 Brian Nissen, Suicide Prevention Educator, spoke about upcoming training and events on campus, which are focused on changing how we look at mental health, and recognizing the warning signs of suicide.
- IV. EMT Report – Michael Hager
 A reminder that the EAP program is available for all active employees, which is confidential and anonymous. The President's University Address will be held on Monday, August 20th at 3:30 PM in Lang Hall. The Director of University Relations candidates will have open forums next week, and their resumes are available to view on the President's website.
- V. HRS Report – Michelle Byers
 Shristy Bashyal, the new Faculty Employment Coordinator, will be starting August 13th. We are close to extending an offer for the Secretary II position, and then Jen Cole will be transitioning to the Clerk IV position. In this month's Employee Benefits and Well-being newsletter, one of the

topics covered is the top reason for ER visits under the UNI sponsored health plans: urinary tract infections. Typically, this is not a reason to go to the ER. Utilizing Doctor on Demand or an urgent care facility can help save both you and the plan money.

VI. Committee Reports

- a. Employee Issues Committee – Adam: One issue was reported – an employee is concerned about the pay grade they were placed in. HR was contacted and gave information to the employee.
- b. Communications Committee – Stephanie: The committee is looking for new members – contact Stephanie if you are interested. A meeting will be held next month to work on goals.
- c. Employee Relations Committee – Christina: The committee met and mapped out the Meet the President event, which will be held October 4th. The VPs will also be invited to attend. There will be social time, President Nook will give an update, and Regents Staff Excellence Awards will be given. The committee also brainstormed professional development and training.
- d. Salary & Fringe Benefit Committee – Kristi: The committee will be meeting next week.
- e. Policy & Procedures Committee – James: The committee met with HR about Policies 5.25 (Compensation) and 5.26 (Classification). Michelle described how the new pay grade system was developed. The new system would eliminate the current PEC, but would have an appeal mechanism to be utilized by departments and incumbents. HR and EMT reviewed the new pay grade system – internal comparisons were used, along with regional and geographic data, using over 30 data sources. The data will be refreshed every 5 years.

VII. Old Business

- a. July Meeting Recap: Feedback from the July meeting was taken, and the Executive Committee developed the following goals: 1. Be more strategic in the allocation of the Council budget; 2. Professional development – opportunities and funding; 3. Increasing employee engagement broadly; 4. Continue overall campus awareness of what is happening on campus; 5. Increase outreach to staff – they can talk to the Council about issues.

VIII. New Business

- a. President's Report – Christina: A reminder about the President's University Address on August 20th. J.C. and Christina had a planning session with representatives from the University of Iowa and Iowa State P&S Councils. Some items discussed were: catastrophic leave donation policy – looking at child/parent/spouse situations and aligning the policies; family caregiving leave policy and how it is used; U of I's volunteer time policy, which allows employees to work at university-sponsored events on work time.
- b. Closed Session – A motion was requested by Farah and James to move into closed session to discuss Policy 5.26 and the PEC. J.C. seconded the motion.

- IX. Adjournment – Paula motioned to adjourn the meeting, seconded by Chiquita. The meeting was adjourned at 3:21 PM.

Respectfully Submitted,
Jen Cole
Human Resource Services