

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. 483
 Date of Meeting: October 12, 2017
 Place of Meeting: Maucker Presidential Room
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:40 PM

<u>Members of the Council in Attendance</u>			
<u>A</u>	Dan Beenken, BCS - 34322 - AA	<u>X</u>	Shelley Pruess, Maucker Union - 33743 - SA
<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>X</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 Van Zee, Study Abroad - 37078 - AA
<u>X</u>	Kristy Leen, Recreation Services - 37167 - SA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>			
Ann Arns	Doreen Hayek	Malissa Martin	Molly Ungs
Christopher Conklin	Russel Karim	Deb Rich	Jeff Van Gelder
Melissa Engdahl	Michelle Kosalka	Stephanie Rojas	Karla Whitney
Matt Gordon	Beth Kuehl	Cristy Steffen	Jean Wiesley
Michael Hager	Jesse Lahmann	Madalina Tincu	

I. Welcome

President Christina Geweke called the meeting to order at 1:30.

II. Guest Speaker

Michelle Byers, Human Resource Services, presented about open enrollment and health insurance plan design changes for 2018. The HRS website has a lot of information – hrs.uni.edu, click on My Benefits, and then click on Health Benefits. Insurance premiums and plan design changes for 2018 were emailed to all employees on October 11th. The benefits team will be holding educational sessions throughout November, with open enrollment being November 1st – 30th. They are working with IT to develop a web-based self-service application for open enrollment. There is also information on taking ownership of your benefits at hrs.uni.edu/mybenefits#ownership . Creating a myWellmark account at welcome.wellmark.com will give you access to costs, facilities, and the ability to rate providers.

III. Approval of Minutes

Last month's meeting minutes were reviewed. Justin moved to approve the minutes as shown, seconded by Cody.

IV. EMT Report – Michael Hager

Andrew Morse recently started with the President's Office, working with Board and Governmental Relations. The Board of Regents will be meeting next Wednesday and Thursday, and will be interviewing a finalist for their Executive Director position. They will also be holding a special meeting the following week for the ISU presidential search. The EMT has been focusing on health insurance, and the team appreciates the professional feedback from the P&S Staff on this topic. EMT is also working on Policy 6.10 – Academic Freedom.

V. HRS Report – Michelle Byers

There will be a number of well-being initiatives for 2018, focusing on specific health conditions of our employees. Watch for more information on smoking cessation, and weight loss with Naturally Slim and Weight Watchers. There is also a seminar with TIAA – Inside Money: Managing Income and Debt being held on October 16th and October 17th.

VI. Committee Reports

- a. Employee Issues Committee – Shelley: There are currently no employee issues to report. There are now links on the committee webpage to HR, OCEM, and P&S Policy 5.27 – Complaints and Grievances.
- b. Web Committee – Rob: The October newsletter is currently out to the Executive Committee for approval. The committee is working with University Relations to create a new logo for the P&S Council, using the UNI sub-brand.
- c. Employee Relations Committee – Brooke: The Meet the President event will be October 17th from 11:30 AM – 1:00 PM in the main lobby of GBPAC. Light snacks and beverages will be served. The President will speak and 2017 awards will be presented. Any questions for the President should be submitted to the committee in advance.
- d. Salary & Fringe Benefit Committee – Cody: The committee met two weeks ago to discuss goals and tasks for the next year. They will also be working on how to get P&S employees more involved in the salary increase letter.
- e. Policy & Procedures Committee – James: Doreen Hayek spoke about the background of the P&P committee and provided a handout of the history. James reported the committee's first goal is to work through the process to approve policies and procedures, and to align with campus.

VII. Old Business

- a. Motion – Rob Green: For the second reading, Rob made a motion to change the name of the Web Committee to the Communications Committee. Shelley seconded the motion. The vote was unanimous to change the name. Motion carries.

VIII. New Business

- a. Flex-Time Topic: The group discussed the current Flextime policy 4.22. There are policies in place, but it is not consistent across campus – often it is up to supervisor discretion. The team discussed creating some uniformity across campus. The Salary & Fringe Benefit Committee will review and meet with HR to promote this benefit.
- b. President's Report – Christina: 12-16 volunteers are needed to be part of a focus group for Gallagher-Bluedorn events. Christina encouraged everyone to attend the upcoming professional development conference – People, Purpose and Passion on November 15th. There are upcoming flu shot clinics scheduled across campus in October and November.

IX. Adjournment

Christina asked for a motion to adjourn the meeting. Justin motioned to adjourn the meeting, seconded by Brooke. The meeting was adjourned at 2:40 PM.

Respectfully Submitted,
Jen Cole
Human Resource Services