

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. 497
 Date of Meeting: December 13, 2018
 Place of Meeting: Rod Library ScholarSpace
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:31 PM

<u>Members of the Council in Attendance</u>			
<u>X</u>	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	<u>A</u>	Stephanie Rojas, Study Abroad – 32804 - AA
<u>X</u>	Lisa Feldhaus, IT - 33042 - AA	<u>X</u>	Jeremy Rosel, Dev & Foundation – 37111 - UA
<u>X</u>	Rob Green, IT – 36273 - AT	<u>X</u>	Rick Seeley, IT – 37218 - AT
<u>X</u>	Farah Kashef, 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>A</u>	Kristy Leen, Recreation Services – 37167 - SA	<u>X</u>	Jeff Van Gelder, Campus Supply – 32451 - FO
<u>X</u>	Chiquita Loveless, DI&SJ – 33040 - SA	<u>X</u>	Paula VanZee, Study Abroad – 37078 - AA
<u>X</u>	Adam Puls, IT – 36814 - AA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl	Patrick Sedlacek		
Cristy Freeburg			
Matt Gordon			
Ashley Kittle			
Kristina Kofoot			

I. Welcome

President J.C. Last called the meeting to order at 1:30 PM.

II. Approve Minutes

James moved to approve the previous meeting’s minutes as written, seconded by Brooke.

III. Guest Speaker

Jess Betts and Sara Kies provided an update from the Integrated Communication and Marketing Team. They presented information on three key components of marketing UNI to new and prospective students, including branding, storytelling and the University’s digital presence. University Relations will be hiring a Social Media and Digital Content Coordinator to help with these efforts.

IV. EMT Report – no report

V. HRS Report – Michelle Byers

Eleven policies were approved on Monday at the Senior Leadership meeting, including Policies 5.25 and 5.26. An EAP postcard was mailed out last week, addressing extra stress that holiday time can bring. If an employee or a member of their family is in need of EAP's services, they are free and confidential. New Wellmark ID cards will be mailed in January. These cards will contain new contract numbers; everything else will remain the same. Please make sure to use the new cards for any medical care received starting January 1st. The ID cards are also available for printing from the MyWellmark app, should you need it before it arrives in the mail.

VI. Committee Reports

- a. Employee Issues Committee – no report
- b. Communications Committee – Rob: There has been good feedback from the staff about the newsletter, so please continue to submit to the committee any information you'd like included. December's issue will hopefully be out by the end of next week.
- c. Employee Relations Committee – Brooke: The committee will be meeting sometime next week.
- d. Salary and Fringe Benefits Committee – Matt: In the next year or so, the committee will be conducting another employee benefit survey as it's been several years since the last one was completed.
- e. Policies and Procedures – Farah: J.C. and Jeremy are new members. The committee's next meeting will be December 20th and they will review Policy 5.27.

VII. Old Business – no report

VIII. New Business

- a. President J.C. Last conducted a special election to identify a new Vice President for the P&S Council. Paula nominated Chiquita, who accepted the nomination. A vote was held and Chiquita was unanimously named the new Vice President.
- b. President's Report – no report
- c. Other Items – James brought up the topic of whether or not a decision was made as to how to spend the Council budget. Nothing has been decided as of yet, so feel free to submit ideas. The budget runs through the fiscal year.

IX. Adjournment

Rick motioned to adjourn the meeting, seconded by Rob. The meeting was adjourned at 2:31 PM.

Respectfully Submitted,
Christina Keller
Human Resource Services