

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. 495

Date of Meeting: October 11, 2018

Place of Meeting: Rod Library ScholarSpace

Meeting Convened: 1:29 PM

Meeting Adjourned: 2:59 PM

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

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Kelly Destival	Matthew Nuese	Matt Gordon	
Melissa Engdahl	Nathaniel Packer		
Sarah Gorbliersch	Patrick Sedlacek		
Michael Hager			
Kristina Kofoot			

I. Welcome

Vice-President J.C. Last called the meeting to order at 1:29 PM.

II. Approve Minutes

Rob moved to approve the previous meeting’s minutes as amended, seconded by Jeremy.

III. Guest Speaker

Ken Connolly, Director & IT Security Officer, spoke about the upcoming security changes to the online directory. Student information listed in the online directory will be restricted for public access to name and major only. Faculty and staff listings will be limited to office contact information.

IV. EMT Report – Michael Hager

The search for the Director of University Relations is ongoing. At this point, President Nook is reviewing potential candidates. Michael also gave an update regarding marketing and branding focus groups as well as a campaign with the Foundation. There will be an email to all employees coming out later today that will contain a report from an engineering consultant regarding the steam leak incident in September.

V. HRS Report – Michelle Byers

The union recertification elections begin Monday, October 15th and run through Monday, October 29th. Please make sure to allow AFSCME-covered employees the opportunity to vote. Open Enrollment is happening now through October 31st. Open Enrollment sessions are available for more information. The 2018 Annual Employee Benefits and Well-being Fair will be Wednesday, October 17 from 11:00-2:00 in the Old Central Ballroom at Maucker Union, with over 50 vendors to visit.

VI. Committee Reports

- a. Employee Issues Committee – no report
- b. Communications Committee – Stephanie: The October newsletter is ready to be sent out. Let Stephanie know if there's any last minute items you'd like to add. The Facebook page has also been updated. With Stephanie going on maternity leave at the end of October, the Communications committee will handle future newsletters.
- c. Employee Relations Committee – Brooke: The Meet the President Fall Social was a success. The committee would appreciate feedback from others on the event. They are looking into another event for the spring.
- d. Salary and Fringe Benefits Committee – Kristy/Lisa: There was no increase in health and dental premiums for 2019, although vision premiums did increase slightly. Being good stewards of our plans, such as more frequent utilization of Urgent Care, Doctor on Demand, and Walgreens as an after-hours pharmacy only, help to keep our premiums from increasing. If you do not wish to make any changes to your health, dental, and vision plans or voluntary term life insurance, no action is required. If you want to contribute in a flex spending plan for 2019, you must enroll or re-enroll each year. It's also important to update beneficiaries. Changes can be made through Benefits Self-Service. Preventative care check-ups run on a calendar basis, not a rolling 12-month basis. Certain medical conditions qualify for an extra one or two dental exams each year. In mid-January, Wellmark will issue new ID cards, so current cards will not be valid after December 31, 2018. During this gap, if you need a new ID card, visit Wellmark.com to print a copy or download Wellmark's mobile app.
- e. Policies and Procedures – Farah: There were 30 participants for the Zoom town hall meeting on Policies 5.25 and 5.26. The Council will vote at the end of

today's meeting to either move the policies forward to the Policy Review Committee or send it back to the subcommittee for revision.

VII. Old Business –

Farah presented suggestions and concerns that come up from the town hall meeting on draft Policies 5.25 and 5.26. Handouts of these two draft policies were provided. At the meeting, draft Policy 5.25 had a revision of the first sentence of Section F from “assigned” to “assigns or accepts.” Section J was added, which will address “Compensation for Additional Work Performed Outside of Regular Responsibilities” and will site Policy 4.41, Special Compensation and Summer Appointments. Jeremy motioned to move forward with the draft of Policy 5.25 as amended, seconded by Chiquita. At the meeting, draft Policy 5.26 had a revision to the last sentence of the Policy Statement, in order to reformat it into two sentences. Section D will be revised to include verbiage from Tim McKenna regarding how many committee members can hear an appeal and make a decision. Jeremy motioned to move forward with the draft of Policy 5.26 as amended, seconded by Brooke. The next step in the process will be sending the policies to the Policy Review Committee.

VIII. New Business

- a. A handout was provided regarding information for an open house with Waterloo Speechmasters. This event is Thursday October 18th from 12:00-1:00 at UNI-CUE. Please RSVP to Sharon Silva at sharon.silva1@gmail.com.
- b. The Military Ball will be on Friday, November 9th from 5:00-9:00 in the Maucker Union Ballrooms. RSVP on the Military website by October 30th.
- c. President's Report – no report

IX. Adjournment

Rick motioned to adjourn the meeting, seconded by Chiquita. The meeting was adjourned at 2:59 PM.

Respectfully Submitted,
Christina Keller
Human Resource Services