

## 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. 499

Date of Meeting: February 14, 2019

Place of Meeting: Rod Library ScholarSpace

Meeting Convened: 1:30 PM

Meeting Adjourned: 3:02 PM

<u>Members of the Council in Attendance</u>			
<u>X</u>	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	<u>X</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>A</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>	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>			
<u>Others</u>		<u>Proxy</u>	
Charity Eckhardt	Patrick Sedlacek	Matt Gordon	
Melissa Engdahl	Robert Welch		
Lisa Frush			
Michael Hager			
Christine Nemec			

### I. Welcome

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

### II. Approve Minutes

Rick moved to approve the previous meeting's minutes as written, seconded by Farah.

### III. Guest Speaker

Helen Haire, Chief of Police and Director of Public Safety, spoke about the work the UNI Police Department does to keep our campus community safe. She described the jurisdiction and the composition of the department, the training that is required of the officers and their continuing education requirements. She spoke about the reciprocal partnerships UNI Police have with other local law enforcement agencies. Chief Haire also described the different programming the department provides to students and staff, such as VIDS, R.A.D., safety escorts, fingerprinting, and the student patrol.

IV. EMT Report – Michael Hager

Bruce Mack is the interim Vice President for University Advancement through the end of June while a search for a permanent replacement is conducted. A search firm will be assisting with finding the new Vice President. President Nook is putting together a search committee of 12 members. A start date of July 1<sup>st</sup> is anticipated for the new Vice President. They are also currently working on the FY20 budget.

V. HRS Report – Melissa Engdahl

Form 1095 has been mailed out. This document is not necessary for filing taxes, however it should be kept with your tax documents. There are two upcoming Retirement Readiness sessions and a My Well-being session that are scheduled in February. More information can be found on the HRS website. Performance Appraisal training will be conducted sometime in March or April. The Performance Appraisal forms for P&S and Merit positions have been revised. A handout of each was passed out. Feedback regarding the revision of these forms is welcome. The revised forms will be introduced February 25<sup>th</sup> to the University Council.

VI. Committee Reports

- a. Employee Issues Committee – no report
- b. Communications Committee – Stephanie: Please submit any information you'd like included in the newsletter by next Wednesday, February 20<sup>th</sup>.
- c. Employee Relations Committee – Brooke: The committee is meeting next week to plan the next social event with the president, tentatively scheduled for some time in April. There is a volunteer opportunity from 8:00-12:30 on March 3<sup>rd</sup> in the UNI-Dome to help with Special Olympics. The MLK day service event ran smoothly and efficiently.
- d. Salary and Fringe Benefits Committee – no report
- e. Policies and Procedures – Farah: The committee has met five times to work on Policy 5.27. They have completed the first round of edits and have sent it to Michelle Byers to review.

VII. Old Business – no report

VIII. New Business

- a. There were no emails to J.C. for volunteers for the nominating committee for the upcoming P&S elections. He is asking that the committee chairs each send him one name that will make up the nominating committee. This person can't currently be running for election and does not need to be a voting member. J.C. would like the nominating committee to meet next week. Elections will be held the week after spring break.
- b. President's Report – no report

- c. Other Items – J.C. discussed a document he had created, reflecting items on which the council has spent their budget money. These include items such as signs, welcome cards and travel expenses.

IX. Adjournment

Rick motioned to adjourn the meeting, seconded by Brooke. The meeting was adjourned at 3:02 PM.

Respectfully Submitted,  
Christina Keller  
Human Resource Services