

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. 500

Date of Meeting: March 14, 2019

Place of Meeting: Rod Library ScholarSpace

Meeting Convened: 1:30 PM

Meeting Adjourned: 3:00 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>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>	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>	
Chelsi Armstrong			
Melissa Engdahl			
Cristy Freeburg			
Christine Nemec			
Patrick Sedlacek			

I. Welcome

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

II. Approve Minutes

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

III. Guest Speaker

Eric O'Brien, Director of Sustainability, spoke about UNI's institutional commitment to sustainability. The University has had a recycling program since the 1980s and has become the Midwest's first Gold Star Sustainability School. The Office of Sustainability has been working with their vendors and others in order to properly respond to the international changes that have been made regarding the purchasing of recycled material.

IV. EMT Report – no report

V. HRS Report – Michelle Byers

The revision of the performance appraisal forms has been completed and introduced at the University Council meeting. Yesterday, Lisa Frush, the HRS Employment Manager, sent an email to campus supervisors on how to access the new form. It was decided to keep the existing five category ratings. HRS is reviewing options for future versions to include more automated features, such as electronic workflow.

VI. Committee Reports

- a. Employee Issues Committee – no report
- b. Communications Committee – Stephanie: The next newsletter will go out at the end of the month. There will more than likely be an article covering the revised performance appraisal forms as well as information regarding recycling on campus. Please submit any information you'd like included in the next newsletter.
- c. Employee Relations Committee – Brooke: April 4th is the Culture Fest in Waterloo. It's a Thursday evening and volunteers are still needed. April 26th will be the Coffee Break with the President event. The location is to be determined.
- d. Salary and Fringe Benefits Committee – Chelsi Armstrong, HRS Retirement Coordinator: Chelsi spoke about some of the services HRS provides to those planning on retirement, such as IPERS and TIAA as well as tax deferred annuity information. Chelsi highlighted some helpful information on the HRS benefits website, noting FSA and life insurance information. She encouraged people to reach out to her who are interested in planning for retirement.
- e. Policies and Procedures – Farah: The committee is working on revising Policy 5.27. Right now it is with attorney Kyle Fogt for review and will then be given to the P&S Council for review.

VII. Old Business – There has been at least one candidate nominated for each of the 4 divisions for the upcoming P&S elections. If you or someone who know would like to be included in the nominations for the P&S elections after spring break, please fill out and return the nomination form no later than 5:00 pm March 15.

VIII. New Business

- a. No new business
- b. President's Report – J.C. and Chiquita attended the University Council meeting on February 25. Some highlights from this meeting include ideas on ways to boost enrollment, a discussion on finalizing the university's budget for fiscal year 20, and a Future Visioning Workgroup for 2051 – a committee to envision where UNI will be in 2051, which will be the 175th anniversary of UNI's founding. Gilchrist will be a polling place for the special election to fill the vacant state Senate seat. There will be a FERPA presentation by LeRoy Rooker on April 11.

- c. Other Items – Chiquita reminded us that there is a PTSD Awareness Conference scheduled for March 27. You can register online or at the door.

IX. Adjournment

Kristy motioned to adjourn the meeting, seconded by Brooke. The meeting was adjourned at 3:00 PM.

Respectfully Submitted,
Christina Keller
Human Resource Services