

## 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. 502  
 Date of Meeting: May 9, 2019  
 Place of Meeting: Maucker Union University Room  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:30 PM

<u>Members of the Council in Attendance</u>			
X	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	X	Stephanie Rojas, Study Abroad – 32804 - AA
x	Lisa Feldhaus, IT - 33042 - AA	X	Jeremy Rosel, Dev & Foundation – 37111 - UA
A	Rob Green, IT – 36273 - AT	X	Rick Seeley, IT – 37218 - AT
x	Farah Kashef, IT – 37766 - AA	X	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	Jeff Van Gelder, Campus Supply – 32451 - FO
X	Chiquita Loveless, DI&SJ – 33040 - SA	X	Paula VanZee, Study Abroad – 37078 - AA
A	Adam Puls, IT – 36814 - AA		
<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Rachael Bair	Patrick Sedlacek		
Melissa Engdahl			
Matt Gordon			
Kristina Kofoot			
Kristine Nemeec			

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 Jeremy.

III. Guest Speaker

Julianne Gassman spoke about the work of the Office of Community Engagement. This office has several civic-minded aims, such as supporting community-engaged activities and to connect faculty, staff and students to volunteer opportunities within our community so that it’s beneficial to both parties. The office has developed a large network of partnerships to help grow community-engagement in higher education.

IV. EMT Report – no report

V. HRS Report – Michelle Byers

The recommendation will be made to the Board of Regents Executive Director for approval to adjust the P&S matrix on the minimum and maximum levels by 1.5%. This will be submitted following the June meeting of the Board of Regents. P&S Performance Appraisals are due to HRS by Friday, May 17. Four vendors were on campus as contenders for the new applicant tracking and performance management system. This has been a team effort between HRS, IT and OCEM, who are narrowing it down to 1 or possibly 2 vendors. It is hopeful that implementation of the new system will begin in the next 6 months. There will be more information to come.

VI. Committee Reports

- a. Employee Issues Committee – no report
- b. Communications Committee – Stephanie: The newsletter is ready to go for May. The Council's social media information will be included at the end of the newsletter. Please submit any information you'd like shared over the summer months.
- c. Employee Relations Committee – Brooke: The Coffee with the President event was well attended and successful. The Committee will meet at the end of the month.
- d. Salary and Fringe Benefits Committee – Kristy: The Committee requested a 2.8% increase in pay; the President requested 2.1% to the Board of Regents. This is subject to board approval, shortly after their June meeting.
- e. Policies and Procedures – James: The Committee will meet to discuss policy 5.29 at their meeting next week. It was decided that policy 5.21 will be reviewed by HRS.

VII. Old Business – The 2019 P&S Council Elections have concluded. Kristina Kofoot, James Tanzosch, Lisa Thomas and Rachael Bair will be joining the Council in July.

VIII. New Business

- a. Yearly Council Officer Elections – J.C. was nominated for P&S Council President by Farah; J.C. accepted the nomination. Rick motioned to close the election, seconded by Jeremy. All voted in favor of J.C. becoming the President for the upcoming year. Chiquita was nominated for Vice President of the P&S Council by J.C., which she accepted. Rick motioned to close the election, seconded by Jeremy. All voted in favor of Chiquita becoming the Vice President for the upcoming year.
- b. President's Report – no report

IX. Adjournment

Rick motioned to adjourn the meeting, seconded by Brooke. The meeting was adjourned at 2:30 PM.

Respectfully Submitted,  
Christina Keller  
Human Resource Services