

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. 506
 Date of Meeting: September 12, 2019
 Place of Meeting: Maucker Union Oak Room
 Meeting Convened: 1:30 PM
 Meeting Adjourned: 2:36 PM

<u>Members of the Council in Attendance</u>			
<u>X</u>	Rachael Bair, Advancement - 34718 - UA	<u>X</u>	Nick Petersen, IT - 36970 - AA
<u>A</u>	Monica Berning, Continuing Ed - 32504 - AA	<u>X</u>	Stephanie Rojas, Study Abroad - 32804 - AA
<u>X</u>	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	<u>A</u>	Jeremy Rosel, Dev & Foundation - 37111 - UA
<u>X</u>	Farah Kashef, IT - 37766 - AA	<u>A</u>	Rick Seeley, IT - 37218 - AT
<u>X</u>	Kristina Kofoot, Undergraduate Studies - 34507 - AA	<u>X</u>	James Tanzosch, Procurement Services – 35811 - FO
<u>X</u>	J.C. Last, IT - 33024 - AA	<u>X</u>	Lisa Thomas, Compliance & Equity - 32846 - PD
<u>X</u>	Kristy Leen, Recreation Services - 37167 - SA	<u>X</u>	Paula VanZee, Study Abroad - 37078 - AA
<u>A</u>	Chiquita Loveless, DI&SJ - 33040 - SA	<u>X</u>	Jeff Van Gelder, Campus Supply - 32451 - FO

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl	Amy Mayer	Linda Emery	
Nick Fisher		Anton Reiter	
Lisa Frush		Patrick Sedlacek	
Matt Gordon			
Michael Hager			

I. Welcome

President J.C. Last called the meeting to order at 1:30 PM. Katie Sires, the new Secretary II in HRS, was introduced and she will be taking over meeting minutes for the P&S Council. Introductions were done.

II. Guest Speaker

Kristin Woods, Enrollment Management and Jesus Lizarraga-Estrada, Admissions spoke about UNI's Recruitment/Strategic Media Plan for FY20 – enrollment goals and admissions recruitment initiatives.

III. Approve Minutes

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

IV. EMT Report – Michael Hager

The Senior Leadership Team has been focusing on enrollment and the budget. Enrollment is at 10,497 students, but there is good news amongst that number. Our 4 year graduation rate is at a record high, we have good retention rates, and UNI has been nationally recognized as being in the top 10% of low student indebtedness. Actual enrollment numbers are within the window that was used for budgeting. We are in a down cycle, but we believe to be in an up cycle soon.

V. HRS Report – Michelle Byers

HRS continues to work on the new applicant tracking system. The Emeritus Task Force will be meeting on October 8th to look at the emeritus policy, with Farah being the P&S representative. Various financial well-being sessions will be held this fall. Free flu shot clinics will start on September 25th. The Benefits and Well-being Fair will be held October 9th from 11:30 am – 2:30 pm in the Maucker Union Ballroom.

VI. Committee Reports

- a. Employee Issues – Kristina: The committee met two weeks ago to discuss what we can share in the newsletter about what the committee does.
- b. Communications – Stephanie: The committee will be doing a P&S staff spotlight in the newsletter, along with information on professional development, open enrollment, well-being, and flu shot clinics.
- c. Employee Relations – Brooke: The committee met a couple weeks ago and is working to finalize the date of the Social Event soon. There is a link online to submit nominations for the Regents Staff Excellence award.
- d. Salary and Benefits – Kristy/Matt: The committee is working on questions for a salary and benefits survey. Results from the last survey in 2016 were reviewed.
- e. Policies and Procedures – James/Farah: The committee is currently working on policy 5.27 and will bring the results to the Council for review/discussion.

VII. Old Business - none

VIII. New Business

- a. University Council update: One of the topics of the University Council meeting on Monday was updating the university brand. 3400 people were surveyed and the results were presented. Enrollment, scholarships, long-term tuition freeze, and being 2nd in the state of Iowa for indebtedness after graduation was also discussed.

b. President's Report – J.C.: We hope to have someone from dining or catering speak to the Council next month about issues that have been brought up about food waste.

IX. Adjournment – Farah motioned to adjourn the meeting, seconded by Brooke. The meeting was adjourned at 2:36 PM.

Respectfully Submitted,
Jen Cole
Human Resource Services