

## 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. 494506  
 Date of Meeting: November 14th, 2019  
 Place of Meeting: Maucker Union State College Room  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 3:00 PM

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

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Melissa Engdahl	Kaili Benham	Matt Gordon	
Michael Hager			
Heidi Seegers			
Jeffrey Ries			
Jean Wiesley			

### I. Welcome

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

### Guest Speaker

Carol Fletcher - Assistant Director Residential Dining

Lisa Smith – Administrative Dietician/Purchasing Agent.

Carol and Lisa spoke to the council about dining service sustainability and reduced waste.

### II. Approve Minutes

Kristina Kofoot motioned to approve the previous meeting’s minutes as written, seconded by Farah Kashef.

### III. Cabinet Report – Michael Hager

The Higher Learning Commission vice president for accreditation was on campus for a visit. The Senior Leadership team had an update on the Academic Positioning Process as well as an update on the Strategic Plan. Policy revisions were approved for roof access, procurement cards, terminations-vacation payout and employment background checks.

- IV. HRS Report – Michelle Byers  
Open enrollment is happening now until November 30, 2019. IRS has sent out new updates on the Flex Spending increase for 2020. 2020's Flex Spending will increase by \$50 making the total amount \$2750.00. Tax Deferred Annuities will also increase to \$19,500 in 2020. Implementation details for the Page-Up applicant tracking system continue to be reviewed in order to develop a user friendly experience for applicants and search committees. Merit will be the first implementation as all Merit applications are currently paper based.
- V. Committee Reports
- a. Employee Issues – Looking into one email that was received the morning of 11/14/19
  - b. Communications – Open Enrollment will be featured in newsletter and Facebook page to help employees with any issues they may have
  - c. Employee Relations – Brooke: The Fall Social will be held November 21<sup>st</sup> from 11:45am to 12:45pm in the Maucker Union University Room. Awards will be announced and featured in the newsletter
  - d. Salary and Benefits – Matt: Discussed latest survey results in last meeting. Team will be actively working on developing better practices for future surveys and more in depth survey questions.
  - e. Policies and Procedures –Farah: The committee met and discussed policy 5.27. Committee reached out for any input on the policy, no input was received. Farah motioned to move policy to campus comment, seconded by Nick Peterson.
- VI. Old Business - none
- VII. New Business – Discussed concerns of the Race and Ethnic Coalition committee. J.C. sent an email with a document from the REC detailing conversations had with administration and their frustrations. REC was in attendance at the latest Board of Regents meeting. REC representatives spoke to the board during the public comments section.
- VIII. Adjournment – Monica Berning motioned to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 3:00 PM.

Respectfully Submitted,  
Katie Sires  
Human Resource Services