

## 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. 494507  
 Date of Meeting: December 12, 2019  
 Place of Meeting: Maucker Union State College Room  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:40 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>X</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>X</u>	Patrick Sedlaceck
<u>X</u>	Farah Kashef, IT - 37766 - AA	<u>X</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>A</u>	Kristy Leen, Recreation Services - 37167 - SA	<u>X</u>	Paula VanZee, Study Abroad - 37078 - AA
<u>X</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			
Michael Hager			
Heidi Seegers			
Nathaniel Petersen			
Dacia Carter			

### I. Welcome

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

#### Guest Speaker

Cole Passick & Anthony Richmond, U.S. Marine Veteran students at UNI.

Cole and Anthony spoke to the council about Green Zone Training at UNI. Green Zone Training is for faculty and staff who wish to learn more about the military affiliated student experience. Their goal is to train members of the UNI community to know more about the issues and concerns faced by military affiliated students and to identify individuals who are available to support these students.

### II. Approve Minutes

Rick Seeley motioned to approve the previous meeting’s minutes as written, seconded by Monica Berning.

### III. Cabinet Report – Michael Hager

Cabinet members recently completed their annual Emergency Management Training.

IV. HRS Report – Michelle Byers

- a. The Benefits Team has been pursuing potential changes to our current Long-Term Disability benefit based on feedback from the Benefits Advisory Committee. The changes would allow individuals approved for long term disability to better afford health insurance coverage through a monthly health insurance stipend. This provision would be funded through by modifying the currently unutilized LTD contract provisions. More information will be forthcoming once the specific changes have been finalized and an effective date is known.
- b. The Retirement Advisory Committee has provided feedback regarding the implementation and communication of the TIAA investment lineup changes resulting from the recommendations from CAPTRUST, the University's investment advisor. The revised fund lineup will be effective April 1, 2020. No action is required on TIAA participant's part, but it is recommended that participants familiarize themselves with upcoming HR communications.

V. Committee Reports

- a. Employee Issues – Kristina Kofoot: Expect to see a write up in December 2019's newsletter. An email requesting clarification on a few issues was received.
- b. Communications – Stephanie Rojas: The remaining Spotlights for 2019 have all been lined up, but will still accept and make space for additional recommendations.
- c. Employee Relations – Brooke Croshier-Sidebotham: Thank you to all who attended the Fall Social, and congratulations to the award recipients. We will be looking into scheduling another Coffee with the President session in early 2020. UNI, John Deere, and the North East Iowa Food bank will be at the UNI Dome for a volunteer event on MLK Day 2020. 1,200 volunteers are needed this year with a goal to pack 40,000 bags which is up from last year's 15,000. The event will have a session at 10:30 to noon, and 1:30 to 3:00, kids welcome!
- d. Salary and Benefits – Nick Petersen: A survey will be sent out near the end of February 2020, where questions, identified as needed, have been added. All answers will assist the P&S Council to work on the goals of employees.
- e. Policies and Procedures – Farah Kashef: Committee is actively working on editing policy 5.29, and will consider any comments received on policy 5.27 which is currently posted. Policy 5.27 is posted for comment until December 17<sup>th</sup>. The committee will meet on December 19<sup>th</sup>.

VI. Old Business - none

New Business –

- a. An email was sent to the Racial and Ethnic Coalition asking if there is anything the P&S Council can do to help. We have not received a response at this time, but hope to see one soon. Vice President of Student Affairs, Paula Knudson reached out to the council, and has asked to come share the results they have seen so far.
- b. The Diversity, Inclusion & Social Justice department introduced Dacia Carter who will serve as Retention & Mentoring Coordinator.

VII. Adjournment – Jeff Van Gelder motioned to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 2:40 PM.

Respectfully Submitted,  
Katie Sires  
Human Resource Services