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

Guest Speaker
Gwennette Berry, Chief Diversity Officer & Assistant to the President
Jamie Butler Chidozie, Director of Diversity, Inclusion & Social Justice
Paula Knudson, Vice President of Student Affairs

Speakers were unable to attend, tentatively penciled in for February 2020’s meeting

II. Approve Minutes
Kristina Kofoot motioned to approve the previous meeting’s minutes as written, seconded by Brooke Croshier-Sidebotham.

III. Cabinet Report – Michael Hager
No updates to report at this time.

IV. HRS Report – Michelle Byers
a. Progress has been made regarding the Performance Appraisal System for Applicant Tracking. Team will be meeting Monday, January 13 for a system walkthrough to identify any issues and have a better estimate on the date of implementation.

b. UNI Employee Well-being is now accepting applications for the Healthy Weight @ UNI 2020 program. All applications are due by January 24th. Applicants will complete a Biometric screening where an outside source will select 50 applicants with the highest health risks who would benefit the most from the program.

c. Employees are encouraged to participate in discount programs offered through our benefit vendors. All discount programs can be found by visiting the Human Resource Services website at hrs.uni.edu.

V. Committee Reports

a. Employee Issues – Kristina Kofoot: A new write up about the Employee Issues Committee will be featured in the next P&S Council newsletter. Please share with employees and remind them so that everyone is aware and can take advantage of the great things the committee can be used for.

b. Communications – J.C. Last relaying for Stephanie Rojas: The Finalized November and December Newsletter was sent out this morning, Thursday, January 9th. A monthly newsletter will be issued depending on the amount of information received for that month.

c. Employee Relations – Brooke Croshier-Sidebotham: 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 48,000 bags which is up from last year’s 15,000. Currently 300 volunteer spots remain, registration can be completed on the website. The event will have a session at 10:30 to noon, and 1:30 to 3:00, kids welcome!

d. Salary and Benefits – Kristy Leen: Committee received feedback in regard to Institutional Research. Currently waiting on edits to be made before moving forward.

e. Policies and Procedures – James Tanzosch & Farah Kashef: Policy 5.27 went forward to Campus Review and received no comments, will be reviewed by the Policy Review Committee on Wednesday, January 15th. Policy 5.21 – Appointment and Service Status, will have a proposal to change policy name to Appointment and Service Status Guidelines. Policy 5.29 – Miscellaneous Policies, will propose that it be renamed as Professional Development. Currently the committee is in the process of editing section F. Consultant Services, and determining if this section should be moved to a more applicable policy.

VI. Old Business – None

VII. New Business –

Yearly Council Election time is getting closer. The council would like to recognize and thank Rick Seeley and Brooke Croshier-Sidebotham for everything they have done during their consecutive 2 terms. Once members have fulfilled 2 consecutive terms, they are required to take a year’s break from service. The Nomination Committee will be putting together a ballot, and will help find people who would be interested in running for council. If anyone is interested in joining the Nomination Committee, please let J.C. know.
VIII. Adjournment – Monica Berning motioned to adjourn the meeting, seconded by Matt Gordon. The meeting was adjourned at 1:55 PM.

Respectfully Submitted,
Katie Sires
Human Resource Services