I. Welcome
President Kristina Kofoot called the meeting to order at 1:30 PM.

II. Approve Minutes
Kristina called for a motion to approve last month’s meeting minutes as presented. Farah motioned to approve, seconded by Todd. Vote taken and motion carried.

III. Guest Speaker

IV. President’s Cabinet Report – Michael Hager
The legislature started this week, with the governor recommending a 2.5% increase in the budget for UNI.

V. HRS Report – Melissa Engdahl
Staff members are encouraged to take the employee benefits survey, which was distributed yesterday. The survey deadline is January 24th, with all responses being confidential. The survey is a collaboration between HRS and the President’s Benefits Advisory Committee.
VI. Committee Reports
a. Salary and Fringe Benefits – Matt/Kristy: Be sure to submit any reimbursements for flexible spending, with the deadline in March. The committee will meet later this month to talk about the salary letter that will be presented to President Nook later this semester.
b. Communications – Sara/J.C.: The committee will meet next Tuesday to talk about the next newsletter, which will tentatively be published at the end of January. Contact J.C., Sara, or any committee member if you have items to include in the newsletter.
c. Employee Relations – Brooke: Working on setting a date for the next P&S social event with President Nook. Volunteers will be packing bags for the NE Iowa Food Bank on MLK Day for the annual Pack the Dome event. There are no volunteer slots left, but keep an eye on the website for any cancellations.

VII. Old Business
a. First Amendment Training Discussion: Tim McKenna stated this training is required to be offered and required to be taken by university staff. Contact Tim with any other questions.
b. MLK Day – Pack the Dome: See everyone on Monday for this day of service.
c. Professional Development Opportunities: Items will be listed at the bottom of the agenda each month. Let Kristina know if you have items to add to the document.

VIII. New Business
a. Announcement of Nominating Committee: J.C. Last, Nickole Dillard, Molly Taiber, Dan Breitbach, and Nathan Arndt will be on the committee.
b. P&S Policies and Procedures Education: Training was given.
d. Other updates: The climate study results will be ready to share in April, with sessions being conducted around campus.

IX. Adjournment – Kristina asked for a motion to adjourn. Farah motioned to adjourn, seconded by Brooke. Kristina adjourned the meeting at 2:45 PM.

Respectfully Submitted,
Jen Cole
Human Resource Services