

P & S Council Minutes

DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

EAP – Exec Asst to the President

UA – University Advancement

I – Instructional

Meeting No. 276

Date of Meeting: May 11, 2000

Place of Meeting: Gilchrist 207

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 3:05 p.m.

Members of the Council in Attendance:

X Bill Bonwell, Fac Planning – 33537 AF

P Jean Carlisle, VP Univ Adv – 32487 UA/EAP

A Ron Camarata, Biology – 32247 I

X Nancy Lindgard, Residence – 36191 ESS

X Jim Olson, IWRC, 273-8905 I

X Donita Gray-Krueger, Envir Prog – 35814 I

X Michael Broshears, Acad Adv – 36023 ESS

X Sharon Drachenberg, ITS – 32436 I

X Doreen Hayek, ITS-TS- 37300 AT

X Doug Lovejoy, Fac Planning - 32611 AF

X Maxine Davis, IRTS – 33339 I

P Shelley Milks, Ofc Admiss – 32281 ESS

P Cindy Angel, IDM – 36943 I

X Randy Hayes, ITS – 37473 I

P Dennis Hayes, Phy Plant - 37653 AF

Ex-Officio Members:

Nick Bambach - Human Resources

Kim Schares - Human Resources

Proxy

Jennifer Yarrow – Conference & Visitors Services

Jim Egli - Maucker Union

Tyann Rouw - Admissions

Maureen Daley - ITS

Dave Anderson - Physical Plant

Others Present:

Renee Romano - VP for Student Services

Jane Larson - Exc Asst Pres/External Relations

Keith Saunders - Exc Asst Pres/External Relations

Diane Headington - Controller's Office

Brian Looby - Controller's Office

- I. Call to Order – Doreen Hayek called the meeting to order at 1:30 p.m.
- II. Approval of Minutes of Meeting #275 – Bill Bonwell moved to approve the minutes, seconded by Mike Broshears. Motion approved.
- II. Presentations and Reports
 - A. MEMFIS project update – Maureen Daley - There were ongoing presentations this week that included a prototype of the purchasing system. Everyone is encouraged to take advantage of those opportunities. If your department is purchasing machines, you will want to plan ahead on what will be needed to accommodate the new system; computer requirements are located on the MEMFIS website. User training will be available.
 - B. Keith Saunders - Legislative update - This year was a long year. Keith discussed the five major bills that were addressed this session. These bills can be viewed on the web at <http://www.uni.edu/govrel/>.
 - C. Mike Broshears - University Health and Safety Committee - The committee talked about communication lines with other agencies and how they could improve them. This summer they will look at the safety manual. They also talked about how visitors would be affected by a disaster and how it would be handled.

IV. Committee Reports

- A. Policies and Procedures Committee – Jim Egli - The committee discussed the Complaints and Grievances section of the P&S policies and procedures. The committee agreed that the policy needs to be written in a more step-by-step manner to alleviate any employee or supervisor questions concerning the length of time for each step and at what point each step should be taken.

The committee wishes to make sure that this is a thorough process. They thought perhaps an attorney might be able to give some guidance during the process. It was suggested that someone with personnel law experience be involved in rewriting this policy.

The committee also thought that maybe HR could serve as a clearinghouse for the process. It would give them the opportunity to monitor the process from the beginning. The committee has the policies for Iowa and Iowa State and will be reviewing them.

- B. Salary and Fringe Benefits Committee – Donita Gray-Krueger - There was no meeting this month. However, the committee did get a response from President Koob regarding P&S salary increases. Renee Romano commented on the memo sent by the President. In a perfect world, the managers would do the performance appraisal prior to salary increases being determined. All would happen in a very timely manner. The employee would be the first to know what their salary increase is for the next year. Managers are working toward this process. They want the person to be notified informally or formally before anything is circulated on campus. The Cabinet suggested the use of the term salary increase pool percent rather than average salary increase to try to alleviate confusions about the amount of money available for salary increases; the Council agreed the term explains the process better. Doreen will reply to President Koob about the memo and indicate we will be asking the Vice-Presidents for the percentage, if any, they will take off the top before distributing the salary pool to their departments and colleges.
- C. WWW Site Committee – Nancy Lindgard - The committee met on May 3 and discussed how the website could be used in the future. They thought that maybe they could create a bulletin board or frequently asked questions section. They will give notice of this on UNI online. They are also going to put committee meeting schedules online and are working on getting the Council election voting online.
- D. Employee Relations Committee – There were seven new P&S employees this month. The committee thought that they might revise the welcome letter. They had sixteen nominations for the Regents Staff Excellence award. There was discussion on publishing the names prior to the Regents dinner. The committee has not yet discussed how the recipients would be honored at UNI.
- E. Employee Issues Committee – They are reviewing the early retirement incentive program and will report when they get more information. They did have an employee with an issue come and talk with them. The person is waiting to determine if they want to file a grievance.

- V. Human Resource Services Update – Nick Bambach - HRS is continuing to work on approval of a Training and Development Coordinator. They have finalized the exit interview form and will be implementing that form with all P&S employees leaving the University. They are also going to be putting out a third HRS newsletter.

VI. Old Business

- A. Strategic Plan Review Process – On April 18 an Open Forum was held for the university community to discuss the proposed Strategic Plan. The session was attended by faculty, staff and students. The discussion resulted in a list of questions and concerns which was reconciled by Doreen Hayek (P&S), Diane Headington (SCMP), Suzanne McDevitt (Faculty Senate) and Dave Pruin (Merit). The resulting document was sent to the Cabinet for review. It is anticipated this group will meet with the Cabinet in June to discuss and finalize the Strategic Plan and that no additional Reconciliation Committee will be needed to finalize the Plan.

VII. New Business

- A. Proposed Revised Emeritus Status Policy - Mike Mixsell sent Doreen a revised Emeritus Status Policy for review. The Council reviewed the proposal. It was asked why Merit staff are not mentioned in the policy. It was also asked if an employee would have to retire from the University after 20 years instead of simply leaving the University in order to gain Emeritus Status.

VIII. Other Business - none

- IX. Adjournment- Maxine Davis moved to adjourn the meeting, seconded by Sharon Drachenberg. The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Kim Schares
Human Resources