

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. 277
Date of Meeting: June 8, 2000
Place of Meeting: Gilchrist 207

Meeting Convened: 1:33 p.m.
Meeting Adjourned: 3:15 p.m.

Members of the Council in Attendance:

X Bill Bonwell, Fac Planning - 33537 AF
X Jean Carlisle, VP Univ Adv - 32487 UA/EAP
P Ron Camarata, Biology - 32247 I
A Nancy Lindgard, Residence - 36191 ESS
X Jim Olson, IWRC, 273-8905 I
X Donita Gray-Krueger, Envir Prog - 35814
P Michael Broshears, Acad Adv - 36023 ESS
X Sharon Drachenberg, ITS - 32436 I

X Doreen Hayek, ITS-TS- 37300 AT
A 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
X Dennis Hayes, Phy Plant - 37653 AF

Ex-Officio Members:

Nick Bambach - Human Resources

Proxy

Tony Lake - Department of Residence
Billie Hemmer-Callahan- UNI Greenhouse
Tyann Rouw - Admissions
Maureen Daley - ITS

Others Present:

Renee Romano - VP Student Services
Eunice Dell - VP/Administration & Finance
Diane Headington - Controller's Office
Bruce Marquis - Performing Arts Center

- I. Call to order - Doreen Hayek called the meeting to order at 1:33 p.m.
- II. Approval of Minutes of Meeting #276. Dennis Hayes moved to approve the minutes, seconded by Maxine Davis. Motion approved.

Considering the cost of printing monthly meeting minutes and keeping in mind the goal of conserving paper, the Council decided that in the future P&S meeting minutes will be sent e-mail and posted to the P&S Council WWW site. P&S staff without e-mail access will be sent a paper copy each month and they are encouraged to let Doreen know if they will need to continue receiving paper copies of the minutes. Paper copies of the minutes will be sent for the June minutes; electronic distribution will begin with the July minutes.

III. Presentations and Reports

- A MEMFIS project update - Maureen Daley and Eunice Dell
The MEMFIS project team gave the university community an opportunity to view a prototype of the project the week of May 8. Six learning sessions were held and excellent feedback was given. A make up demonstration session will be held on Wednesday, June 28 at 1:30 in the CBB 221 for those who were unable to view the prototype in May.

The project team wants to make certain that all academic departments are covered and areas with unique needs are addressed. They continue to investigate department shadow systems so that these can be incorporated into the new project. The third quarter progress report can be viewed on the web at: www.uni.edu/vpaf/memfis.

- B. Performing Arts Center – Bruce Marquis
The PAC facility is nearly complete and landscaping has begun, a gift of the UNI Class of 1999. The center is currently adding new equipment and additional seats because of the success of the sponsorship campaign. A student body liaison committee has been formed and the student concert committee has been reactivated. A Thursday through Sunday series has begun which encourages UNI students to stay on campus on weekends. In the six weeks since the April 7th dedication week, 13,000 people have been through the PAC. Publicity and finances have been excellent, and surplus money was donated to the School of Music. The Advanced Artist Series has grown tremendously, from \$9,000 last fiscal year to \$100,000 this fiscal year. The Friends Campaign and campus and community are using the PAC for arts and programs. The PAC is in the process of adding five new staff.

IV. Committee Reports

- A. Salary and Fringe Benefits Committee – Donita Gray-Krueger
The committee continues to review options for salary increases. They are obtaining more information to ensure that inequities are addressed. A meeting will be held to discuss and address issues regarding the Staff Training Grant. A survey will be distributed in August to all P&S employees regarding salary and fringe benefits.
- A copy of President Koob's reply to the Council recommendation for the salary increase is attached to these minutes.
- B. WWW Site Committee
There were updates made to the web site during the past month. The P&S Council Constitution, the Hot Topics box and the Monthly Events box were updated. Using on-line voting for P&S Elections in the fall is still being investigated.
- C. Employee Relations Committee – Sharon Drachenberg
It was announced this year's recipients of the Regents Staff Excellence Awards will be Carol Geiger, Jane Larson and Karen Agee. Patti Rust and Shelley Milks are coordinating the Meet the Pres event this year. The October date and location of this event are being planned. P&S employees were encouraged to submit suggestions for topics for Meet the Prez.
- D. Employee Issues Committee – Dennis Hayes
Two employee issues were heard by the committee in the last month.
- E. Policies and Procedures Committee – Billie Hemmer-Callaha
The committee met on May 18th and discussion was focused on the proposed P&S Policies and Procedures; VIII ? Complaints and Grievances. Questions and recommendations of the committee were submitted.

Doreen reminded everyone of the importance of documents passing on from outgoing committee chairs to the incoming committee chairs from year to year. It saves everyone time and effort in having to rewrite documents that already exist.

V. HRS Update - Nick Bambach

The Human Resource Open House was very successful with over 100 staff participating. This was a good opportunity for UNI employees to view recently remodeled offices and to meet new HR staff and learn more about what HR staff does on a daily basis.

The Human Resources is preparing for AFSCME negotiations that will be happening in the near future.

VI. Old Business

A. Strategic Plan Review Process update

The Open Forum in April was attended by faculty, staff and students. Doreen, Suzanne McDevitt (Faculty Senate), and Dan Sterenchuk (NISG) will meet with the Cabinet to finalize wording for the strategic plan.

B. Emeritus Status policy review update

The proposed revised Emeritus Status policy review continues to generate many questions. It was noted that the Emeritus Status form requires six signatures for approval. At the present time, Merit staff are provided some benefits but they are not included in the Emeritus policy. Diane Headington spoke to Mike Mixsell about this issue and he said that the Cabinet will need to discuss the issue. Other questions generated included: Does emeritus mean retired or separated from UNI? Should the Emeritus Association be contacted for their input? Any feedback on this issue should be directed to Doreen Hayek.

VII. New Business

A. Doreen distributed copies of what was given to the Board office regarding P&S staff salaries. There was discussion about the retention of UNI employees and a feeling among P&S staff that employees currently on campus are overlooked. They feel that market value is applied to new hires, but not to current UNI employees. This creates morale problems among staff. Questions were raised regarding P&S positions that are not included in the salary survey data that is given to the Board office. There was general agreement that all levels of P&S positions, including those in the lower level matrices, should be included. Nick Bambach explained the process of pay grade increases and indicated that Human Resources will be much more assertive in the future investigating benchmarks and noted that recent job descriptions are helpful to HR in this process.

B. Doreen also talked about her presentation at the May meeting of the Board of Regents. She talked about the retention issue of P&S employees, the increasing gap between higher and lower paid employees, the recently created exit survey process and the increased communications between the Council, HRS and the Cabinet.

C. Renee Romano will make a presentation to the P&S Council in July or August.

VIII. Other Business - none

IX. Adjournment - Jim Olson moved to adjourn the meeting, seconded by Randy Hayes. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Sandy Law
Human Resources