

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
EAP – Exec Asst to the President
UA – University Advancement
I – Instructional

Meeting No. 287
Date of Meeting: April 12, 2001
Place of Meeting: BUS 319

Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:15 p.m.

Members of the Council in Attendance:

Shelley Pruess, Maucker Union – 33743 ESS
 Jean Carlisle, VP Univ Adv – 32487 UA/EAP
 Ron Camarata, Biology – 32247 I
 Nancy Lindgard, Residence – 36191 ESS
 Doug Case, ITS-NS – 37145 I
 Donita Gray-Krueger, Envir Prog – 35814 I
 Michael Broshears, Acad Adv – 36023 ESS
 Sharon Drachenberg, ITS – 32436 AT

Doreen Hayek, ITS-TS- 37300 AT
 Nancy Bramhall, Individual Studies – 32504 I
 Maxine Davis, IRTS – 33339 I
 Dave Andersen, Phy Plant – 32213 AF
 Dave Kohrs, UNI Dome – 32865 AF
 Randy Hayes, ITS – 37473 I
 Dennis Hayes, Phy Plant - 37653 AF

Ex-Officio Members:

Nick Bambach
Renee Romano

Proxy:

Others Present:

Kim Schares – Human Resources
Michelle Whitehill – Human Resources
Dennis Lindner - ITS Information Systems
Shirley Uehle--SCMP

- I. Call to Order - President Randy Hayes called the meeting to order at 1:30 p.m.
- II. Approval of minutes of meeting #286 – A correction was noted under Human Resources Update, in the last paragraph, "submitted to the Board of Regents office...". The word "to" will be changed to "by" so it reads, "submitted by the Board of Regents office..". Michael Broshears moved to approve the minutes as corrected, seconded by Donita Gray-Krueger. Motion approved.
- III. Presentations and Reports
Council President Randy Hayes provided an update on a number of issues. On March 19th, Randy represented the P&S Council by joining a group from UNI in visiting the Statehouse in celebration of the 125th anniversary of UNI. On March 26th, he met with President Koob and the Cabinet prior to the all-campus address regarding the budget. Regarding legislative activity, Randy spoke with Keith Saunders to get an update, and reported on the status of the proposed budget cuts and other financial activity. Randy also mentioned the Board of Regents web site and newsletter, encouraging everyone to access the site occasionally to be aware of Regents activities.
 - A. MEMFIS Update—Dennis Lindner, Director of ITS Information Systems, provided the update. He reiterated that the initial phase of the project will begin operation July 1, 2001. Lindner stated the budget cuts would not impact Phase I but could affect future phases. The current focus for Phase I is on team member training. These teams will then begin all-campus training in mid-May. There will be additional training sessions held in the fall for those who will not be on campus during the initial training period.

The system continues to be tested, and some aspects of the system will not be converted immediately to allow the teams to make sure everything is in working order. ITU-User Services is working with technicians from the colleges and divisions regarding requirements as well as the

set-up of workstations for users. The term “user” refers to the electronic use of the system for approvals, routing, and signing-on to the system. They are making sure everything will be useable and stable on the operational date. Dennis wished everyone good luck on the July 1st start-up of the MEMFIS system!

- B. Presentation on Physical Plant—Grounds. Paul Meyermann, Assistant Director of Operations Planning at the Physical Plant, who will be assuming the position of Landscape Architect, provided information on activities of those maintaining the grounds on campus. The primary focus of the Landscape Architect and staff is how the layout and look of the campus is perceived by students, parents, and visitors.

The grounds staff of the Physical Plant are responsible for approximately 700 acres, 250 of which are highly manicured areas. Special functions/events on campus often require additional work by the grounds staff. The grounds staff handles snow removal for 75 acres of parking lots, 60 miles of sidewalks, and 150 sets of stairs. The inventory of capital equipment to perform these functions is substantial, and repair/replacement is an ongoing aspect of the work effort.

Grounds staff spend on average 100 labor hours per week in picking up trash and cigarette butts to keep the campus looking attractive. Paul has a goal to reduce the amount of labor required by 80% via an effort to greatly reduce littering on campus. The staff are also involved in supporting recreation activities and the sports fields.

Paul summarized the issue of integrated pest management and chemical spraying on campus. He indicated the Cabinet had adopted a plan to spend less on chemical spraying, and use scientific knowledge, testing, and sampling to find other ways to manage pests and weeds. Council and Health & Safety Committee member Mike Broshears asked about overspray on the sidewalks. Mr. Meyermann explained the current policies and procedures used to minimize overspray, such as doing so only when winds are less than 5 mph and during evenings, when fewer people are moving about campus.

Mr. Meyermann closed by noting the importance of the P&S Council, exemplified by some of the recent issues dealt-with and action taken. Council Vice President Dennis Hayes thanked Mr. Meyermann for his presentation.

IV. Committee Reports

- A. WWW Site Committee –Nancy Lindgard provided a copy of the committee’s latest meeting minutes and of their monthly agenda for 2001. She outlined ideas for the web site, including a link to the state legislators, to UNI’s 125th Anniversary events, President Koob’s recent budget presentation, and a holiday schedule. She indicated for the email notice of meeting minutes on the web, they will provide a link to the latest meeting minutes rather than just the minutes page. The committee may occasionally place trivia information or other items of interest on the web page. The committee will, as with last year, be working on the P&S Council online elections this fall.
- B. Employee Relations Committee—Sharon Drachenberg provided a progress report on the Regents Staff Excellence Awards initiative. They have received 6 nominations to-date. Stefanie Meara had requested assistance in retaining a P&S staff person to serve on the SCMP Nominating Committee for their award (we did get a volunteer from this request). This year there will be two awards for the P&S Staff and one for SCMP.

There was discussion regarding possible format changes to the ‘Meet the Pres’ event, including a suggestion for it to be a luncheon. There was additional discussion pertaining to the monthly staff luncheons held in the past. It was agreed a list of options would be formed and posted on the web site. The committee will report on feedback received and what will be proposed.

- C. Employee Issues Committee—Dennis Hayes reported on the committee’s most recent meeting, indicating they are working on six employee issues cases, which is quite an increase over the two handled last year. In answer to a question from the Council, it was indicated there does not appear to be a pattern or certain category regarding the cases. Committee members have been providing information to the individuals and will be noting events as each case progresses. It was speculated there may be an increase in requests for information as the upcoming budget cuts go into effect. It was noted the employees’ initial contact regarding the Issues Committee is often via another Council member, who refers the staff person to the Committee. There was a suggestion to make it clear to staff they can contact any Council member regarding an issue, and that Council member can then assist them or refer them.
- D. Policies and Procedures Committee—Maxine Davis reported the committee had a scheduling conflict and also wanted to have Randy Hayes and Policies & Procedures Ad Hoc Committee Chair Doreen Hayek work with them at the next committee meeting to more clearly determine the work to be accomplished for the year.
- E. Salary and Fringe Benefits Committee—Donita Gray-Krueger provided a copy of the monthly agenda for the committee. She noted some of the items they would be working-on, including tuition reimbursement. Donita provided a glimpse into some of the ideas for that program, and Nick Bambach added some information regarding the funding of the current program. He indicated the upcoming budget cuts may have some effect on Human Resources’ ability to potentially make-up over-budget amounts in this program that they’ve covered in the past (current budget is \$37,000 for tuition reimbursement). The committee will research options, work with Human Resources, and report back to the Council.
- F. A motion was requested to approve the agendas for the WWW Committee and the Salary and Fringe Benefits Committee. Dennis Hayes made the motion, Sharon Drachenberg provided a second, and the motion was approved by a Council vote.

V. HRS Update – Nick Bambach

The Vice President for Administration and Finance search committee interviewed 12 people by phone and will invite 6 candidates to interview beginning the last week in April. There were over 120 applicants for the position. The Sexual Harassment seminar that was held on campus had over 300 attendees. HR would like to do similar seminars internally with staff trainers.

VI. Old Business

- A. P&S Application Form Update -- Quoting from Dr. Chester Karrass, saying “In business as in life, You don’t get what you deserve; You get what you negotiate,” Randy Hayes asked Ad Hoc Committee Chair Doreen Hayek to provide an update on the Application Form issue.

Doreen was pleased to announce the Ad Hoc Committee had very successfully negotiated a number of changes to the P&S Application Form, which will now be considered a ‘Supplement to Resume’ form. The form will be two pages in length, will contain requests for basic/standard information and data concerning previous employment. There are “boilerplate” statements regarding affirmative action and the reason why the information is being requested, as well as a statement for signature regarding the truthfulness of the information and authorization for reference checks, etc. The document is designed to be submitted with a resume and cover letter, and will be available online or via telephone request.

Notably, the “at will” statement has been removed from the document, the lengthy/multiple legal statements for signature have been condensed into one statement with some aspects removed, and as stated previously, the name and subsequent plan for use of the document have changed. The ‘Letter of Acceptance’ was also revised, with the ‘at will’ statement being removed, both monthly and yearly salary will be indicated, and the tone of the letter has improved.

In response to Doreen's report, Renee Romano commented on the success of the committee in reaching an agreement, and noted that even changing of the name of the document was significant, for doing so retains the emphasis on the resume and cover letter as the primary documents in the process. Jean Carlisle thanked Doreen & the Ad Hoc Committee for their work on this issue. Other comments were made regarding this activity being an example of how the P&S Council can have an impact on campus issues and the positive aspects of groups on both sides of an issue working together to resolve problems.

- B. ERIP Update – As Chair of the Campus Voices Committee, which created an Ad-Hoc Committee to deal with ERIP, Doreen reported on the ERIP issue, as did HR Director Nick Bambach.

The Ad Hoc Committee created a white paper regarding ERIP that was submitted to Nick Bambach, who forwarded it with other information to the Board of Regents (BOR) staff. An unofficial summarization of a BOR staff working document surfaced, which prompted an "official" draft version dated 3/30/01 to be distributed to each institution.

On April 11th, Nick participated in a conference call with the BOR staff and the HR directors of the other institutions. In that call, it was apparently decided the ERIP issue would temporarily be put on hold, but the intention to have a decision prior to June 30, 2001 was supposedly left intact. It was unclear whether the 3/30/01 BOR staff working draft would be the basis of further development of a proposal or not. It was also unclear who would be responsible for further proposal development, or if additional information would be available prior to a formal proposal being considered by the BOR.

Council Vice President Dennis Hayes felt the issue might be "back to square one" if certain ideas from the April 11th conference call were initiated. Doreen provided a copy of the Ad Hoc Committee report and the draft BOR staff working document, encouraged Council members to read it and give comments to her as soon as possible, as any requests to the Committee from the BOR staff for feedback would come on short notice and a response would be expected quickly.

- C. Randy provided copies of the salary increase distribution letter sent to President Koob and the Cabinet for discussion. Renee Romano indicated the distribution format request was approved by the Cabinet on Monday, April 9th, which will be formally communicated to the Council President. Renee also indicated the Cabinet appreciated the aspect of the letter pertaining to the improvements in providing information regarding salaries.

VII. Other Business

Nancy Lindgard told the group that the Web site committee would like a picture of the P&S Council to put on the site so others can know who to contact or put a name with a face. This group picture will be taken at the next meeting, at a convenient time so as not to interfere with the presenters.

The issue of another after Council meeting social time was discussed. It was determined there would be a social time after the May meeting. A motion was made, seconded, and approved by Council vote for the informal social committee to plan this event, and announce it.

Donita Gray-Krueger moved, seconded by Shelley Pruess that the same committee proceed with planning a social. Motion approved.

- VIII. Adjournment - Maxine Davis moved to adjourn the meeting, seconded by Donita Gray-Krueger. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Donna Crayne
ITS-Network Services