

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

Meeting No. 289  
Date of Meeting: June 14, 2001  
Place of Meeting: CBB 319

Meeting Convened: 1:35 p.m.  
Meeting Adjourned: p.m.

Members of the Council in Attendance:

Shelley Pruess, Maucker Union – 33743 ESS  
 Ron Camarata, Biology – 32247 I  
 Nancy Lindgard, Residence – 36191 ESS  
 Doug Case, ITS-NS – 37145 I  
 Michael Broshears, Acad Adv – 36023 ESS  
 Sharon Drachenberg, ITS – 32436 AT  
 Randy Hayes, ITS – 37473 I

Doreen Hayek, ITS-TS- 37300 AT  
 Maxine Davis, IRTS – 33339 I  
 Dave Andersen, Phy Plant – 32213 AF  
 Dave Kohrs, UNI Dome – 32865 AF  
 Dennis Hayes, Phy Plant - 37653 AF  
 Jean Carlisle, VP Univ Adv – 32487 UA/EAP  
 Nancy Bramhall, Individual Studies – 32504 I

Ex-Officio Members:

Renee Romano

Others Present:

Eunice Dell – VP/Administration & Finance  
June Watkins – Human Resources  
Kim Schares – Human Resources  
Jan Flick – Human Resources  
Michelle Whitehill – Human Resources  
Cindy Houlson – Public Safety

- I. Call to Order – President Randy Hayes called the meeting to order at 1:35 p.m.
- II. Approval of Minutes of Meeting #288 – A change was made in III C to read “21<sup>st</sup> Learning **Infrastructure Initiative**”. Doreen Hayek moved to approve the minutes as corrected, seconded by Dennis Hayes. Motion approved.

Randy distributed a packet of information regarding “Issue Process and Resolution” for council members to review. Discussion will follow during next month’s meeting.

III. Presentations and Reports

A. MEMFIS Update – Eunice Dell

User training is progressing, and additional sessions will be offered in July and August. Staff responsible for taking deposits to the Controllers office should take General Ledger 201 classes. Fiscal year 01 purchase orders are to be closed out before June 30, 2001, as all open purchase orders will need to be re-entered into the new system which is a time consuming process and subject to errors. Department heads need to take executive overview classes because they will be using the Oracle system for approvals. There has been a recent mailing sent to deans, directors and department heads regarding routing and approval limits. If there are no changes to these authorizations, they should be signed and returned as soon as possible. In order to be authorized to use the system, one must also attend training.

B. Cindy Houlson, UNI Safety Manager, UNI Public Safety

Cindy distributed information regarding the University Health and Safety Committee. She serves as chair of this committee. The committee recently completed editing the University Emergency Management Manual. Members devoted many hours of their own personal time in helping achieve

the goal. The manual is currently being reviewed by University Safety Officer Dean Shoars and then will go to the Cabinet. Another project was reviewing the results from the Comprehensive Health and Safety Survey. A breakdown of responses was in the distributed information, a more detailed report is available for the asking. Currently the committee is compiling a list of departments that have emergency action plans for severe weather. This will assist the Safety Office in assuring all departments are prepared to respond appropriately when the siren sounds. Another goal is to make safety information available on the web by fall semester.

The Environmental, Health and Safety group has undergone significant change. Dean Shoars, Director of the Physical Plant, continues as the University Safety Officer. One change is all EH&S personnel work out of the Physical Plant. Wendel Reece is the Physical Plant Safety Coordinator and Cindy is the University Safety Manager. Cindy will also assume the Radiation Safety Officer duties when Dr. Erwin Richter leaves at the end of June. This EH&S group is responsible for OSHA, EPA, and NFPA regulations, just to name a few. One goal of the University Safety Office is to begin offering campus wide training. Fire extinguisher training will be the first offering sometime this fall.

This has been an eventful year for the EH&S group. The University received an award for lowering its incident rate. Data used to calculate the rate was included in the handouts. Iowa Waste Reduction Center has been working with the Safety Office assisting in auditing all the University buildings. This has been successful in identifying hazardous waste and product that has accumulated over the years. A hazardous waste disposal event was just completed and 6000 pounds of spent chemicals were taken off campus.

The next major event will be the State Fire Marshall inspection. Wood wedges need to be eliminated and burned out exit lights identified and fixed. The Safety Office considers wood wedges illegal on campus. Other issues are furniture and other items that sit in hallways leading to an exit/exit light. These items need to be removed and the egress paths kept clear. Cindy asked for everyone's help in making our campus a safe and healthy workplace.

#### IV. Committee Reports

##### A. WWW Site Committee – Nancy Lindgard

A group picture will be taken today and it will be posted on the web.

##### B. Employee Relations Committee – Sharon Drachenberg

The committee reviewed the current Regents Staff Excellence Award nomination form and guidelines. After careful review, it was determined that the guidelines established by past council members were still applicable and appropriate today. One question that should be omitted on the form is the number of year's question that verifies the nominees' qualifications. This information can be verified by Human Resources. The selection committee chose Nancy Bramhall and Gary Shontz as recipients for this year's Regents Staff Excellence Award. The UNI-SCMP selection committee chose Diane Headington as their recipient for the Regents Staff Excellence Award.

##### C. Employee Issues Committee – Dennis Hayes

This committee did not meet in May.

##### D. Policies and Procedures Committee – Ron Camarata

The committee continues to work on P&S Personnel Policies and Procedures Section II – Position Appointments. The recommended changes are given to Doreen Hayek who, along with another committee, reviews and summarizes it. It is then shared with the P&S Council. This committee is meeting twice a month. They have set a goal to be finished with their work by end of this year.

##### E. Salary and Fringe Benefits Committee – Nancy Bramhall

Donita Gray-Krueger has left employment at UNI and resigned as chair of this committee. Nancy reported that the committee will be following the same schedule that Donita had planned. Approvals for P&S salary dollars is not available yet. President Koob has indicated that the salary allocation process will follow the United Faculty agreement.

#### V. HRS Update – June Watkins

It is the administration's hope that the P&S salary increase will be the same as the faculty's increase. The final candidate for Vice President for Administration and Finance has turned down the employment offer. The search has been closed and a new search will begin in the fall. Eunice Dell will continue to serve as Interim Vice President for Administration and Finance.

The supplement to resume form has a new logo and will soon be on the web, hopefully by July 1. With the mention of the supplemental resume form, Randy wanted to again thank the members of the Ad Hoc Committee who worked hard to bring the issue of an employment application form to a successful conclusion. The Ad Hoc Committee consisted of Nick Bambach, June Watkins, and Kim Schares from HR; Doug Case, Donita Gray-Krueger, and Randy Hayes from P&S; Doreen Hayek as committee chair; Renee Romano and Tim McKenna; Margaret Empie, who filled-in for P&S on one occasion; and Muriel Stone, who provided valuable insight on the role of appropriate information gathering tools in the hiring process.

## VI. Old Business

### A. Salary Issues Update- Dennis Hayes

Dennis spoke to the Board of Regents at their meeting in Ames last month. He explained the P&S salary increase process, discussed the ERIP program and made the point that UNI's P&S staff would like to see this program continue in some fashion. He thanked them for considering the raising of pay matrixes. The BOR questioned why pay matrixes at UNI were higher than Iowa and Iowa State.

### B. ERIP Update - Doreen Hayek

Doreen reported on the recent Board of Regents meeting when the future of the current early retirement programs was discussed. The Board office recommended the Phased Retirement Program continue as it is at the present time and indicated they will probably recommend during the July BOR meeting the elimination of the current early retirement incentive program. Doreen distributed copies of the presentation she gave during the Board of Regents meeting. The Campus Voices report that was prepared about the UNI early retirement programs was used as the basis for this presentation. The BOR decided to table any decisions about both phased and the early retirement program until their July meeting. The Campus Voices group will continue to meet and plan to again present at the July 18 & 19 BOR meeting at UNI. The Board of Regents website explains background information about ERIP.

<http://www2.state.ia.us/regents/meetings/DocketMemos/01Memos/jun01/jungd10.pdf>

The UNI HRS WWW site lists specifics of the current early retirement programs.

<http://www.uni.edu/hrs/benefits/retirement.html>

### C. Constitutional Amendment Discussion & Vote - Randy Hayes

Randy distributed the proposed constitutional amendment to the P&S constitution, Rules and Bylaws, Section II.A.1 (Committees, Selection Procedures for Standing Committees, 1). It is as follows:

For each standing committee, five members from the Professional and Scientific eligible membership will be selected and nominated by the P&S Council President. At least three divisions will be represented on each committee. The Council will approve committee membership at each February meeting. At least one member of each committee must be from the Council. Term on each committee will be for one year with the option for reappointment. **DELETE THE FOLLOWING:** Committee members and officers shall not succeed themselves more than two consecutive terms.

After discussion, a vote was taken and it passed 13 to 0 in favor of approving the amendment.

## VII. New Business

Donita Gray-Krueger has left UNI for employment off campus, creating a vacancy on the P&S Council. Teresa Kouri has agreed to accept the position vacated by Donita, and will begin next month at the July 12<sup>th</sup> meeting.

## VIII. Other Business

A. The group picture that was scheduled to be taken today will be postponed until the next P&S Council meeting.

IX. Adjournment – Doug Case moved to adjourn the meeting, seconded by Dennis Hayes. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Sandy Law  
Human Resources