

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

Meeting No. 291
Date of Meeting: August 9, 2001
Place of Meeting: Gil 207

Meeting Convened: 1:33 p.m.
Meeting Adjourned: 3:18 p.m.

Members of the Council in Attendance:

A Shelley Pruess, Maucker Union – 33743 ESS
X Ron Camarata, Biology – 32247 I
X Nancy Lindgard, Residence – 36191 ESS
P Doug Case, ITS – NS – 37145 I
X Michael Broshears, Acad Adv – 36023 ESS
X Sharon Drachenberg, ITS – 32436 I
X Randy Hayes, ITS – 37473 I
X Nancy Bramhall, Individual Studies – 32504 I

X Doreen Hayek, ITS-TS – 37300 AT
A Maxine Davis, IRTS – 33339 I
X Dave Andersen, Phy Plant – 32214 AF
X Dave Kohrs, UNI Dome – 32865 AF
X Dennis Hayes, Phy Plant – 37653 AF
A Jean Carlisle, VP Univ Adv – 43487 UA/EAP
X Theresa Kouri, Communicative Disorders – 32542 I

Proxy
Steven Larson

Others Present:

Marty Mark – VP/Administration & Finance
Dave Zarifis – Public Safety
Jan Flick – Human Resources
June Watkins – Human Resources
Kim Schares – Human Resources
Regina Smith – Human Resources

- I. Call to Order – President Randy Hayes called the meeting to order at 1:33 p.m.
- II. Approval of Minutes of Meeting #290 – Nancy Bramhall moved to approve the minutes, seconded by Dennis Hayes. Motion approved.
- III. Presentation and Reports
 - A. MEMFIS update
To facilitate MEMFIS-related communications with the campus community, the following strategy has been implemented:

Major announcements will continue to be issued via UNOnline (i.e., training, continuing project activities and timelines, data collection activities, etc.)

Announcements related to the daily use of the system (i.e., forms changes, tips and tricks, etc.) can be accessed via the “Announcements” link in the MEMFIS section of MyUniverse. As new announcements are issued, MEMFIS users will receive an email message, which points users to the announcement site and provides a brief description of what can be found there.

The introduction to supplier information form is being finalized and will be ready for download soon.

As of July 20, 2001, the following number of people have received MEMFIS/Oracle training:
Navigation - 366
General Ledger 101 - 255
General Ledger 201 - 161
Purchasing 101 - 288
Purchasing 201 - 199
Oracle for Executives -169

During the month of August, Department of Residence-only training is being delivered. Beginning the first week of September, general Oracle classes will again be offered. There are plans for a “drop in” day in which users can visit with the MEMFIS Implementation Team regarding their specific questions. The tentative date for this is August 28.

The MEMFIS team is finalizing a number of initial user reports, including the Statement of Accounts and Personnel Expenditures. The team is asking for volunteers from the campus community to participate in final testing activities.

It was decided that a MEMFIS update should continue at P&S Council meetings unless there is no new information to report for the month.

B. Public Safety proposal for Air Tasers – Dave Zarifis

The UNI Public Safety Advisory Committee has given support to a proposal for the use of air tasers by Public Safety officers. Representatives from the P&S Council, Faculty Senate, and United Faculty abstained from the vote until after they receive input from constituents. The arming of UNI Public Safety officers at all three state universities has been an on-going issue for many years. The proposal is not being made because of any one incident but rather because of the potential of what could happen on campus. Campuses are not closed communities, and when an assailant has a weapon, or the potential for having a concealed weapon is suspected, officers and bystanders are placed at high risk. There are also safety concerns for faculty, staff and students as well. The use of air tasers would help to ensure officer and citizen safety and provide a means to handle the situation without using lethal force. Consideration was also given to the use of beanbag shotguns, net guns, guns that fire rubber bullets, and further consideration of expanded use of pepper spray. None of these weapons, with the exception of pepper spray, could be carried on the duty belts of officers and would not be readily available. Currently, each UNI officer carries OC spray and a baton.

Dave displayed the M-26 air taser. The air taser is an energy weapon that utilizes compressed nitrogen to shoot two small probes up to 21 feet at a speed of 135 feet per second. These probes are connected to the weapon by insulated wire. When the probes make contact with the target, the taser transmits electrical pulses along the wires into the body of the target through up to two inches of clothing. The air taser power supply consists of an alkaline 9-volt battery that is capable of supplying less than three watts of electrical power for a few minutes. The air taser is designed to incapacitate a target from a safe distance without causing death or permanent injury. The result is an instant loss of one’s neuromuscular control and any ability to perform coordinated action. A person will feel dazed and off balance from a few seconds to a few minutes before normal functions return. The air taser can also be used as a stun gun. Dave stated that before air tasers would be used by officers, UNI’s Use of Force and Operational Policies would be reviewed.

Support by committee representatives at Iowa State and the University of Iowa was overwhelmingly given for support of using air tasers on their campuses. However, the respective Presidents at all three universities will make the final decision.

The Employee Issues Committee will discuss this issue and distribute information to UNI P&S employees for feedback before stating a decision. The committee will report their findings at the October P&S Council meeting.

IV. Committee Reports

A. WWW Site Committee – Nancy Lindgard

The picture taken of the P&S Council members at the July meeting did not take, so another picture will be taken at the September 13, 2001 P&S Council meeting. A P&S Council link was added to the Board of Regents web site. The updated P&S pay matrixes have been added to the web. Within the next month, the committee will be working on on-line voting.

- B. Employee Relations Committee – Sharon Drachenberg
The Meet the Pres event will take place on Tuesday, October 9. The Commons has been reserved and the committee is working on refreshments.
- C. Employee Issues Committee - Dennis Hayes
Dennis distributed the old Role Document for the Employee Issues committee and explained the changes that this group would like to make in this document. Recommendations were read and discussed. Michael Broshears moved to approve the amendments to the recommendations, seconded by Ron Camarata. Motion approved. The new Role Document will be downloaded to the P&S web.
- D. Policies and Procedures Committee Report – Dave Andersen
The committee is currently working on Section VIII (Grievance and Complaints) of the P&S Policies and Procedures.
- E. Salary and Fringe Benefits Committee – Michael Broshears
There was considerable discussion regarding potential misperceptions pertaining to the effect of the flat-dollar amount, across-the-board portion of salary increases. Examples were given of the flat-dollar amount inflating the overall percentage of increase for someone at the lower end of the pay matrix (from previous “averages”), and reducing the overall percentage of increase for someone at the higher end (from previous “averages”). It was explained that some staff were incorrectly relating this increase or decrease in percentage to their perception of how the university appraises their job performance. It was also mentioned that the larger amount of the overall salary increase pool this year (5.6%) must be taken into account when reviewing one’s own salary increase. The statement was made that staff must review both their performance appraisal and their increase (with the effects of the flat-dollar amount and larger salary increase pool factored-in) when making comparisons and evaluations from previous years. The committee and Human Resources will work together to suggest language to more clearly explain the salary increase.

The committee is working on a shortened version of a salary survey, to provide more information on the effect of the work done and changes made in the salary and fringe benefits area. They hope to report results to the P&S Council in October. The committee continues to work with Human Resources on the Staff Training Grant issue.

- V. HRS update – Nick Bambach
The Staff Training Grant budget is \$36,210 for 2001-2002. The Staff Training Grant is a highly valued program and serves as a good retention tool. For the past two years, Human Resources has been subsidizing the shortfall in training grant fund monies so that all applicants would be reimbursed. Because of budgetary limitations, Human Resources will no longer be able to subsidize the program. The grant money disbursement formula is 20% for summer, 40% for fall and 40% for spring. Currently, the applicants with the earliest date of application for reimbursement receive funding. After the total amount of money for each term is exhausted, applicants are placed on a waiting list. There was discussion regarding the options of processing applications for reimbursement. It was decided that the most efficient way is the current process, which is first received, first served.

Nick is conducting briefings on the new AFSCME agreements, and invited all those interested to attend a session.

In addition to explaining the current salary increase as stated above, we plan to post information regarding the entire P&S Salary increase process on the web this year. Human Resources will work with Michael Broshears and Randy Hayes on this issue.

- VI. Campus Voices update – ERIP – Doreen Hayek
Doreen gave an update on the status of the Early Retirement Program (ERIP) issue. Following presentations by university employees at the June Board of Regents meeting, the BOR voted to table the discussion of the proposed elimination of the ERIP until July pending additional information. At the July BOR meeting, they voted to continue the Phased Retirement Program and eliminate the current ERIP program. They also asked the institutions to present information at the November BOR meeting about their parameters for new retirement programs and to present proposed new retirement programs at the February BOR meeting. Doreen will be meeting with President Koob and Nick Bambach to discuss UNI's parameters for a new program. Campus Voices will work with Nick Bambach and Jan Flick to draft proposals for a new retirement program based on parameters outlined by President Koob. Campus Voices will then meet with the UNI Cabinet to discuss the proposal.
- VII. Old Business – none
- VIII. New Business – none
- IX. Adjournment - Michael Broshears moved to adjourn the meeting, seconded by Theresa Kouri. The meeting was adjourned at 3:18 p.m.

Respectfully submitted,
Sandy Law
Human Resources