

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

Meeting No. -292  
Meeting Date -September 13, 2001  
Meeting Place -GIL 207

Meeting Convened -1:34 PM  
Meeting Adjourned -3:40 PM

Members of the Council in Attendance:

X Shelley Pruess, Maucker Union – 337433 ESS  
X Ron Camarata, Biology – 32247 – I  
X Nancy Lindgard, Residence – 36191 ESS  
X Doug Case, PLS – 37145 I  
X Michael Broshears, Acad Adv – 36023 ESS  
X Sharon Drachenberg, ITS – 32436 AT  
X Randy Hayes, ITS – 37473 I

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

Others Present:

Marty Mark -VP/Admin. & Finance  
June Watkins -Human Resources

Noreen Hermansen - Alumni  
Bill Calhoun -Foundation  
Tony DiCecco -Athletics

- I. Call to Order – President Randy Hayes called the meeting to order at 1:34 PM.
- II. Approval of Minutes of Meeting 291 – A correction was made to the Campus Voices Update on the creation of a new retirement plan. CV will speak with all constituent groups to receive feedback—CV will not write the plan unilaterally.
- III. President’s Prerogative – Randy Hayes mentioned the tragedy of September 11<sup>th</sup>, indicating the effect hate has on our environment. He noted the comments of Convocation speaker Morris Dees regarding stamping out hatred were especially appropriate.

Randy met with MGT Consulting as a part of the Board of Regents audit of the institutions. During the meeting, he mentioned the expertise & many talents of the P&S staff, issues regarding the salary process at the Board level, operational issues that could save money, and the positive results from the Campus Voices group, and the suggestion it be made a formal group.

Randy reminded committee chairs that with the end of year approaching, they should review their tasks & goals, to see what has been accomplished & yet to be accomplished. He also mentioned the year-end report each must have ready.

Randy handed-out an article regarding the ERIP program implemented at Indiana University, and the potential financial problems it may pose. He indicated the issue of retirement programs must be dealt with carefully so as to provide a proper balance between the retirement concerns of the staff and fiscal responsibility.

#### IV. Presentations and Reports

##### A. MEMFIS Update – Marty Mark

MEMFIS user training was a primary topic of this update. Additional classes were added in September – many people were re-taking classes, and it has appeared to be helpful. MEMFIS also provided drop-in training days. The turnout was relatively small but those in attendance deemed the training helpful. They are doing month-end testing, made changes to accounts payable reports so they will provide more detail. The Statements of Account are ready and accurate of what is reflected in the Oracle system. However, some of the data will be “cleaned-up” a bit to help avoid confusion for the end user. This report is still scheduled to be released during the latter part of September. Reports being worked-on to be distributed next are the Salary Savings Report and Budgetary reports. The team will review its timeline, taking into account potential upcoming budget cuts and how this may/may not affect their timeline.

##### B. UNI Foundation – Noreen Hermansen, Bill Calhoun, Tony DiCecco

Representatives are traveling around campus making presentations on the Students First Campaign. They are at \$62 million with 1½ years to go. They plan on reaching the goal & will then decide if they will raise the goal. The McLeod Center is moving forward. Once they reach \$12 million, they will hire an architect and at \$15 million they will break ground. The Freeburg Early Childhood Education Center is operational near the Allen College Campus. It was also mentioned that wonderful speakers are being brought to the campus, offering great opportunities for students.

In response to a question, Bill indicated a variety of accounts (2000+) assist the donation structure so anyone can make a gift to a campaign. They work for broad support from the faculty, staff, and the emeritus. Bill asked all to consider making a gift, being a part of the campaign, and endorse the campaign to colleagues.

A question was asked about the Madeline Albright lecture, and if an additional speech had been considered, to allow all those who wish to hear the lecture would have an opportunity. The University has a contract with Ms. Albright which makes it difficult to alter the schedule or number of presentations. Another question was asked regarding recent incidents with donations at ISU and the U of I where the donors' wishes were not honored. Bill Calhoun outlined policies and procedures at UNI that would minimize the likelihood of such an occurrence, and also stated that in some cases, if the donor's wishes are outside the mission of the university, the university might politely decline the donation.

Tony DiCecco, being from New York, also made note of the September 11<sup>th</sup> tragedy, indicating one of the students he had coached years ago may have been a victim. Tony noted he loves what UNI is all about, and enjoys the time

in which he can “talk-up” the university, and work to gain support for the various programs.

V. Committee Reports

A. WWW Committee – Nancy Lindgard

Nancy indicated they had made updates on the website and are standing ready to assist in the upcoming P & S election process.

B. Employee Relations Committee – Sharon Drachenberg

Sharon explained logistical issues surrounding the “Meet the Pres” event which had made their original plans unworkable. A discussion followed and a number of ideas surfaced which should help the committee determine the final format for the event. Council members were encouraged to contact constituents and invite and motivate them to attend the event.

C. Employee Issues Committee – Dennis Hayes

The committee has been given the task of reviewing the Public Safety taser issue and report back to the Council – their report will be made at the October meeting. The committee had also been given the responsibility to review a proposal by the Athletic Department for coaches in which they would continue to be under the P & S “umbrella” regarding policies & procedures but not under the salary matrix and vacation policies. The issue involves  
A) salaries that do not normally fit well in the P & S salary matrix; and  
B) vacation issues. The committee will review the issue and report back to the Council.

The final version of the P & S Employee Issues Committee Role Document was distributed by Doreen Hayek to Council members for their files.

D. Policies and Procedures Committee – Dave Andersen (for Chair)

In their review of policies & procedures, the committee has reviewed Section 8—Grievance Procedure, but felt there should be more well-defined steps. They also discussed Sections 9 & 10; during the next meeting will discuss Sections 4 & 5, and appear to be on target for project completion.

E. Salary and Fringe Benefits Committee – Mike Broshears

The committee is working on the salary followup surveys. They have the final draft of the employee survey and are working on a rough draft of the survey to go to Deans, Directors, and Department heads. Mike asked everyone to review the draft and email comments to the committee.

V. Human Resources Update – June Watkins

Currently, HR is currently working with the Council only on the Coaches salary issue. They have been utilizing the supplement to resume and want to survey search committees to see how it has been working. The aspect of the P&S

application being online has been so successful that HR wants to place the Merit application online soon as well.

VI. Campus Voices Update – Doreen Hayek

Regarding ERIP and a new retirement program, Doreen met with President Koob to determine his parameters for such a program. She noted that each institution was to submit initial guidelines and by February 2002 to submit a plan for a retirement program, if the university wanted to promote one. At the present time, it appears ISU administration wants an early retirement program, the U of I administration does not want an early retirement program, and UNI administration would consider a retirement plan, but not specifically an early retirement program. Doreen indicated she may send an email to solicit feedback, as deadlines for submitting information are rapidly approaching.

VII. Old Business

VIII. New Business

A. Nominating Committee

Randy has appointed Doug Case, Ron Camarata, and Karen Cunningham as the 2001 Nominating Committee, with Doug as Chair. Randy thanked the three for readily agreeing to be on the committee.

B. Jean Carlisle suggested the P&S Council endorse the Students First Campaign. A motion was made to that effect, seconded, and the motion carried.

IX. Adjournment

Doug Case moved to adjourn; Shelley Pruess seconded the motion. The motion carried, and the Council was adjourned at 3:40 PM.