

## 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. 293  
Date of Meeting: October 11, 2001  
Place of Meeting: CBB 319

Meeting Convened: 1:34 p.m.  
Meeting Adjourned: 2:54 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 I  
 Randy Hayes, ITS – 37473 I  
 Nancy Bramhall, Individual Studies – 32504 I

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

### Others Present:

Marty Mark – VP/Administration & Finance  
June Watkins – Human Resources  
Michelle Byers – Human Resources

### Proxy:

Jennifer Yarrow  
Steve Larson

- I. Call to Order – President Randy Hayes called the meeting to order at 1:34 p.m.
- II. Approval of Minutes of meeting #292 – Maxine Davis moved to approve the minutes, seconded by Theresa Kouri. Motion approved.
- III. President's Prerogative – Randy Hayes distributed several articles concerning the state budget crisis and encouraged everyone to contact their legislator with input regarding this years' budget problem.

Planning has begun for the 2002 P&S Council retreat. Because it worked out well this year, the dates for the retreat and the first Council meeting of the year will be switched in January. The Retreat will be held on January 10<sup>th</sup> and the P&S Council meeting will be held on January 17<sup>th</sup>. Discussion items are being investigated. A special speaker, role playing and videos may be part of the retreat. Five new council members will begin serving in January 2002. Outgoing council members are Doreen Hayek, Ron Camarata, Nancy Lindgard, Maxine Davis and Jean Carlisle.

### IV. Presentations and Reports

#### A. MEMFIS Update – Marty Mark

Marty distributed copies of the proposed MEMFIS project timeline for those modules yet to be implemented. While Phase II of the project has begun, due to the budget situation, the implementation date has been delayed by six to twelve months. The proposed project timeline will be shared with the project steering committee, which includes the President's Cabinet. During the next nine months, the implementation team will be working on initial Phase II tasks and post-Phase IA issues including application tuning, additional reports, end-of-year testing, and software enhancements. During the months of November and December, self-service modules (Procurement and Web Expense) will be researched and evaluated. A survey is currently being prepared and will be sent to all MEMFIS users. The training team is working on documentation and making preparations for on-going training sessions.

B. Diversity on Campus – Renee Romano

Renee distributed handouts about the Minority Retention and Recruitment Committee.

This committee has recently interviewed the campus community concerning challenges and successes of minority retention and recruitment at UNI. It was determined that a coordinated effort, or campus plan, was missing. The Minority Retention and Recruitment Committee was formed and will offer consistency and constant evaluation on the effectiveness of minority retention and recruitment programs at UNI. The committee has been working with the retention strategies of campus/community environment, retention research, marketing, and intervention with students. Minority recruitment has increased from 2 to 4.3 percent. State schools in San Antonio, Texas, Chicago, Illinois, Gary, Indiana, and Washington D.C. have been working closely with UNI in the recruitment effort. Developing new marketing tools, welcome opportunities for new students, and working closely with students' families have all proved to be successful. The Office of Public Relations has assisted with the internal marketing plan.

The retention plan continues to be a work in process. The committee encourages campus and community involvement, and has been researching the reasons for students' departure. Intervention measures have been used, such as tracking students to offer assistance and help when needed. The Jump Start program will be evaluated, and orientation will be on going. The Pathfinders program which utilizes upper classmen who mentor underclassmen is going well.

V. Committee Reports

A. WWW Site Committee – Nancy Lindgard

A survey was recently put on the web and information from the Meet the Pres event will be added.

B. Employee Relations Committee – Sharon Drachenberg

The Meet the Pres event was very successful this year. Approximately 120 people attended. The informal atmosphere during lunchtime was well received. President Koob presented and answered questions afterward.

C. Employee Issues Committee – Dennis Hayes

The committee met and discussed the air taser issue. The Athletic department/P&S issue has been put on hold while verbiage is being finalized.

D. Policies and Procedures Committee – Maxine Davis

The committee has been meeting two times per month. Sections IV & V of P&S Policies and Procedures has recently been completed. All sections are now finished. A special thank you was given to Carole Deeds who took minutes and kept the committee on task.

E. Salary and Fringe Benefits Committee – Michael Broshears

The committee is finalizing the salary survey and he thanked Doreen and Randy for their assistance.

F. Nominating Committee – Doug Case

The committee met recently to discuss five P&S Council positions that will be vacant in January. The committee will be working until October 23<sup>rd</sup> to put together the slate of nominees. The election will be November 5-10 and will be available for voting on the web.

VI. HRS Update – June Watkins

The new Supervisory and Confidential evaluation form has been put on the web and is available in the Forms Repository.

The Staff Training Grant - Because of the delay in spring class registration information, the deadline for application for Staff Training Grant funds for this spring has not been determined. To make distribution of funds more equal, ½ of the spring semester allocation will be used for graduate student applicants, and ½ will be used for undergrad student applicants. Information about the deadline will be posted to UNI On-Line and through other University channels to ensure that all applicants have an equal chance to apply.

The new Merit Pay Plan is being reviewed and implementation of this plan will be July 2002. Classes will most likely be offered to supervisors to explain the new pay plan.

VII. Campus Voices Update – Retirement Issues - Doreen Hayek

Campus Voices continues to meet approximately every week. The committee has compiled a list of principles and sent them to the Board Office for consideration. The Board office will take its final list of principles for all the institutions to the November Board of Regents meeting for approval. The individual Regents institutions retirement plans must be based on those approved principles and taken to the Board of Regents February, 2002 meeting for approval.

VIII. Old Business

Air Taser issue – Dennis Hayes

The Employee Issues Committee has reviewed this issue, and P&S constituents have been surveyed for their input. In light of the results of this survey and with committee discussion, the Employee Issues Committee recommends that the P&S Council support Public Safety's proposal to carry the M-26 Air Taser. They also added that all training and testing by those carrying the Air Taser be completed and kept up to date as stated in the proposal. Discussion followed. Nancy Bramhall made a motion that the P&S Council support the proposal that UNI Public Safety officers carry M-26 Air-Tasers. It was seconded by Shelley Pruess. Motion carried.

IX. New Business - none

X. Adjournment – Michael Broshears moved to adjourn the meeting, seconded by Sharon Drachenberg. The meeting was adjourned at 2:54 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources