

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. 295
Date of Meeting: December 13, 2001
Place of Meeting: Gil 207

Meeting Convened: 1:32 p.m.
Meeting Adjourned: 2:31 p.m.

Members of the Council in Attendance:

X Shelley Pruess, Maucker Union – 33743 ESS
A 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 I
X Randy Hayes, ITS – 37473 I
X Nancy Bramhall, Individual Studies – 32504 I

X Doreen Hayek, ITS-TS – 37300 AT
X 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
X Jean Carlisle, VP Univ Adv – 43487 UA/EAP
A Theresa Kouri, Comm. Disorders – 32542 I

Ex-Officio Members:

Renee Romano

Others Present:

Nick Bambach – Human Resources
Kim Schares – Human Resources
Michelle Byers – Human Resources
Marty Mark – VP/Administration & Finance
Patty Rust - Registrar
Vicki Collum - Development
Steve Larson – College of Humanities & Fine Arts
Dennis Reimer – ITS Educational Technology
Tom Richtsmeier – Physical Plant

Proxy:

- I. Call to Order President Randy Hayes called the meeting to order at 1:32 p.m.
- II. Approval of Minutes of Meeting #294 – Nancy Bramhall moved to approve the minutes, seconded by Doug Case. Motion approved.
- III. President's Prerogative – Randy distributed copies of the list of P&S Councils' 2001 Top 10 goals. He is pleased with the progress made this year. A number of the items on the list have been completed, and a number of items are in progress. He announced that Gregory Nichols is serving as the new Executive Director of Board of Regents. He discussed a newspaper article about ways the University of Iowa is cutting expenses.
- IV. Presentations and Reports
 - A. MEMFIS update – Marty Mark
Marty distributed handouts of the MEMFIS System Maintenance & Enhancement Structure. There are currently four live modules.
MEMFIS user groups will be meeting in January to share information, tips, and suggestions. It is also hoped that they will evaluate other modules.
ITS' PAR form will be put on line. A committee meets every two weeks to review all requests. On a quarterly basis, major enhancements and system updates will be applied to the Oracle financial system. The first set of enhancements is scheduled for release on January 1, 2002. Before

releasing new information, the training and testing teams give their approval before an announcement is made to the campus.

Auditing of Oracle data and disaster recovery aspects will take place in January and in the Spring.

B. Tom Richtsmeier, Assistant Director, Energy Services

Tom discussed the setting of temperatures to 68 degrees in the winter, and 78 degrees in the summer. This should help to save fuel dollars and assist with the budget cut backs this year. Because of higher energy costs and the cold winter last season, an extra \$400,000 was spent. He explained that there are less opportunities to save using the Energy Management System using routine methods with the continual campus growth and operating hours this year. \$2.7 million was spent last year in energy costs, which included burning 29,000 tons of coal, 5,000 tons of pet coke, 28,000 gal of oil, 52,600 MCF of natural gas. The co generation plant generates steam to produce electrical power and meeting the thermal needs of campus. Campus used 60 million kWh of electricity last fiscal year. Thirty-eight percent was generated by UNI with the remaining sixty-two percent being purchased from Cedar Falls Utilities. It is hoped that the new steam tunnels will increase efficiencies by reducing existing steam distribution heat losses.

Power Plant tours can be arranged by calling the plant manager, Chuck Fosselman at 3-2091.

V. Committee Reports (Year End Reports)

A. WWW Site Committee – Nancy Lindgard

The Year End Report is as follows:

The World Wide Web Committee discussed what types of new information we might include on our web site. We looked into adding a link to contact our state representatives. After several attempts to make sure the link worked, decided to not include. Adding a picture of the P&S Council is also a project we tried but were not able to get it in a timely manner so suggest to include for next year. We also reviewed and updated our current links to make sure they were still good links.

Several different topics were included in the Hot Topics area of our site: Information about NCA Accreditation, Public Safety carrying tasers, Students First Campaign, Budget issues, and ERIP are examples of the issues included.

The World Wide Web committee also helped to facilitate two different online surveys for the Salary and Fringe Benefits Committee. The first one was to survey P&S staff regarding their performance appraisals and salary increase allocation. The second survey was sent to Deans, Directors and Department Heads regarding how they allocated salary increases.

For the second year the World Wide Web Committee worked with the Nomination Committee to conduct P&S Council elections online. This was again successful.

B. Employee Relations Committee – Sharon Drachenberg

The Year End Report is as follows:

Committee members and assignments: Mike Bobeldyk, Sharon Drachenberg, Chair, Billie Hemmer-Callahan, Julie Miller, Shelley Pruess.

A total of 49 new P&S employees were hired at the university in 2001.

This year's Meet the Pres event was held at Maucker Union Expansion A from 11:30 to 1:00 p.m. on October 9, 2001. Tables were set up and everyone was encourage to bring their lunch and enjoy a little social time before the President addressed the group at noon. Cookies and lemonade and coffee (for 80) were provided. Advertising for the event was paperless with

information provided via the P&S website, in the Northern Iowan, and UNI On-Line. President Koob spoke to a capacity crowd of over 125 people about the current budget situation in Iowa and the university.

This year's Regent's Staff Excellence Award event was hosted by Iowa State University and was held on October 17, 2001. The nomination information and form was again offered on the web. The Regents Staff Excellence Award Committee 2001:

Dan Sterenchuk	NISG President
Vicki Grimes	P&S Staff w/20+ years of service
Diane Headington	Merit Staff representative
Pat Woelber	Former Regents Staff Excellence Award recipient

For the 10th consecutive year, the Professional & Scientific employees recognized two P&S employees for their outstanding contributions to the University. Deadline for submitting the nomination form was April 27, 2001. This year's Regents Staff Award recipients included a UNI-SCMP member and were as follows: Nancy Bramhall, Gary Shontz, Diane Headington (SCMP)

C. Employee Issues Committee - Dennis Hayes

The Year End Report is as follows:

The main purpose of the Employee Issues Committee is to provide a confidential forum for P&S employees to air any problems or concerns that they may have. The Committee will then inform the employee of any Policies and Procedures or course of action to be taken with their problem. This year we have heard from and advised nine different individuals or groups. We currently have one group that is in the fourth step of the grievance process. Other issues that we have handled this year are as follows:

- Revised the document "Employee Issues Role of the P&S Council"
- Monitored the P&S Application form and at-will statement
- Had two committee members on the ad-hoc committee to look into the ERIP program for Campus Voices. This included polling all of the P&S employees on campus asking for their input about ERIP.
- In September this committee was asked by the P&S Council to come up with a recommendation on whether the P&S Council should favor or oppose a request by Public Safety to carry the M-26 Air Taser. Public Safety's written request was made available on the web to all P&S employees and a survey taken. The employees were in favor of the Public Safety proposal and a recommendation was made to the Council that they support Public Safety's request to carry the Air Taser.

D. Policies and Procedures Committee – Jim Egli

The Year End Report is as follows:

The Policies and Procedures Committee was selected by Council President Randy Hayes in early January of 2001. The committee is comprised of the following members: Maxine Davis, Denise Bouska, Jean Carlisle, Jennifer Yarrow, Ron Camarata, David Andersen and Jim Egli, Chairperson. Committee minutes were taken and distributed by the very capable Carol Morris for which the committee is appreciative.

The primary task of the Policy and Procedures Committee in 2001 was to review and make comment on the existing P&S Council's Policies and Procedures. The P&P committee met in the Biology Greenhouse every 3-4 weeks throughout the year and successfully accomplished the review process. Comments and formal recommendations on every section of the Policies and Procedures manual were made and forwarded to President Randy Hayes and Council members Doreen Hayek and Margaret Empie.

I would like to thank each of the individual members of the Policies and Procedures Committee for their prolonged commitment and resolve in successfully accomplishing this complex and time consuming task.

E. Salary and Fringe Benefits Committee – Michael Broshears
The Year End Report is as follows:

The Salary and Fringe Benefits committee drafted the Salary Allocation Proposal for FY 01-02 during much of the first few months of the year. After researching for over a year, the committee proposed something different for salary allocation. A one-time equal dollar amount proposal was drafted for this year. After much debate within the Council, focusing in on the potential benefits and drawbacks of such a proposal, the P&S Council passed the Salary Allocation Proposal for FY 01-02. As a result the P&S Council made the following recommendation to President Koob and the Cabinet for the allocation of the salary increase for FY 01-02:

One third (33.3%) of the total salary increase pool awarded to P&S employees shall be allocated across the board in an equal dollar amount for those P&S employees rated satisfactory or above; the remaining two-thirds (66.7%) of the total salary increase pool shall be allocated on the basis of merit and equity for employees rated satisfactory or above.

For those divisions taking monies “off the top” before distributing it to their departments, these monies derived from the two-thirds component of the total salary increase pool. This proposal was supported by the Cabinet and put into place for FY 01-02.

The Staff Training Grant was discussed on several occasions in P&S Council meetings this past spring. On May 10, 2001, the P&S Salary and Fringe Benefits Committee sent a memorandum focusing on possible changes to the Staff Training Grant process. The proposal focused on retooling the reimbursement process for the grant. Additionally, the proposal made suggestions for dealing with persons who do not complete courses. Finally, the committee offered continued assistance to HR when looking at this issue.

This summer the Salary and Fringe Benefits Committee developed follow-up surveys for all P&S employees and deans, directors, and department head regarding performance appraisals and salary allocation changes that were made this past year. The purpose of these surveys was to gather more information regarding performance appraisals and last year’s salary allocation method. The committee has gathered that data and hopes to use the information for future use with salary recommendation issues and performance appraisal guidelines.

Goals for next year:

- Develop salary allocation proposal for FY 02-03
- Continue to work with HR on the Staff Training Grant process
- Focus energy on other fringe benefits issues

President Randy Hayes thanked all members of committees for their work this year, with a special thank you to the committee chairs.

VI. HRS Update – Nick Bambach

The VP Administration & Finance search committee is meeting and the position has been advertised. It is the goal to have the position filled by the end of March 2002.

VII. Campus Voices Update – Doreen Hayek

A. Retirement Issues

Campus Voices continues to work on early retirement issue and is finalizing their proposal. It will be brought to the next P&S Council meeting in January. After approval, it will then be sent to

the Cabinet by the end of January. Randy Hayes noted that it appears that compared to Iowa State and U of I, UNI is more proactive regarding this issue. UNI faculty and staff groups are putting proposals forward.

B. Other - none

VIII. Old Business

Randy thanked outgoing Council members Ron Camarata, Jean Carlisle, Maxine Davis, Doreen Hayek, and Nancy Lindgard for their contributions and service to the P&S Council.

IX. New Business

A. The Nominating Committee introduced new P&S Council members Vicky Collum, Karen Cunningham, Steve Larson, Dennis Reimer, and Patty Rust.

B. Election of President and Vice President for 2002 Council

Doug Case moved that Randy Hayes be re-elected President, Shelley Pruess seconded the motion. Motion carried. Doug Case moved that Dennis Hayes be re-elected Vice President, Sharon Drachenberg seconded the motion. Motion carried.

X. Other Business

A. New Council member orientation

The new Council members will be contacted to schedule orientation and committees will be then be put together as soon as possible.

B. Reminder of Retreat January 10th from 1:30 - 4:00 p.m. in CBB 1 & 3. Please note time change.

C. Reminder of next Council meeting on January 17 at 1:30.

XI. Adjournment – Maxine Davis moved to adjourn the meeting, seconded by Doug Case. The meeting was adjourned at 2:31 p.m.

Respectfully submitted,
Sandy Law
Human Resources