

Professional and Scientific Staff 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. 298
Date of Meeting: March 7, 2002
Place of Meeting: Columbia Room – Maucker Union

Meeting Convened: 1:33 p.m.
Meeting Adjourned: 3:45 p.m.

Members of the Council in Attendance:

X Dave Andersen, Phy Plant – 32213 AF
X Nancy Bramhall, Individual Studies – 32504 I
X Michael Broshears, Acad Advising – 36023 ESS
A Doug Case, PLS – 37145 I
X Vicki Collum, Development – 36850 UA/EAP
X Karen Cunningham, Individual Studies – 32504 AT
X Sharon Drachenberg, ITS – 32436 AT
P Dennis Hayes, Phy Plant – 37653 AF

X Randy Hayes, ITS – 37473 I
A Dave Kohrs, UNI Dome – 32865 AF
X Theresa Kouri, Comm. Disorders – 32542 I
X Bob Frederick – Career Center - 36857 I
X Shelley Pruess, Maucker Union – 33743 ESS
X Dennis Reimer, ITS ET – 36285 I
X Patty Rust, Registrar – 32113 ESS

Ex-Officio Member:

Renee Romano

Proxy

Chris Conklin
Denise Bouska

Other

June Watkins – Human Resources

- I. Call to order – President Randy Hayes called the meeting to order at 1:38 p.m.
- II. Approval of Minutes of Meeting #297 – Dave Andersen moved to approve the minutes, seconded by Michael Broshears. Motion approved.

Presidents Prerogative – Information received regarding the possible closing of Price Lab High School is that no P&S employee with a permanent position would be cut.

Governor Vilsack continues to work on state budget issues. Cut backs and reductions this fiscal year will take place.

P&S Council members unanimously approved the concept of the campus Advisory Group.

House file bill 2061 did not make it out of the sub committee, so is now dead.

Randy encouraged everyone to attend open forum meetings for Vice President Administration and Finance candidates this week and next.

- III. Presentations and Reports
 - A. MEMFIS update – none

IV. Committee Reports

- A. WWW Site Committee – Vicki Collum

Members of the committee are Vicki Collum, Chair, Nancy Lindgard, and Patti Rust. They recently met and will be responsible for the following tasks:

- continue to technically maintain the P&S Council WWW site, updating, revising and adding items
- archive past Council minutes
- work with HRS to obtain the Council minutes for the WWW site
- maintain the monthly events box
- maintain the hot topics box with the input of fellow committee members and P&S Council members

- obtain a list of all P&S committee meetings for posting
- market the P&S site via UNI Online and other appropriate venues
- coordinate P&S Council election via the WWW site
- prepare agenda and minutes of committee meeting and present reports to the P&S Council
- maintain chair book
- check web site for broken links and updates

Additions to this year's site will include posting the P&S Council's 2002 goals and objectives and adding digital photos of special events such as the Meet the President event sponsored by the P&S Council. A group photo of the Council may also be included.

The committee requests that all P&S Council members keep the web site committee informed of hot topics and other items that would be of interest for the site.

- B. Employee Relations Committee – Sharon Drachenberg
Committee members are Sharon Drachenberg, Chair, Shelley Pruess, Karen Cunningham, and Jennifer Albertsen. The committee met and planned their monthly meeting agenda.

Distribution of Regents Staff Excellence Award nomination forms will begin on Monday, April 1, 2002. The deadline to nominate for this award will April 26, 2002. The 2002 Regent's Staff Excellence ceremony will be held at the University of Iowa the evening of September 18, 2002.

Meet the Pres event tentative date is Tuesday, October 15, 2002 from noon to 1:00 p.m. in the Maucker Union Expansion.

- C. Employee Issues Committee
No report.

- D. Policies and Procedures Committee – Dave Andersen
Committee members are Dave Andersen, Chair, Mike Bobeldyk, Denise Bouska, Jim Egli, Bob Frederick and Jennifer Yarrow. Their tasks for this year are:
- work with the Employee Issues Committee to review the proposed changes regarding specific P&S employees' vacation accruals
 - continue to work with the Ad Hoc committee on policies and procedures revisions and present items to the Council for approval, and prepare revision information for presentation to the Cabinet for approval
 - review the P&S handbook lists of items, including items that need including in the new employee orientation and/or P&S welcome, new supervisor orientation and/or professional development program via Human Resources. Bring any items to the P&S Council for discussion and approval.

- E. Salary and Fringe Benefits Committee – Michael Broshears
The committee has met and will distribute their yearly agenda during the next P&S Council meeting.

- V. HRS Update – June Watkins
Interviewing for the HR Generalist position has begun and plans are for the position to be filled by April 1, 2002.

VI. Old Business

- A. ERIP Update – Randy Hayes
Campus Voices submitted their ERIP recommendation to President Koob in February. The Chief Financial Officers of the Regents Universities met by telephone and consulted with the Board of Regents. At this time the Board of Regents institutions are not prepared to give further information on the ERIP program. The Early Retirement Program will end on June 30, 2002.
The ERIP program was initially implemented twelve years ago to be used as a cost saving measure for a limited amount of time. The program was then perceived as a benefit available to everyone.

VII. New Business

A. Vacancy on the council

Steve Larson has left employment at UNI, and his replacement on the P&S Council is Bob Frederick. Council members welcomed Bob.

B. Salary increase allocation recommendation discussion/vote – Michael Broshears

Michael began the discussion with an explanation of how salary increases are allocated. Because of departmental decentralization, the salary allocation issue is complicated and challenging. It was noted that many employees do not thoroughly understand this issue. Educating supervisors and employees about the formula used in salary allocation will assist in this process.

Results of the recent poll indicate that the majority of employees are in favor of continuing the same allocation formula as was used last year.

Representing their constituents, a straw poll was taken of both options for salary allocation.

Option 1: One third (33.3%) of the average salary increase awarded to P&S employees shall be allocated across the board for those P&S employees rated satisfactory or above; the remaining two-thirds (66.6%) shall be allocated on the basis of merit and equity for employees rated satisfactory or above. For example, if the average increase is 4%, an employee rated satisfactory or above would receive at least a 1.3% increase on his/her salary. The remaining 2.7% would be distributed for merit and equity.

Option 2: 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 should be derived from the two-thirds component of the total salary increase pool.

Option 1 received three votes, Option 2 received 8 votes.

Michael Broshears made a motion to accept salary increase allocation option 2, seconded by Dave Andersen. Ten were in favor, one was opposed. Motion carried.

A question was raised regarding employees who do not work full time. Would their raises be computed on their base salary or the percent of FTE? This will be investigated and reported at the next meeting.

To assist P&S Council members in gathering information from their constituents, lists of employees by division (including department name, phone numbers and e-mail addresses) will be compiled by Human Resources.

It was recommended that the salary increase fact-finding process begin in the fall. This will assist and expedite the process for new council members who begin their term January.

VIII. Other Business

None.

IX. Adjournment

Shelley Pruess moved to adjourn the meeting, seconded by Patty Rust. The meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Sandy Law
Human Resources