

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. 299
Date of Meeting: April 11, 2002
Place of Meeting: Gilchrist 207

Meeting Convened: 1:33 p.m.
Meeting Adjourned: 3:10 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
X Doug Case, PLS – 37145 I
P 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
X 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 Patti Rust, Registrar – 32113 ESS

Ex-Officio Member:

Renee Romano

Proxy

Denise Bouska

Others

Kim Schares – Human Resources
Michelle Byers – Human Resources
Marty Mark – VP Administration & Finance
Ron Hall – Physical Plant
Diane Engbretson and Mercedes Oshea

- I. Call to Order – President Randy Hayes called the meeting to order at 1:33 p.m.
- II. Approval of Minutes of Meeting #298 - Nancy Bramhall was not in attendance at the March 7, 2002 meeting, so change to indicate “absent” in the attendance section. Bob Frederick moved to approve the minutes as corrected, seconded by Shelley Pruess. Motion approved.

President’s Prerogative – Randy Hayes

Because of the recent Enron failure, Congress is tightening up pension plans to insure against further pension failures.

Randy encouraged attendance at the all-campus meeting on Monday, April 15 at 3:30 at Lang Hall. President Koob will be speaking on budget issues.

With the legislative session ending and still no agreement on the state budget, it appears the Governor will call legislators back for a special session. We will all have to wait to see what level of funding will be approved for the Regents institutions.

In answer to a question last month regarding salary increases for 90% FTE staff, their salaries are based on an annualized figure.

- III. Presentations and Reports

- A. MEMFIS update – Marty Mark

The MEMFIS testing team and back office staff have been preparing for an upgrade to be released on April 29, 2002. This will be the first upgrade applied to the new financial system. It has been determined that user impact is minimal and formal training will not be necessary.

Users will be provided with electronic notification of the changes and the training team will discuss these changes at the April 18, 2002 MEMFIS Users Group meeting.

Testing for end of fiscal year processing is currently in progress. Sessions will be scheduled in early May for users to learn more about end of year processes and to be made aware of the schedule of events (i.e., "cutoff dates"). In addition, the training team will be hosting "drop-in days" during which users can stop by a designated location to receive individualized assistance with their end of fiscal year needs.

Specialized Campus Supply training is being developed in response to numerous questions. The training team is seeking input on how often users training should be held for new UNI employees.

The MEMFIS Users Group Leadership Team has been meeting regularly. The group consists of Sandra Harberts, Michelle Mullings-Shand, Janis Jehle, Carol Geiger, Nancy Scoggins-Rose, Rita Harris, and Becky Sloan. These individuals have been working together to organize and lead the campus-wide MEMFIS Users Group. In addition, they represent the campus user community as the Oracle system is further developed and enhanced.

B. Camp Adventure - Diane Engbretson

Diane shared with the Council her involvement and information about UNI's Camp Adventure Program. She has been with the program nine years and has been to Hawaii, Japan, Norway, Greece, Russia, Denmark, England, Belgium, Italy, and Germany visiting program sites. She will be supervising close to 400 college students in Europe this summer.

Camp Adventure is housed within the College of Education, School of HPELS. It is a service learning program for college-age students, providing an opportunity to provide service to military and embassy children, while gaining skills and knowledge. It also offers cultural opportunities.

Camp Adventure serves 8,000 to 10,000 children a day at 130 sites in 20 countries, including Asia, Europe, and the US. Countries include Belgium, Germany, Greece, England, Italy, Japan, Korea, Taiwan, China, Russia and others.

Camp Adventure is linked to the goals of the University, as described in the handout entitled "Contributing to a Learning-Centered Community" in terms of teaching research and service.

Camp Adventure students participate from 80 colleges and universities, primarily from nine core training sites, including two predominately and historically black schools in FL and GA, also sites at University of Oregon, Washington State University, University of San Diego, Chico State University, University of Iowa, Iowa State University and headquartered at University of Northern Iowa.

Camp Adventure has had several visiting dignitaries visit program sites in the summers including US Senators and Congressmen, Vice President Al Gore, former President Jimmy Carter, former Vice-President Walter Mondale and the Commandant of the US Marine Corps, C.E. Mundy.

IV. Committee Reports

A. WWW Site Committee – Patti Rust

The Hot Topics site has been revised. The Regents Staff Excellence awards announcement was posted and a nomination form for this award may be completed electronically. P&S council members who have a personal photo and are willing to have it displayed on the web should send it by campus mail or by e-mail as an attached .jpg file to Vicki Collum. Vicki has a digital camera available for meetings if council members wish to have a photo taken at that time.

- B. Employee Relations Committee – Sharon Drachenberg
The nomination deadline for the Regents Staff Excellence award is Friday, April 26. The selection committee members are Jeff Scudder, Al Stamberg, Nancy Bramhall, Linda Olson, and Karen Mitchell.
- C. Employee Issues Committee – Nancy Bramhall reported for Dennis Hayes
The committee members met on March 27th. They discussed the role of the committee, which is to provide a confidential forum for P&S employees regarding employee rights. A copy of the committee's tentative agenda for the year was distributed. Committee members are Dennis Hayes, Margaret Empie, Theresa Kouri, Doug Case, Doreen Hayek and Nancy Bramhall.
- D. Policies and Procedures Committee
No report.
- E. Salary and Fringe Benefits Committee – Michael Broshears
The committee meets each month on the Tuesday before the Thursday P&S Council meeting. This month they discussed topics to be covered throughout the year and discussed the tuition reimbursement process. The committee expressed their desire to have more HR involvement in their monthly meetings.

V. HRS update
No report.

VI. Campus Advisory Group Update – Randy Hayes
This group met on March 15th and 29th. There will be another meeting on April 12th. A bit more formalization is needed for this group as it pertains to structure and representation.

Randy shared with the Council a notice from UNI Online regarding a request to provide input to the Campus Advisory Group. He then provided information on the types of input he had received so far, and reported that the information will be passed along to the Campus Advisory Group for discussion. The Council offered opinions on the input and a lively discussion followed.

VII. Old Business

A. ERIP Update –

At its March meeting, the Board of Regents approved a motion not to move forward with another Early Retirement Incentive Program. However, the door is not permanently closed and there will be an opportunity at a later date for additional ERIP program proposals. Campus Voices will be writing a letter to President Koob concerning the ERIP issue.

B. Salary Increase Allocation

Randy distributed copies of the letter recently sent by him to President Koob. The letter outlined recommendations for the allocation of the salary increase for FY 02-03. Any response or input regarding the vote by the P&S employees can be directed to the Salary and Fringe Benefit committee.

VIII. New Business

None.

IX. Other Business

Bob Frederick gave a Price Lab School update. Three committees have been formed. They include:

- ❖ Professional Practices Committee
- ❖ Transition Committee with the responsibility to research transition issues for 10-12 grade students and how future 9th graders would transition among other transitional issues.
- ❖ Renovation Committee who will research the MPLS building renovation and building usage issues.

Future discussion is expected concerning an initiative forwarded by Melissa Heston to create a fourth committee that would research the effectiveness of the current Lab School model vs. a professional practices model and would include a three year trial period during which the current 9-12 grade program would continue to exist.

- X. Adjournment
Denise Bouska moved to adjourn the meeting, seconded by Michael Broshears. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,
Sandy Law
Human Resources