

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA - University Advancement  
I – Instructional

Meeting No. 303  
Date of Meeting: August 8, 2002  
Place of Meeting: Gilchrist 207

Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 2:43 p.m.

Members of the Council in Attendance:

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

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

Ex-Officio Member

Renee Romano

Proxy

Michael Bobeldyk

Others

Jan Flick – Human Resources  
Bill McKinley – Physical Plant

- I. Call to Order - President Randy Hayes called the meeting to order at 1:35 p.m.

President's Prerogative - Randy distributed two articles, one on the demise of the ERIP program and one of a number of non-regents state employees who took early retirement, but then returned to their positions in some type of temporary capacity.

- II. Approval of Minutes of Meeting #302 – Vicki Collum moved to approve the minutes, seconded by Doug Case. Motion approved.

III. Presentations and Reports

A. Mail Center Update - Bill McKinley

Bill McKinley provided background information on the decision to change the Mail Center structure and the switch to the Physical Plant. Within the past few years, it became increasingly difficult for the Development division to support and update mail processing equipment and delivery vehicle expenses. Three proposals from outside vendors were solicited, considered and deemed too costly before a decision was made to partner with the University of Iowa's Mail Center for processing outgoing mail. The UNI Mail Center would remain in operation and continue to manage incoming mail and campus mail. Bulk mail savings, reduced printing costs, a savings on first class mail and express packaging are expected to generate substantial savings at UNI.

Incoming mail arrives at UNI at 7:45 each morning, with deliveries to departments between 9:15 and 11:00 a.m. Permanent delivery times begin the week of August 12<sup>th</sup>.

There have been few problems since the transition began in mid-June. A bar code problem with scanners was resolved in 3-4 days with considerable help from several departments and cooperation across campus. Other concerns such as the default mail basis have also been remedied quickly. Payroll processing in July was very smooth.

Chris Cula, Director of the Mail Center at U of I, will be on campus September 11<sup>th</sup> for a meeting with the campus community to discuss Mail Center processes and changes as well as to answer questions. The meeting will be in Maucker Union, expansion room A.

IV. Committee Reports

A. WWW Site Committee – Vicki Collum

Vicki reported that the hot topics section on the P&S Council website includes budget information, Board of Regents Staff Excellence Award winners, and the Staff Training Grant deadline of September 1.

In July there were 1,064 hits to the P&S Council website, and the most popular documents accessed were the June and July minutes. In September, the Meet the President Event will be announced and the committee will begin coordinating the on-line voting procedure.

B. Employee Relations Committee – no report

C. Employee Issues Committee – no report

D. Policies and Procedures Committee – Dave Andersen

Dave stated that at the upcoming Policies and Procedures committee meeting, the new employee and new supervisor orientation procedures would be discussed.

E. Salary and Fringe Benefits Committee – Michael Broshears

Michael stated that at the upcoming Salary and Fringe Benefits committee meeting an explanation of salary increases would be worked on. He also related a concern he had received regarding deadlines for Staff Training Grant applications, and indicated that this issue may need reviewing.

V. HRS Update – no report

VI. Campus Advisory Group Update

The Campus Advisory Group met on July 26<sup>th</sup> with President Koob.

Phil Patton presented a report on potential changes to the student schedule. Phil explained that a committee has been working on this issue for some time, and the project is in the draft phase.

President Koob gave an update on the budget issue. He stated that an unforeseen plus from the recent pay increase delay has been that the press has used UNI as a good example of how employees have sacrificed financially for the benefit of the university as a whole.

The next Campus Advisory Group meeting will take place in the late fall.

VII. Old Business - none

VIII. New Business – Randy Hayes

It has been requested by the President's Office that their division name be changed from "Executive Assistant to the President" to "Office of the President". Michael Broshears made a motion to make the change, it was seconded by Doug Case and approved.

IX. Adjournment

Doug Case moved to adjourn the meeting, seconded by Michael Broshears. The meeting was adjourned at 2:43 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources