

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. 321
Date of Meeting: February 12, 2004
Place of Meeting: Presidential Room, Maucker Union

Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:36 p.m.

Members of the Council in Attendance:

<u>A</u> Michael Blackwell, CME – 32250 AT	<u>X</u> Bob Frederick, Career Center – 36857 ES
<u>X</u> Seth Bokelman, CSBS – 37616 I	<u>X</u> Jascenna Haislet-Carlson, Theatre – 36387 I
<u>X</u> Steven Carignan, GBPAC – 33665 I	<u>X</u> Cynthia Houlson, Phy Plant – 35855 AF
<u>X</u> Doug Case, PLS – 37145 I	<u>X</u> Steven Pavelec, Fac Planning – 36165 AF
<u>X</u> Vicki Collum, Development – 36850 UA/OTP	<u>X</u> Shelley Pruess, Maucker Union – 33743 E
<u>X</u> Karen Cunningham, Individual Studies – 32504 AT	<u>X</u> Dennis Reimer, ITS ET – 36285 I
<u>X</u> Dana Foster, WRC – 35859 ESS	<u>X</u> Patti Rust, Registrar – 32113 ESS
	<u>A</u> Steven Young, Mail Center – 33231 AF

Others:

Tom Schellhardt, VPAF
Susan Reinart – Advancement

I. Call to Order – President Bob Frederick called the meeting to order at 1:35 p.m. Everyone present introduced themselves and explained the duties of their position.

II. Approval of Minutes of Meeting #320

The spelling of Jascenna Haislet-Carlson's name in Section V. was corrected. Doug Case moved to approve the minutes as corrected, seconded by Steve Pavelec.

III. HRS Update – no report

IV. Committee Reports

A. WWW Site Committee – Seth Bokelman

The WWW committee did not meet, however Seth made minor changes to the web site and will be uploading the new list of committees.

B. Employee Relations Committee – Karen Cunningham

The Employee Relations Committee met February 4, 2004 and decided to meet the second Wednesday of every month at 2:00 pm in Maucker Union. Tasks were divided among the committee members. The committee will bring back the former "mentoring program" renamed the "welcoming program," which will combine sending letters to new P&S employees and pairing up with them (i.e. taking them to lunch/coffee, showing them around campus, etc.).

C. Employee Issues Committee – Doug Case

The committee did not meet in February, however they will be meeting in March.

D. Policy and Procedures Committee – Steve Carignan

The committee has commenced work on an informational brochure that was begun last year. The finished brochure will be an attractive, easy to read piece. The committee is also considering a new P&S Council logo.

E. Salary and Fringe Benefits Committee – Cindy Houlson

The committee met several times last month. They are finalizing the salary recommendation that will be presented at next month's meeting. Currently, the recommendation is similar to last year's committee recommendation except for changes in the % split. The new recommendation may still be revised, but now reads one-third (33.3%) shall be allocated across-the-board in an equal dollar amount for those P&S employees rated satisfactory or above. The remaining two-thirds (66.6%) shall be allocated on the basis of merit and equity for employees rated satisfactory or above. The committee is due to meet next week and will finalize the recommendation at that time.

Discussion followed with Bob Frederick explaining the different philosophies in distribution language, equal dollar amounts and percentages. Council members were encouraged to poll their constituents to be able to represent their point of view when the final recommendation is presented. Bob needs to have the Council's recommendation ready to send to President Koob in April.

V. Old, New or Other Business

Legislative Campus Update: Feb 13, Maucker Union, Noon.

Legislative Public Forum: Feb 14, AEA 267, 10:00 AM.

Campus Advisory Group Update: Dr. Koob discussed possible budget scenarios. With the legislature still in session, no final decisions have been made yet, the University of Northern Iowa is preparing for no increase in revenue which means we will absorb salary increases i.e. slight budget cuts.

VI. Adjournment

Steve Carignan moved to adjourn the meeting, seconded by Doug Case. The meeting was adjourned at 2:36 p.m.

Respectfully submitted,
Sandy Law
Human Resources