

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

UA – University Advancement

I – Instructional

Meeting No. 328

Date of Meeting: October 14, 2004

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 2:40 p.m.

### Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT

P Seth Bokelman, CSBS – 37616 I

X Steven Carignan, GBPAC – 33665 I

X Doug Case, PLS – 37145 I

X Vicki Collum, Development – 36850 UA/OTP

X Karen Cunningham, Individual Studies – 32504 AT

A Dana Foster, WRC – 35859 ESS

X Bob Frederick, Career Center – 36857 ESS

X Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF

X Steven Pavelec, Fac Planning – 36165 AF

X Shelley Pruess, Maucker Union – 33743 E

A Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

P Steven Young, Mail Center – 33231 AF

### Ex-Officio Member

Renee Romano

### Proxy

Bill McKinley

Rick Seeley

### Others

Nick Bambach – Human Resources

Kim Schares – Human Resources

Janelle Barnett – GBPAC

#### I. Call to Order

President Bob Frederick called the meeting to order at 1:30 p.m.

#### II. Approval of Meeting Minutes #327

Steve Pavelec moved to approve the minutes, seconded by Steve Carignan. Motion carried.

#### III. HRS Update = Nick Bambach

United Faculty negotiations begin on October 21<sup>st</sup>. Their contract will run for two years through June 2007. P&S salary increases have historically followed the United Faculty wage increases. AFSCME negotiations will begin in October as well.

The Administration and Finance Division has been involved in rolling out a university-wide employee recognition program that will be announced in January. Employees will be recognized at five-year milestones beginning at five years of service.

Along with the Labor Management Committee, Public Employee Relations Board (PERB) facilitators will be involved with Labor/Management training scheduled for the last week of October.

#### IV. Guest Speakers:

Renee Romano, Vice President, ESS

Renee distributed a spreadsheet outlining new student enrollment patterns 1990-2004, and a spreadsheet comparing second and third week enrollments in the Fall of 2003 and 2004. UNI's official enrollment this Fall was 12,824. This number is down from the Fall 2000 enrollment of

14,000. The reason for the drop in enrollment is fewer freshmen attending UNI. The goal is to raise the 2004 figure of 12,824 to 13,800 students within the next five years. In order to accomplish this, 150 new freshmen would need to be recruited each year. Even if this number is reached, enrollment will go down slightly because of the declining number of graduating seniors during the next few years. Renee stated that Admissions standards will not be relaxed to meet enrollment goals. She also noted that out of state recruiting has increased. A new tool to make enrollment easier is "PAWS" which is a personalized, user-friendly website that students may use.

The new Student Services Center opened August 9<sup>th</sup> in the lobby area located on the upper level of Gilchrist. Thirty staff from various ESS departments are taking turns working in the SSC. An online database is used and Just in Time Training has proved to be successful. ESS has been tracking transactions, and comments from students who have used it have been good.

Renee reported that Homecoming 2004 events went very well. The barricade that was placed on College Hill proved to be successful as it helped to spread out the crowd. It was one of several proactive measures used this year. The 2004 Homecoming theme was "Celebrate with Pride – Be Proud, Be Smart, Be Safe."

#### Michael Isaacson – Cedar Valley United Way

Michael has been working with the Cedar Valley United Way for 1½ years. This year's campaign will run from October 18<sup>th</sup> to November 5<sup>th</sup>. He distributed facts sheets that outlined Cedar Valley United Way goals. Three identified areas this year are:

1. Helping children and youth succeed
2. Supporting vulnerable populations
3. Promoting self-sufficiency and poverty reduction

Michael stated that 84-85% of the money raised by the Cedar Valley United Way stays in the Cedar Valley.

#### V. Committee Reports

A. WWW Site Committee – no report

B. Employee Relations Committee– Karen Cunningham

Karen reported that the Meet The Pres Event went very well, and she thanked the committee for a job well done. 105 staff attended, up from last year.

C. Employee Issues Committee– Doug Case

The committee will be meeting the week of October 18<sup>th</sup> to discuss one issue.

D. Policy and Procedures Committee – no report

E. Salary and fringe Benefits Committee – Cindy Houlson

Cindy reported that the committee did not meet last month. They are currently waiting for feedback from the Cabinet concerning the Staff Training Grant proposal that was submitted in September.

#### VI. Old, New and Other Business

A. Election update – Doug Case

The election committee is in the process of asking current P&S Council members if they choose to serve next year. Council members may serve up to six years, however must be off

the Council for a minimum of one year before being eligible to serve again. Notification for P&S Council elections will be posted to the web and the election will be held the first week in November.

B. Staff Training Grant update – Bob Frederick

Tom Schellhardt has taken the P&S Benefit Program proposal to the Cabinet. The Cabinet is in the process of writing a response. More information will be available at the November P&S Council meeting.

C. Post Meet the Pres discussion - Bob Frederick

At the end of his Meet the Pres address, President Koob requested feedback from P&S Council members regarding their recommendations of what makes UNI a great place to work, and also their ideas on ways these recommendations should be implemented. Bob Frederick encouraged council members to talk to their constituents and bring ideas back to the November meeting. The recommendations will be compiled and given to President Koob.

D. Patti Rust requested names of special speakers for the upcoming November and December meetings.

E. Bob Frederick reminded committee chairs to write and turn in their end of the year reports before the new P&S Council members begin in January 2005.

VII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Steve Carignan. Motion carried. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources