

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

UA – University Advancement

I – Instructional

Meeting No. 329

Date of Meeting: November 11, 2004

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 2:00 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT

X 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

P Cynthia Houlson, Phy Plant – 35855 AF

X Steven Pavelec, Fac Planning – 36165 AF

X Shelley Pruess, Maucker Union – 33743 E

X Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Proxy

Dennis Hayes

Others

Janelle Barnett – GBPAC

I. Call to Order/Introductions

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

II. Approval of Minutes of Meeting #328

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

III. HRS Update - no report

IV. Tom Schellhardt, Cabinet Liaison

V. Committee Reports

A. WWW Site Committee – Seth Bokelman

Seth reported that everything went smoothly for on-line elections.

B. Employee Relations Committee – no report

C. Employee Issues Committee – Doug Case

The committee met with one individual and the issue has being resolved.

D. Policies and Procedures Committee – Steve Carignan

The committee met twice after the last P&S Council meeting. They are currently working on the P&S Grievance Policy. The committee has met their goals, which include clarifying issues, reducing redundancy, and generally streamlining P&S Policies and Procedures, designed to provide guidelines and recommendations. Steve thanked Human Resources and Tim McKenna for their continuing support in this process.

A motion was made by Steve Pavelec to approve Chapters I & II, seconded by Steve Young. Motion carried. Seth Bokelman moved to approve Chapters III & IV, seconded by Vicki Collum. Motion carried. Jascenna Haislet-Carlson moved to approve Chapters V & VI, seconded by Seth Bokelman. Motion carried. Chapters I–VI will be forwarded to the Cabinet for approval.

E. Salary and Fringe Benefits Committee – no report

VI. Old, New or Other Business

A. Election Update – Doug Case

Doug announced P&S Council election results. New members beginning in January 2005 will be Carol Fletcher, Lisa Kremer, Susan Reinart, Gale Secor and Rick Seeley. Outgoing P&S Council members will be Vicki Collum, Karen Cunningham, Bob Frederick, Dennis Reimer and Patti Rust. Bob thanked all those who agreed to place their names on the ballot, and also thanked Doug Case, Shelley Pruess and Steve Carignan for their work on the election committee. The offices of P&S Council President and Vice President will be announced at the next P&S Council meeting.

B. Staff Training Grant update – Tom Schellhardt, Cabinet Liaison

Tom is currently serving as chair of the UNI Strategic Planning Review Committee. He distributed handouts comparing UNI's Goals and Objectives from the 2001-2006 Strategic Plan to 2004-2009 UNI Strategic Plan Version 1.25, 9-8-2004 Goals and Objectives. In February 2005, the revised 2004-2009 Strategic Plan will be forwarded to the Cabinet. The Committee will meet again in two weeks. He requested that P&S Council members review the revised plan, available on the web at <http://www.uni.edu/pres/2001-2006strategicplan>

Concerning the P&S Tuition Waiver proposal, he explained that the Cabinet has reviewed it and determined that a tuition waiver program cannot be implemented at this time. The Cabinet has approved an increase in Staff Training Grant funds from \$36,210 to \$50,000, effective July 1, 2005. The plan is to increase STG funding annually at the same percentage of tuition increase.

Bob Frederick recommended that P&S employees become involved by submitting their suggestions for the "workplace of choice" initiative. Comments may be submitted by December 1, 2004 to conversation@uni.edu, or anonymously via the website at <http://www.uni.edu.conversation>. A presentation is planned in the early spring of 2005 to present the results of this program.

VII. Adjournment

Bob announced that the next P&S Council meeting will be held on December 9th at noon. The meeting location will be announced shortly. Steve Carignan moved to adjourn the meeting, seconded by Steve Pavelec. Motion carried. The meeting was adjourned at 2:00 p.m.

Respectfully submitted,
Sandy Law
Human Resources