

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
UA – University Advancement
I – Instructional

Meeting No. 330
Date of Meeting: December 9, 2004
Place of Meeting: Maucker Union
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:30 p.m.

Members of the Council in Attendance:

Michael Blackwell, CME – 32250 AT
 Seth Bokelman, CSBS – 37616 I
 Steven Carignan, GBPAC – 33665 I
 Doug Case, PLS – 37145 I
 Vicki Collum, Development – 36850 UA/OTP
 Karen Cunningham, Individual Studies – 32504 AT
 Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS
 Jascenna Haislet-Carlson, Theatre – 36387 I
 Cynthia Houlson, Phy Plant – 35855 AF
 Steven Pavelec, Fac Planning – 36165 AF
 Shelley Pruess, Maucker Union – 33743 E
 Dennis Reimer, ITS ET – 36285 I
 Patti Rust, Registrar – 32113 ESS
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Proxy
Dennis Hayes

Others

- I. Call to Order
President Bob Frederick called the meeting to order at 1:35 p.m.
- II. Approval of Meeting Minutes #329
Steve Carignan moved to approve the minutes, seconded by Doug Case. Motion carried.
- III. HRS Update – no report
- IV. Committee End of Year Reports
 - A. WWW Site Committee – Seth Bokelman, Committee Chair
Over the course of the last year, the P&S Council purchased a copy of Macromedia's Dream Weaver 2004 product to aid in web site design and maintenance. Using this software, our committee undertook a redesign of many of the pages within the P&S Council site in order to make them compliant with current web standards. This resulted in making the pages smaller (in terms of their data size), faster to load, and easier for people with disabilities to access.

The P&S Council web site was successfully used to convey electronic documents to our constituents, allowing them to look over changes to the P&S Handbook, the salary distribution spreadsheet, and letters to the P&S staff from University administrators.

Due to a technical problem, the statistics report for the WWW page has to be generated for the entire year from the logs. This is a pretty lengthy procedure, and may take an additional 2-3 days.
 - B. Employee Relations Committee – Karen Cunningham, Committee Chair
The committee's routine meeting time was the second Wednesday of every month.

Every year the committee is responsible for the calling of nominations for the Regent's Staff Excellence Award. This year three P&S employees were chosen for the award. The selection committee met on May 3, 2004 to select three P&S award recipients. The committee consisted of Tom Romanin, Linda Feuchtwanger, Donna Vinton, Brandon Moe, and Richard Utz. The three P&S recipients were: Jean Neibauer, Ken Jacobsen, and Inez Murtha.

The "Meet the Pres" event was held October 12, 2004 in the Old Central Ballroom in Maucker Union. The event was well attended (108) and considered a "success". President Koob gave an update on the budget situation for the 04/05 academic year and announced/congratulated the P&S Regent's Staff Award Recipients.

This year, the committee sent letters to all new P&S employees welcoming them to the University and letting them know about the P&S Council. In addition, the committee brought back the "Mentoring Program," which paired current P&S employees with new P&S employees. Several P&S staff members volunteered for the program and, so far, the feedback from those encounters has been positive.

- C. Policy and Procedures Committee – Steve Carignan, Committee Chair
The committee focused their efforts on developing a P&S brochure and rewriting the P&S Handbook. The first seven sections of the handbook have been forwarded to the Cabinet for review. The committee will continue working on the grievance section.

- D. Employee Issues Committee – Doug Case, Committee Chair
Committee members were Doug Case, Shelley Pruess, Dennis Hayes, Margaret Empie, and Patti Rust.

The committee's main goal was to be a sounding board for all P&S employees and to provide a place where they can come to express their concerns confidentially. Four P&S employees came to the committee during the year asking for assistance with problems and concerns. Some of the topics were layoffs, bad performance evaluations, unclear goal setting for the following years performance, salary issues, cutbacks, safety issues or a belief that the P&S Policies and Procedures had not been followed. The committee counseled them on what was the next step to take and if indeed they had a complaint as well as other options that might be available. The committee did a great job just listening to the employees. Of the four, three had the issue settled down and may be resolved, and the fourth is in the persons hands at this time.

The committee members thanked all council members and fellow staff who have helped them this year. They believe that this group serves a great need for P&S staff and request that most of the members that served this year remain on the committee for next year to maintain a solid background of experience for the future.

- E. Salary and Fringe Benefits Committee – Dennis Hayes, Proxy for Committee Chair Cindy Houlson

The committee met the challenge of drafting the Salary Allocation Proposal for FY 04-05 within the first few months of the year. Members reviewed the previous FY 03-04 proposal and again supported the philosophy behind the method in the salary allocation. After making changes to the allocation percentages, the new proposal was presented to the Council at the March meeting.

FY 04-05 Salary Allocation proposal read: "The P&S Council recommends one-fourth (25%) of the total salary increase pool awarded to P&S employees shall be allocated across-the-board in an equal dollar amount for those P&S employees rated satisfactory or above. The remaining three-

fourths (75%) of the total salary increase pool shall be allocated on the basis of meritorious work performance for employee rated satisfactory or above.

For those divisions taking monies "off the top" before distributing it to their departments, these monies should be derived from the three-fourths component of the total salary increase pool. We strongly urge divisions who historically have taken money "off the top" to reconsider implementing the practice due to the limited increase."

Bob Frederick met with the Committee and challenged members to think outside the box in terms of expanding benefits associated with Staff Training. The Committee embraced the challenge and benchmarked existing benefits associated with Staff Training/Education at peer institutions. Institutions contacted included:

California State University at Fresno	Central Michigan University
Illinois State University	Indiana State University
Northern Arizona University	Ohio University-Main Campus
University of Minnesota at Duluth	University of North Carolina at Greensboro
University of North Texas	University of Wisconsin at Eau Claire

The results indicated that most peer institutions are providing significant benefits and over half allow staff to attend classes for free. A number also provided benefits for both spouse and dependents.

A "P&S Tuition Waiver Program" was prepared and presented to the Council. The concept was supported at the September meeting and forwarded to the Cabinet. The Cabinet tabled the issue until after completion of a campus survey asking for ideas to make the campus better. One positive outcome was the Cabinet approved increasing the existing Staff Training Grant from \$36,210 to \$50,000 beginning July 2005.

Remaining issues:

- Continue effort to gain support for the P&S Tuition Waiver Program
- Continue monitoring ERIP proposals
- Miscellaneous brainstorming ideas: vision, wellness reimbursement, well women insurance issues, parking fee, State employee discount card (hotels/motels), WRC –P&S fee same as students, season discount to athletics and PAC events.

Prepared by Cynthia Houlson, Chair
Members Denise Bouska, Jon Buse, Theresa Kouri, Vicki Collum

V. Old, New and Other Business

A. Introduction of New Members

Carol Fletcher, At Large
Lisa Kremer, Educational and Student Services
Susan Reinart, University Advancement
Gale Secor, Educational and Student Services
Rick Seeley, Instructional

B. Outgoing P&S Council Members

Vicki Collum, University Advancement
Karen Cunningham, At Large
Bob Frederick, Educational and Student Services
Dennis Reimer, Instructional
Patti Rust, Educational and Student Services

President Bob Frederick thanked the outgoing council members for their service. Council members expressed their appreciation for the time, effort, and leadership Bob provided the council for the past two years. President Frederick shared some closing thoughts for future consideration by the council.

1. I believe that the Council and the Salary and Fringe Benefit Committee should discontinue the practice of making salary increase distribution recommendations. This issue, which takes up an inordinate amount of time for so little result, does little but create enmity between P&S employees. Each year we haggle over one-fourth% here and one-third% there and in the end we eliminate the need for HR and the university Cabinet to discuss implementing a cost of living adjustment (COLA) of the pay matrix or to deal with wage inequity and salary compression. We are taking money from ourselves to solve the problem. Concerning merit pay, allow the managers to do their jobs so that they can encourage and reward employees based on merit not just based on showing up.
2. The term of the president should be two years rather than one. This requires a constitutional amendment. However, the true political capital of this position is never fully realized until the second year. I have had several past presidents confirm this thought. As I have had the chance to meet with on campus and off campus groups, interact more with the president and the Cabinet, speak before the Board of Regents and have truly "learned" the networking necessary to effectively be "at the table" on important University of Northern Iowa issues, it is clear that a two year term would be much more effective.
3. Terms of council members should be tied to the fiscal year or the academic year and not the calendar year. This also requires a constitutional amendment. Each December, new Council members take their seats and in many years so do new Presidents and VPs. Unfortunately, many of the committees and advisory groups that the president serves on as a part of their responsibility as Council President operate on an academic year. Thus, we shift our leadership while the other groups represented (Faculty Senate, Merit, AFSCME, United Faculty, Supervisory and Confidential and Student Leadership) remain stable. It is incredibly difficult to maintain stability and consistency with this system. Elections should be held in May and new Council members should take their seats on July 1.
4. The role of VP needs to either be defined or eliminated. Each year we "invent" things for the VP to do. Why not just have a presidential proxy who is a current council member who can step in if the president is absent. The alternative is to give the VP some true responsibility. Some suggestions include running the Employee Issues Committee, serving as a liaison to campus groups by attending other representative group meetings and reporting out on those meetings, coordinating the meetings to include room arrangements, agenda development and/or guest speakers, etc. It seems like the current "officer" system is unnecessary. Actually, it might make more sense to have a chairperson than a president and a VP.

C. Nominations for President and Vice President

Bob Frederick opened the floor for nominations. Doug Case nominated Steve Carignan for President, and Seth Bokelman seconded the nomination. Hearing no further nominations, Vicki Collum moved to close the nominations, seconded by Seth Bokelman. Motion carried. The Council voted unanimously to elect Steve Carignan for President for 2005-2006.

Steve Young nominated Doug Case for Vice President, seconded by Steve Carignan. Doug declined the nomination. Doug Case nominated Seth Bokelman for Vice President, seconded by Vicki Collum. Hearing no further nominations, Shelly Pruess moved to close the nominations,

seconded by Dana Foster. Motion carried. The Council voted unanimously to elect Seth Bokelman as Vice President for 2005-2006.

D. P&S Council Listserv

Bob Frederick asked for a motion to update the P&S Council listserv to include only currently elected council members and their proxies. A motion was made by Doug Case and seconded by Steve Carignan. Discussion included the need to limit the listserv to current members and proxies so that the listserv can operate as an internal information and conversation tool. It was noted that the agenda is distributed and posted, the minutes are posted and the meetings are open to the public. All who wish to find out more about the P&S Council are invited to attend the monthly meetings. Motion carried unanimously. The officers for 2005-06 will take action to "clean up" the listserv.

VI. Adjournment

Dennis Reimer moved to adjourn the meeting, seconded by Karen Cunningham. Motion carried. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,
Patti Rust
Office of the Registrar