

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 336  
Date of Meeting: June 9, 2005  
Place of Meeting: Maucker University Room South  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 2:20 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  
 Carol Fletcher, RDC – 32333 AT  
 Dana Foster, WRC – 35859 ESS  
 Jascenna Haislet-Carlson, Theatre – 36387 I

Cynthia Houlson, Phy Plant – 35855 AF  
 Lisa Kremer, Maucker Union – 37862 ESS  
 Steven Pavelec, Fac Planning – 36165 AF  
 Shelley Pruess, Maucker Union – 33743 ESS  
 Susan Reinart, Advancement – 36078 UA  
 Gale Secor, RDC – 36036 ESS  
 Rick Seeley, ITS – 37218 I  
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Others

Nick Bambach  
Kim Schares

Proxy

Janelle Barnett  
Dennis Hayes  
Cathy Wylam

I. Call to Order

Seth Bokelman called the meeting to order at 1:35 p.m.

II. Approval of Meeting Minutes #335

Approval of the minutes was postponed until the July meeting.

III. Committee Reports

A. Employee Issues Committee – Doug Case

There were a few issues that were taken care of this month.

B. WWW Site Committee – no report

C. Employee Relations Committee – Dana Foster

A list of names of new P&S employees has been requested so that the welcoming committee may contact with them.

The Board of Regents Staff Excellence Award winners were announced. Steve Carignan and Sarah Miller will be honored at the October Meet the Pres Event, also at the November Board of Regents meeting.

D. Salary and Fringe Benefits Committee – no report

E. Constitution Committee – Susan Reinart

Changes to the Constitution and where they are located are:

- Increase the term of the P&S Council President to three (one-year) terms. (Article 5 Section 3)
- P&S Council elections will be held in late March and new terms will begin on July 1<sup>st</sup>. (Article 3 Sections 2 & 3; Article 4 Section 1; Article 5 Section 2; Article 7 Section 4; Article 8 Section 2)
- Define position responsibilities of the P&S Council President and Vice President. (Article 5 Section 4)
- Nominating committee will be made up of committee chairs who will meet immediately following each year's election to propose candidates for President and Vice President. The nominating committee will select a chair to preside over the July meeting and the election of officers will occur at that time. (Article 7, Sections 1A & 2)

Doug Case made a motion to approve all constitutional changes, seconded by Jascenna Haislet-Carlson. Motion carried.

Steve Carignan stated that the decision to hold a new election or extend the current one will need to be made so that the election constitutional change may begin on July 1, 2005.

IV. Human Resources Update – no report

V. Policies and Procedures Update – Seth Bokelman

The committee met to work on the next chapter of the P&S handbook. The goal of the committee is to have the new handbook completed by the fall of 2005. Copies of Section IX were distributed for review. Language was cleaned up, and military leave was clarified.

There was discussion about the possibility of a notification being sent when vacation is no longer being accrued. There was also discussion concerning how emergency leave is being tracked and if it is separate from sick leave. Nick will follow up with Payroll for answers.

Doug Case moved to accept the proposed changes, seconded by Cathy Wylam. Motion carried. The changes will be forwarded to the Cabinet for review.

VI. New Business

Steve Carignan requested the council members seek feedback from constituents regarding the 1.5% raise on July 1<sup>st</sup>. It will be discussed at the next council meeting.

Seth reminded everyone that when jury duty checks are received, they are to be given to the UNI Business office (minus any mileage).

VII. July meeting

The July 14<sup>th</sup> meeting will be held in the Maucker University Room South. Susan Reinart will make arrangements for a tour of the McLeod Center as part of the July meeting.

VIII. Adjournment

Cathy Wylam made a motion to adjourn, seconded by Shelley Pruess. Motion carried. The meeting was adjourned at 2:20 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources