

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 351
Date of Meeting: September 14, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:05 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, CSBS – 37616 I
X Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
X Robin Gurien, HRS – 33536 AF
X Jacqueline Halblom, CAC – 36485 I
X Lisa Kremer, Maucker Union – 37862 ESS

X Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 ESS
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Jason Vetter, ITS – 36730 I
X Don Williams, Student Health – 32134 ESS
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Bill Calhoun

Others

Nick Bambach
Lisa Frush

Proxy

I. Call to Order

President Carol Fletcher called the meeting to order at 1:30 p.m. Everyone present introduced themselves.

II. Approval of Minutes

The P&S Council minutes of July 13th and August 9th were read. Doug Case moved to approve the minutes of July 13th as written, seconded by Shelley Pruess. Doug Case moved to approve the minutes of August 9th as amended, seconded by Shelly Pruess. The last sentence on the first page was changed to "President Allen will be installed as UNI's ninth President on September 29th."

III. Cabinet Report/Budget Update – Bill Calhoun

Bill Calhoun will be representing the Cabinet at P&S Council meetings. He shared that the Cabinet retreat with President Allen held in July went well and that Dr. Allen is in the process of formulating his vision for UNI.

Bill encouraged attendance at President Allen's installation ceremony on September 29th. The McCleod Center grand opening will take place on November 18th and he encouraged attendance at this event.

He shared news regarding the budget. UNI enrollment is slightly lower this fall due to a large graduating class and a larger than normal entering class of transfer students last year. However, the state had a surplus of money this year and the Governor appropriated a portion of the surplus to each Regents institution.

The Board of Regents will be more aggressive in advocating for increased funding this year. In order to take advantage of strategic opportunities, President Allen is considering a more centralized budgeting process.

IV. HR Report – Nick Bambach

The United Faculty and AFSCME contracts will expire in July 2007. Negotiations for the 07-09 contract for both will take place in the late fall early winter timeframe. Negotiations on Regents Appendix M will take place in December 2006.

The search has closed for the Human Resources Benefits Administrator. A decision on the final candidate will hopefully be made by the end of September.

V. Committee Reports

A. WWW Committee – Seth Bokelman

All P&S Council committees, the list of council members as well as the Regents Staff Excellence Award information has been updated and posted on the P&S Council website.

B. Employee Issues Committee – Doug Case

No issues at the present time.

C. Policies and Procedures Committee – Steve Pavelec

The P&S Policies and Procedures manual continues to be reviewed and it is hoped that the manual will be ready for Cabinet review this fall.

D. Employee Relations Committee – Susan Reinart and Lisa Kremer

The committee has been working on the Regents Staff Excellence Award event that will take place at noon on October 10th. The Meet the Pres committee will begin meeting shortly. Information about this event will be posted on UNI OnLine.

There was discussion about how many individuals one person can nominate for the Regents Staff Excellence award. There was also a question regarding how to find out the number of persons nominated. Answers to these questions will be provided at the next council meeting.

E. Salary and Fringe Benefits Committee Report – Jason Vetter

The committee met last week and will be working on the following issues this year.

1. Tuition benefits
2. Early Retirement
3. Phased Retirement
4. Dental benefits
6. Salary allocations

Jason has been in contact with employees at UNI to discuss issues they are currently working with.

VII. New Business

There was discussion regarding P&S employee orientation. A list was distributed that detailed information and material currently discussed during orientation for new P&S employees. It was suggested that a program/luncheon for P&S employees be held quarterly, similar to orientation for new faculty. Carol Fletcher will work with the Employee Relations Committee to explore this idea and others that may be suggested.

There was discussion regarding the proposed new 2007 academic calendar. Information Technology would prefer that the May term start one week later to better fit their work schedule. Contact Carol Fletcher with other suggestions concerning the new academic calendar.

It was announced that Seth Bokelman will serve on the new Energy Conservation Committee.

Doug Case has been approached about the possibility of an advertising board to be added to the university web. This board would be available for University employees to place and read ads on line.

Steve Pavelec will host the next P&S Council meeting at the new McCleod Center and provide a tour of the new facility.

VIII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Don Williams. The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,
Sandy Law
Human Resources