

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

UA – University Advancement

I – Instructional

Meeting No. 360

Date of Meeting: June 14, 2007

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 2:10 p.m.

### Members of the Council in Attendance:

P Melanie Abbas, ITS – 36452 AT

X Seth Bokelman, ITS – 37423 I

X Doug Case, PLS – 37145 I

X Carol Fletcher, RDC – 32333 AT

X Robin Gurien, HRS – 33536 AF

X Jacqueline Halbloom, CAC – 36485 I

P Lisa Kremer, Maucker Union – 37862 ESS

A 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

P Jason Vetter, ITS – 36730 I

A Don Williams, Student Health – 32134 ESS

X Steven Young, Mail Center – 33231 AF

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach

Chris Conklin

Nate Klostermann

Anthony Smothers

### Proxy

Barb Burbridge

Nate Petersen

### I. Welcome

President Carol Fletcher called the meeting to order at 1:30 p.m. Everyone present introduced themselves, their department, and the committee they are presently serving on.

### II. Approval of Minutes #359

Doug Case moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

### III. Cabinet Report/Budget Update – Bill Calhoun

The Cabinet retreat was held on June 13th. Each Vice President discussed opportunities and activities for the coming year.

Fall 2007 enrollment was slightly higher than projected, allowing some funds to support year end activities.

The 2008 budget was approved, providing additional support for our strategic plan.

Bill encouraged participation in the interview process for the Vice President for Educational and Student Services. The Search Committee has chosen four candidates for on-campus interviews to be held June 19, 20, 26, and 28.

Faculty, staff and students are encouraged to attend the question and answer sessions for each candidate.

Sue (Joslyn) Joseph has been named Interim Dean of the Graduate College. Joseph replaces Susan Koch who is taking a position as Provost at Northern Michigan University. Bill Callahan was named Dean of the College of Education for a three year term.

IV. HR Report – Nick Bambach

The Board of Regents recently approved changes to the Regents Staff Training Grant program. Beginning July 2007, the budget amount allocated for this program at UNI will be increased from \$50,000 to \$75,000 per year. To qualify for staff training grant reimbursement, employees must be employed at least one year. Starting this fall, employees may take up to six credit hours/semester with a maximum of twelve in an academic year.

V. Committee Reports

A. WWW Committee

Seth Bokelman distributed copies of the P&S Council Web Server Statistics from July 1, 2006 through May 31, 2007.

The WWW Committee Annual Report:

There have been no grand changes to the P&S Web Site this year, just some refinements, such as cleaning up the inconsistent way in which past minutes were presented. The site is due for a redesign, however, as the current look has become quite dated. An updated copy of the DreamWeaver web authoring software has been purchased, and a redesign should be considered the major goal for the next year.

B. Employee Issues Committee – Doug Case

Members (Chair) Doug Case, Shelley Pruess, Dennis Hayes, Steve Young, Rick Seeley.

The Employee Issues Committee Annual Report:

Our main goal is to be a sounding board for all P&S employees and to provide a place where they can come and express their concerns confidentially. Two employees came to this committee this year, (year being the last 18 months), asking assistance with problems and concerns. This committee counseled them on what was their next step to take and if indeed they had a complaint as well as other options that might be available. This committee did a great job in just listening to the employees. None of the two went further than to consult the committee. All problems we handled without issues and are currently resolved.

In closing we would like to thank all of the council members and fellow staff that have helped this committee this year. We do believe that this group serves a great need for P&S staff and ask only that most of the members that serve this year remain on the committee for next year to maintain a solid background of experience for the future.

Respectfully Submitted,  
Doug Case, Chair

C. Policies and Procedures Committee – Steve Pavelec

Members: Chair Steve Pavelec, Carol Fletcher and Gale Secor

The Policies and Procedures Committee Annual Report:

The 2005/2006 Policies and Procedures Committee worked with the President's Office, Human Resources, Compliance & Equity Management and the University Counsel to implement changes to the P&S Hand Book. Those changes were to be reviewed by each

office to recommend changes to the alterations (simplifications) proposed by those P&S representatives. The Hand book has been under review for the entire time the present members of the committee have been on the committee. As it stands, the questions and concerns expressed by E&CM have not been fully addressed and therefore the manual has not gone forward to the President's office.

It would be the current committee's task to review the handbook when the administrative review process is finished and report to the council. The committee would document all changes made during this review and discuss the impact the changes would have on the intent of the original changes made by the P&S Council. The committee has kept in contact with the University Counsel's Office to periodically check on progress. The last contact in mid June revealed that the hand book will not be ready for some time.

Upon receipt of the hand book and subsequent review by the current committee, the Council will have to be apprised of the changes and vote to accept it as is or propose additional changes. Any additional changes would then need to be reviewed by the administrative offices again. It is the committee's hope that any changes made during the administrative review would be accompanied by the rationale for each.

D. Employee Relations Committee – Susan Reinart

Committee members: Co-Chairs Susan Reinart and Lisa Kramer, Jacqueline Halblom, Lisa Frush, Robin Gurien, Libby Vanderwall

The Employee Relations Committee Annual Report:

The employee relations committee is responsible for collecting for nominations for the Regents Staff Excellence Awards. The committee, along with Rick Seeley and Seth Bokelman, instituted an on-line nomination form on 'My Universe' and received 13 nominations. The selection committee consisted of Susan Reinart, Lisa Kremer, Carol Kimball, Grant Erwin, Carlin Hageman, Inez Murtha and Barbara Kueter. This year, two P & S employees were chosen for the award. The award winners were Brenda Buzynski, Executive Assistant to the President and Jon Buse, Assistant Dean of Students and Director of New Student Programs. On October 10, 2006 the employee relations committee held the 'Meet the Pres' event in the Maucker Union Old Central Ballroom. The event was attended by more than 100 people and President Allen made general comments and introduced the Regents Staff Excellence Award winners. It was decided to wait until Fall 2007 to collect nominations for the 2007/2008 awards.

This year the mentoring program consisted of a reception following the December 14, 2006 P & S Council meeting for new P & S employees. Five new P & S employees attended along with council members. Carol Fletcher made introductions and commented on the purpose and format of the P & S Council. The feedback from the people that attended was positive, however, we need to follow-up with people from our divisions to increase attendance.

E. Salary and Fringe Benefit Committee – Jason Vetter

Committee members: Michael Bobeldyk, Denise Bouska, Don Williams, Melanie Abbas

The Annual Report prepared by Chair Jason Vetter

The committee met the challenge of drafting the Salary Allocation Proposal for FY07-08. Members reviewed several years of salary allocation proposals and proposed the following to the council:

50% of the total salary increase pool awarded to P&S employees shall be allocated across-the-board for those P&S employees rated satisfactory or above. The remaining 50% of the increase shall be allocated on the basis of meritorious job performance for employees rated satisfactory or above. For those divisions taking monies "off the top" for individual salary adjustments, these monies should be derived from the 50% meritorious performance component.

The measure was approved to take forward to President Allen and the Cabinet.

During our formal presentation to President Allen and the Cabinet, the proposal was met with some resistance and we were asked to make a larger percent of the increase based on a meritorious job performance and less across-the board. With the approval of the P&S Council, the following was taken back to President Allen and the Cabinet.

33% of the total salary increase pool awarded to P&S employees shall be allocated across-the-board for those P&S employees rated satisfactory or above. The remaining 67% of the increase shall be allocated on the basis of meritorious job performance for employees rated satisfactory or above. For those division taking monies off the top for individual salary adjustments, these monies should be derived from the 67% meritorious performance component.

This measure was approved by President Allen and the Cabinet.

The S&FB committee looked at the tuition benefit program and decided to contact the "peer institutions" to update the "P&S Tuition Waiver Program" document that was originally prepared in 2004. During this process, it was decided by the P&S Council that we table this discussion until we survey our constituents and see if a tuition benefit is something that they would like to pursue.

The committee also was gathering information and working with other groups on campus to discuss Early Retirement and Phased Retirement programs. During this past year, Jason Vetter served on a Phased Retirement committee composed of faculty and staff from the different groups on campus that can take advantage of the program. This committee is still meeting and will present a report back about how Phased Retirement is working within these different groups on campus. During this process, it was decided by the P&S Council that we table this discussion until we survey our constituents and see if a tuition benefit is something that they would like to pursue.

Remaining issues:

- Continue to look at UNI's phased retirement program
- Continue to monitor ERIP proposals
- Review P&S survey and focus on items that would fall under the Salary and Fringe Benefits Committee

## VI. Unfinished Business

Carol Fletcher met with President Allen to discuss the (future) salary allocation process. It has been decided that before the future salary allocation recommendation is determined, the salary

and fringe benefit chair and P&S president will meet with President Allen and the Provost in the late fall and again in early spring to share views.

Regarding the P&S Council survey, based on responses, the committees will prioritize issues before goal setting for the '08 academic year.

Carol Fletcher suggested that for better consistency and follow-through, it would be preferable to have a P&S Council President and President Elect instead of the present President and Vice President structure.

Doug Case made a motion, seconded by Seth Bokelman, to destroy the 2007 election ballots. Motion carried.

Doug Case made a motion to appoint Carol Fletcher as interim 2008 P&S Council President for the upcoming July meeting when elections will take place. Motion carried.

VII. New Business  
None

VIII. Adjournment  
Gale Secor moved to adjourn the meeting, seconded by Susan Reinart. The meeting was adjourned at 2:10 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources