

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 364
Date of Meeting: October 11, 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:

<u>X</u> Melanie Abbas, ITS – 36452 AT	<u>X</u> Lisa Kremer, Maucker Union – 37862 ESS
<u>X</u> Seth Bokelman, ITS – 37423 I	X Brent Maitland – Power Plant – 36393 AF
<u>X</u> Chris Conklin, ITS – 37839 I	<u>X</u> Steven Pavelec, Fac Planning – 36165 AF
<u>X</u> Matt Copp, RDC – 36111 ESS	A Susan Reinart, Advancement – 36078 UA
<u>X</u> Carol Fletcher, RDC – 32333 AT	<u>X</u> Gale Secor, RDC – 36036 ESS
<u>X</u> Jacqueline Halbloom, CAC – 36485 I	<u>X</u> Rick Seeley, ITS – 37218 I
<u>A</u> Nate Klostermann, CET – 32018 AF	<u>X</u> Anthony Smothers, AA&CS – 36857 ESS
	<u>X</u> Jason Vetter, ITS – 36730 I

Others

Eileen Dams
Terry Hogan

I. Welcome

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

II. Approval of Minutes #363

Anthony Smothers moved to approve the minutes as amended, seconded by Steve Pavelec. Motion carried.

III. Cabinet Report/Budget Update

Tuition and mandatory fee proposals for FY 2009 have been submitted to the Board of Regents office and are docketed for the October 2007 Board of Regents, State of Iowa, meeting. Undergraduate and graduate resident tuition is proposed to increase 3.2%. This equates to an increase of \$171 for undergraduate residents and \$200 for graduate residents. Non-resident undergraduate and graduate tuition is proposed to increase by 2.2%. The proposed undergraduate non-resident tuition will increase by \$300 and graduate non-resident tuition will increase by \$320. Total mandatory fees are proposed to increase by 1.67%. Final approval of all increases rests with the Board.

IV. Human Resources Report – Eileen Dams

Interviews for the Training and Career Development Coordinator were conducted the first two weeks in October. It is hoped that the position will be filled by the end of October or the first part of November.

V. Committee Reports

A. Employee Issues

The committee is currently working on one issue.

B. Policies and Procedures – Steve Pavelec

The Policy and Procedures Handbook is being reviewed by one more person. It is hoped that all reviews will be completed in one month.

Carol Fletcher reported that the P&S Constitution is being reviewed for updates/changes that may be needed.

C. Employee Relations – Lisa Kremer

Lisa reminded everyone of the upcoming “Meet the President” event to be held on Tuesday, October 16th at noon in Maucker’s Central Ballroom. The P&S and SCMP Regents Awards for Staff Excellence will be announced during this time.

D. Salary and Fringe Benefits – Jason Vetter

The Phased Retirement report from last month continues to be reviewed. The committee discovered gray areas concerning guidelines/deadlines with the phased retirement application process. The committee also reports that currently there is not a group or individual overseeing the process. The committee will gather more information and work with Human Resources on a recommendation.

VI. New Business

Terry Hogan, Vice President, Educational & Student Services, introduced himself. He reported that the ESS Division is proceeding with the search for the Director of Admissions. It is hoped that this position will be filled by July 2008.

Carol asked committee chairs to update their listing of committee members. Anthony Smothers volunteered to serve on the Employee Relations Committee, Libby Vanderwall will be removed, and Lisa Frush added.

VII. Old Business

Carol distributed the review of survey information. She requested that the listing of committee duties be reviewed and recommendations sent to her.

VIII. Adjournment

Gale Secor moved to adjourn the meeting, seconded by Jason Vetter. The meeting was adjourned at 2:10 p.m.

Respectfully Submitted,
Sandy Law
Human Resources