

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 368
Date of Meeting: February 14, 2008
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:32 p.m.
Meeting Adjourned: 2:26 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, ITS – 37423 I
X Chris Conklin, ITS – 37839 I
X Matt Copp, RDC – 36111 ESS
X Carol Fletcher, RDC – 32333 AT
X Jacqueline Halbloom, CAC – 36485 I
X Nate Klostermann, CET – 32018 AF

X Lisa Kremer, Maucker Union – 37862 ESS
A Brent Maitland – Power Plant – 36393 AF
X Steven Pavelec, Fac Planning – 36165 AF
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Anthony Smothers, AA&CS – 36857 ESS
X Jason Vetter, ITS – 36730 I

Ex-Officio Member

Bill Calhoun

Others

Nick Bambach

Proxy

- I. Welcome
President Carol Fletcher called the meeting to order at 1:32 p.m.
- II. Approval of Minutes #367
Chris Conklin moved to approve the minutes, seconded by Matt Copp. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun
On behalf of the President and Cabinet, Bill thanked the Salary and Fringe Benefit Committee and all others involved for their work on the FY09 salary recommendation.

The “UNI Up Close” event on Friday, February 8th was very successful, even with inclement weather being a factor. The upcoming “UNI Up Close” event scheduled for February 22nd has a large number of registrants and staff attendance is encouraged, if possible, in support of this event. “UNI Up Close” has proven to be a successful tool for raising the number of freshmen enrolled at UNI. For FY 08, it is estimated that 240 more students were enrolled due to their participation in “UNI Up Close”. More information may be obtained at <http://www.uni.edu/admissions/upclose>

UNI will join ISU and University of Iowa in a national program called the Voluntary System of Accountability. This will be an effort to insure we are doing the best job possible in educating our students.

The University continues to prepare for reaccreditation which will take place in 2010.

IV. HR Report – Nick Bambach

Nick reported that an offer has been made, pending a background check, for the HRIS Manager position recently vacated by retiree Eileen Dams.

There was discussion regarding disability services available on campus. The Student Disability Services Coordinator is Jill Smith. The Faculty and Staff Student Services Coordinator is Eunice Dell. Eunice will be located within the Human Resource Services Department when Gilchrist Hall is reopened in the late summer of 2008.

Nick talked about the critical incident team meetings that are held periodically. P&S and Merit staff are encouraged to contact Human Resource Services if they feel threatened by another individual or there is a heightened level of concern. For immediate threats, employees should contact the Public Safety office.

V. Committee Reports

A. WWW Committee Report – Seth Bokelman

Seth is working on switching the P&S website to a content management system. This system would allow multiple people to work together on a website.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

The P&S Policies and Procedures handbook is in the final stages of completion.

D. Employee Relations Committee – Susan Reinart

New employee reception for P&S staff is planned for Thursday, March 13th. A council meeting will be held at 1:30 in 211 West room of Commons. After this meeting, the reception will be held in the Georgian Lounge. The Alumni Association will make a presentation about UNI traditions.

E. Salary and Fringe Benefits Committee – Jason Vetter

The committee met and the salary recommendation was discussed. Proposed is that 25% of the total salary increase pool awarded to P&S employees will be allocated across-the-board for those P&S employees rated satisfactory or above. The remaining 75% of the increase will 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 75% meritorious performance component.

Steve Pavelec moved to approve the recommendation, seconded by Seth Bokelman. Motion carried. Carol Fletcher will draft a letter to the Cabinet and send it to P&S Council members for review.

VI. New Business

Carol reported that Doug Case will chair the nomination committee. Chris Conklin, Matt Copp and Seth Bokelman will also serve. There will be five vacant P&S Council positions open this spring. Carol encouraged everyone to recruit staff who may be interested in serving on the P&S Council. Names may be referred to Doug Case.

Steve reported that UNI parking rates will be raised slightly for FY09. Progress continues on the campus emergency notification system. Currently, cost estimates are being requested for five additional locations of exterior lighting throughout the campus. A small test of the emergency notification system was made last week and a larger test will be conducted soon.

Tony Smothers reported that Dean Shoars has proposed to the Vice-President of Business and Finance a new, more structured Health and Safety Committee.

VII. Old Business

Susan reported that the Smoking Policy Committee met to review and discuss survey feedback. The committee is currently working on a document of recommendations.

There was discussion regarding revisions to the P&S Council constitution. A motion was made by Seth Bokelman, seconded by Rick Seeley, to send the revised document to HR, OCEM and Tim McKenna for review. It will then be presented to the P&S staff for final approval.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Steve Pavelec. The meeting was adjourned at 2:26 p.m.

Respectfully Submitted,
Sandy Law
Human Resources