

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
UA – University Advancement
I – Instructional
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Meeting No. 374
Date of Meeting: August 14, 2008
Place of Meeting: Presidential Room, Maucker Union
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:09 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, ITS – 37423 I
P Chris Conklin, ITS – 37839 I
X Matt Copp, RDC – 36111 ESS
X Sarah Eberle, RDC – 32201 ESS
X Carol Fletcher, RDC – 32333 AT
A Jacqueline Halbloom, CAC – 36485 I
X Paul Huber, CHFA – 37349 I

P Nate Klostermann, CET – 32018 AF
X Brent Maitland – Power Plant – 36393 AF
X Steven Pavelec, Fac Planning – 36165 AF
X Anthony Smothers, AA&CS – 36857 ESS
X Jason Vetter, ITS – 36730 I
X Cindy Webb, HRS – 32521 AT
X Joey Zimmerli, Advancement – 36503 UA-OTP

Others

Nick Bambach
Lisa Frush

Proxy

Blake Murray
Todd Hayungs

I. Welcome

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

II. Approval of Minutes #373

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

III. HR Report – Nick Bambach

Human Resources currently have two searches in progress. The positions are P&S Employment Coordinator and Benefits Specialist. A third position, Employee Disability and Leave Coordinator, will be advertised soon. The Employee Disability and Leave Coordinator will work with FMLA, Worker's Compensation, staff disabilities, and the Catastrophic Leave program.

United Faculty and AFSCME negotiations will begin this fall. The new, two year contracts will both begin on July 1, 2009.

The Cabinet has approved the new background check policy. Pre employment criminal background checks for all regular, part and full time new hires will begin soon.

Immigration paperwork for Faculty will now be processed through Human Resources. An administrative agreement has been reached between the University of Iowa office of Faculty and Staff Immigration Services and UNI Human Resource Services department regarding certain administrative services for Faculty and P&S employees.

IV. Committee Reports

A. WWW Committee – Seth Bokelman

Seth is currently the only member on this committee. Because his term ends in 2009, a new committee member is needed so that training can take place yet this year.

B. Employee Issues Committee

Doug Case and Sarah Eberle will co chair. Two more committee members are needed to serve on this committee.

C. P&S Policies – Steve Pavelec

An Ad Hoc Committee has reviewed sections 1-4 of P&S Policies and Procedures and have forwarded adjustments to Human Resources, Compliance and Equity management and UNI Attorney Tim McKenna. The review of sections 1-4 were based on committee input and comments from open review and P&S staff.

D. Employee Relations – Anthony Smothers

The Meet the Pres Event has been set for October 14th from noon to 1:00 pm in Maucker Union, Ballroom C. Refreshments will be served. Three Regents Staff Excellence Award winners will be announced during this event.

Anthony and Jacqueline Halbloom will co-chair the Employee Relations Committee. One more member is needed to serve on this committee.

E. Salary and Fringe Benefits Committee – Melanie Abbas

Melanie Abbas chairs this committee and a total of four members serve on the committee.

V. New Business

Carol requested that each council member review responsibilities of each committee and email her by September 1st with their choice of either continuing or moving to another committee. She also requested that proxy names be submitted to her and Seth as soon as possible. She reminded everyone that all P&S employees are eligible to serve on P&S Council committees and that serving as a proxy is a good way to become familiar with council activities. Carol requested that all those currently serving on committees inform her of other committees they serve on so that she will be able to refer staff to appropriate Council members.

There was discussion about promoting the Staff Training Grant which allows full funding of tuition reimbursement for UNI employees who take advantage of the program. P&S Compensation & Classification Coordinator Lisa Frush noted that the Staff Training Grant program is fully explained to candidates in HR benefit briefings to assist with promoting the program.

VI. Old Business - none

VII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Jason Vetter. The meeting was adjourned at 2:09 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

