

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement  
AA – Academic Affairs

Meeting No. 381  
Date of Meeting: April 9, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:43 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Seth Bokelman, ITS – 37423 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC – 36111 SA  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 AT  
 Jacqueline Hal bloom, CAC – 36485 AA  
 Paul Huber, CHFA – 37349 AA

Nate Klostermann, CET – 32018 AF  
 Steven Pavelec, Fac Planning – 36165 AF  
 Anthony Smothers, Academic Advising - 36859 SA  
 Jason Vetter, ITS – 36730 AA  
 Cindy Webb, HRS – 32521 AT  
 Pat Whitt, AF Technology Services – 36881 AF  
 Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

#### Others

Nick Bambach  
Steve Carignan  
Leah Gutknecht  
Randy Hayes  
Tim McKenna  
Numerous others present

#### Proxy

Lisa Krausman  
Janelle Darst

- I. Welcome  
President Carol Fletcher called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #380  
Chris Conklin moved to approve the minutes, seconded by Seth Bokelman. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
The Cabinet has been meeting to discuss the Governor's proposed use of federal stimulus money. At the present time, the Governor is working with the legislature to determine how best to use these funds to support state-wide programs, including higher education. The Cabinet expects to learn more in the next week or two regarding these negotiations.
- IV. HR Report – Nick Bambach  
Iowa State University recently approved an Early Retirement program. To be eligible, employees must be age 60 or above and have worked at least ten years. The UNI Cabinet is currently considering an Early Retirement Program.
- V. Committee Reports
  - A. WWW Committee Report – Seth Bokelman  
Seth reported that online P&S Council election ballots will be available through April 10<sup>th</sup>.

It was suggested that pictures of P&S Council members be posted on the Council's website and a request was made for current P&S Council members to provide a picture for posting.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

Steve began the discussion about P&S Policies and Procedures handbook revisions. He stated that the handbook is a guide, not a contract, and that P&S employee benefits are a combination of negotiated contracts, the laws of the state of Iowa and individual employment agreements. The handbook reflects P&S employee benefits and does not create or define them. The handbook contains language that describes some applicable procedures and is a reference guide to help P&S members understand the current policies and procedures. The University and the State own and control the legal documents that govern employment. The P&S Policies and Procedures committee was not charged with changing P&S policy or benefits, rather to review, simplify and correct the language in the handbook to reflect the policies and benefits that are in place.

Past and present Policies and Procedures committee members have been reviewing the content and language in the handbook for many years. The document must comply with all applicable employment laws and include the current rules, restrictions and University policies that affect P&S staff. The document was then reviewed by Human Resources, University Counsel, and Compliance and Equity Management. The committee was expanded (to create a more inclusive cross section of the overall membership) for the final review, after which it was again verified by Human Resources, University Counsel, and Compliance and Equity Management.

Current P&S Council President and committee member Carol Fletcher has produced a detailed written review of the changes. It is Steve's opinion that the handbook accurately represents the P&S Policies and Procedures as they currently exist and he recommended that the document be approved by the P&S Council and be forwarded to the Cabinet for approval.

Anthony Smothers offered historical perspective on the Policies and Procedures and distributed a document dated January 1980 authored by President Kamerick that stated that "revisions may be made in the future on the recommendation of the Professional Scientific Council and the Administrative Council with the approval of the President."

Randy Hayes (Past President 2001-2002) noted that there appeared to be a misunderstanding, and that the issues of Benefits and the P&S Policies and Procedures document must be viewed separately.

He noted that the P&S Constitution and the P&S Policies & Procedures document have been agreed-to by both P&S and UNI Administration, and are binding on each entity and that there are checks & balances regarding each entity. Particular to the question of who can institute changes to the Policies & Procedures document, he stated the P&S Constitution indicates it's the Council that would initiate activity for A) amendments to the Constitution (voted on by Council and then going to UNI Cabinet); and B) changes to Policies & Procedures (via P&P Committee, voted on by Council, then to UNI Cabinet and ultimately the Board of Regents before final approval).

Throughout the discussion, he suggested that since it appeared several of the proposed changes to the Policies & Procedures document were not contested, that the Council move the process forward, submitting those changes to the Cabinet so that the lengthy process can finally show results. At the same time, everyone could be working diligently to reach consensus on the contested items as soon as is reasonably possible (whether the consensus is for status quo or for change), and then take the appropriate action. He commented that it is often better to change what can be changed immediately and work on the remainder rather than require in essence a "perfect" package for an "all-up-or-down" vote, essentially being "stuck" with nothing being accomplished.

Tim McKenna, University Counsel, stated that the disclaimer-type of language in the current version of the proposed draft of the P&S Policies and Procedures is fairly standard language. He agreed that sections of the revised P&S Policies and Procedures that all are currently in agreement with could be forwarded to the President and Cabinet for their review. Focus and discussion on the sections of concern would then be ongoing. He was not sure whether the President and Cabinet would want to review the P&S policies and procedures in pieces (reviewing noncontroversial sections now and waiting for the other sections), but the policies and procedures are separated into fairly distinct sections that would most likely make such a review and approval process possible, depending on what would be forwarded to the President and Cabinet first, and what would be left for further discussion.

There was a suggestion to form a committee of P&S Council members and administration to review policies where there was some disagreement. After general discussion focusing on the staff reduction section of the new draft compared to the current version and the disclaimer paragraph, it was decided that the majority of handbook revisions could be forwarded to the Cabinet for approval. Four sections of the handbook identified as areas of concern were continuing service (language), reduction in force, the grievance process, and the section indicating that P&S Policies and Procedures are neither a contract nor an agreement of employment. All sections will be reviewed and discussed during the May meeting.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business

P&S Council elections – Carol Fletcher

The election committee will meet on April 13<sup>th</sup> to tally ballots. Results of the election will be announced via UNI OnLine and the P&S Council webpage. SPECIAL ADDITION: Election results are as follows:

Administration and Financial Services – Pat Whitt

Student Affairs – Jean Wiesley

Academic Affairs – Jason Vetter and Rick Seeley

At Large – Melanie Abbas

Carol Fletcher stated that she will draft a letter representing UNI P&S employees and present it at the next Board of Regents meeting which will be held at UNI on April 29<sup>th</sup> and 30<sup>th</sup>. Included in the letter will be support for an Early Retirement Program and funding for tuition assistance for employees' families. If there are other items that employees would like included in the letter, please contact Carol.

VII. Old Business – none

VIII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Chris Case. The meeting was adjourned at 2:43 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources