

## DIVISIONS

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

Meeting No. 382  
Date of Meeting: May 14, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:27 p.m.

## Members of the Council in Attendance:

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

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

## Ex-Officio Member

Bill Calhoun

## Others

Nick Bambach  
Michelle Byers  
Lisa Frush  
Lisa Krausman  
Jean Wiesley

## Proxy

Doreen Hayek

### I. Welcome

President Carol Fletcher called the meeting to order at 1:32 p.m.

### II. Approval of Minutes #381

The following name changes will be made: Administration and Finance to Administration and Financial Services; and Instructional to Academic Affairs. Tony Smothers moved to approve the minutes as amended, seconded by Pat Whitt.

### III. Cabinet Report – Bill Calhoun

\$12.4 million AARA (Stimulus funds) will help with UNI's budget reduction for FY10. These are one time funds to be used only for FY10. The Cabinet is in the process of allocating these funds, knowing that there will be a significant budget cut in FY '11.

The Cabinet is currently preparing a budget based on enrollment of 12,700. UNI's current enrollment is 12,900.

### IV. HR Report – Nick Bambach

Nick reported that there is much interest in UNI's Voluntary Early Retirement Incentive Program. Six informational sessions have been scheduled for UNI employees.

Performance Appraisal training sessions were recently held and feedback from participants was very positive. P&S annual performance appraisals take place in April/May each year.

HR is currently involved with Pandemic planning.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – see information below (Old Business)

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business – Carol Fletcher

An IAAC committee member is needed. This committee hears reports from the athletic department, academic advisory staff, and coaches. They help ensure that NCAA rules and regulations are followed, also regulations for recruiting and academic standards. Committee members serve a three year term and meetings are held monthly, starting in September. Pat Whitt volunteered to serve on this committee.

Carol announced that beginning with June 11<sup>th</sup>, all P&S Council meetings for FY10 will be held in 007 Gilchrist Hall at 1:30 p.m.

VII. Old Business – Carol Fletcher

There was discussion on how to move forward with revisions to the P&S Policies and Procedures. It was noted that the revised version's sections overlap enough so that separating sections of no concern from those of concern would not be an easy task.

Doreen Hayek made a motion to have a new committee review the 1985 version of the P&S Policies and Procedures. The motion was seconded by Jason Vetter. Carol Fletcher requested volunteers to serve on this committee. The committees' task will be to update sections related to technology and other sections that are in agreement. These changes and updates will be brought back to the P&S Council for approval before working on the sections of greater concern. The four sections of the handbook identified as areas of concern are continuous service or length of probation, reduction of force, the grievance process and the section indicating that P&S Policies and Procedures are neither a contract nor an agreement of employment.

Bill Calhoun encouraged P&S Council members to finalize changes to the P&S Policies and Procedures document fairly soon.

VIII. Adjournment

Matt Copp moved to adjourn the meeting, seconded by Paul Huber. The meeting was adjourned at 2:27 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources