

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 383
Date of Meeting: June 11, 2009
Place of Meeting: 007 Gilchrist Hall
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 1:52 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 Halbloom, 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

Bill Calhoun

Others

Nick Bambach
Michelle Byers
Janelle Darst
Justin Ruegg
Rick Seeley
Jeanne Wiesley

Proxy

Lisa Krausman
Lori Hoffmann

I. Welcome

President Carol Fletcher called the meeting to order at 1:30 p.m.

II. Approval of Minutes #382

Jason Vetter moved to approve the minutes, seconded by Steve Pavelec.

III. Cabinet Report – Bill Calhoun

An overview of reductions in state appropriations for FY10 will be discussed at the June Board of Regents meeting. UNI will experience a reduction of \$14.5 million in general funds, a \$.4 million in special appropriations and \$.5 million in economic development.

There will be a federal stimulus funding allocation of \$12.38 million for FY10 which makes for an overall smaller budget reduction in FY10 but a larger reduction impact in FY11. More information about the budget can be found on the President's website at <http://weblogs.uni.edu/budget>

University Marketing and Public Relations is currently working with marketing consultants on a University "brand". More information will be provided as soon as it's available.

Applications for new freshmen and transfer students for Fall '09 are somewhat down compared to last year, however new residence hall contracts and orientation reservations are about even with last year's entering class.

Executive Vice President and Provost Gloria Gibson will begin her duties at UNI on July 1st .

IV. HR Report – Nick Bambach
Nick reported that 165 employees have expressed interest in UNI's Voluntary Early Retirement Incentive Program. To date, seven informational sessions have been held and four more sessions will be held in June and July.

V. Committee Reports
Following are FY2009 year end reports for each committee.

WWW Committee – Seth Bokelman

Navigate to:

http://www.uni.edu/yezek/ps_council-2008-2009.html

to access the annual statistics report for the P&S Council web site, showing our most popular content and the times and days it was most frequently accessed.

As I have reached the end of my term as a P&S Council member, new members will need to support the web site in the coming months. One suggestion I leave for them is to start transitioning the site into the University's new Drupal-based web environment. This will allow for more frequent updates, as well as enable features to better communicate with our constituents.

Respectfully submitted,

Seth Bokelman (and committee members Paul Huber, Joey Zimmerli and Carol Fletcher)

Employee Issues Committee – Sara Eberle

The President of the P&S Council and the Chair of the Employee Issues Committee met in the fall of 2008 to discuss the purpose of the committee and recap any current issues.

This committee shall:

- Advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees
- Provide a confidential forum for P&S employees relative to employee rights and responsibilities issues
- Provide information to P&S employees relative to employee rights and responsibilities issues, with referral to pertinent university offices, as appropriate
- Work with Human Resource Services, as appropriate, to effect resolution to employee rights and responsibilities issues.
- The committee shall keep the Council informed of any employee rights issues and problems.

At the time of the meeting there were no issues being debated. To date, no issues have been brought to the committee. There are no remaining issues.

Prepared by Sara Eberle, Chair

Policies and Procedures Committee – Steve Pavelec

The Policies and Procedures Committee of the P&S Council worked throughout the year on the handbook. The process of updating the handbook has been on-going for many years. Early in 2009 the committee's review of the version of the handbook that was updated by the Administration, Compliance & Equity Management, Human Resources and P&S representation concluded. Prior to voting on a recommendation to send the handbook to the Cabinet, the documents containing the new language and the language

reflecting the changes to P&S employment policies were made available to all P&S employees for review. The majority of the changes were clarifications and/or simplifications to the language without changing the policy or the procedure. The majority of these changes were recommended by those P&S representatives who worked on these revisions over many years. Some of the revisions were updated due to input from the Administration. Some of that language reflects the changes to the policies & procedures that have occurred over the years and are current policy. Some P&S members viewed the new language as detrimental to P&S employment and as the administration taking away protections for continued service and call-back provisions. As stated in a public airing of the concerns in April, 2009, the committee was not tasked with changing any policy or procedure. That process has been on-going for about twenty years. P&S policies & procedures along with P&S benefits are owned and controlled by the University, not the P&S membership. The committee was charged with the task of seeing that the information in the hand book accurately reflects current policies & procedures and is in the most user friendly language. Some on the committee believe the handbook to be accurate and others do not view the handbook as simply reference material. As such, those members were not comfortable with recommending that the handbook be sent to the Cabinet for approval.

During a closed session at the P&S Council Meeting on Thursday, March 12, 2009, Council members (13 of the 15 present) did not feel comfortable “approving” the P&S Policies & Procedures handbook. This Committee Chair takes this opportunity to remind the Council that we do not approve the handbook; the Cabinet does that. We have the opportunity to recommend that an accurate handbook be presented to the Cabinet for their approval. Since that meeting, no progress has been made on moving forward with Cabinet approval. P&S members need a document that provides accurate information on their rights as employees and the policies and procedures that govern their employment and possible dismissal. As such the committee has failed to achieve the goal of having the P&S Counsel recommend that the handbook be sent to the Cabinet for approval.

Remaining issues:

- Recommend that the handbook be sent to the Cabinet for approval
- Gain an understanding on the difference between how the actual P&S policies and procedures come about and a handbook that merely describes them?

Prepared by Steve Pavelec, Chair

Members: Carol Fletcher, Jason Vetter, Gale Carlson, Nate Klostermann, Lisa Kramer, Seth Bokelman, Rick Seeley, Jacqueline Halbloom

Employee Relations Committee – Jacqueline Halbloom and Anthony Smothers
Regents Staff Excellence Award

The P&S Regents Staff Excellence Award Committee was formed in August to begin the process of award nomination and selection. Seth Bokelman placed the nomination form on the P&S website, email distribution, and MyUniverse account for the UNI community to nominate deserving candidates. Carol Fletcher, President of P&S Council, placed an announcement on UNI Online. The committee reviewed 20 nomination forms to determine eligibility, employment group, employment status, length of service, references, number of nominations, and rated each nominee based on nominations. The committee then met on Friday, October 10th from 8:00 – 10:00 a.m. to determine the finalist and a point system to determine the award. Based on the year being an even number, three P&S staff were selected. This year's awards were presented to:

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Joan Thompson, Health Aide Coordinator

David Kohrs, Assistant Director of Facilities for the UNI Sports & Events Complex

Juanita Wright, Assistant Director of Financial Aid Office

Regent Staff Excellence Award Committee Members:

Cezar Perez, Northern Iowa Student Government President
Carol Fletcher, Past P&S Regent Staff Excellence Award
Dennis Henderson, Retired P&S Staff (40 years)
Jane Fritts, 17 year Merit Staff member
Cynthia Goatley, Regent Faculty Excellence Award

Procedure change: all nominations will be forwarded to the Director of Human Resources and the UNI Presidents Cabinet before review and selection to the Regent Staff Excellence Award Committee. The Director of Human Resources and UNI Presidents Cabinet may not nominate or recommend an award.

The Regent Staff Excellence Award was presented to the recipients by President Allen at the Meet the President program. Jane Larson, Office of the President, coordinates letters and awards.

Meet the President

On Tuesday, October 14th, President Allen was present for the Meet the President program hosted by the P&S Council. Carol Fletcher ordered desserts and P&S staff were sent an email and online announcement to attend. President Allen recognized the Regent Staff Excellence Award and spoke on current issues at UNI. Jennifer Yarrow was the President's Office contact for the program. Special thanks to all who assisted with the program; name tags, seating, etc...

Future

We continue to discuss how to welcome new P&S staff.

Prepared by: Co-Chairs Jacqueline Halbloom and Anthony Smothers

Salary and Fringe Benefits Committee – Melanie Abbas

The Salary and Fringe Benefits Committee met in October and November to discuss current areas of interest and if there were opportunities to make improvements in those areas. The HR director and HR assistant director attended the November meeting to help answer some questions.

Issues discussed included:

- Salary Equity across campus
- Salary Increase, appraisal and budgeting communications
- Tuition Grant support for immediate family members
- Handling of Compensatory time with P&S Staff members
- Management training opportunities – SOAR put on hold for a year

The committee did not meeting in December and awaited salary information, expected sometime in late January. When the budget issues arose and the contracts settled without increases for the coming year, the committee did not reconvene.

The P&S staff did receive a new benefit of the ability to enroll in vision insurance starting in January 2009. This was an item that was highly desired in last years P&S staff survey.

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The committee chair asked the P&S Council president to represent the group at the Board meeting in the spring by mentioning that the tuition support for immediate family members was still of interest. However, the president did not bring that item forward due to the stress on the University

budget at this time. The committee did not mention the ERIP since the board approved a limited window of time ERIP to reduce the budget for FY10.

Remaining issues for this committee:

- Continue to look a UNI's phased retirement program
- Continue to monitor ERIP proposals
- Tuition support for immediate family members

Prepared by Melanie Abbas, Chair

Members: Michael J Bobeldyk, Chris Conklin, Matt Copp, Cindy Webb, Tori Stafford

VI. New Business

The election of P&S Council President and Vice President will take place at the July meeting and newly elected officers will begin their duties in August. Organizing and forming committees will take place during the August meeting.

Carol Fletcher is officially finished as P&S Council President after the June 2009 meeting, but plans to email the July P&S Council agenda. All council members finished with their terms were thanked for their service.

VII. Old Business

The committee reviewing the P&S Policies and Procedures hopes to have a draft of updated sections ready for the July meeting.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Seth Bokelman. The meeting was adjourned at 1:52 p.m.

Respectfully Submitted,
Sandy Law
Human Resources