

P & S Council Minutes

DIVISIONS

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
EAP – Exec Asst to the President
UA – University Advancement
I – Instructional

Meeting No. 279
Date of Meeting: August 10, 2000
Place of Meeting: Gilchrist 207

Meeting Convened: 1:31 p.m.
Meeting Adjourned: 2:40 p.m.

Members of the Council in Attendance:

<u>A</u> Bill Bonwell, Fac Planning – 33537 AF	<u>X</u> Doreen Hayek, ITS-TS- 37300 AT
<u>X</u> Jean Carlisle, VP Univ Adv – 32487 UA/EAP	<u>X</u> Doug Lovejoy, Fac Planning - 32611 AF
<u>X</u> Ron Camarata, Biology – 32247 I	<u>X</u> Maxine Davis, IRTS – 33339 I
<u>X</u> Nancy Lindgard, Residence – 36191 ESS	<u>X</u> Shelley Milks, Ofc Admiss – 32281 ESS
<u>P</u> Jim Olson, IWRC, 273-8905 I	<u>X</u> Cindy Angel, IDM – 36943 I
<u>A</u> Donita Gray-Krueger, Envir Prog – 35814I	<u>X</u> Randy Hayes, ITS – 37473 I
<u>X</u> Michael Broshears, Acad Adv – 36023 ESS	<u>A</u> Dennis Hayes, Phy Plant – 37653 AF
<u>X</u> Sharon Drachenberg, ITS – 32436 I	

Ex-Officio Members:

Kim Schares – Human Resources

Proxy

Chris Lampe – Iowa Waste Reduction Center

Others Present:

Renee Romano – VP Student Services
Marty Mark – VP/Administration & Finance
Darlene Imhoff - Compliance and Equity Management
Michelle Whitehill – Human Resources

- I. Call to order - Doreen called the meeting to order at 1:31 p.m.
- II. Approval of Minutes of Meeting #278. Changes were made to Presentations and Reports, Section A, MEMFIS project update. The last four sentences of this paragraph will read as follows: (changes in bold type) “**On July 1, 2001**, general ledger, purchasing, **accounts payable**, and cash management will be available. **Thereafter, additional modules will be introduced every six months.** Training for users will be closer to actual implementation and will be role based. **User training will be developed using Oracle’s Tutor program.**”

A change was made to Section B, Cabinet. “Renee shared that **she** returned to the UNI campus in November of 1999 as the VP of Educational and Student Services.” Cindy Angel moved to approve the minutes as corrected, seconded by Nancy Lindgard. Motion carried.
- III. Presentations and Reports
 - A. MEMFIS project update – Marty Mark
Teams have completed documenting current processes and desired process improvements. They are now beginning to map UNI business requirements to the Oracle System and working on a report inventory. An outreach team of Eunice Dell, Bruce Rieks and Kelly Flege have had thirty meetings, meeting with representatives from all divisions and departments. They discussed business needs, chart of accounts, please pay scenarios and shadow systems. The Chart of Accounts is almost complete and will be posted on the web after completion. The Salary Savings functionality is nearing completion. Currently, many topics of discussion are taking place (budget development, organizational structures, system date formats). In the technical area, hardware installations are being completed and version 11i of the Oracle

Applications software has been installed (one of the first in the nation). Data Dictionary and documentation of legacy system is completed. Compuware Testing Tool demonstration was held last week, and technical tool evaluations are continuing. Cleansing the legacy data is currently taking place. System management procedures are in the development stage. A training and education plan is complete for the entire project and on site courses are taking place next week.

- B. Eunice – Salary savings process – Eunice Dell
No report

IV. Committee Reports

- A. Employee Relations Committee – Sharon Drachenberg

The committee met recently to discuss plans for the “Meet the Prez” event. This event has been changed to 3:30 pm on Monday, October 9, 2000 due to a conflict in President Koob’s schedule. A room in Kamerick Art building has been reserved. The committee asked for suggestions for topics that President Koob would address for this event. Suggested topics included the president’s reflection on the last five years and his vision for the future, information about the Performing Arts Center and the new sports arena. The Regents Excellence Award winners will again be honored at this event. All University Vice Presidents will be encouraged to attend. Invitations will be mailed to all P&S staff on campus, and UNI SCMP members will also be invited.

- B. Employee Issues Committee – Cindy Angel

One salary equity issue was brought to the committee within the last month.

- C. Policies and Procedures Committee – Ron Camarata

The committee will meet on August 22nd. The P&S Grievance process will be their focus and discussion is expected to be lengthy.

- D. Salary and Fringe Benefits Committee – Randy Hayes

A draft of the salary survey was distributed and read. A survey was completed two years ago with good results. This survey will be a follow-up. It was suggested that changes be made to some of the survey questions in order to receive more comments and suggestions. The salary survey will be advertised on UNI Online.

The survey fact sheet that had been prepared by HRS staff and posted to the HRS WWW site was discussed. Council members said that the document must clearly outline the salary process. Doreen asked that members again review that document and send suggestions for changes to her so that the document is clear and understandable.

- E. WWW Site Committee – Nancy Lindgard

On the P&S web-site, a FAQ page will be developed. It was suggested that P&S Council members could get this page started by submitting questions.

- V. HRS Update – Nick Bambach
No report.

VI. Old Business

- A. Summer 2001 Task Report - No report

- VII. New Business - none

VIII. Other Business –

The committee is reviewing all recommendations before making any changes to the Emeritus document.

IX. Adjournment – Cindy Angel moved to adjourn the meeting, seconded by Maxine Davis. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Sandy Law
Human Resources