

DIVISIONS

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

Meeting No. 283
Date of Meeting: December 14, 2000
Place of Meeting: Gilchrist 207

Meeting Convened: 1:35 p.m.
Meeting Adjourned: 4:20 p.m.

Members of the Council in Attendance:

X Bill Bonwell, Fac Planning – 33537 AF
X Jean Carlisle, VP Univ Adv – 32487 UA/EAP
X Ron Camarata, Biology – 32247 I
X Nancy Lindgard, Residence – 36191 ESS
A Jim Olson, IWRC, 273-8905 I
X Donita Gray-Krueger, Envir Prog – 35814 I
X Michael Broshears, Acad Adv – 36023 ESS
X Sharon Drachenberg, ITS – 32436 I

X Doreen Hayek, ITS-TS- 37300 AT
X Doug Lovejoy, Fac Planning - 32611 AF
X Maxine Davis, IRTS – 33339 I
X Shelley Milks, Ofc Admiss – 32281 ESS
X Cindy Angel, IDM – 36943 I
X Randy Hayes, ITS – 37473 I
X Dennis Hayes, Phy Plant - 37653 AF

Ex-Officio Members:

Nick Bambach – Human Resources

Others Present:

Jan Flick – Human Resources
Michelle Whitehill – Human Resources
June Watkins – Human Resources
Kim Schares – Human Resources
Liz Cook – Human Resources
Darlene Imhoff – Compliance & Equity Management
Drake Martin – Department of Residence
Doug Case – ITS Network Services
Nancy Bramhall – Individual Studies
Shelley Pruess – Maucker Union
Dave Andersen – Physical Plant

- I. Call to order – Doreen called the meeting to order at 1:35 p.m.
Everyone present at the meeting introduced himself or herself. Drake Martin thanked all council members for the time each has spent in serving as a member of the P&S Council.
- II. Approval of minutes of meeting #282 - Shelley Pruess moved to approve the minutes, seconded by Maxine Davis. Motion approved.
- III. Presentations and Reports
 - A. MEMFIS project update – Marty Mark
The user training team comprised of Pat Whitt, Karen Paulsen, and Robin Gurien have been recently charged with organizing and delivering user training to the campus community. They are currently researching other institutions now using the Oracle system to determine how Oracle applies to UNI. The team is looking into skills assessment tools to determine training needs of staff across campus. MEMFIS is continuing to set up applications and beginning the testing of object codes and identifying scenarios. The College of Humanities and Fine Arts will model and test applications. Desktop testing has been completed with the Department of Residence.
- IV. Committee Reports

A. WWW Site Committee – Nancy Lindgard –

Nancy reported that voting was up slightly from last year. The Year End Report is as follows:

The WWW committee members for 2000 were: Vicki Collum, Doug Lovejoy, Laura Richter and Nancy Lindgard (chair).

The main focus of the WWW Committee this year was to conduct P&S Council elections on-line. We began this process during spring semester by contacting the Data Access team to obtain the procedures. We also worked with HRS to provide the listing of P&S employees to the Data Access Team. This allowed us to provide the appropriate ballot to each P&S staff members. Elections took place the first full week of November with the results available on Monday, November 13. The Data Access team was able to provide us with the total votes per division and a copy of each individual, anonymous vote. One suggestion for next year is to make the ballot a little more clear on where to vote for each person. This process seems to work very well. We were also able to create a page of candidates with their pictures and information for all P&S staff members to view prior to the election.

The WWW committee also tried to solicit questions for a Frequently Asked Question page. We did not get any input. It was suggested that we peruse past minutes for topics and create a FAQ page from that. That should be a task for the upcoming year.

Another task for the upcoming year would be to put pictures of the P&S Council members on our web site.

The P&S Council web site was also updated regularly with Hot Topics and Monthly Events throughout the year.

B. Employee Relations Committee

The Year End Report is as follows:

Committee members and assignments:

Billie Hemmer-Callahan	Regents Staff Excellence Awards
Sharon Drachenberg	Regents Staff Excellence Awards
Steve Larson	Welcome Efforts
Shelley Milks	Meet the Pres
Patti Rust	Exit Interviews and Meet the Pres

Welcome Efforts:

59 new employees were welcomed during 2000. Thanks to Steven the form letter sent to new employees was updated and several web sites and services on campus are now included in it.

Exit Interviews:

A meeting with Human Resources was held early in March to discuss the current exit survey process. Nick Bambach indicated the department was interested in expanding the current survey process. It was agreed Human Resources would now be responsible for this program

Meet the Pres

Shelley and Patti organized this event which was held in Kamerick Art Building on Monday, October 9, 2000. The committee discussed moving the event to the new Gallagher Bluedorn Performing Arts Center this year to generate interest. Unfortunately, the facility was not available for this year's date. In addition to advertising in CNN and UNI online, a newly designed invitation was sent to all P&S Employees. President Koob spoke to approximately 75 people about his first five years at the university and also shared his vision for the future.

Regents Staff Excellence Awards:

This year's Regents Staff Excellence Award event originally scheduled for October 20, 2000 was changed to July 19, 2000 with University of Northern Iowa hosting the event. Thanks to WWW site Committee Chair Nancy Lindgard, the nomination information and form was offered on the web.

Regents Staff Excellence Award Committee 2000:

Dan Sterenchuk	NISG President
Juanita Wright	P&S Staff with 20+ years of service
Larry Hilton	Merit Staff Representative
Susan Etscheidt	Former Faculty Excellence Award Recipient
Pat Woelber	Former Regents Staff Excellence Award Recipient

Committee and P&S Council members expressed interest in awarding the recipients with a gift or monetary award. Unfortunately, money is limited. Some departments at the university were contacted about donating passes/services but requests were denied at this time.

This year's Regents Staff Award recipients were:

Karen Agee	Reading/Learning Strategies Coordinator, Academic Advising Services
Carol Geiger	Administrative Assistant, Office of the Vice President for Educational & Student Services
Jane Larson	Administrative Assistant, Office of the Executive Assistant to the President/Director of External Relations

C. Employee Issues Committee – Cindy Angel

The Year End Report is as follows:

Committee members: Cindy Angel (Chair), Bill Bonwell, Margaret Empie, Dennis Hayes, Brian Looby

Completed Projects:

The committee followed the roles of the P&S Council relative to employee rights issues by

- 1) Advocating and monitoring proper adherence to the P&S Policies and Procedures for P&S employees; 2) Providing a confidential forum for P&S employees; 3) Providing guidance for P&S Employees in regard to their employee rights issues; 4) Monitoring any open employee rights issues/grievances; and 5) Monitoring any departmental reorganizations taking place for adherence to P&S policies. The committee followed several employee rights issues of P&S employees, some of which have been resolved and some of which are still in the process of resolution.

The biggest issue for the committee this year was the Early Retirement Program. The "Annual Report of Phased and Early Retirement Programs" document was reviewed and discussed. The committee formulated a list of questions regarding early retirement and forwarded those to HRS. Jan Flick from HRS provided answers to the questions and this document was shared with the Council. Later in the year, the committee reviewed the new Board of Regents docket item regarding the Early Retirement Program, comparing it to the previous document. A list of questions was developed and brought to the Council.

Early Retirement continues to be a "hot" issue as the Board of Regents plans to make changes to the program by 2002. A Retirement Program Review Committee has been formed to study the issue. This committee is made up of representatives from the P&S group, the merit group, supervisory and confidential group, faculty and students. The Employee Issues Committee should continue to monitor this issue next year.

The committee also discussed proposed changes to the P&S Constitution and forwarded recommendations to the P&S Council President. After considerable discussion, the committee

approved most of the suggested changes. We also approved the name change of the committee from Employee Rights to Employee Issues.

The committee discussed the adoption leave policy and the issue of having an Ombudsperson. We felt that we should just monitor these issues at this time and that no action was necessary.

D. Policies and Procedures Committee – Ron Camarata

Classification section – revisions

The Position Classification Plan document was distributed and read. Bill Bonwell moved to approve the changes. It was seconded by Cindy Angel. Motion carried.

Entrance Salary – revision

The Compensation Plan Entrance Salary document was distributed and read. Doreen, Margaret Empie and Nick Bambach have reviewed it and made changes. Cindy Angel moved to approve the changes, it was seconded by Sharon Drachenberg.

Both sections mentioned above will be posted to the P&S Council website in mid January, and will then be submitted to the Cabinet for approval.

The Policies and Procedures Committee Year End report is as follows:

The Policies and Procedures Committee was selected by the Council President Doreen Hayek in early January of 2000. The committee is comprised of the following members: Jim Egli, Maxine Davis, Denise Bouska, Jean Carlisle, Jennifer Yarrow and Ron Camarata, Chairperson. The committee spent the first nine months reviewing and making recommendations on the Grievance Procedure section of the Policies and Procedures manual. There was a lot of information to review and the results were presented to Doreen in August for study and consideration.

On October 16, 2000, the committee received a letter and attachments from Doreen Hayek requesting our committee to review the information regarding proposed revisions to the Policy & Procedures Classification plan. The committee reviewed the information at our regular committee meeting on November 16, 2000 and we concurred with all proposed changes.

On November 29, 2000, the committee received an e-mail from Doreen asking our committee to review proposed changes in the Compensation Section of the Policies and Procedures Document. The section she was addressing was a very small part of the Compensation Section, it is the section that talks about the entrance salary and how, if it is above the first quartile, the VP for Finance (formally John Conner) must approve such requests. John Conner, Eunice Dell (Interim VP), HRS and Margaret and Doreen all agreed that we should change that section to say the appropriate VP should approve/not approve all such salaries above the first quartile. Doreen asked our committee approval before moving forward. After a committee review, on Friday December 1, 2000, the committee unanimously approved the changes as presented. The Committee will deal with the rest of the Compensation section at a later time.

The following agenda items were not addressed by this year's committee and at this time we are recommending that they be agenda items for next year's committee.

1. Review the P&S handbook and prepare a list of items that should/could be included in the New Employee Orientation and/or the "Welcome" that the Council coordinates.
2. Prepare a list of P&S handbook areas that should be included in a "New Supervisor" orientation (a handbook that HRS has discussed).

3. Prepare a document that includes both lists for the Council to review and approve. If approved, offer it to the Employee Relations Committee for inclusion in their Orientation/Welcome list.
4. Meet with the former Policies and Procedures committee (now serving as an Ad Hoc Committee this year to finalize the revised Policies and Procedures). The committee feels that they are an appropriate participant and should be involved in the final revisions to the Policies and Procedures document.
5. Prepare forum/hearing for the revised Policies and Procedures to be presented to the University community.

In conclusion, any or all members of this year's committee remain willing to serve as members of next year's committee if asked. They feel their familiarity with the grievance procedure section resulting from this year's study, evaluation and the recommendations presented would offer continuity and understanding, which we believe, would help to move the process along more expediently. The committee also feel that it would be helpful if Margaret Empie or Doreen Hayek would attend the first committee meeting of 2001 to share their progress and explain next years charge as they see it.

E. Salary and Fringe Benefits Committee

The Year End Report is as follows:

February - The committee drafted the salary allocation proposal of 2000. The proposal was revised and approved by the Council. The proposal recommended 1/3 of the salary increase awarded be allocated across the board for employees rated satisfactory or above with the remaining 2/3 allocated on basis of merit. Recommendations were to encourage the annual evaluation process as a means to open discussion between supervisors and employees and that supervisors provide information regarding salary increases to employees prior to the first paycheck of the fiscal year.

March - The committee presented the salary allocation recommendation proposal to the Council. The recommendation was discussed and modified before sending to the President. The committee also began discussion regarding the possibility of 100% reimbursement for the Staff Training Grant. Other possible benefits for employees were also discussed.

April - The recommendations were sent to President Koob in April 2000, after final approval by the P&S Council.

May - The President responded to the salary recommendation approval, and the Cabinet approved the recommendation as presented. The Committee began discussions on the Staff Training Grant and other possible salary recommendations for next year.

June - The committee began to gather benchmark salary data for future use. Questions were also developed to discuss with Nick Bambach regarding the Staff Training Grant and funding for the program.

July - Questions for the P&S survey were developed so a completed survey could be sent out in August or September.

August - Survey questions were presented to the Council for recommendations and approval. Several changes were made regarding placement of the survey allocation explanation, and the questions were modified in order to gather information that could be used by different committees within the Council.

September - The survey was sent to the 541 P&S employees on campus, with a return date of October 12. Information from the survey was compiled as it arrived.

October - The summary data from the survey was presented to the council.

Recommendations from the council were discussed regarding the presentation of the data prior to it being sent to the President and Cabinet.

November - The committee discussed recommendations based on the results of the P&S survey. The recommendations are based on comments made on the survey and are as follows:

Regarding the Staff Training Grant - The committee feels that there needs to be simplification of the application process, as well as an increase in the amount of reimbursement to the individual, with a goal of 100% reimbursement in the near future. The committee is drafting a letter discussing this to submit to Nick Bambach and HR.

Regarding Benefits - The committee feels there is a strong interest among employees for increased eye-care benefits. We believe that HR should look at the prospects of including this type of package into the existing benefits.

Regarding increasing the profile of the Council – The committee feels that there needs to be some type of form letter that can be sent by the Council to all new P&S employees on campus. We believe this type of letter would increase awareness of what the Council does, and also make a contact with an individual when they are just beginning their time at UNI.

Regarding changes in the salary allocation proposals – The committee notes that some individuals on campus do think there might be better options for the allocation process. We believe that although there is interest in a change, we also realize the difficulty in making it happen. We therefore recommend that the committee for next year research any prospect thoroughly for future use. Although it will not be possible to complete prior to the recommendation for 2001, it might be for 2002.

Regarding information from meetings: Due to comments made on the survey, we believe there needs to be a simplification of the information presented at the Council meetings. If possible, a short synopsis of the committee reports could be given, with a website link to the full minutes of the meetings for all who wish to read.

Doreen thanked the committee chairs and the committee members for their dedication and hard work during the past year.

VI. HRS Update – Nick Bambach

Human Resources just finished their series of Administrative Tools workshops. They were very well attended with 191 staff participating. The workshops were a collaborative effort with Payroll, the Provost office, and Compliance and Equity Management.

Nick and June Watkins are currently involved in AFSCME negotiations. They will be highly involved in the January and early February negotiations meetings in Des Moines. On January 30, 2001 the current AFSCME contract expires.

Jan Flick shared a handout and information regarding the early and phased retirement programs at UNI. The Board of Regents office has asked for feedback from campus groups. By the end of January 2001, they have requested that Human Resources collect feedback on this issue from the campus community. There are three retirement programs available at UNI. These are the (ERIP) Early Retirement Incentive Program, the phased Retirement plan, and regular retirement.

On June 30, 2002 the ERIP and phased programs expire. In 1986, ERIP (Early Retirement Incentive Program) was devised. In July 1992, the current ERIP program began. Because the ERIP is subject to departmental approval, Human Resources is not always aware whether this program has been approved or denied to staff requesting it. Recently, the way ERIP has been funded has changed. All ERIP funds are to be funded at the beginning of the ERIP period, with the money set aside in the fiscal year in which it is approved. The Cabinet will be revisiting this issue during their upcoming retreat.

The phased retirement plan was in place before the ERIP began and it was primarily UNI faculty that took advantage of this program.

A survey will be put together by Campus Voices concerning the retirement issue. Survey results will then be given to Human Resources.

VII. Old Business

Doreen thanked outgoing P&S Council members for their involvement and work on the P&S Council. These individuals are Cindy Angel, Bill Bonwell, Doug Lovejoy, Shelley Milks and Jim Olson.

VIII. New Business

A. Nominating committee report – new members introduced

Bill Bonwell introduced the new P&S Council members who will be starting at the January 11, 2001 meeting. They are Nancy Bramhall, Shelley Pruess, Dave Andersen and Doug Case.

B. Proxies needed by January Council meeting

Doreen reminded the new Council members that proxy names are due at the January meeting. She recommended using those who are just going off the Council, or those who submitted their names to the ballot of the recent P&S Council election.

C. Campus Voices: The Transition Group

There will be a survey regarding retirement programs distributed on campus in the near future.

D. The replacement on the CURAF(Council on the Use of Recreational and Athletic Facilities) committee will be Dennis Hayes.

E. Replacement on MEMFIS steering committee

Maureen Daley has resigned from this committee due to a work schedule conflict. Suggested as possible replacements were Doug VanCamp and Nancy Lindgard. If there are additional suggestions, please forward these names to Doreen.

F. New P&S application form

Nick Bambach gave background information about the new P&S application form. There was considerable discussion specifically regarding the page where candidates initial four paragraphs. The third paragraph that states that staff are “at-will” employees was discussed in length. HRS staff said a person would be disqualified from a job search if they did not sign the at-will statement. It was agreed that the P&S Council would propose changes to the existing language for the at-will statement and take the proposed changes to the January meeting.

G. Election of President and Vice President

Doreen opened the floor for nominations for these two positions on the P&S Council. Ron Camarata nominated Randy Hayes for President, seconded by Donita Gray-Krueger. Cindy Angel moved to close the nominations, seconded by Ron Camarata. Motion carried.

Cindy Angel nominated Dennis Hayes for Vice President, seconded by Sharon Drachenberg. Ron Camarata moved to close the nominations, seconded by Donita Gray-Krueger. Motion carried.

Michael Broshears moved to select the slate of candidates, seconded by Bill Bonwell. Motion carried.

IX. Other Business

A. New council member orientation will be the first part of January. Randy Hayes will follow up.

B. Schedule January meeting – The next meeting will be January 11, 2001.

C. Schedule January retreat – This will be a half day retreat for P&S Council members and their proxies. Issues and activities will be planned for the coming year. The date for the retreat is yet to be determined.

D. Other

Doreen read a Christmas card greeting from the UNI Health Center staff.

Summer 2001 issues/concerns – June Watkins

June Watkins reported that Phil Patton, Mike Mixsell and she met with Renee Romano on December 7 to discuss the concerns and issues raised during the various Summer 2001 Task Force meetings. Dr. Romano agreed to present the concerns/issues to the Cabinet at its next meeting. Dr. Romano indicated that she expected the service level provided by departments during May to be similar to that provided during the other summer months. A meeting will be scheduled soon between representatives of the Physical Plant, Facilities Planning, and the Registrar's Office to discuss coordination of repair/maintenance schedules to classroom buildings and the scheduling of summer classes. Public Relations will also be contacted to assist with communication both on and off campus of changes to the Summer 2001 schedule and its possible impact.

- X. Thank you from Doreen
Doreen thanked all Council members for their support while she served as P&S Council President. All Council members then thanked Doreen for two successful terms serving as President.
- XI. Adjournment – Cindy Angel moved to adjourn the meeting, seconded by Sharon Drachenberg. The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Sandy Law
Human Resources