

DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

EAP – Exec Asst to the President

UA – University Advancement

I – Instructional

Meeting No. 284

Date of Meeting: January 18, 2001

Place of Meeting: Gilchrist 207

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 3:10 p.m.

Members of the Council in Attendance:

X Shelley Pruess, Maucker Union – 33743 ESS

X Jean Carlisle, VP Univ Adv – 32487 UA/EAP

A Ron Camarata, Biology – 32247 I

X Nancy Lindgard, Residence – 36191 ESS

X Doug Case, ITS-NS – 37145 I

X Donita Gray-Krueger, Envir Prog – 35814 I

A Michael Broshears, Acad Adv – 36023 ESS

X Sharon Drachenberg, ITS – 32436 AT

X Doreen Hayek, ITS-TS- 37300 AT

X Nancy Bramhall, Individual Studies – 32504 I

X Maxine Davis, IRTS – 33339 I

X Dave Andersen, Phy Plant – 32213 AF

X Dave Kohrs, UNI Dome – 32865 AF

X Randy Hayes, ITS – 37473 I

X Dennis Hayes, Phy Plant - 37653 AF

Ex-Officio Members:

Nick Bambach – Human Resources

Others Present:

Michelle Whitehill – Human Resources

Kim Schares – Human Resources

Eunice Dell – VP/Administration & Finance

June Watkins – Human Resources

Renee Romano – VP/Ed & Student Services

I. Call to order - Randy Hayes called the meeting to order at 1:30 p.m.

II. Introductions - Everyone present introduced themselves.

III. Approval of minutes of meeting #283 – (Changes highlighted in bold)

A change was made to Members of the Council in Attendance, Doreen Hayek, to read “ITS-**TS**”.

A change was made to II, Approval of minutes of meeting #282, to read “Shelley **Milks**” moved to approve the minutes.

Changes were made to III, Section A, to read:

MEMFIS Project Update - Marty Mark

The user training team comprised of **Tricia Roof (team lead)**, Pat Whitt, Karen Paulsen, and Robin Gurien have been recently charged with organizing and delivering user training to the campus community. **The team is currently researching the training structures and activities at other higher education institutions using Oracle Applications. In addition, they are identifying UNI's user base and preparing a survey which will help to assess computer skills. The implementation team is finalizing the setup of an instance of the application which reflects UNI business practices and has identified various test scenarios which will be performed. It was confirmed that the published desktop requirements for using the Oracle Applications needs to be adhered to. Testing was performed at the Department of Residence with a computer system that was just under the stated requirements and it was determined that the configuration would not perform as desired.**

Shelley Pruess moved to approve the minutes as corrected, seconded by Donita Gray-Krueger. Motion carried.

- IV. Selection of Proxies - Randy distributed a sheet for all council members to either edit or list new proxy names.
- V. Presentations and Reports
- A. MEMFIS Project Update – Eunice Dell
Requested information regarding the listing of departmental supervisors for the routing of budget transfers and journal entries has been received and the information is ready to load into the new Oracle system. Oracle system training will be role based and tailored to individual needs. The campus community will be asked to identify their Oracle training needs as well as basic keyboarding skills as it relates to Excel and Word software. This will provide trainers with an approximate number of classes that will need to be offered. “Just in time” training will be used so that employees will have training very close to Oracle implementation. Volunteers will be needed to provide training, and locations identified to be used for training. May and June 2001 is the likely timeframe, with more classes offered in the fall for the training of nine month employees. Regarding purchasing, position hierarchies will be utilized for electronic routing. To make the transition as smooth as possible, Eunice encouraged early purchasing during this fiscal year, especially purchasing that require bids and quotes. We want to have very few outstanding purchase orders and bills to pay when the university transitions over to Oracle. MEMFIS continues to be involved in the testing phase, and staff may be asked to assist with testing.
- VI. Committee Reports
- A. WWW site committee - none
B. Employee Relations Committee - none
C. Employee Issues Committee – Dennis Hayes
The committee has heard one employee issue.
D. Policies and Procedures Committee - none
E. Salary and Fringe Benefits Committee - none
F. Committee preference & alternate due Tuesday, January 23. The target date for all committees to be completed Friday, January 26. It was noted that one is not required to be a P&S council member to serve on a committee.
- VII. HRS Update – Nick Bambach
Nick is currently serving on the Vice President for Administration and Finance search committee. Advertising for this position will begin the first week in February. AFSCME and faculty negotiations continue with Human Resources involvement. As requested, feedback is coming in regarding the phased and early retirement programs. A draft of the new policy regarding these programs will be completed by June 30, 2001, which will be a year before implementation of the new programs.

Nick continues to meet with the P&S policies and procedures committee.

In the near future, HRS will provide training on sexual harassment.
- VIII. Old Business
- A. Motion to delete/destroy election documents & electronic files
Nancy Lindgard moved to destroy the electronic election documents and files, seconded by Sharon Drachenberg. Motion approved.
B. New P&S application form
Copies of the P&S application form were distributed, also revisions of the “at will” statements. Randy also distributed questions regarding the application that were compiled during the recent P&S Council retreat and answers to those questions provided by Human Resources. There was considerable discussion among council members about the issue of P&S applications being used for pre-employment purposes. In an attempt to discover alternatives regarding this form, Randy proposed an Ad Hoc committee to brainstorm ideas and meet with Human Resources to discuss resolutions. This Ad Hoc committee would serve until the employee issues committee is formed

and ready to meet. Human Resources agreed to partner with P&S Council members on this committee. Human Resources was asked to consider suspending the current P&S application form pending the appointment of the ad hoc committee that was jointly agreed to in the Council meeting.

IX. New Business – Dennis Hayes requested names of possible speakers for monthly meetings be given to him as soon as possible.

X. Other Business

A. Informal gathering for Council members

There was discussion regarding whether informal gatherings for P&S Council members, their proxies, and committee members should continue. Dennis Hayes, Shelley Pruess and Donita Gray-Krueger volunteered to work together on this and will inform council members on a date and location for “after hours” gatherings.

B. Other – none

XI. Adjournment - Maxine Davis moved to adjourn the meeting, seconded by Donita Gray-Krueger. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,
Sandy Law
Human Resources