

DIVISIONS

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

Meeting No. 281
Date of Meeting: October 12, 2000
Place of Meeting: Gilchrist 207

Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:25 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
X Jim Olson, IWRC, 273-8905 I
X Donita Gray-Krueger, Envir Prog – 35814 I
A 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
P 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

Proxy

Maureen Daley - ITS

Others Present:

Bill McKinley – Physical Plant
Jan Flick – Human Resources
Kim Schares – Human Resources
Renee Romano – VP/Ed & Student Services

I. Call to order – Doreen called the meeting to order at 1:30 p.m.

II. Approval of minutes of Meeting #280.

A change was made to the campus phone number of Sharon Drachenberg to read “**32436**”.

A change was made to Presentations and Reports, Section A., MEMFIS project update to read: “**Various statements** of direction will soon be posted to the MEMFIS website.”

A change was made to Committee Reports, Section B. – to read “**Jennifer Yarrow.**”

Maxine Davis moved to approve the minutes as corrected, seconded by Sharon Drachenberg.
Motion carried.

III. Presentations and Reports

A. MEMFIS project update- Maureen Daley

The project is on or ahead of schedule. Department equipment purchases will have to be made soon. Departments are responsible for funding and providing adequate computer access. The desktop requirements are on the website. The MEMFIS team is currently working on departmental requirements for staff who authorize or write checks. The routing of purchase orders will be based on the role one plays in authorizing payment. They are currently working on identifying staff for this process. There will be a block of time when the new system is ready and processes can be done the existing way before total implementation to the new system. Just-in-time training will be the approach for user training, which will most likely begin in February or later. The

quarterly reports are posted on the MEMFIS website. If there are any questions, the MEMFIS website may be accessed.

- B. Intermodal Transportation Facility – Bill McKinley
Bill McKinley informed council members about a possible Intermodal Transit Center for the UNI campus. It is a cooperative venture of UNI, Waterloo Metropolitan Transit, the City of Cedar Falls and the City of Waterloo. It involves both a parking structure and a campus shuttle system and many more possible applications are also being discussed. Initial FTA funding has been approved and an exploratory trip to Springfield, Missouri to visit a similiar structure on the campus of Southwest Missouri State University was made by Bill and David Zarifis. They were accompanied by John Page representing Cedar Falls and Walt Stephenson from Waterloo Met.

Waterloo Met has prepared, and the City of Cedar Falls and UNI are jointly funding a Request for Proposal. Once information has been received, it will be shared with and reviewed by UNI administration, the Facilities Planning Advisory committee and other campus groups as appropriate. It is expected that the RFPs will address possible locations, as well as space utilization issues.

IV. Committee Reports

- A. Policies and Procedures Committee – Ron Camarta
The committee met recently and continues to gather information and work on the P&S Grievance process. Doreen will review the most recent information from this committee.
- B. Salary and Fringe Benefits Committee – Donita Gray-Krueger
The P&S employment survey and summaries of the survey responses were distributed. Donita reported that out of 531 surveys sent out, 159 completed surveys were returned, which was a good rate of return. The survey report is anonymous, and will be attached to next month's P&S Council minutes. The committee will evaluate the survey results before Renee Romano shares the results with the Cabinet.
- C. WWW Site Committee – Nancy Lindgard
Paperwork for the online voting for new council members is done. When ready, the nominees names and pictures will be added to the P&S Council website. Voting members will then be able to anonymously vote on line from November 6 to November 10. A counter will be used to determine how often the website is accessed. The beginning of new term for incoming council members will be January 1, 2001.
- D. Employee Relations Committee – Sharon Drachenberg
A revised welcoming letter will be sent to new P&S employees. Shelley Milks and Patty Rust were thanked for their work on the "Meet the Prez" event. Comments were that the program was well run, but that there could have been more participation. A possible change for next year would be to have the event over the lunch hour. Also suggested was President Koob responding to anonymous questions at the end of his presentation to encourage more participation. The committee will meet and share their suggestions at the next P&S Council meeting.
- E. Employee Issues Committee – Bill Bonwell
The committee is reviewing the ERIP (Early Retirement Incentive Program) and will have more information at the next P&S Council meeting.

V. HRS update – Nick Bambach

Nick and June Watkins are currently working on AFSCME negotiations with the IDOP and BOR offices. Robin Gurien, the new training and career development coordinator, is meeting with focus groups and has visited ten large departments on campus to become acquainted.

HRS is planning nine full-day Administrative Tools workshops for deans, directors, department heads, department secretaries, supervisors and managers in November and December.

Jan Flick shared information concerning the double spouse premium change. Double spouse premium is when both spouses work for the University of Northern Iowa, cover dependent children, maintain one family plan in the name of either spouse, and share the cost of the premium. Effective October 1, 2000, the new premium arrangement will take effect, with each spouse paying \$33.25 instead of \$66.49 per month, saving the family a total of \$797.64 per year.

Per Iowa law, P&S employees were covered for contraceptives effective August 1, 2000.

VI. Old Business

A. Nominating committee and upcoming election report – Bill Bonwell

The nominating committee has determined what process will be used for the election of P&S Council members for this year's election. They currently have twenty nominations, and are still taking names of nominees. Elections will be held via the web, and biographies and pictures of each nominee will be used. The committee plans to publicize this election well to encourage participation. The election of the P&S Council President and Vice President will take place in December.

VII. New Business

A. Replacement on the CURFA (Council on the Use of Recreational and Athletic Facilities) committee – Doreen

Dennis Hayes and Bill Bonwell indicated interest in serving on this committee. If there are more people interested in serving on this committee, please contact Doreen.

VIII. Other Business – Doreen Hayek

Doreen encouraged all council members to review all or part of the NCA Accreditation Report and give feedback to Karen Agee by October 20, 2000.

IX. Adjournment - Nancy Lindgard moved to adjourn the meeting, seconded by Dennis Hayes.

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,
Sandy Law
Human Resources