

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. 280
Date of Meeting: September 14, 2000
Place of Meeting: Gilchrist 207

Meeting Convened: 1:32 p.m.
Meeting Adjourned: 3:17 p.m.

Members of the Council in Attendance:

X Bill Bonwell, Fac Planning – 33537 AF
P Jean Carlisle, VP Univ Adv – 32487 UA/EAP
P 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
X Michael Broshears, Acad Adv – 36023 ESS
A Sharon Drachenberg, ITS – 36943 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 – 3765 AF

Ex-Officio Members:

Nick Bambach – Human Resources
Kim Schares - Human Resources

Proxy:

Jennifer Yarrow – Conference & Visitor Services
Billie Hemmer-Callahan – Biology Greenhouse

Others Present:

Robin Gurien – Human Resources
Eunice Dell – VP/Administration & Finance
Michelle Whitehill – Human Resources
June Watkins – Human Resources
Bill Calhoun – VP/Advancement
Darlene Imhoff – Compliance & Equity Management

- I. Call to Order - Doreen called the meeting to order at 1:32 p.m. All those present introduced themselves.
- II. Approval of minutes of #279 – Cindy Angel moved to approve the minutes, seconded by Maxine Davis. Motion approved.
- III. Presentations and Reports
 - A. MEMFIS project update – Eunice Dell
The statement of direction will soon be posted to the MEMFIS website. The Chart of Accounts is almost to closure. All major units on campus have been contacted and their needs identified. MEMFIS is currently working on ways for each department to easily determine salary savings. Next year's budget will be based on this year's system, with transition to the new system happening after next year. MEMFIS will be questioning each department to determine supervisors. This information will be used to aid in the routing of requisitions and purchase orders. Availability to the new system will likely be more extensive with more hours added. The implementation team will be responsible for training on and off campus staff.

B. Salary Savings Process – Eunice Dell

The policy at UNI regarding salary savings is that there is no limitation in the way to use salary savings except that supplies and services surplus monies cannot be used for salary increases. Salary savings can be used to fund early retirement costs. There must first be a mutual agreement between the department and the early retiree as to whether they are approved for early retirement. Over the years, a practice change has occurred, but there has not been a policy change. Clarification of the Early Retirement Incentive program is currently taking place and when finalized, this information will be shared.

C. McLeod Gift and other Development activities – Bill Calhoun

Handouts were distributed. The “Students First” campaign was explained. UNI will be the nation’s finest comprehensive university, known for high quality learning environments and a genuine sense of community. The cornerstones of this vision are a campus-wide culture of putting “Students First”; delivering excellence in teaching and learning; and providing solutions for Iowa. Private support will play a critical role in the university’s ability to provide students with the finest faculty, facilities, and financial support possible. To that end, the Northern Iowa Foundation is planning the “Students First” campaign to raise \$75 million over the next four years.

The Foundation is currently engaged in the “Leadership” phase of the campaign. As a positive endorsement of this effort, Clark and Mary McLeod contributed \$4 million to the Students First campaign. Their gift will be directed toward the construction of the McLeodUSA Center, a multi-purpose athletic facility. The recreation and sports arena will be the first visible element of collaboration between UNI and McLeod USA to promote student excellence. Other elements of this collaboration may include internships, technology enhancements, scholarships, and other opportunities.

In the fall of 2001, the Foundation will kick-off the Cedar Valley major gift drive and the campus’s Faculty/Staff/Emeritus drive. From 2002 through 2004, separate initiatives are scheduled for Des Moines, Cedar Rapids, and other metropolitan areas. The national kick-off will be in the fall of 2002, and the campaign will conclude June 2005.

The Office of Public Relations has recently had a name change to the Office of University Marketing and Public Relations.

IV. Committee Reports

A. Employee Issues Committee – Cindy Angel

The committee met on August 23rd regarding a salary equity adjustment issue .

B. Policies and Procedures Committee- Cindy Yarrow

Five pages of minutes of the committee meeting were distributed. The committee recommendations are listed on the first page, the last page is the working copy. The contents of the second page need clarification. It was recommended that P&S Council members read this carefully and bring their recommendations to the next meeting.

C. Salary & Fringe Benefits Committee – Donita Gray-Krueger

A revised P&S salary survey was handed out and feedback was requested. Suggestions were discussed and approved. Nancy Lindgard will investigate putting the salary survey on line for those who prefer to respond electronically. Donita will proceed with printing and distributing the survey through campus mail.

D. WWW Site Committee – Nancy Lindgard

The committee met and reported that they received no input on the FAQ page. Minutes of past meetings will be reviewed and used to determine questions which may be of interest for the FAQ page. A counter may be added to the P&S Council website to determine how many access this page. Plans are being made for anonymous on-line voting for the upcoming P&S Council election of candidates. P&S candidate information will be included. Voters' social security number and pin will need to be inputted to vote.

E. Employee Relations Committee – Shelley Milks

There were five new P&S employees hired in July 2000. Meet the Prez event is scheduled for Monday, October 9 at 3:30 in the Art Building Auditorium. The Presidents' address will include information on the past five years of his presidency and his vision for the future. Regents Staff Excellence Award winners will also be recognized during this time. The new UNI Vice Presidents will be introduced and will be available after the event to informally greet participants. Advertising for this will be included on UNI OnLine.

V. HRS Update – Nick Bambach –

The holiday reduced hours memo will be distributed the week of October 2, 2000.

AFSCME contract negotiation meetings are being held.

Nick introduced Human Resources' new Training and Career Development Coordinator, Robin Gurien. For the next few months, she will be working on needs analysis assessment and putting together focus groups. P&S Council members were encouraged to share with Robin their ideas of possible training and career development opportunities.

The double spouse benefit process will be explained by Jan Flick at next month's meeting.

VI. Old Business - none

VI. New Business – Doreen Hayek

A. Nominating committee and upcoming election

All term 2000 P&S Council members may be reelected except Cindy Angel. Presently Nancy Lindgard and Ron Camarata are serving on the nominating committee. More volunteers are needed. This is Doreen's last year as President of the P&S Council. Members were encouraged to put thought into who they would like to serve as the next P&S Council President.

VIII. Other Business - none

IX. Adjournment - Cindy Angel moved to adjourn the meeting, seconded by Nancy Lindgard. The meeting was adjourned at 3:17 p.m.