

## DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA – University Advancement  
I – Instructional

Meeting No. 308  
Date of Meeting: January 16, 2003  
Place of Meeting: CBB 1 & 3

Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:37 p.m.

### Members of the Council in Attendance:

Dave Andersen, Phy Plant – 32213 AF  
Michael Blackwell, CME -- 32250 AT  
Seth Bokelman, CSBS – 37616 I  
Nancy Bramhall, Individ. Studies – 32504 I  
Doug Case, PLS – 37145 I  
Vicki Collum, Development – 36850 UA/OTP  
Karen Cunningham, Individ. Studies – 32504 AT  
Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS  
Jascenna Haislet-Carlson, Theatre -- 36387 I  
Cynthia Houlson, Phy Plant -- 35855 AF  
Dave Kohrs, UNI Dome – 32865 AF  
Shelley Pruess, Maucker Union – 33743 ESS  
Dennis Reimer, ITS ET – 36285 I  
Patti Rust, Registrar – 32113 ESS

### Ex-Officio Member

### Proxy

### Others

Nick Bambach – Human Resources  
Kim Schares – Human Resources  
Morris Mikkelsen-Facilities Planning

I. Call to Order – President Bob Frederick called the meeting to order at 1:30 p.m. All those present introduced themselves.

II. Approval of Minutes of Meeting #307  
Dave Andersen moved to approve the minutes, seconded by Doug Case. Motion carried.

#### President's Prerogative

Bob spoke with Margaret Empie regarding the constitution posted on the web as not being correct. It is now corrected and the terms limit issue is put away.

Kay Thuesen of the University Museum offered the use of their conference room free of charge for future P & S Council meetings.

Bob has sent off notes to new P & S employees to welcome them and let them know about P & S Council meetings.

### III. Presentations and Reports

Vice President Patti Rust introduced Morris Mikkelsen from Facilities Planning.

Facilities Planning appreciates all that the P & S Council does. Distributed handout of State Supported Projects, including Five-Year Capital Plan. Shared the rundown of projects currently in the works as well as future projects.

#### State Supported Projects

McCollum Science Hall – anticipate opening Fall of 2003. Future work to be conducted on the fourth floor.

Steam tunnel work – eastern side of campus completed; starting in April, western half will be started. Minnesota Street, 27<sup>th</sup> Street closed; Hudson Road reduced to two lanes.

East Gym – renovate to become Innovative Teaching and Technology Center; work anticipated to begin Fall of 2003.

Maucker Union/Center for Multicultural Education – approximately another year until completion.

Towers Dining Center – renovation anticipated to begin Summer of 2003.

Human Performance Center – will sit directly west of old PEC. Will include medical offices, physical therapy, etc.

McLeodUSA Center – directly south of Dome; concept of walking from WRC, through the Dome, continue on to Hall of Fame room and into McLeodUSA Center. Anticipate work beginning Fall of 2003.

#### Next Major Projects on Five-Year Capital Plan

##### Capital Requests for this year, FY04

Deferred Maintenance and Fire Safety - #1 priority for BOR and University  
Electrical Distribution System upgrade  
Science Buildings Renovation (Physics/MSH Shell Space)

##### Requests for FY05

Price Laboratory School renovation  
Commons renovation

##### Requests for FY06

Phase II – Steam Distribution System Replacement  
Russell Hall renovation

##### Requests for FY07

Sabin Hall renovation  
Baker Hall renovation

##### Requests for FY07/FY08

ITC Addition  
Science Buildings Renovation – Phase II

##### Other

Integrated Student Services Center not state supported so not on this list. As of now, funding for ISSC is coming out of the building repairs budget which was significantly effected by budget reductions.

Student Health Center – renovations and a building addition are still under consideration for next year.

#### IV. Committee Reports- Patti Rust called for committee reports:

- A. WWW Site Committee – Vicki Collum  
P & S Council meetings were never on the university calendar of events; will now be listed there as well as an updated list of committee members to be made available for entire P & S community.
- B. Employee Relations Committee – none

- C. Employee Issues Committee – none
  - D. Policies and Procedures Committee – none. Final review of the Policies and Procedures manual will be submitted by the P&P subcommittee and Bob will pass on to the committee after next week.
  - E. Salary and Fringe Benefits Committee – none
- V. HRS Update – Nick Bambach  
Reported that AFSCME and United Faculty contract negotiations are underway.
- VI. Old Business  
A motion was made by Doug Case for the destruction of old ballots in accordance with P&S bylaws, seconded by Vicki Collum. Motion carried.
- VII. New Business  
Bob forwarded the names of Michael Blackwell and Jon Buse to the President’s office for consideration as P&S representatives on the newly formed Strategic Planning Review Committee per the President’s request. The President will then select one as representative.
- Regarding term lengths – per the bylaws, it is a one-year term but can be reappointed with no limit to the number of reappointments.
- Seth Bokelman is willing to put the council meetings on everyone’s calendar, but Doug Case noted 25-30% of staff don’t use the Netscape calendar.
- Vicki Collum received a complaint from a constituent regarding the ATM’s that charge a fee. Shelley Pruess explained the bid process that began in August and received no proposals back with no fee. Recently accepted bid from Mobil Money, which has a \$1.50 user fee, but is giving back money to the university. Nancy Bramhall suggested a nice article in the Northern Iowan to put everyone at ease.
- Check cashing for students and staff can be done at the window in the Union for a \$.25 fee. There will be ATMs located in various locations around campus besides the Union: Schindler, the Curris Business Building, two in the UNI Dome.
- VIII. Other Business  
Patti Rust asked about prioritizing goals, etc. Bob Frederick suggested we prioritize goals at the next meeting when we complete committee assignments, as some goals will be met through committee work.
- Bob would like to look at doing a comprehensive survey of all P & S employees, with the help of Human Resources.
- IX. Adjournment  
Doug Case moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 2:37 PM.

Respectfully submitted,  
Becky Meyer  
The Career Center

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA - University Advancement  
I – Instructional

Meeting No. 309  
Date of Meeting: February 13, 2003  
Place of Meeting: CBB 319

Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 3:30 p.m.

### Members of the Council in Attendance:

Dave Andersen, Phy Plant – 32213 AF  
 Michael Blackwell, CME – 32250 AT  
 Seth Bokelman, CSBS – 37616 I  
 Nancy Bramhall, Individual Studies – 32504 I  
 Doug Case, PLS – 37145 I  
 Vicki Collum, Development – 36850 UA/OTP  
 Karen Cunningham, Individual Studies – 32504 AT  
 Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS  
 Jascenna Haislet-Carlson, Theatre – 36387 I  
 Cynthia Houlson, Phy Plant – 35855 AF  
 Dave Kohrs, UNI Dome – 32865 AF  
 Shelley Pruess, Maucker Union – 33743 ESS  
 Dennis Reimer, ITS ET – 36285 I  
 Patti Rust, Registrar – 32113 ESS

### Ex-Officio Member

Renee Romano

### Proxy

Dennis Hayes

### Others

Nick Bambach – Human Resources  
Paul Meyermann – Physical Plant  
Mike Broshears – Academic Advising

#### I. Call to Order

President Bob Frederick called the meeting to order at 1:32 p.m. All those present introduced themselves.

#### II. Approval of Minutes of Meeting #308

Doug Case moved to approve the minutes, seconded by Nancy Bramhall. Motion carried.

#### III. Presentations and Reports

##### A. Mike Broshears, University Health and Safety Committee

Mike distributed copies of UNI's Safety Committees' roles and responsibilities. When health and safety issues arise, the Health and Safety Committee works closely with Dean Shoars, the University Safety Officer.

The Health and Safety Committee edited the Emergency Management Manual. The manual is comprehensive and addresses responsibilities that different units on campus would have in the event of any high scale emergency at UNI.

In recent years, there has been an effort to minimize the use of chemicals on campus. In 1999, the total acreage treated on-campus with chemicals was 230 acres. In 2000, the total acreage treated was reduced to 105 acres with a further reduction to 89 acres in 2002.

Another current issue the University Health and Safety Committee is dealing with is smoking outside campus buildings. The committee is reviewing a policy change as it relates to this issue. Compliance with using smoking containers, fire safety, and pick up costs are all issues associated

with smoking outside campus buildings. Price Laboratory School grounds are the only campus area that currently has a no smoking policy in force. P&S council members will be asking constituents for feedback on this proposal. In order for change to the current policy to occur, Student Government, P&S Council and Faculty Senate will be charged with initiating action.

B. Paul Meyermann, Assistant Director/Operations Planning

Paul spoke regarding the issue of minimizing the use of chemicals on the UNI campus. He noted that UNI achieved an 84% reduction in pesticide use in 2002 from the benchmark year of 1999. The grounds department uses Integrated Pest Management techniques (IPM) in making periodic assessments of turf. It uses this survey information to make decisions as to where to use herbicides. Instead of spraying an entire turf area, spraying is targeted at specific weed flushes only. This process is more labor intensive than the traditional blanket spraying because of the area-by-area decision making required for what to treat and what not to treat. Weather conditions and other criteria are used to determine whether spraying will be allowed on any particular day. Less hazardous products were tested this year to see if they are sufficiently effective to use on a campus wide basis. There is an ongoing effort to naturalize 'low' use areas of campus. This process reduces labor costs and fossil fuel usage for mowing in addition to reductions in the use of herbicides.

All turf weed control spraying was deferred until after May graduation in 2002 and ceased after August 10th as an additional means of lowering overall human exposure. UNI procedures and records are annually inspected by the Department of Agriculture, Land Stewardship Program for compliance. All herbicide treated areas on campus are marked with signs. A supplemental system of notification is used to notify those on campus who wish to be more aware of scheduled pesticide use. Paul distributed copies of an application for the university community pesticide notification registry.

IV. HRS Update – Nick Bambach

Nick has been involved with United Faculty and AFSCME negotiations in January and February. AFSCME has reached a tentative settlement, with ratification scheduled for February 20th. There will be more details available next month. United Faculty has reached a tentative agreement, with ratification scheduled for the first week in March.

V. Committee Nominations and Assignments - Bob Frederick

The following committee members will serve terms of one year:

Employee Issues Committee – Patti Rust, Doug Case, Shelley Pruess, Nancy Bramhall, Dennis Hayes. Vicki Collum moved to approve the slate of committee members, seconded by Dana Foster. Motion carried. Doug Case was appointed committee chair.

Salary and Fringe Benefits Committee – Cynthia Houlson, Seth Bokelman, Theresa Kouri, Denise Bouska, Jon Buse. Doug Case moved to approve the slate of committee members, seconded by Patti Rust. Motion carried. Cindy Houlson was appointed committee chair.

WWW Site Committee - Vicki Collum, Marty Robertson, Dennis Reimer.

Doug Case moved to approve the slate of committee members, seconded by Shelley Pruess. Motion carried. Vicki Collum was appointed committee chair.

Policies and Procedures Committee – Jascenna Haislet-Carlson, Michael Blackwell, Dave Andersen, Dave Kohrs, Mike Bobeldyk. Doug Case moved to approve the slate of committee members, seconded by Dana Foster. Motion carried. Dave Andersen was appointed committee chair.

Employee Relations Committee – Dana Foster, Jennifer Albertsen, Michelle Clark, Brenda Buzynski, Karen Cunningham. Doug Case moved to approve the slate of committee members, seconded by Seth Bokelman. Motion carried. Karen Cunningham was appointed committee chair.

Bob recommended that this committee personally contact each new P&S employee.

VI. Old Business

A. Order and Prioritize Goals

Patti Rust distributed copies of the P&S Council's suggested list of goals for 2003, and time was spent reviewing it. It was agreed that the listed items will not be prioritized and will be given to committees for action.

Following is the list of goals/issues:

Salaries

Staff Training grant policies

Communication

Finalize Policy & Procedure Revisions

Prevent Reductions in Benefits

Increase communication between P&S Council and P&S staff representatives on university committees

Review university shutdown policies/expectations

P&S Staff programming/social activities

Adoption leave

VII. New Business – Bob Frederick

A. Special Session – Policies and Procedures

Bob stated the need for the P&S Council to address the Policies and Procedures Handbook, currently being worked on by an ad hoc committee, in a special session in early March. Margaret Empie, Doreen Hayek, and Nick Bambach have been working on this for many years. A time will be set after submission by P&S Council members of times they are available. It is noted that not all may be available to meet but the special session will be held with a quorum.

VIII. Other Business – Bob Frederick

The proposed academic calendar models will go forward to constituents for their input. More information will be available at the next P&S Council meeting. The Faculty Senate will be discussing this issue during their meeting on February 24<sup>th</sup>. Because of this, please submit comments to Patti Rust by February 21st.

IX. Adjournment – Dave Andersen moved to adjourn the meeting, seconded by Dana Foster. The meeting was adjourned at 3:30 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources

DIVISIONS

AF - Administration & Finance

Meeting No.310

AT - At Large

Date of Meeting: March 13, 2003

ESS - Educational & Student Services

Place of Meeting: North Conference Room, Union

OTP - Office of the President

UA - University Advancement

Meeting

Convened: 1:30 p.m.

I - Instructional

Meeting Adjourned: 3:03 p.m.

Members of the Council in Attendance:

Dave Andersen, Phy Plant - 32213 AF

Bob Frederick, Career Center - 36857 ESS

Michael Blackwell, CME -- 32250 ESS

Jascenna Haislet-Carlson, Theatre -- 36387 I

Seth Bokelman, CSBS - 37616 I

Cynthia Houlson, Phy Plant -- 35855 AF

Nancy Bramhall, Individ. Studies - 32504 I

Dave Kohrs, UNI Dome - 32865 AF

Doug Case, PLS - 37145 I

Shelley Pruess, Maucker Union - 33743 ESS

Vicki Collum, Devl. - 36850 UA/OTP

Dennis Reimer, ITS ET - 36285 I

Karen Cunningham, Individ. Studies - 32504 AT

Patti Rust, Registrar - 32113 ESS

Dana Foster, WRC - 35859 I

Ex-Officio Member Proxy

Others

Joe \_\_\_\_\_ - Department of Residence

Kim Schares - Human Resources

I. Call to Order - President Bob Frederick called the meeting to order at 1:30 p.m. All those present introduced themselves.

II. Special Event - Jan Hanish, Director of the Union, presented floor plans of the new construction in the Union and conducted a tour for the entire council.

III. Approval of Minutes of Meeting #309

Michael Blackwell made motion to amend section 6A to add a P&S survey to the formal goals. Doug Case moved to accept amendment, seconded by Shelley Pruess. Motion carried.

IV. Presentations and Reports

A. Vicki Collum - WWW Site Committee

Was good having Marty Robertson at last meeting; not that familiar with P&S Council and can be good for keeping P&S web site fresh and current; asking what can site do for me? They will meet every last Wednesday in the Union - everyone is welcome to attend.

B. Karen Cunningham - Employee Relations Committee

Reviewed the agenda, talked about nominations via web by March 31 to give longer time before ... "Meet the President" has been going on for last seven years, think its time for a name change.

C. Doug Case - Employee Issues Committee

They will be meeting the last Wednesday of the month, will be meeting for first time this month, look over goals.

D. Dave Andersen - Policies and Procedures

Nothing to report.

E. Cynthia Houlson - Salary & Fringe Benefits Committee

Seth Bokelman put together a spreadsheet based on salary to compare last years' 33% versus 25% total pool of P&S monies. Some divisions take certain percentage off top for discretionary use, which goes back into salaries. Built contingency, if less than 3%, reconsider taking off the top. Council will discuss with constituents. Council will then make recommendations and present to the cabinet. Historically they have been very receptive. Bob mentioned legislature wants to reduce the UNI base by \$3.6 million; hence all salary increases would be out of tuition increase. Asked Kim Schares about situation with Merit increases: per union contract, 2% July, 2% January 2005, and step increase for Merit staff not at top of pay grade of 4.5%.

Patti Rust asked if any other comments, vote on today? Decided to send recommendations to constituents, then vote on. Doug moved for show of hands, 15-0 in favor of presenting to P&S staff. Mention in UNIONline, have link to spreadsheet - reach more staff that way. Seth will let Council know when available so they can get word out.

V. HRS Update

Nothing to report. Cynthia Houlson thanked Kim Schares for her assistance during the Salary and Fringe Benefit Committees meetings.

VI. Old Business

A. Academic Calendar Models

1st model - status quo

2nd model - start 2 days earlier, with full week of Thanksgiving off

3rd model - start full week earlier, with full week of Thanksgiving off and 2 day Fall Break

Patti received little feedback, but Seth and Doug received many e-mails; problematic for technology upgrading, etc. Faculty Senate voted to stay with status quo, but has not gone to the cabinet yet. P&S Council will still make voice known by collecting e-mails, summarizing thoughts and drafting a letter.

B. Policies & Procedures Handbook

Bob met with Doreen Hayek, Margaret Empie and Nick Bambach. A decision was made to not review the Policies and Procedures handbook with the P&S Council until the final review was completed by the ad hoc Committee.

VII. New Business

Bob indicated that he would like to meet in a special session on March 24th at 1:30 to discuss the salary and fringe benefit recommendation. A location will be determined and emailed to all.

VIII. Other Business

Doug Case moved to adjourn meeting, seconded by Michael Blackwell. The meeting was adjourned at 3:03 p.m.

Respectfully submitted,  
Becky Meyer  
The Career Center





## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA - University Advancement  
I – Instructional

Meeting No. 311  
Date of Meeting: April 10, 2003  
Place of Meeting: CBB 319

Meeting Convened: 1:34 p.m.  
Meeting Adjourned: 2:15 p.m.

### Members of the Council in Attendance:

<u>X</u> Dave Andersen, Phy Plant – 32213 AF	<u>X</u> Bob Frederick, Career Center – 36857 ESS
<u>X</u> Michael Blackwell, CME – 32250 AT	<u>X</u> Jascenna Haislet-Carlson, Theatre – 36387 I
<u>X</u> Seth Bokelman, CSBS – 37616 I	<u>X</u> Cynthia Houlson, Phy Plant – 35855 AF
<u>X</u> Nancy Bramhall, Individual Studies – 32504 I	<u>P</u> Dave Kohrs, UNI Dome – 32865 AF
<u>X</u> Doug Case, PLS – 37145 I	<u>X</u> Shelley Pruess, Maucker Union – 3374 ESS
<u>X</u> Vicki Collum, Development – 36850 UA/OTP	<u>A</u> Dennis Reimer, ITS ET – 36285 I
<u>X</u> Karen Cunningham, Individual Studies – 32504 AT	<u>X</u> Patti Rust, Registrar – 32113 ESS
<u>X</u> Dana Foster, WRC – 35859 ESS	

### Ex-Officio Member

Proxy  
Greg Davies

### Others

Kim Schares – Human Resources  
Stacey Christensen – University Marketing and Public Relations

- I. Call to Order – President Bob Frederick called the meeting to order at 1:34 p.m.
- II. Approval of Minutes of Meeting #310 –  
Doug Case moved to approve the minutes, seconded by Michael Blackwell. Motion carried.
- III. HRS Update – no report
- IV. Guest Speakers
  - A. Stacey Christensen, Legislative Update  
Two documents were distributed – one regarding appropriations reductions and the other a summary of Regents funding. Stacey explained that the state has significantly reduced appropriations to the Regent institutions and under-funded state mandated salary increases for the past several fiscal years. For FY04, the Iowa legislature made an agreement that the \$25 million earmarked for a cut will be restored in exchange for salary funding. Therefore, tuition revenues will be used for salary funding. Representatives Bill Dix, Ervin Dennis, and Willard Jenkins are to be commended for their persistence in bringing this issue to resolution.

Another legislative issue to be watched closely is the proposal for the Board of Regents institutions pay fees on capital assets, including state owned buildings, land and equipment, essentially a property tax. The Regent universities would be required to pay the state \$40 million a year for the use of state-owned buildings. The proposal is not likely to pass, but if it did, the cost would be passed along to students as a tuition increase of an additional \$600 per year.

At this time, there is still no money for capital projects (deferred maintenance and building repair) in FY04. However, the legislators will be making capital appropriations decisions in the coming weeks.

B. Michael Blackwell, Strategic Planning Review Committee update – report next month

V. Committee Report

A. WWW Site Committee – Vicki Collum

The committee met to discuss changes made to the web site and a calendar of tasks was assigned.

B. Employee Relations Committee – Karen Cunningham

The committee is working on the Regents Staff Excellence award. The deadline for nominations is Monday 4/14. Bob reported that new P&S Council letterhead and envelopes have arrived for correspondence.

C. Employee Issues Committee – Doug Case

The committee has met with one individual in the past month and another one is scheduled for Monday this month.

D. Policy and Procedures Committee – no report

Bob Frederick noted that the comprehensive survey of professional staff on campus will be handled by this committee. The P&S Handbook committee will need more time to meet before submitting the revised handbook to the council.

E. Salary and Fringe Benefits Committee – Cindy Houlson

The committee met on April 2<sup>nd</sup>. Bob was in attendance at this meeting to explain the P&S Council vote to reject the Salary and Fringe benefits original recommendation and to answer any concerns that members had from the outcome. The committee is also reviewing Staff Training Grant disbursement procedures. Alternatives for reimbursement are being considered.

Bob Frederick distributed copies of the letter to President Koob regarding the P&S Council recommendation for allocation of the FY04 salary increase.

VI. Old Business – Bob Frederick

Bob reported that the special session held on March 24<sup>th</sup> was good. Bob also met with Renee Romano and Robert Koob who understand the depth and breadth of the discussions and appreciate the perspectives of the various P&S employees.

The special session minutes were approved by Doug Case, seconded by Seth Bokelman.

The Health and Safety Committee's final draft of the smoking policy recommendation will be sent forward. Their recommendation is that one handicapped accessible entrance at each building be used as a smoking area.

VII. New Business - none

VIII. Other Business - none

IX. Adjournment – Vicki Collum moved to adjourn the meeting, seconded by Doug Case. The meeting was adjourned at 2:15 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

OTP – Office of the President

UA - University Advancement

I – Instructional

Meeting No. 312

Date of Meeting: May 8, 2003

Place of Meeting: CBB 319

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 2:05 p.m.

Members of the Council in Attendance:

X Dave Andersen, Phy Plant – 32213 AF

X Michael Blackwell, CME – 32250 AT

X Seth Bokelman, CSBS – 37616 I

X Nancy Bramhall, Individual Studies – 32504 I

P Doug Case, PLS – 37145 I

X Vicki Collum, Development – 36850 UA/OTP

X Karen Cunningham, Individual Studies – 32504 AT

X Dana Foster, WRC – 35859 ESS

X Bob Frederick, Career Center – 36857 ESS

X Jascenna Haislet-Carlson, Theatre – 36387 I

P Cynthia Houlson, Phy Plant – 35855 AF

P Dave Kohrs, UNI Dome – 32865 AF

X Shelley Pruess, Maucker Union – 33743 ESS

X Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

Ex-Officio Member

Renee Romano

Proxy

Dennis Hayes

Greg Davies

Paul Huber

Others

Nick Bambach – Human Resources

- I. Call to Order – President Bob Frederick called the meeting to order at 1:32 p.m.
- II. Approval of minutes of Meeting #311  
Dennis Hayes made a motion to amend Section VI, third paragraph, to read “no smoking” policy. Vicki Collum moved to accept the amendment, seconded by Patti Rust. Motion carried.
- III. Strategic Planning Review Committee update – Michael Blackwell  
For complete details see: <http://www.uni.edu/pres/univcomm/strategic.shtml>
- IV. HRS Update – Nick Bambach  
Nick reported that the Employee Recognition and Reward Committee has been meeting weekly and were recently involved in six focus group sessions. A survey was distributed to all Administration and Finance division employees for input. Information from this survey will be forthcoming.
- V. Committee Reports
  - A. WWW Site Committee – Vicki Collum  
The committee met on April 23. Their first quarter marketing effort will appear in UNI Online on May 13. Hot topics include the June 1 deadline for staff training grants. Everyone was encouraged to notify their staff of this opportunity.
  - B. Employee Relations Committee – Karen Cunningham  
The 2003 Staff Excellence Regents Award recipients are Donna Vinton and Randy Pilkington. The selection committee met on May 1st to select two P&S award recipients. The selection

committee members were: Emiliano Lerda, Linda Corbin, Al Stamberg, Tricia Welter, and Greg Stefanich. The next event that the committee is currently working on is Meet the Pres.

Dana Foster is sending welcome letters to new P&S employees every month.

C. Employee Issues Committee – Nancy Bramhall

The Employee Issues Committee met with a P&S employee on April 14. After listening to the concerns of the staff member, the committee concluded that the supervisor had followed all required P&S Personnel Policies and Procedures.

D. Policy and Procedures Committee – Dave Andersen

The committee is currently working on the P&S staff survey and involved in revisions to P&S policies and procedures.

E. Salary and Fringe Benefits Committee – no report

VI. Old Business - none

VII. New Business - none

VIII. Other Business

Nancy Bramhall announced that she will be retiring in June of this year. Bob Frederick will work on finding another person to fill the last 6 months of Nancy's term.

The council thanked Michelle Clark for facilitating the Regents Staff Excellence Award committee.

IX. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Nancy Bramhall. The meeting was adjourned at 2:05 p.m.

X. Power Plant Tour

Charles Fosselman and Stuart Mackey gave the P&S Council members a complete tour of the Power Plant. Pictures are available on the P&S web site. [http://www.uni.edu/ps\\_council/](http://www.uni.edu/ps_council/)

Respectfully submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance  
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ESS – Educational & Student Services  
OTP – Office of the President  
UA - University Advancement  
I – Instructional

Meeting No. 313  
Date of Meeting: June 12, 2003  
Place of Meeting: CBB 319

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

### Members of the Council in Attendance:

X Dave Andersen, Phy Plant – 32213 AF  
X Michael Blackwell, CME – 32250 AT  
X Seth Bokelman, CSBS – 37616 I  
X Nancy Bramhall, Individual Studies – 32504 I  
X Doug Case, PLS – 37145 I  
X Vicki Collum, Development – 36850 UA/OTP  
X Karen Cunningham, Individual Studies – 32504 AT  
A Dana Foster, WRC – 35859 ESS

X Bob Frederick, Career Center – 36857 ESS  
X Jascenna Haislet-Carlson, Theatre – 36387 I  
X Cynthia Houlson, Phy Plant – 35855 AF  
X Dave Kohrs, UNI Dome – 32865 AF  
X Shelley Pruess, Maucker Union – 33743 ESS  
X Dennis Reimer, ITS ET – 36285 I  
X Patti Rust, Registrar – 32113 ESS

### Ex-Officio Member

### Proxy

### Others

Nick Bambach – Human Resources  
Dean Shoars – Physical Plant  
Bret Jacobsen – College of Business Administration

- I. Call to Order – President Bob Frederick called the meeting to order at 1:31 p.m. Everyone present introduced themselves.
- II. Approval of Minutes of Meeting #312  
Doug Case moved to approve the minutes, seconded by Seth Bokelman. Motion carried.
- III. HRS Update - Nick Bambach  
The Administration and Finance Divisions' Employee Recognition and Rewards Committee has been meeting weekly. In addition, six focus group sessions were held in April and May. A recognition program will soon be implemented for staff in this division.

Robin Gurien, Training and Career Development Coordinators' office has moved across the hall to Gilchrist 104.

There will be two arbitrations held on campus this summer.

- IV. Presentations and Reports - Dean Shoars – multi-modal parking/transit facility  
In 1997, UNI began earnestly looking for additional parking spaces on campus and in 1998 a parking analysis was done to determine if a parking ramp located in center campus was feasible. The Gilchrist parking lot was selected as the area best suited for the ramp, but initial cost estimates were considered too expensive to move the project forward. In 2000, Senator Charles Grassley proposed to MET Transit and the University that Federal Transit Administration funds might be an option to fund a multimodal facility if UNI was open to partnering with the Metropolitan Transit Authority. The purpose of a multi-modal facility is to serve as a hub for multiple modes of transportation (vehicle, bicycle,

pedestrian), for the purpose of moving people around campus and to develop additional transit options for the metro community. Additionally, it would facilitate the reduction of vehicle traffic moving around the campus, which is pedestrian oriented, thereby reducing pedestrian/vehicle conflicts.

It was determined that requirements for a successful facility would include being easy to find for the campus visitor and would interface with both the campus shuttle and MET Transit systems. A study was completed in 2001, jointly funded by the university and the City of Cedar Falls. The project is a MET Transit project, which will be located on the university campus. To secure federal transit funds to build a multi-modal facility requires a transit system be a part of the project. The federal government allocated \$537,000 in FY01 as a project placeholder, no Federal Transit funds were allocated in FY02, but in FY03, \$1.1 million was allocated to the project for architecture and engineering.

Total cost of the facility is estimated to be \$16 million; approximately \$13.5 million from federal funds, and \$2.5 million match from UNI and the City of Cedar Falls. The consultant group that completed the initial survey, KA Associates, estimated the annual costs of operations and maintenance of the multi-modal facility at \$390,000 per year (2001 estimate).

A task force considered nine different locations. Three were selected and sent to the Cabinet. The Biology Research Complex was selected. This location would serve as an introduction to visitors on campus, and serve as a means for faculty, staff and students to access the campus.

A proposal has been requested from the public safety director and the Public Safety Advisory Committee to recommend the manner in which the multimodal facility integrates into the current parking system. Similar systems are in place at Southwest Missouri State University and Western Illinois University.

KA Associates estimated that 500,000 riders or more would use the campus transit shuttle each year. The target for new parking spaces is 1200, but final numbers will be dependent on the costs to build the facility. Hours of operation will likely be similar to the current parking system, but additional study will be done with public safety making the final recommendation. Plans will be shared across campus as soon as they are available.

#### V. Committee Reports

- a. WWW Site Committee – Vicki Collum  
The committee will be soon be posting the Regents Staff Excellence Award winners to the web.
- b. Employee Relations Committee – Karen Cunningham  
The next Meet the Pres event will be in Maucker Union Expansion A & B at noon on Tuesday, October 21<sup>st</sup>.
- c. Employee Issues Committee – Doug Case  
The committee has been meeting with an employee to assist with an on-going issue.
- d. Policy and Procedures Committee – Dave Andersen  
The committee will be surveying P&S employees for the purpose of a brochure describing P&S employees at UNI. Bob Frederick, Margaret Empie, Nick Bambach and Doreen Hayek have been working to review the 2000 version draft of the P&S Policies and Procedures. Copies of the grievance process from the 1985 policy, the 2000 revision, and the 2003 changes were distributed. Copies of the current grievance procedures from ISU and SUU were also distributed for reference.

e. Salary and Fringe Benefits Committee – Cindy Houlson

The committee has suggested changes to the current system to make the allocation of funds equitable to those receiving them and more convenient for those attending UNI. They are proposing that staff training grant money be applied to the U-bills of staff members at the beginning of the semester in the same manner as scholarships are applied. They are also proposing that staff training grant funds be divided up so that everyone (grad or undergrad, UNI student or non UNI student) receives the same percentage of assistance with their tuition.

VII. Old Business – Bob Frederick

Bob made a presentation to the Board of Regents on May 22nd. The focus of his presentation was that given the current budget situation, UNI employees are doing more work with less people. He gave details about how the recent budget cuts have impacted the University of Northern Iowa.

VIII. New Business

Nancy Bramhall was bid farewell, as she will be retiring June 30<sup>th</sup>. Her contributions to the P&S Council were recognized and very much appreciated. Nancy's departure leaves a vacancy on the council for a six-month term. Bob is working on notification of the replacement for her position.

IX. Other Business - none

X. Adjournment

Doug Case moved to adjourn the meeting, seconded by Michael Blackwell. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources



## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration and Finance

AT – At Large

ESS – Educational & Student Services

OTP – Office of the President

UA – University Advancement

I – Instructional

Meeting No. 314

Date of Meeting: July 10, 2003

Place of Meeting: GIL 207

Meeting Convened: 1:32 p.m.

Meeting Adjourned: 1:40 p.m.

Members of the Council in Attendance:

X Dave Andersen, Phy Plant – 32213 AF

X Michael Blackwell, CME – 32250 AT

X Seth Bokelman, CSBS – 376161 I

X Doug Case, PLS – 37145 I

X Vicki Collum, Development – 36850 UA/OTP

X Bob Frederick, Career Center – 36857 ESS

X Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF

X Shelley Pruess, Maucker Union – 33743 ESS

X Dennis Reimer, ITS ET – 36285 I

X Karen Cunningham, Ind Studies – 32504 AT

### Proxy

X Jennifer Albertsen for Nancy Bramhall, Ind Studies – 32504 I

X Tim Klatt for Dana Foster, WRC – 35859 ESS

X Mike Bobeldyk for Dave Kohrs, UNI Dome – 32865 AF

X Joyce Morrow for Patti Rust, Registrar – 32113 ESS

### Others

Tom Schellhardt – VP for Administration and Finance - Cabinet Representative

- I. Call to Order – President Bob Frederick called the meeting to order at 1:30 p.m. and introduced the members present.
- II. Approval of Minutes of Meeting #313  
Doug Case moved to approve the minutes, seconded by Michael Blackwell. Motion carried.
- III. Committee Reports
  - a. WWW Site Committee  
The committee would like to update an Employee list every six months. They plan to put a link to the camera on the Ed Center to provide a web cam shot of the Campus.
  - b. Employee Relations Committee – No report
  - c. Employee Issues Committee – No report
  - d. Policy and Procedures Committee  
The P & S Survey has been refined and will be mailed soon. The grievance procedure changes were discussed.
  - e. Salary and Fringe Benefits Committee  
The committee plans to finalize the Training Grant changes next month. Suggestions include basing grants on a percentage rather than flat dollar amounts, recognizing graduate and undergraduate tuition differences and applying grants up front for UNI course work.
- IV. Old Business – None
- V. New Business – None

VI Other Business

- a. Ella Sweigert, Program Coordinator for the Study Abroad Program, was announced as the new council member to fill the seat vacated by Nancy Bramhall. Ella will fill the vacancy for a six-month term.
- b. Bob introduced Tom Schellhardt, who is replacing Renee Romano as Cabinet Representative.
- c. Bob reminded each member to contact their proxy if they were unable to attend a meeting. If a member misses three times a year, their seat is considered vacant.
- d. P& S staff were encouraged to attend Convocation on August 24, 2003, at 4:00 p.m. Jennifer Albertsen discussed the Panther Bash to be held after Convocation, which is open to all, with food and giveaways.

VI. Adjournment

Michael Blackwell moved to adjourn the meeting, seconded by Doug Case. The meeting was adjourned at 1:50 p.m.

Respectfully submitted,  
Kris Peterson  
Career Center

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA - University Advancement  
I – Instructional

Meeting No. 315  
Date of Meeting: August 14, 2003  
Place of Meeting: Gilchrist 207

Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:05 p.m.

Members of the Council in Attendance:

Dave Andersen, Phy Plant – 32213 AF  
 Michael Blackwell, CME – 32250 AT  
 Seth Bokelman, CSBS – 37616 I  
 Doug Case, PLS – 37145 I  
 Vicki Collum, Development – 36850 UA/OTP  
 Karen Cunningham, Individual Studies – 32504 AT  
 Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS  
 Jascenna Haislet-Carlson, Theatre – 36387 I  
 Cynthia Houlson, Phy Plant – 35855 AF  
 Dave Kohrs, UNI Dome – 32865 AF  
 Shelley Pruess, Maucker Union – 33743 ESS  
 Dennis Reimer, ITS ET – 36285 I  
 Patti Rust, Registrar – 32113 ESS  
 Ella Sweigert – 37078 I

Ex-Officio Member

Proxy

Others

Nick Bambach – Human Resources  
Kim Schares – Human Resources  
Denise Bouska- Controller's Office

- I. Call to Order - President Bob Frederick called the meeting to order at 1:30 p.m. Everyone present introduced themselves.
- II. Approval of Minutes of Meeting #314  
Changes to council members in attendance were that Jennifer Albertsen was a proxy for Vicki Collum, Shelley Pruess was not in attendance, and Dave Kohrs was present. Doug Case moved to approve the minutes as amended, seconded by Seth Bokelman. Motion carried.
- III. HRS Update – Nick Bambach  
Robin Gurien, HR Training and Career Development Coordinator, has recently launched “SOAR”, a 10-week comprehensive training series for managers and supervisors. Registrations may be made online by visiting [www.uni.edu/hrs/training](http://www.uni.edu/hrs/training) or calling 273-3536.  
  
Human Resources is currently involved in staff reductions for eleven AFSCME employees. Over twenty employees may be affected over the next few months.
- IV. Committee Reports  
Dana Foster distributed copies of the Fall WRS Fitness/Leisure and certification Class Schedule. Registration begins the week of August 18<sup>th</sup>. Many new classes have been added that may be of interest to faculty and staff. Further information can be obtained by calling Dana Foster at 3-5859.

- A. WWW Site Committee – Vicki Collum  
The Staff Training Grant deadline for the fall semester is September 2<sup>nd</sup>. This information has been posted to the hot topics section on the P&S Council website.
- B. Employee Relations Committee – none
- C. Employee Issues Committee – none
- D. Policy & Procedures Committee: The P&S policies and procedures survey & handbook discussion is upcoming and will involve Compliance and Equity management, Human Resources, P&S employees and Tim McKenna.
- E. Salary and Fringe Benefits Committee: Staff Training Grant discussion – Cindy Houlson  
A formal proposal for specific changes in the Staff Training Grant allocation process was submitted by the Salary and Fringe Benefits Committee. Two key changes include:  
(1) providing UNI authorized recipients their grant as a credit on their first U-Bill of the semester  
(2) distributing grant funds proportionately based on annual tuition expenses between all qualifying applicants.

Denise Bouska, Salary & Fringe Benefits committee member, attended the meeting and provided answers to questions council members had pertaining to the accounting process that will be implemented if the changes would be approved. The changes being proposed are an effort to establish a more fair and equitable distribution method.

It was suggested that an e-mail confirmation that Human Resources have received Staff Training Grant applications would be helpful for those who apply for grant money.

The Staff Training Grant proposal will be presented to the UNI-SCMP group at their meeting August 19<sup>th</sup>.

Shelley Pruess moved to approve the proposed changes, seconded by Dave Andersen.  
Motion carried.

- V. Old Business  
Bob encouraged everyone to attend the Convocation on Sunday, August 24<sup>th</sup> at 4:00 p.m. at the Performing Arts Center.
- VI. New Business - none
- VII. Other Business  
Next month Meet the Pres and the elections process will be discussed.
- VIII. Adjournment  
Ellen Sweigert moved to adjourn the meeting, seconded by Seth Bokelman. The meeting was adjourned at 2:05 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources



## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA - University Advancement  
I – Instructional

Meeting No. 316  
Date of Meeting: September 11, 2003  
Place of Meeting: Gilchrist 207

Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:00 p.m.

### Members of the Council in Attendance:

Dave Andersen, Phy Plant – 32213 AF  
 Michael Blackwell, CME – 32250 AT  
 Seth Bokelman, CSBS – 37616 I  
 Doug Case, PLS – 37145 I  
 Vicki Collum, Development – 36850 UA/OTP  
 Karen Cunningham, Individual Studies – 32504 AT  
 Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS  
 Jascenna Haislet-Carlson, Theatre – 36387 I  
 Cynthia Houlson, Phy Plant – 35855 AF  
 Dave Kohrs, UNI Dome – 32865 AF  
 Shelley Pruess, Maucker Union – 33743 ESS  
 Dennis Reimer, ITS ET – 36285 I  
 Patti Rust, Registrar – 32113 ESS  
 Ella Sweigert – 37078 I

### Others

Emiliano Lerda - Student Government President  
Linda Gruetzmacher - Payroll  
Eunice Dell – VP/Administration & Finance  
Jack Miller – ITS User Services  
Pat Whitt – VP/Administration & Finance  
Kim Schares – Human Resources  
Melanie Abbas – ITS Information Systems  
Tricia Roof – ITS Information Systems

### Proxy

Michele Peck

- I. Call to Order -  
President Bob Frederick called the meeting to order at 1:32 p.m. Everyone present introduced themselves.
- II. Approval of Minutes of meeting #315  
Doug Case moved to approve the minutes, seconded by Michael Blackwell. Motion carried.
- III. HRS Update  
No report
- IV. Guest Speakers
  - A. MEMFIS Communication and Training Team  
Eunice Dell, MEMFIS Project Manager, described the electronic timecard and the process that will be implemented in January 2004. All employee groups will be required to submit timecards in this new format, and the electronic timecard will replace faculty and P&S staff monthly absence reports. There was discussion concerning challenges that may occur after the timecard is implemented. Beginning in January 2004 student employees will be paid on a biweekly basis.  
  
Jack Miller and Pat Whitt presented a sneak preview and demonstration of the electronic timecard that P&S staff will be asked to complete. To access the timecard employees will log into MyUniverse and MEMFIS applications.

Eunice indicated that training materials will be available for employees on the web and large group training sessions will most likely begin in November. She requested that any comments, questions or suggestions be directed to her by e-mail or phone.

Eunice also reported that the FY 2005 budget development process will not be in the Oracle system as hoped. For FY 2005, salary worksheets will continue to be routed in paper format as in the past.

B. Emiliano Lerda, Student Government President

Emiliano is currently working with student leaders from Iowa and Iowa State to identify issues that would they would like to discuss with the Board of Regents regarding tuition. He explained that student government representatives meet with state legislators in the fall and also in the spring. Student government is involved on all levels - city, state and national. Student government also appoints students to university committees, and there are approximately thirty committees. Student government is also working on an outreach program to better communicate with students at UNI. Student government also works with student leaders from Iowa and Iowa State on other issues that are affecting the three regent institutions. The UNI student government website is: [www.uni.edu/studentorgs/nisg](http://www.uni.edu/studentorgs/nisg). Included in the website are meeting agendas, minutes, and reports of the executive officers.

V. Committee Reports

A. WWW Site Committee – Vicki Collum

The committee is currently in the process of finding dead links on the P&S Council website. Please report dead links to Vicki Collum.

B. Employee Relations Committee – No report

C. Employee Issues Committee – Doug Case

There is currently one vacancy on this committee. Bob Frederick will fill in until a replacement is found.

D. Policy and Procedures Committee – Dave Andersen

Their recent survey has been completed, and the committee is evaluating results.

E. Salary and Fringe Benefits Committee – Cindy Houlson

Seth Bokelman researched Staff Training Grant reimbursements as it relates to the cost of tuition and reported that the cost of tuition has nearly doubled in the last five years. He's going to investigate further to see if the Staff Training Grant budget has remained the same, which would result in greatly increased out-of-pocket expenses for those using the program.

The issue of taxable expenses for employees who travel in state for training and development was discussed. The matter will be clarified with the Controller's Office and discussed at the next P&S Council meeting.

VI. Other Business

A. Appointment of an election nominating committee

Seth Bokelman will chair this committee. Jascenna Haislet-Carlson and Dana Foster will also serve on the election nominating committee.

B. Room changes for P&S Council meetings

Because Gilchrist board rooms will be used as temporary offices during remodeling, beginning next month the Presidential Room in the Union will be used for P&S Council meetings for the remainder of the FY03-04 year.

VII. Adjournment

Michael Blackwell moved to adjourn the meeting, seconded by Jascenna Haislet-Carlson. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources





## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance  
AT – At Large  
ESS – Educational & Student Services  
OTP – Office of the President  
UA – University Advancement  
I – Instructional

Meeting No. 317  
Date of Meeting: October 9, 2003  
Place of Meeting: UNI Museum

Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:10 p.m.

### Members of the Council in Attendance:

Dave Andersen, Phy Plant – 32213 AF  
 Michael Blackwell, CME – 32250 AT  
 Seth Bokelman, CSBS – 37616 I  
 Doug Case, PLS – 37145 I  
 Vicki Collum, Development – 36850 UA/OTP  
 Karen Cunningham, Individual Studies – 32504 AT  
 Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS  
 Jascenna Haislet-Carlson, Theatre – 36387 I  
 Cynthia Houlson, Phy Plant – 35855 AF  
 Dave Kohrs, UNI Dome – 32865 AF  
 Shelley Pruess, Maucker Union – 33743 ESS  
 Dennis Reimer, ITS ET – 36285 I  
 Patti Rust, Registrar – 32113 ESS  
 Ella Sweigert – 37078 I

### Ex-Officio Member

Tom Schellhardt

### Proxy

Michele Peck

### Others

Kim Schares – Human Resources  
Dennis Hayes – Physical Plant

- I. Call to Order - President Bob Frederick called the meeting to order at 1:35 p.m. Everyone present introduced themselves.

Bob announced that the following P&S Council terms will be ending in January: Dave Kohrs, Shelley Pruess, Doug Case and Ella Sweigert. Ella Sweigert will soon be leaving university employment. If anyone is interested or know of someone interested in filling a vacant position, please e-mail Seth Bokelman or Dana Foster, election committee co chairs.

- II. Approval of Minutes of Meeting #316  
Doug Case moved to approve the minutes, seconded by Vicki Collum. Motion carried.

### III. Committee Reports

- A. WWW Site Committee - No report  
B. Employee Relations Committee - Michele Peck  
Michele announced that the "Meet the Pres" Event will be held on Tuesday, October 21<sup>st</sup> at noon. The location will be Maucker Union Expansion A & B. Please bring your own lunch.  
C. Employee Issues Committee - Doug Case  
The committee recently met with one person and it appears that their issue will be resolved.  
D. Policy and Procedures Committee – Dave Anderson  
The committee has not met since last month. Dave distributed results from the recent P&S survey. Out of 555 surveys mailed, 290 were returned. The committee will be working to input returned information into a marketable document and this information will be posted to the web.  
E. Salary and Fringe Benefits Committee – No report

### IV. Guest Speaker: Sue Grosboll, Director of the UNI Museum

Sue distributed UNI Museum and Marshall Center School brochures. She shared that the UNI Museum was reaccredited last spring. A self-study was finalized before the reaccreditation process. Less than ten percent of museums are accredited in the nation.

Sue shared with the group the many activities that the UNI Museum and Marshall Center School staff is responsible for. The staff holds classes for students, providing lectures, tours, and special projects. There are between one to three thousand students who tour these facilities each year. Traveling educational kits may also be checked out.

Each year the museum employees 20 to 25 student interns who represent a wide variety of disciplines. They also hold public demonstrations and lectures for adults. Approximately 6,000 people take advantage of these programs and/or tours each year. Over 2,000 people visit the Marshall Center School on an annual basis.

There are 116,000 objects and artifacts in the museum collection. Museum staff is currently digitizing images of this collection and have plans to eventually place this information on line. The staff is also working on placing more exhibits on campus and broadening collaborative exhibits. It was noted that the museum is in need of a larger facility. It has never had a permanent place on campus. Sue Grosboll took the P&S Council on a tour of the Museum.

V. Old Business

Final policy changes for the Staff Training Grant have not been approved, however the revised application form will be posted to the web.

VI. New Business- Discussion on Annual Report on Retirement Programs, FY 03

The Campus Voices group drafted ERIP proposals a few years ago. However, when the proposals were submitted to the Board of Regents, no action was taken. Drafts of new programs will probably not be considered until the current programs have ended and it is expected that nothing will be done independent of University of Iowa and Iowa State University.

Bob Frederick read information from the Annual Report on Retirement Programs on projected savings that ERIP would provide. Jan Flick stated that for Merit positions, ERIP does not usually offer a savings, and that for P&S employees; it's usually a wash. She also stated that as far as Faculty are concerned, the report on projected savings does not show the entire picture. It does not take into account that for the first year after retirement, adjunct professors normally replace faculty and therefore a false savings is reflected. The report also does not take into account pay increases that others in the department receive when they begin working on projects formally done by Faculty. It was noted that a significant number of UNI Faculty are age 50 or over. It was also noted that it is more problematic for P&S and Merit employees to use phased retirement than it is for Faculty.

Tom will take this issue to the Cabinet and inquire about the possibility of exploring the issue of early retirement programs.

VII. Other Business – Dennis Hayes, Co chair, United Way

Dennis shared information about this year's United Way campaign. He stated that 98 % of funds donated remain in the Cedar Valley. For a donation of at least \$25.00, each donor may designate area(s) or agencies of their choice. If there are questions regarding United Way, contact Dennis Hayes, Al Hays or Susan Schwieger.

VIII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

OTP – Office of the President

UA - University Advancement

I – Instructional

Meeting No. 318

Date of Meeting: November 13, 2003

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 3:08 p.m.

### Members of the Council in Attendance:

Dave Andersen, Phy Plant – 32213 AF

Michael Blackwell, CME – 32250 AT

Seth Bokelman, CSBS – 37616 I

Doug Case, PLS – 37145 I

Vicki Collum, Development – 36850 UA/OTP

Karen Cunningham, Individual Studies – 32504 AT

Dana Foster, WRC – 35859 ESS

Bob Frederick, Career Center – 36857 ESS

Jascenna Haislet-Carlson, Theatre – 36387 I

Cynthia Houlson, Phy Plant – 35855 AF

Dave Kohrs, UNI Dome – 32865 AF

Shelley Pruess, Maucker Union – 33743 ESS

Dennis Reimer, ITS ET – 36285 I

Patti Rust, Registrar – 32113 ESS

### Ex-Officio Member

Tom Schellhardt

### Proxy

### Others

Jason Vetter – IT Educational Technology

#### I. Call to Order

President Bob Frederick called the meeting to order at 1:35 p.m. Everyone present introduced themselves.

#### II. Approval of Minutes of Meeting #317

Dave Andersen moved to approve the minutes, seconded by Seth Bokelman. Motion carried.

#### III. HRS Update – Nick Bambach

Because of extensive remodeling in Gilchrist Hall, Human Resources will be closed over the holiday reduced operations time period from December 24, 2003 through January 4, 2005.

Michelle Byers has been promoted to Human Resource Services Coordinator.

The “go live” Oracle HR and payroll date has been delayed to July 1, 2004.

#### IV. Committee Reports

##### A. WWW Site Committee – Vicki Collum

The committee has been very busy working on the P&S nominations and elections web site.

##### B. Employee Relations Committee

It was reported that the Meet the Pres Event was very successful and well attended.

##### C. Employee Issues Committee - no report

##### D. Policy and Procedures Committee – Dave Anderson

The committee is currently working on compiling information from their recent survey and inputting it into a marketable document for distribution.

##### E. Salary and Fringe Benefits Committee – Cindy Houlson

Discussion centered on the Early Retirement Incentive Proposal issue and whether it is feasible at this time to draft another proposal. The Salary and Fringe Benefits Committee felt that the ERIP proposal is worth pursuing. The issue was brought to the P&S Council to determine if a sub committee would be better suited to follow up. It was tabled due to work being done by Bob Frederick with University of Iowa and Iowa State P&S Council presidents.

Dr. James Jurgenson gave the Council members a tour of the newly renovated McCollum Science Hall.

V. Old Business

A. Budget discussion

It was stated that another budget reversion may take place this fiscal year. While not official at this point, it is hoped that it occurs sooner rather than later in the current fiscal year.

VI. New Business

A. Discussion of End of Year reports for committee

Bob reminded committee chairs that end of year reports are due in December.

B. Approval of Staff Training Grant changes

Tom Schellhardt, Vice President for Administration and Finance, has approved changes to the way in which Staff Training Grant funds will be allocated. Because the Staff Training Grant has been recognized to be one of the best UNI recruitment tools, there will be another attempt to receive more funding for it.

C. Election committee: Announce election winners for 2004 P&S Council

Seth Bokelman, Jascenna Haislet-Carlson and Vicky Collum served on this committee.

The winners are: ESS Division – Shelley Pruess

Instructional Division– Steve Carignan and Doug Case

Administration & Finance Division – Steve Young and Steven Pavelec

Winners will be invited to attend the December 11<sup>th</sup> P&S Council meeting, and will begin their terms in January 2004.

Bob stated that a letter of thanks would be sent by the Employee Relations Committee to all individuals who agreed to run for office.

There was discussion regarding the approval by the Board of Regents for the McCleod Center. This facility will be used for sports and events and will be a self-generating enterprise, meaning no state funds or student fees will be used to build this facility. Pledges received to date total \$16 million, with more fund raising is in progress. Scott Leisinger, VP for Development, will be invited to a Council meeting to make a presentation on this issue. The Board of Regents also approved the **addition to the** Student Health Center.

VII. Other Business

A. Discussion concerning possible meeting(s) with legislators – Jason Vetter

Jason Vetter shared with the group about his idea of taking time off work to visit with legislators and lobby at the Capitol in Des Moines. All employees groups (Faculty, P&S, Merit and students) would be invited to participate.

Bob Frederick requested that council members notify their constituents about this issue to determine interest. The focus of the visit would center on the support of quality education. Discussion about this topic will continue during the next P&S Council meeting.

B. U of Iowa "FRIC" committee information

Bob gave an overview of the Funded Retirement Insurance Committee and will keep the council informed of its progress.

VIII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 3:08 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

OTP – Office of the President

UA - University Advancement

I – Instructional

Meeting No. 319

Date of Meeting: December 11, 2003

Place of Meeting: Presidential Room, Maucker Union

Meeting Convened: 1:35 p.m.

Meeting Adjourned: 3:04 p.m.

### Members of the Council in Attendance:

X Dave Andersen, Phy Plant – 32213 AF

A Michael Blackwell, CME – 32250 AT

X Seth Bokelman, CSBS – 37616 I

X Doug Case, PLS – 37145 I

X Vicki Collum, Development – 36850 UA/OTP

X Karen Cunningham, Individual Studies – 32504 AT

X Dana Foster, WRC – 35859 ESS

X Bob Frederick, Career Center – 36857 ESS

X Jascenna Haislet-Carlson, Theatre – 36387 I

P Cynthia Houlson, Phy Plant – 35855 AF

X Dave Kohrs, UNI Dome – 32865 AF

X Shelley Pruess, Maucker Union – 33743 ESS

X Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

### Others

Tom Schellhardt – Administration and Finance

Nick Bambach – Human Resources

Kim Schares – Human Resources

Steve Young – Mail Center

Doreen Hayek – ITS Educational Technology

Jason Vetter – ITS Educational Technology

Steve Carignan – GBPAC

Keith Saunders – Sp Asst Pres/Governmental Relations

Scott Leisinger – University Advancement

### Proxy

Dennis Hayes

- I. Call to Order – President Bob Frederick called the meeting to order at 1:35 p.m. Everyone present introduced themselves
- II. Approval of Minutes of meeting #318  
Dave Anderson moved to approve the minutes, seconded by Doug Case. Motion carried.
- III. HRS Update – Nick Bambach  
Cindy Hoepfner and Eileen Dams, Human Resources employees who currently work full time with the Oracle project, will be moving to their relocated offices in Bartlett Hall on December 12, 2003.
- IV. Guest Speakers
  - A. Keith Saunders, Legislative Update  
Keith is an Associate Director/Governmental Relations and has been with UNI for seven years. He works closely with Iowa and Iowa State lobbyists at the capitol. He distributed the Fall 2003 UNI Legislative Summary. Bills of interest to UNI are the Education Appropriations Bill, Salary Bill, and the Transportation, Infrastructure & Capitals Appropriations Bill. The Education Appropriations Bill is followed most closely.

Some facts from the UNI Legislative Summary:

Appropriations reductions/salary underfundings totals FY00-04 = \$227,035,768

Net tuition increases = \$145,424,943

Net loss in educational resources = \$81,610,825

For General fund revenues, there has been negative growth in three of the last four years. For FY 2000-2004, there has been \$-29,691,901 in appropriation cuts and salary underfundings compared to \$20,514,958 in net tuition increases.

Over \$5 billion in tax cuts have led to no revenue growth

Next year's revenue is less than current obligations, so the real challenge will be making up the \$336 million difference

The campus has changed since the budget cuts:

More class sections are being offered in this year as compared to 1998-99 (+192)

Average class size (all levels) is down this fall from 27.9 to 26.8

Faculty continues to teach about 1,600 (non-organized) sections of independent study, direct reading, research supervision, etc.

Percent of tenure/tenure track faculty down from 76% to 62.6% due to major increase in full time and part time instructors.

Several centers/entities that serve the state, community and the University have had their budgets cut or were eliminated. Those eliminated were the Center for the Enhancement of Teaching, Center for National Board Certification, and the Center for Economic Education. Those reduced were KUNI Radio, Price Lab School, Center for Environmental Education, Library hours, Institute for Decision Making, and the Metal Casting Center.

Short term budget solutions:

Building repair budget reduced from \$2 million to \$350,000

Academic equipment budget reduced from \$1.9 million to \$350,000

Supplies & services (Academic Affairs) reduced from \$7 million to \$5.5 million

Delay in project implementation (e.g. MEMFIS)

Summer school budget cut

Many positions cut are critical to the University in the long run

Enrollment at UNI in 2003 is down 600 students from last year

UNI students are working more to keep up. There has been nearly a 20 percent increase in just five year

The percent of undergraduate students taking loans has risen to nearly 70% and loan indebtedness upon graduation for those who borrow is approximately \$20,000

Economic and social impacts to Iowa:

UNI's economic impact on the Cedar Valley has been estimated to be \$575 million

Loss of needed services to Iowa's businesses and communities

What can we do?

Join UNITE [www.uni.edu/govrel/unite/join.html](http://www.uni.edu/govrel/unite/join.html)

Recruit family and friends to become involved

Stay informed and involved in the issues (Governor Vilsack will submit his budget to legislators by January 30, 2004)

Attend regional legislative forums

Communicate with legislators about the effect of budget cuts to students and the university

Area Legislative Forums will be held in 2004 at the AEA 7 building, 3706 Cedar Heights Drive on:

Friday, January 23 - 4:30 p.m.

Saturday, February 14 – 10:00 a.m.

Friday, February 27 – 4:30 p.m.

Saturday, March 20 – 10:00 a.m.

Friday, April 2 – 4:30 p.m.

Keith Saunders' contact information - (319)273-6144 or [keith.saunders@uni.edu](mailto:keith.saunders@uni.edu)

Stacey Christensen's contact information – (319)273-3170 or [stacey.christensen@uni.edu](mailto:stacey.christensen@uni.edu)

B. Scott Leisinger, VP for Development

Scott Leisinger, Vice President of Development, gave a PowerPoint slide presentation of the future UNI west campus complex. This \$25 million project is part of the Students First Campaign which began four years ago and continues today. The complex will include the McCleod Center, UNI Dome, Wellness Recreation Center and the Human Performance Center. This complex will be the largest indoor center in the state of Iowa. Projections are that the economic impact of this complex will generate \$20-25 million annually. It is expected to draw 370,000 people and will double the annual attendance in the UNI Dome. All buildings will be joined together. Groundbreaking is scheduled for this summer and the project is expected to take two years to be completed.

V. Committee Reports: (Year End Reports)

A. WWW Site Committee – Vicki Collum

The Year End Report is as follows:

Committee members were Vicki Collum, Chair; Dennis Reimer, Marty Robertson, Ella Sweigert

The committee was primarily responsible for the maintenance of the P&S Council WWW site, updating, revising and adding information as necessary. The committee also coordinated other communications for the P&S Council as necessary.

Digital images of P&S Council members touring campus were available on the web site this year, and the committee would recommend integrating more of these in the future.

Hot topics included many issues relating to the campus budget crisis and information on lobbying efforts. The site provided useful links to those P&S staff interested in contacting state legislators regarding these matters.

Other hot topics included announcing the P&S Council election, new council members, Meet the Pres, Regents Staff Excellence Awards and other issues as requested by the P&S Council president.

Another successful on-line voting process followed by a run-off election took place in November. The website provided bios on candidates and linked members directly to UNI-Online for voting.

Of particular help to constituents this year was an on-line spreadsheet developed by Seth Bokelman. This worksheet allowed constituents to assess what their raise might be, based on various scenarios.



Regular updates of committee members, meetings, special events, staff recognition and minutes were continually made throughout the year. UNI-Online was used to market the site periodically as well as to promote the council election.

A report is available on-line to gauge the traffic that the P&S Council website experiences. From December 25, 2002 to November 30, 2003, there were 32,963 requests. The heaviest month for usage is November 2003 with 4,251 requests. I assume this had to do with on-line elections. November 9 had 533 requests alone. April is also always a busy month.

The.edu domain is by far the greatest user at 62.79% followed by .com at 17.64%. Again it is interesting to see the wide variety of countries that have visited this site including Estonia, Uruguay, and New Zealand. Those educational institutions besides UNI included in the top twenty organizations by the number of requests include Stanford, Iowa State, and Newcastle.

Statistics for January-November 2003 were attached to this report.

B. Employee Relations Committee – Karen Cunningham  
The Year End Report is as follows:

Committee members were Karen Cunningham, Chair; Brenda Buzynski, Dana Foster, Jennifer Albertsen, and Michelle Holland.

The Employee Relations Committee's routine meeting time was the second Wednesday of every month.

Every year the Employee Relations Committee is responsible for the calling of nominations for the Regent's Staff Excellence Award. This year two P&S employees were nominated along with one SCMP employee. The selection committee met on May 1, 2003 to select two P&S award recipients. The committee consisted of Emiliano Lerda, Linda Corbin, Al Stamberg, Tricia Welter, and Greg Stefanich. The two P&S recipients were: Donna Vinton and Randy Pilkington.

The "Meet the Pres" event was held October 21, 2003 in the Old Central Ballroom in Maucker Union. The event was well attended and considered "a success." President Koob spoke and announced the P&S Regent's Staff Award recipients and congratulated them.

This year, the committee sent letters to all new P&S employees welcoming them to the University and letting them know about the P&S Council.

Bob had suggestion about starting up the mentor program again for new employees

C. Employee Issues Committee – Doug Case  
The Year End Report is as follows:

Members were Shelley Pruess, Dennis Hayes, Patti Rust, Chair Doug Case, Nancy Bramhall, Ella Sweigert, Bob Frederick. (Nancy Bramhall and Ella Sweigert retired from council)

This committee's regular meeting date is the last Wednesday of the month and whenever a P&S employee makes a special request.

Our main goal is to be a sounding board for all P&S employees and to provide a place where they can come and express their concerns confidentially. Three P&S employees came to this committee this year asking assistance with problems and concerns. Some of the topics were

layoffs, bad performance evaluations, unclear goal setting for the following years performance, denial of sick leave and or vacation time or a belief that the P&S Policies and Procedures were not being followed. This committee counseled them on what was their next step to take and if indeed they had a complaint as well as other options that might be available. This committee did a great job in just listening to the employees. Of the three, one is no longer with the University, one has had the issues settled to their satisfaction and the other has had the issue settled down and may be resolved.

In closing we would like to thank all of the council members and fellow staff that have helped this committee this year. We do believe that this group serves a great need for P&S staff and ask only that most of the members that serve this year remain on the committee for next year to maintain a solid background of experience for the future.

D. Policy and Procedures Committee – Dave Andersen

The Year End Report is as follows:

Committee members were Dave Andersen, Chair; Michael Blackwell, Mike Bobeldyk, Jascenna Haislet-Carlson, and Dave Kohrs.

The main work of the committee was to compose a survey that was sent to all P&S staff. The results of the survey were compiled and tabulated with the assistance of the Career Center. An informational pamphlet is being published and will be sent to P&S staff.

The committee made a review of the grievance procedure in place at UNI and discussed some possible changes. The committee also compared UNI's procedures to the processes at SUI and ISU. No action or recommendations were made and the issue was tabled.

E. Salary and Fringe Benefits Committee – Seth Bokelman

The Year End Report is as follows:

The committee met the challenge of drafting the Salary Allocation Proposal for FY 03-04 within the first few months of the year. Members approached the task by attempting to address concerns that were voiced by constituents regarding the salary delay that was experienced in FY 02-03. Through a process focused on consensus, many viewpoints were chiseled into the following draft proposal that was presented at the March P&S Council meeting.

"If the increase is less than 3%, then the P&S Council recommends an across-the-board allocation. We strongly urge divisions who historically have taken money "off the top" to reconsider implementing the practice due to the limited increase.

If the increase is equal to or above 3%, then the P&S Council recommends one-fourth (25%) of the total salary increase pool awarded to P&S employees shall be allocated across-the-board in an equal dollar amount for those P&S employees rated satisfactory or above/the remaining three-fourths (75%) of the total salary increase pool shall be allocated on the basis of merit and equity for employees rated satisfactory or above.

For those divisions taking monies "off the top" before distributing it to their departments, these monies should be derived from the three-fourths component of the total salary increase pool."

The P&S Council experienced similar diversity in salary allocation viewpoints mirroring those of the Salary and Fringe Benefits Committee. Eventually, Council members refined the committee's proposal and sent forth the recommendation that "100% of the total salary increase pool awarded to P&S employees shall be allocated across-the-board for those P&S

employees rated satisfactory or above." Although the Cabinet rejected the recommendation, the message for having a fair and equitable distribution method for salary allocation was heard. The Cabinet approved a 50% increase across-the-board and 50% allocated on the basis of merit and equity.

The next issue the committee addressed was reviewing the Staff Training Grant. Upon review, several areas were targeted for change. After several months of editing, the proposed changes were presented to the P&S Council at the August meeting. Those changes were supported and the revised document was then given to HRS. Kim Schares (HRS) and Denise Bouska (Salary and Fringe Benefits Committee) provided the details to other affected groups on campus (Supervisory & Confidential employees and AFSCME). Additional changes from those groups were incorporated and Tom Schellhardt, Vice President Administration and Finance, approved the revised Staff Training Grant in November. Major areas that were changed included:

- Employees taking classes at UNI will receive a credit on their U-bill at the beginning of the semester.
- Distribution of grant funds will be proportionately based on annual tuition expenses between all qualifying applicants.

The final issue that the committee began exploring was developing a new Early Retirement Incentive Program proposal. Historic information was gathered from past members who served on Campus Voices. The GASB rules were also discussed. Committee members determined that developing a new proposal was the responsible action to take since the P&S Council serves as the voice of all P&S employees. A recommendation to continue working on the proposal was presented at the November P&S Council meeting. The compiled information was turned over to Bob Frederick who will be pursuing the ERIP issue with representatives from University of Iowa and Iowa State University.

Remaining issues:

- Limiting directors from holding back salary allocation dollars was not addressed
- Improving funding for Staff Training Grant
- ERIP proposal follow-up
- Miscellaneous brainstorming ideas: vision, wellness reimbursement, well women insurance issues, parking fee, state employee discount card (hotels/motels), WRC – P&S fee same as students, season discount to athletics & PAC.

President Bob Frederick thanked all members of committees for their work this year, with a special thank you to the committee chairs. Doug Case moved to approve all reports, seconded by Seth Bokelman. Motion carried.

#### VI. Old Business

Regarding the legislative initiative previously discussed in November, Bob Frederick stated that he will be working with Keith Saunders and will keep the P&S Council informed of new developments.

#### VII. New Business

- A. Bob announced and welcomed new P&S Council members Steve Carignan, Steve Young and Steve Pavelec.
- B. Bob thanked outgoing members: Ella Sweigert, Dave Kohrs and Dave Anderson for their service while on the P&S Council.

#### VIII. Other Business

Dana Foster distributed Spring 2004 Fitness/Leisure fliers.

Election of President and Vice President for 2004 Council

Doug Case moved that Bob Frederick be re-elected President, Shelley Pruess seconded the motion. Motion carried. Doug Case moved that Patti Rust be re-elected Vice President, Shelley Pruess seconded the motion. Motion carried.

Bob Frederick will be contacting committee chairs encouraging them to continue to chair next year.

IX. Adjournment

Doug Case moved to adjourn the meeting, seconded by Seth Bokelman. The meeting was adjourned at 3:04 p.m.

Respectfully submitted,  
Sandy Law  
Human Resources