

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. 320
Date of Meeting: January 8, 2004
Place of Meeting: Presidential Room, Maucker Union

Meeting Convened: 1:37 p.m.
Meeting Adjourned: 2:45 p.m.

Members of the Council in Attendance:

A Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
X Steven Carignan, GBPAC – 33665 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 ES
X Jascenna Haislet-Carlson, Theatre – 36387 I
X Cynthia Houlson, Phy Plant – 35855 AF
X Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 E
X Dennis Reimer, ITS ET – 36285 I
X Patti Rust, Registrar – 32113 ESS
X Steven Young, Mail Center – 33231 AF

Others

Nick Bambach - Human Resources
Dennis Hayes – Physical Plant

- I. Call to Order – President Bob Frederick called the meeting to order at 1:37 p.m.
- II. Approval of Minutes of Meeting #319
A correction to the minutes may be forthcoming. Keith Saunders will be asked to submit a correction to the minutes and the addendum will be reported during the February meeting. In the meantime, Doug Case moved to approve the minutes as written, seconded by Jascenna Haislet-Carlson.
- III. HRS Update – Nick Bambach
There was no report, however Nick answered questions about the P&S staff reduction process.
- IV. Guest Speaker Dennis Hayes
Dennis is a member of the Intercollegiate Athletic Advisory Council. This council meets monthly and has faculty, P&S and alumni sitting on its board. Its main purpose is to insure that student athletes are maintaining good grades and that they have the resources available to them to help accomplish their academic goals. At the monthly meetings the Athletic Director, Rick Hartzell, gives an update as to what is happening in the athletic department. Coaches also address the council and tell of their season, recruits and concerns. Each member of the council is assigned an athletic team. The council member must meet with his or her team and explain the University's "Make Up Work and Missed Classes" policy before the season begins. They also advise the student athlete that if they are having problems with a faculty member or believe they are being treated unfairly, to contact the council member. Another duty of the council member is to conduct exit interviews with all graduating student athletes.

Current topics of discussion at the meetings are the two NCAA violations and the unfilled Academic Advisor position for student athletes.

Dennis reported that UNI athletes are involved in the community by volunteering in Big Brothers & Sisters, adopting families for Christmas, working at homeless shelters and volunteering at the YMCA.

V. Committee Assignments and Project Discussions

Bob Frederick nominated the following people to serve on committees:

- A. WWW Site Committee – Seth Bokelman, Chair; Dennis Reimer, Marty Robertson, Jascenna Haislett-Carlson, and Jason Vetter. Doug Case moved to approve the nominations, seconded by Steve Carignan. Motion carried.
- B. Employee Relations Committee – Karen Cunningham, Chair; Dana Foster, Libby Vanderwall, Susan Reinart, Brenda Buzynski. Seth Bokelman moved to approve the nominations, seconded by Doug Case. Motion carried.
- C. Employee Issues Committee – Doug Case, Chair; Dennis Hayes, Shelley Pruess, Patti Rust, and Margaret Empie. Dana Foster moved to approve nominations, seconded by Steve Carignan. Motion carried.
- D. Policy and Procedures Committee – Steve Carignan, Chair; Michael Bobeldyk, Michael Blackwell, Steve Young, and Steve Pavelec. Steve Young moved to approve the nominations, seconded by Seth Bokelman. Motion carried.
- E. Salary and Fringe Benefits Committee – Cindy Houlson, Chair; Dennis Reimer, Vicki Collum, Denise Bouska and John Buse. Doug Case moved to approve the nominations, seconded by Steve Pavelec. Motion carried.

VI. Old, New and Other Business

The S&F Committee will meet to discuss salary distribution for FY 05.

There was discussion concerning the Staff Training Grant reimbursement program, and that more funding for this program be a priority. A return of the mentor program for new P&S employees will also be a priority.

Bob called for a motion to destroy ballot counts from the last P&S Council election. Doug Case moved to destroy ballot counts, seconded by Steve Pavelec. Motion carried.

Bob reminded all council members to e-mail proxy names to him if they haven't yet done so.

There was discussion concerning monetary gifts and the recipients of Regents Staff Excellence Awards. Karen Cunningham informed the Council that the faculty Regent Staff Excellence Award winners are awarded a stipend. Bob Frederick will investigate and report on it next month.

VII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Steve Young. The meeting was adjourned at 2:45 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. 321
Date of Meeting: February 12, 2004
Place of Meeting: Presidential Room, Maucker Union

Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:36 p.m.

Members of the Council in Attendance:

| | |
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| <u>A</u> Michael Blackwell, CME – 32250 AT | <u>X</u> Bob Frederick, Career Center – 36857 ES |
| <u>X</u> Seth Bokelman, CSBS – 37616 I | <u>X</u> Jascenna Haislet-Carlson, Theatre – 36387 I |
| <u>X</u> Steven Carignan, GBPAC – 33665 I | <u>X</u> Cynthia Houlson, Phy Plant – 35855 AF |
| <u>X</u> Doug Case, PLS – 37145 I | <u>X</u> Steven Pavelec, Fac Planning – 36165 AF |
| <u>X</u> Vicki Collum, Development – 36850 UA/OTP | <u>X</u> Shelley Pruess, Maucker Union – 33743 E |
| <u>X</u> Karen Cunningham, Individual Studies – 32504 AT | <u>X</u> Dennis Reimer, ITS ET – 36285 I |
| <u>X</u> Dana Foster, WRC – 35859 ESS | <u>X</u> Patti Rust, Registrar – 32113 ESS |
| | <u>A</u> Steven Young, Mail Center – 33231 AF |

Others:

Tom Schellhardt, VPAF
Susan Reinart – Advancement

I. Call to Order – President Bob Frederick called the meeting to order at 1:35 p.m. Everyone present introduced themselves and explained the duties of their position.

II. Approval of Minutes of Meeting #320

The spelling of Jascenna Haislet-Carlson's name in Section V. was corrected. Doug Case moved to approve the minutes as corrected, seconded by Steve Pavelec.

III. HRS Update – no report

IV. Committee Reports

A. WWW Site Committee – Seth Bokelman

The WWW committee did not meet, however Seth made minor changes to the web site and will be uploading the new list of committees.

B. Employee Relations Committee – Karen Cunningham

The Employee Relations Committee met February 4, 2004 and decided to meet the second Wednesday of every month at 2:00 pm in Maucker Union. Tasks were divided among the committee members. The committee will bring back the former "mentoring program" renamed the "welcoming program," which will combine sending letters to new P&S employees and pairing up with them (i.e. taking them to lunch/coffee, showing them around campus, etc.).

C. Employee Issues Committee – Doug Case

The committee did not meet in February, however they will be meeting in March.

D. Policy and Procedures Committee – Steve Carignan

The committee has commenced work on an informational brochure that was begun last year. The finished brochure will be an attractive, easy to read piece. The committee is also considering a new P&S Council logo.

E. Salary and Fringe Benefits Committee – Cindy Houlson

The committee met several times last month. They are finalizing the salary recommendation that will be presented at next month's meeting. Currently, the recommendation is similar to last year's committee recommendation except for changes in the % split. The new recommendation may still be revised, but now reads one-third (33.3%) shall be allocated across-the-board in an equal dollar amount for those P&S employees rated satisfactory or above. The remaining two-thirds (66.6%) shall be allocated on the basis of merit and equity for employees rated satisfactory or above. The committee is due to meet next week and will finalize the recommendation at that time.

Discussion followed with Bob Frederick explaining the different philosophies in distribution language, equal dollar amounts and percentages. Council members were encouraged to poll their constituents to be able to represent their point of view when the final recommendation is presented. Bob needs to have the Council's recommendation ready to send to President Koob in April.

V. Old, New or Other Business

Legislative Campus Update: Feb 13, Maucker Union, Noon.

Legislative Public Forum: Feb 14, AEA 267, 10:00 AM.

Campus Advisory Group Update: Dr. Koob discussed possible budget scenarios. With the legislature still in session, no final decisions have been made yet, the University of Northern Iowa is preparing for no increase in revenue which means we will absorb salary increases i.e. slight budget cuts.

VI. Adjournment

Steve Carignan moved to adjourn the meeting, seconded by Doug Case. The meeting was adjourned at 2:36 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. 322

Date of Meeting: March 11, 2004

Place of Meeting: Presidential Room, Maucker Union

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 3:00 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT

X Seth Bokelman, CSBS – 37616 I

X Steven Carignan, GBPAC – 33665 I

X Doug Case, PLS – 37145 I

X Vicki Collum, Devel. – 36850 UA/OTP

X Karen Cunningham, Individ. Stds. – 32504 AT

X Dana Foster, WRC – 35859 ESS

X Steven Young, Mail Center – 33231 AF

X Bob Frederick, Career Center – 36857 ES

X Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF

X Steven Pavelec, Fac Planning – 36165 AF

X Shelley Pruess, Maucker Union – 33743 E

X Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

Others:

Kim Shares- Human Resources

Tom Schellhardt – VP Admin. Finance

Jon Buse - Admissions

I. Call to Order – President Bob Frederick called the meeting to order at 1:30 p.m. Council introductions were made.

II. Approval of Minutes of Meeting #321

Doug Case moved to approve the minutes as written, seconded by Shelly Pruess.

III. HRS Update – Kim Shares

No report

IV. Guest Speaker: Jon Buse, Chair of the ISSC Process Redesign Committee

The Integrated Student Services Center has been in development since 2000. The current phase is the actual relocation of the Career Center and the Academic Advisors to Gilchrist and the development of “generalists” from the various offices in Gilchrist. These “generalists” would assist students with general information about all aspects of student affairs and provide a centralized location for students to “take care of business” in regards too educational and student services needs. Currently a FAQ database is being developed, a soft opening is planned for June and a “grand” opening is planned for August. The ISSC will be staffed with current Gilchrist staff and students and a phone bank is also currently under consideration.

V. Committee Reports:

A. WWW Site Committee – Seth Bokelman reported that new software has been purchased to update the P&S website and that website development is ongoing.

B. Employee Relations Committee – Dana Foster reported the 14 letters have been distributed to new employees to date and work continues on the Meet and Greet program for new employees.

C. Employee Issues Committee – Doug Case had no report

D. Policy and Procedures Committee – Steve Carignan reported that work has proceeded on the P&S pamphlet and he introduced design concepts and logo ideas. Steve also indicated the picture would be taken to incorporate into the pamphlet.

E. Salary and Fringe Benefits Committee – Cindy Houlson reported that the committee has completed it’s salary recommendation, has discussed the pay matrix with HR and is pressing forward with staff training grant recommendations.

VI. Old, New and Other Business

Salary Distribution Discussion: Houlson described the process for her committee's work and included a draft of the FY 05 salary distribution. The recommendation included a 25% across the board flat dollar amount for all P&S employees rated satisfactory with the remaining 75% as a merit increase. The committee also recommended that divisions that have traditionally taken monies "off the top" reconsider due to the limited size of the salary increase. If monies are taken "off the top" those monies should come from the 75% pool.

A discussion developed that expressed concern about across the board money and whether it was the role of the Council to "right wrongs" of departments that either distribute evenly despite poor or excellent performance or if it is the Council's role to "adjust" the salary distribution to create a "cost of living" increase.

Further discussion revealed that the amount of money, in real dollars, between an across the board increase or a straight merit increase was negligible.

Additionally, it was noted that it could be de-motivating to strong performers to receive the same or equal increase as a poor performer. It is equal to a disincentive.

After the general discussion, Steve Pavelic made a motion to approve the Salary and Fringe Benefits proposal as written, seconded by Seth Bokelman. Motion carried 10-4.

VII. Adjournment

Steve Pavelic moved to adjourn the meeting, seconded by Michael Blackwell. The meeting was adjourned at 3:00 p.m.

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
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UA - University Advancement
I – Instructional

Meeting No. 323
Date of Meeting: April 8, 2004
Place of Meeting: Old Gold Room, Maucker Union

Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:25 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
X Steven Carignan, GBPAC – 33665
A Doug Case, PLS – 37145 I
X Vicki Collum, Development – 36850 UA/OTP
P 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 Steven Pavelec, Fac Planning - 36165
X Shelley Pruess, Maucker Union – 33743 E
X Dennis Reimer, ITS ET – 36285 I
X Patti Rust, Registrar – 32113 ESS
A Steven Young, Mail Center – 33231

Ex-Officio Member

Tom Schellhardt – VP/Administration & Finance

Proxy

Dennis Hayes
Michele Peck

Others

Nick Bambach – Human Resources
Janelle Barnett – GBPAC
Kim Schares – Human Resources

- 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 #322
Change minutes to reflect that Jascenna Haislet-Carlson was not in attendance. Seth Bokelman moved to approve the minutes as amended, seconded by Steve Pavelec. Motion carried.
- III. HRS Update – Nick Bambach
Human Resource Services is working with the Merit staff reduction process that was delayed from last fall. Funding for eight employees will end on June 30, 2004. Over 25 employees may be affected in the staff reduction process.
- IV. Guest Speaker: Tom Schellhardt, Vice President Admin. & Finance
Tom discussed the recent reorganization in the Administration and Finance division. He explained that several factors including budget reductions, integration of new technology, changes in campus facilities, communications and customer focus influenced the reorganization. New organization charts were distributed and discussed.
- V. Committee Reports
 - A. WWW Site Committee – Seth Bokelman
Steve Carignan distributed a copy of the nearly completed P&S Council brochure that includes the new P&S Council logo. Seth announced that a copy is also posted on the P&S Council website.

B. Employee Relations Committee – Dana Foster

Dana reported that the committee has composed a letter to request volunteers to be P&S greeters who will “mentor” new P&S employees. Input was requested regarding the letter before it is distributed.

Seth Bokelman reported that the Regents Staff Excellence Award nomination form has been posted on the P&S Council website.

C. Employee Issues Committee – Patti Rust

The committee is currently working with an employee on an issue.

D. Policy and Procedures Committee- Steve Carignan

The committee is in the process of editing text on the new P&S Council brochure. If needed, there is time for editions before it is printed.

E. Salary and Fringe Benefits Committee – Vicki Collum

The committee met to discuss the Staff Training Grant. They have composed a list of questions and plan to poll ten peer institutions to discover what benefits they have with similar grants.

VI. Old Business

The Employee Relations Committee now has meal tickets to use in the Piazza, 23rd Street Market &/or Prexy's for the new P&S employee meet and greet program.

Bob Frederick shared a letter from President Koob stating that the Cabinet has approved the FY 05 P&S salary recommendation as submitted.

VII. New Business

None

VIII. Other Business

Dana Foster announced that the WRC will be sponsoring a fundraiser for student fitness instructors on Saturday, April 24th from 9:00 a.m. –3:00 p.m. The cost will be \$10.00, which includes the speaker, lunch, sweat towel, and a variety of fitness classes. Registration will be through the WRC website.

Bob Frederick reminded everyone that the Financial Aid office and Career Center offices will be moving during the month of April.

IX. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Michael Blackwell. The meeting was adjourned at 2:25 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. 324
Date of Meeting: May 13, 2004
Place of Meeting: Union Presidential Room

Meeting Convened: 1:31 p.m.
Meeting Adjourned: 2:14 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
X Steven Carignan, GBPAC – 33665
X Doug Case, PLS – 37145 I
X Vicki Collum, Development – 36850 UA/OTP
X Karen Cunningham, Individual Studies – 32504 AT
P 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 Steven Pavelec, Fac Planning - 36165
X Shelley Pruess, Maucker Union – 33743 E
X Dennis Reimer, ITS ET – 36285 I
X Patti Rust, Registrar – 32113 ESS
X Steven Young, Mail Center – 33231

Ex-Officio Member

Tom Schellhardt – VP/Administration & Finance

Proxy

Tim Klatt - WRS

Others

Nick Bambach – Human Resources
Kim Schares – Human Resources
Kristy Leen - WRS
Peter Thompson-Yezek – ITS Network Services
Janelle Barnett - GBPAC

- 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 #323
Seth Bokelman moved to approve the minutes, seconded by Doug Case. Motion carried.
- III. Tour of Health Beat
Kristy Leen, Personal Fitness Coordinator, WRS, gave a tour of the new Health Beat facility in Maucker Union. The square footage is 2500 square feet, which is a 500 square foot increase from the previous facility.

Hours of operation for spring and fall semester are: 6:30 am - 6:30 pm Monday through Friday.

From May 10th-June 4th, hours of operation are: Monday through Friday 6:30 - 8:30 am and 11:30 am - 1:30 pm.

From June 10th-July 30th, hours of operation are: Monday through Friday 6:30 - 8:30 am, 11:30 am - 1:30 pm and 3:30 - 5:45 pm.

Health Beat interest and user ship has increased in the Maucker Union location. A comparison of Feb. 03 to Feb. 04 indicates approximately 300 additional users. User ship is expected to increase as more people discover Health Beat.

Long and half lockers are available for rent. Fitness supervisors (blue shirts) may be contacted for locker rental and/or if further assistance is needed.

IV. Committee Reports

A. Salary and Fringe Benefits Committee – Cindy Houlson

The committee met to discuss findings from the contacts members made to peer institutions. They found that over half of the institutions contacted offer substantial benefits to their P&S staff for tuition reimbursement including spouse and family members. The committee is currently compiling the collected information into a spreadsheet. They are developing a recommendation for an additional P&S staff tuition reimbursement program based on the findings and the benefits to both the University and P&S staff.

Peer institutions include the following universities:

California State University at Fresno
Central Michigan University
Illinois State University
Indiana State University
Northern Arizona University
Ohio University-Main Campus
University of Minnesota at Duluth
University of North Carolina at Greensboro
University of North Texas
University of Wisconsin at Eau Claire

B. Employee Issues Committee – Doug Case

The committee continues to work on one issue from last month.

C. Policies and Procedures – Steve Carignan

A copy of the revised P&S Council brochure was distributed. It should be ready for distribution to all P&S employees by the end of December. Steve Pavelec moved to have 2,000 pamphlets printed, seconded by Shelley Pruess. Motion carried.

Bob Frederick, Steve Carignan, Nick Bambach and Tim McKenna are currently reviewing the P&S Policies and Procedures manual. The P&S Council will be informed each month on the progress of this project.

D. Employee Relations Committee – Karen Cunningham

The Staff Excellence Award selection committee met on May 3rd. The award recipients will be announced at a later date. There was discussion concerning a possible monetary award for staff excellence award recipients in the future. Frank Esser will be consulted.

- V. Old Business
Bob Frederick shared about his presentation to the Board of Regents in April. His presentation included comments concerning the positive working relationship between the P&S Council, faculty and administration officials at UNI.
- VI. Other Business
Bob finished the meeting with an invitation for all to tour the Advising and Career Services offices now located in Gilchrist 242. He also noted that the Office of Business Operations and Financial Aid offices are complete on the upper level of Gilchrist. The Integrated Student Services Center lobby (upper level) will be opening July 1.
- VII. Adjournment
Tim Klatt moved to adjourn the meeting, seconded by Dennis Reimer. Motion carried. The meeting was adjourned at 2:14 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. 325
Date of Meeting: June 10, 2004
Place of Meeting: 319 CBB

Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:25 p.m

Members of the Council in Attendance:

A Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
A Steven Carignan, GBPAC – 33665
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
X Cynthia Houlson, Phy Plant – 35855 AF
X Steven Pavelec, Fac Planning - 36165
P Shelley Pruess, Maucker Union – 33743 E
X Dennis Reimer, ITS ET – 36285 I
X Patti Rust, Registrar – 32113 ESS
X Steven Young, Mail Center – 33231

Ex-Officio Member

Tom Schellhardt – VP/Administration & Finance

Proxy

Mike Bobeldyk

Others

Nick Bambach – Human Resources
Kim Schares – Human Resources

- I. Call to Order
President Bob Frederick called the meeting to order at 1:38 p.m. Everyone present introduced themselves.
- II. Approval of Meeting Minutes #324
Doug Case moved to approve the minutes, seconded by Jascenna Haislett-Carlson. Motion carried.
- III. Committee Reports
 - A. WWW Site Committee – Seth Bokelman
Seth reported that the P&S committee page has been revised and will be finished within a week.
 - B. Employee Relations Committee – Karen Cunningham
Karen announced that the recipients of the 2004 P&S Staff Excellence Awards are Jean Neibauer, Inez Murtha and Ken Jacobsen. Congratulation letters have been sent to them, as well as letters to all employees nominated.
 - C. Employee Issues Committee – Doug Case
The committee is currently working on one issue with an employee.

- D. Policy and Procedures Committee - Steve Pavelec
Sections I to III of the P&S Policies and Procedures have been completed. Section IV will be reviewed the week of June 14th.
- E. Salary and Fringe Benefits Committee – Cindy Houlson
Cindy reported that the committee is receiving feedback regarding changes from last year and comments have been positive.

- IV. HRS Update – Nick Bambach
Nick reported that the AFSCME staff reduction process continues toward the July 1st deadline. HRS has been working with department heads to minimize the number of employees affected by staff reduction.

At the present time there is no information regarding P&S staff reductions.

- V. Other Business
Bob Frederick requested that P&S Council members begin to refer names of P&S employees who may be interested in serving on the P&S Council during the next fiscal year. Names may be forwarded to Patty Rust or Bob Frederick.

- VI. Adjournment
Doug Case moved to adjourn the meeting, seconded by Steve Pavelec. Motion carried. The meeting was adjourned at 1:48 p.m.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – at Large
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I – Instructional

Meeting No. 326
Date of Meeting: August 12, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:48 p.m.
Meeting Adjourned: 2:17 p.m.

Members of the Council in Attendance:

P Michael Blackwell, CME – 32250 AT
P Seth Bokelman, CSBS – 37616 I
X Steven Carignan, GBPAC – 33665
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

P Bob Frederick, Career Center – 36857 ESS
X Jascenna Haislet-Carlson, Theatre – 36387 I
X Cynthia Houlson, Phy Plant – 35855 AF
P Steven Pavelec, Fac Planning - 36165
P Shelley Pruess, Maucker Union – 33743 E
P Dennis Reimer, ITS ET – 36285 I
X Patti Rust, Registrar – 32113 ESS
P Steven Young, Mail Center – 33231

Ex-Officio Member

Tom Schellhardt – VP/Administration & Finance

Proxy

Dennis Nieman
Dave Andersen
Aaron Howard
Michael Bobeldyk
Charles Sengstock

Others

Jon Buse – VP-ESS Office
Janelle Barnett - GBPAC

I. Call to Order

Vice President Patti Rust called the meeting to order at 1:48 p.m. Everyone present introduced themselves.

II. Approval of Meeting Minutes #325

Vicki Collum moved to approve the minutes, seconded by Jascenna Haislet-Carlson. Motion carried.

III. Committee Reports

A. WWW Site Committee – no report

B. Employee Relations Committee – Karen Cunningham

The committee met on July 22, 2004. They discussed the new welcome program. The committee encourages P&S staff to become involved in this program, serving as greeters to recently hired P&S employees. Greeter responsibilities will include inviting new staff to lunch, explaining functions of the P&S Council and answering questions they may have.

The Meet the Pres event will be held on Tuesday, October 12th at noon at the Old Central Ballroom. President Koob will give an update on the FY05 budget and recipients of Staff Excellence Awards will be honored. Refreshments will be served.

C. Employee Issues Committee – no report

D. Policies and Procedures Committee – Steve Carignan

Steve distributed copies of the recently revised P&S Policies and Procedures, sections I – III. He stated that the most significant change is in Section II, A.1 “Probationary Status”. The number of years in probationary status has been changed from three to five years to two to three years.

Steve suggested that the revised Policies and Procedures referred to above be e-mailed by attachment so that Council members may have time to review and discuss before the next P&S Council meeting. At that time a vote to approve them may be taken.

E. Salary and Fringe Benefits Committee – Cindy Houlson

Cindy distributed copies of the proposed P&S Tuition Waiver Program that was recently drafted by the Salary and Fringe Benefits Committee. The committee began exploring the potential for requesting an increase in the existing University Staff Training Grant several months ago. The increase in tuition over the past several years coupled with the decrease in staff development dollars now available in departmental budgets led the committee to benchmark UNI's Staff Training Grant with ten peer institutions. The proposal is based on feedback received from peer institutions.

The committee is proposing a pilot program be used for six sequential semesters that would waive the tuition and fees for P&S employees, their spouses and dependents.

The Staff Training Grant budget for FY 2004-05 is \$36,210.00.

Cindy asked that P&S Council members review the proposal and be ready for further discussion and a possible vote at the next P&S Council meeting.

IV. Other Business – none

V. Adjournment

Steve Carignan moved to adjourn the meeting, seconded by Dana Foster. Motion carried. The meeting was adjourned at 2:17 p.m.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
UA – University Advancement
I – Instructional

Meeting No. 327
Date of Meeting: September 9, 2004
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:40 p.m.

Members of the Council in Attendance:

Michael Blackwell, CME – 32250 AT
 Seth Bokelman, CSBS – 37616 I
 Steven Carignan, GBPAC – 33665
 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
 Steven Pavelec, Fac Planning - 36165
 Shelley Pruess, Maucker Union – 33743 E
 Dennis Reimer, ITS ET – 36285 I
 Patti Rust, Registrar – 32113 ESS
 Steven Young, Mail Center – 33231

Ex-Officio Member

Proxy
Dave Anderson

Others

Nick Bambach – Human Resources
Kim Schares – Human Resources
Janelle Barnett - GBPAC

- I. Call to Order
President Bob Frederick called the meeting to order at 1:35 p.m. Everyone present introduced themselves.
- II. Approval of Meeting Minutes #326
Corrections are: Shelley Pruess was absent, and the date of meeting was August 12, 2004. Steve Carignan moved to approve the minutes as amended, seconded by Doug Case.
- III. HRS Update – Nick Bambach
Human Resources has begun involvement in the AFSCME negotiation process. The current AFSCME contract expires June 30, 2005. All sections of the current contract will be reviewed. Negotiations will continue in Des Moines in January and February 2005. The United Faculty contract will also expire on June 30, 2005.

The Fair Labor Standard Act hasn't had changes since the mid 1950's. Recent changes to overtime work rules will affect approximately 15-20 P&S employees. Ten month employees and those working part time are among those affected. Managers will be responsible to track work hours closely so that excess overtime will not be paid out.

IV. Committee Reports

A. WWW Site Committee – Seth Bokelman

Network Services demonstrated a web log last spring that proved to be very popular. These websites that can be run for news and comments can be posted on line, similar to a journal. There can be multiple authors for each site, which opens up publishing and makes it more accessible.

B. Employee Relations – Bob Frederick

Volunteer greeters have been given meal tickets to use for taking new P&S employees to lunch. The Meet the Pres event is organized and ready to go. Bob encouraged everyone to talk to their constituents to attend this important event.

C. Employee Issues – no report

D. Policies and Procedures Committee– Steve Carignan

The Policies and Procedures Committee have reviewed sections IV and V of the P&S Policies & Procedures manual. The annual review process has new language, also information regarding managers seeking non-disciplinary procedures. The revised chapters will be posted on the P&S Council website for two weeks for viewing and feedback. Comments will be sent to Steve Carignan, who will forward information to the Policies and Procedures Committee for consideration.

E. Salary and Fringe Benefits Committee – Cindy Houlson

The committee met and based on feedback from the previous council meeting made a name change to the proposed P&S Tuition Waiver Program. They decided that it would be called the P&S Benefit Program. Another change to the proposal on page 2 the words “participants will be limited to” will be eliminated. Also, the number of class hours in one year will not be limited and that reference was removed from the document.

Cindy reported that HRS provided a summary for the number of Staff Training Grant participants during the last two years. In 2001 there were 54 participants, in 2002, 51 participants, and in 2003-2004 an approximate number was 38 participants. The numbers reflect total participants including the merit employees who participate in the program.

The council reviewed the proposed program. Another change on page 2 was approved. The words “Enrollment into University classes under this program requires the participant to follow the procedures outlined in the program. No participant may enroll into a class prior to two-weeks before class begins.” will be removed. A motion was made by Steve Carignan to approve the proposal with the above mentioned amendments. Shelley Pruess seconded the motion. Motion carried. The proposal is now ready for Tom Schellhardt to take to the Cabinet.

V. Other Business

P&S Council terms for Dennis Reimer, Patti Rust, Bob Frederick, Vicki Collum and Karen Cunningham will end in December 2004. P&S employees in the divisions vacated will be nominated for the election, which will be held in November. Bob Frederick nominated Doug Case to chair the nominating committee, seconded by Steve Carignan. Motion carried.

Seth Bokelman announced that the Public Wireless Network is now open for student, faculty and staff use. There are several locations on campus where this service may be used. Each division computer representative is available to assist with registering for this very secure network. Business Room 27 personnel may also assist with registration.

Seth also stated that the Ironmail appliance is running quarantine e-mail. It is catching 70% bulk and junk mail. He cautioned that if one person releases quarantine e-mail, it also releases it to everyone else who was sent that email. Contact your division computer systems administrator if you have any questions/concerns about Ironmail.

V. Adjournment

Shelley Pruess moved to adjourn the meeting, seconded by Steve Carignan. Motion carried.
The meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

UA – University Advancement

I – Instructional

Meeting No. 328

Date of Meeting: October 14, 2004

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 2:40 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT

P Seth Bokelman, CSBS – 37616 I

X Steven Carignan, GBPAC – 33665 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 Steven Pavelec, Fac Planning – 36165 AF

X Shelley Pruess, Maucker Union – 33743 E

A Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

P Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Renee Romano

Proxy

Bill McKinley

Rick Seeley

Others

Nick Bambach – Human Resources

Kim Schares – Human Resources

Janelle Barnett – GBPAC

I. Call to Order

President Bob Frederick called the meeting to order at 1:30 p.m.

II. Approval of Meeting Minutes #327

Steve Pavelec moved to approve the minutes, seconded by Steve Carignan. Motion carried.

III. HRS Update = Nick Bambach

United Faculty negotiations begin on October 21st. Their contract will run for two years through June 2007. P&S salary increases have historically followed the United Faculty wage increases. AFSCME negotiations will begin in October as well.

The Administration and Finance Division has been involved in rolling out a university-wide employee recognition program that will be announced in January. Employees will be recognized at five-year milestones beginning at five years of service.

Along with the Labor Management Committee, Public Employee Relations Board (PERB) facilitators will be involved with Labor/Management training scheduled for the last week of October.

IV. Guest Speakers:

Renee Romano, Vice President, ESS

Renee distributed a spreadsheet outlining new student enrollment patterns 1990-2004, and a spreadsheet comparing second and third week enrollments in the Fall of 2003 and 2004. UNI's official enrollment this Fall was 12,824. This number is down from the Fall 2000 enrollment of

14,000. The reason for the drop in enrollment is fewer freshmen attending UNI. The goal is to raise the 2004 figure of 12,824 to 13,800 students within the next five years. In order to accomplish this, 150 new freshmen would need to be recruited each year. Even if this number is reached, enrollment will go down slightly because of the declining number of graduating seniors during the next few years. Renee stated that Admissions standards will not be relaxed to meet enrollment goals. She also noted that out of state recruiting has increased. A new tool to make enrollment easier is "PAWS" which is a personalized, user-friendly website that students may use.

The new Student Services Center opened August 9th in the lobby area located on the upper level of Gilchrist. Thirty staff from various ESS departments are taking turns working in the SSC. An online database is used and Just in Time Training has proved to be successful. ESS has been tracking transactions, and comments from students who have used it have been good.

Renee reported that Homecoming 2004 events went very well. The barricade that was placed on College Hill proved to be successful as it helped to spread out the crowd. It was one of several proactive measures used this year. The 2004 Homecoming theme was "Celebrate with Pride – Be Proud, Be Smart, Be Safe."

Michael Isaacson – Cedar Valley United Way

Michael has been working with the Cedar Valley United Way for 1½ years. This year's campaign will run from October 18th to November 5th. He distributed facts sheets that outlined Cedar Valley United Way goals. Three identified areas this year are:

1. Helping children and youth succeed
2. Supporting vulnerable populations
3. Promoting self-sufficiency and poverty reduction

Michael stated that 84-85% of the money raised by the Cedar Valley United Way stays in the Cedar Valley.

V. Committee Reports

A. WWW Site Committee – no report

B. Employee Relations Committee– Karen Cunningham

Karen reported that the Meet The Pres Event went very well, and she thanked the committee for a job well done. 105 staff attended, up from last year.

C. Employee Issues Committee– Doug Case

The committee will be meeting the week of October 18th to discuss one issue.

D. Policy and Procedures Committee – no report

E. Salary and fringe Benefits Committee – Cindy Houlson

Cindy reported that the committee did not meet last month. They are currently waiting for feedback from the Cabinet concerning the Staff Training Grant proposal that was submitted in September.

VI. Old, New and Other Business

A. Election update – Doug Case

The election committee is in the process of asking current P&S Council members if they choose to serve next year. Council members may serve up to six years, however must be off

the Council for a minimum of one year before being eligible to serve again. Notification for P&S Council elections will be posted to the web and the election will be held the first week in November.

B. Staff Training Grant update – Bob Frederick

Tom Schellhardt has taken the P&S Benefit Program proposal to the Cabinet. The Cabinet is in the process of writing a response. More information will be available at the November P&S Council meeting.

C. Post Meet the Pres discussion - Bob Frederick

At the end of his Meet the Pres address, President Koob requested feedback from P&S Council members regarding their recommendations of what makes UNI a great place to work, and also their ideas on ways these recommendations should be implemented. Bob Frederick encouraged council members to talk to their constituents and bring ideas back to the November meeting. The recommendations will be compiled and given to President Koob.

D. Patti Rust requested names of special speakers for the upcoming November and December meetings.

E. Bob Frederick reminded committee chairs to write and turn in their end of the year reports before the new P&S Council members begin in January 2005.

VII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Steve Carignan. Motion carried. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
UA – University Advancement
I – Instructional

Meeting No. 329
Date of Meeting: November 11, 2004
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:00 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
X Steven Carignan, GBPAC – 33665 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
P Cynthia Houlson, Phy Plant – 35855 AF
X Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 E
X Dennis Reimer, ITS ET – 36285 I
X Patti Rust, Registrar – 32113 ESS
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Proxy

Dennis Hayes

Others

Janelle Barnett – GBPAC

I. Call to Order/Introductions

President Bob Frederick called the meeting to order at 1:30 p.m.

II. Approval of Minutes of Meeting #328

Doug Case moved to approve the minutes, seconded by Steve Carignan. Motion carried.

III. HRS Update - no report

IV. Tom Schellhardt, Cabinet Liaison

V. Committee Reports

A. WWW Site Committee – Seth Bokelman

Seth reported that everything went smoothly for on-line elections.

B. Employee Relations Committee – no report

C. Employee Issues Committee – Doug Case

The committee met with one individual and the issue has being resolved.

D. Policies and Procedures Committee – Steve Carignan

The committee met twice after the last P&S Council meeting. They are currently working on the P&S Grievance Policy. The committee has met their goals, which include clarifying issues, reducing redundancy, and generally streamlining P&S Policies and Procedures, designed to provide guidelines and recommendations. Steve thanked Human Resources and Tim McKenna for their continuing support in this process.

A motion was made by Steve Pavelec to approve Chapters I & II, seconded by Steve Young. Motion carried. Seth Bokelman moved to approve Chapters III & IV, seconded by Vicki Collum. Motion carried. Jascenna Haislet-Carlson moved to approve Chapters V & VI, seconded by Seth Bokelman. Motion carried. Chapters I–VI will be forwarded to the Cabinet for approval.

E. Salary and Fringe Benefits Committee – no report

VI. Old, New or Other Business

A. Election Update – Doug Case

Doug announced P&S Council election results. New members beginning in January 2005 will be Carol Fletcher, Lisa Kremer, Susan Reinart, Gale Secor and Rick Seeley. Outgoing P&S Council members will be Vicki Collum, Karen Cunningham, Bob Frederick, Dennis Reimer and Patti Rust. Bob thanked all those who agreed to place their names on the ballot, and also thanked Doug Case, Shelley Pruess and Steve Carignan for their work on the election committee. The offices of P&S Council President and Vice President will be announced at the next P&S Council meeting.

B. Staff Training Grant update – Tom Schellhardt, Cabinet Liaison

Tom is currently serving as chair of the UNI Strategic Planning Review Committee. He distributed handouts comparing UNI's Goals and Objectives from the 2001-2006 Strategic Plan to 2004-2009 UNI Strategic Plan Version 1.25, 9-8-2004 Goals and Objectives. In February 2005, the revised 2004-2009 Strategic Plan will be forwarded to the Cabinet. The Committee will meet again in two weeks. He requested that P&S Council members review the revised plan, available on the web at <http://www.uni.edu/pres/2001-2006strategicplan>

Concerning the P&S Tuition Waiver proposal, he explained that the Cabinet has reviewed it and determined that a tuition waiver program cannot be implemented at this time. The Cabinet has approved an increase in Staff Training Grant funds from \$36,210 to \$50,000, effective July 1, 2005. The plan is to increase STG funding annually at the same percentage of tuition increase.

Bob Frederick recommended that P&S employees become involved by submitting their suggestions for the "workplace of choice" initiative. Comments may be submitted by December 1, 2004 to conversation@uni.edu, or anonymously via the website at <http://www.uni.edu.conversation>. A presentation is planned in the early spring of 2005 to present the results of this program.

VII. Adjournment

Bob announced that the next P&S Council meeting will be held on December 9th at noon. The meeting location will be announced shortly. Steve Carignan moved to adjourn the meeting, seconded by Steve Pavelec. Motion carried. The meeting was adjourned at 2:00 p.m.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – At Large
ESS – Educational & Student Services
UA – University Advancement
I – Instructional

Meeting No. 330
Date of Meeting: December 9, 2004
Place of Meeting: Maucker Union
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:30 p.m.

Members of the Council in Attendance:

Michael Blackwell, CME – 32250 AT
 Seth Bokelman, CSBS – 37616 I
 Steven Carignan, GBPAC – 33665 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
 Steven Pavelec, Fac Planning – 36165 AF
 Shelley Pruess, Maucker Union – 33743 E
 Dennis Reimer, ITS ET – 36285 I
 Patti Rust, Registrar – 32113 ESS
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Proxy
Dennis Hayes

Others

- I. Call to Order
President Bob Frederick called the meeting to order at 1:35 p.m.
- II. Approval of Meeting Minutes #329
Steve Carignan moved to approve the minutes, seconded by Doug Case. Motion carried.
- III. HRS Update – no report
- IV. Committee End of Year Reports
 - A. WWW Site Committee – Seth Bokelman, Committee Chair
Over the course of the last year, the P&S Council purchased a copy of Macromedia's Dream Weaver 2004 product to aid in web site design and maintenance. Using this software, our committee undertook a redesign of many of the pages within the P&S Council site in order to make them compliant with current web standards. This resulted in making the pages smaller (in terms of their data size), faster to load, and easier for people with disabilities to access.

The P&S Council web site was successfully used to convey electronic documents to our constituents, allowing them to look over changes to the P&S Handbook, the salary distribution spreadsheet, and letters to the P&S staff from University administrators.

Due to a technical problem, the statistics report for the WWW page has to be generated for the entire year from the logs. This is a pretty lengthy procedure, and may take an additional 2-3 days.
 - B. Employee Relations Committee – Karen Cunningham, Committee Chair
The committee's routine meeting time was the second Wednesday of every month.

Every year the committee is responsible for the calling of nominations for the Regent's Staff Excellence Award. This year three P&S employees were chosen for the award. The selection committee met on May 3, 2004 to select three P&S award recipients. The committee consisted of Tom Romanin, Linda Feuchtwanger, Donna Vinton, Brandon Moe, and Richard Utz. The three P&S recipients were: Jean Neibauer, Ken Jacobsen, and Inez Murtha.

The "Meet the Pres" event was held October 12, 2004 in the Old Central Ballroom in Maucker Union. The event was well attended (108) and considered a "success". President Koob gave an update on the budget situation for the 04/05 academic year and announced/congratulated the P&S Regent's Staff Award Recipients.

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. In addition, the committee brought back the "Mentoring Program," which paired current P&S employees with new P&S employees. Several P&S staff members volunteered for the program and, so far, the feedback from those encounters has been positive.

- C. Policy and Procedures Committee – Steve Carignan, Committee Chair
The committee focused their efforts on developing a P&S brochure and rewriting the P&S Handbook. The first seven sections of the handbook have been forwarded to the Cabinet for review. The committee will continue working on the grievance section.

- D. Employee Issues Committee – Doug Case, Committee Chair
Committee members were Doug Case, Shelley Pruess, Dennis Hayes, Margaret Empie, and Patti Rust.

The committee's main goal was to be a sounding board for all P&S employees and to provide a place where they can come to express their concerns confidentially. Four P&S employees came to the committee during the year asking for assistance with problems and concerns. Some of the topics were layoffs, bad performance evaluations, unclear goal setting for the following years performance, salary issues, cutbacks, safety issues or a belief that the P&S Policies and Procedures had not been followed. The committee counseled them on what was the next step to take and if indeed they had a complaint as well as other options that might be available. The committee did a great job just listening to the employees. Of the four, three had the issue settled down and may be resolved, and the fourth is in the persons hands at this time.

The committee members thanked all council members and fellow staff who have helped them this year. They believe that this group serves a great need for P&S staff and request that most of the members that served this year remain on the committee for next year to maintain a solid background of experience for the future.

- E. Salary and Fringe Benefits Committee – Dennis Hayes, Proxy for Committee Chair Cindy Houlson

The committee met the challenge of drafting the Salary Allocation Proposal for FY 04-05 within the first few months of the year. Members reviewed the previous FY 03-04 proposal and again supported the philosophy behind the method in the salary allocation. After making changes to the allocation percentages, the new proposal was presented to the Council at the March meeting.

FY 04-05 Salary Allocation proposal read: "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 meritorious work performance for employee 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. We strongly urge divisions who historically have taken money "off the top" to reconsider implementing the practice due to the limited increase."

Bob Frederick met with the Committee and challenged members to think outside the box in terms of expanding benefits associated with Staff Training. The Committee embraced the challenge and benchmarked existing benefits associated with Staff Training/Education at peer institutions. Institutions contacted included:

| | |
|---------------------------------------|--|
| California State University at Fresno | Central Michigan University |
| Illinois State University | Indiana State University |
| Northern Arizona University | Ohio University-Main Campus |
| University of Minnesota at Duluth | University of North Carolina at Greensboro |
| University of North Texas | University of Wisconsin at Eau Claire |

The results indicated that most peer institutions are providing significant benefits and over half allow staff to attend classes for free. A number also provided benefits for both spouse and dependents.

A "P&S Tuition Waiver Program" was prepared and presented to the Council. The concept was supported at the September meeting and forwarded to the Cabinet. The Cabinet tabled the issue until after completion of a campus survey asking for ideas to make the campus better. One positive outcome was the Cabinet approved increasing the existing Staff Training Grant from \$36,210 to \$50,000 beginning July 2005.

Remaining issues:

- Continue effort to gain support for the P&S Tuition Waiver Program
- Continue monitoring ERIP proposals
- 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 and PAC events.

Prepared by Cynthia Houlson, Chair
Members Denise Bouska, Jon Buse, Theresa Kouri, Vicki Collum

V. Old, New and Other Business

A. Introduction of New Members

Carol Fletcher, At Large
Lisa Kremer, Educational and Student Services
Susan Reinart, University Advancement
Gale Secor, Educational and Student Services
Rick Seeley, Instructional

B. Outgoing P&S Council Members

Vicki Collum, University Advancement
Karen Cunningham, At Large
Bob Frederick, Educational and Student Services
Dennis Reimer, Instructional
Patti Rust, Educational and Student Services

President Bob Frederick thanked the outgoing council members for their service. Council members expressed their appreciation for the time, effort, and leadership Bob provided the council for the past two years. President Frederick shared some closing thoughts for future consideration by the council.

1. I believe that the Council and the Salary and Fringe Benefit Committee should discontinue the practice of making salary increase distribution recommendations. This issue, which takes up an inordinate amount of time for so little result, does little but create enmity between P&S employees. Each year we haggle over one-fourth% here and one-third% there and in the end we eliminate the need for HR and the university Cabinet to discuss implementing a cost of living adjustment (COLA) of the pay matrix or to deal with wage inequity and salary compression. We are taking money from ourselves to solve the problem. Concerning merit pay, allow the managers to do their jobs so that they can encourage and reward employees based on merit not just based on showing up.
2. The term of the president should be two years rather than one. This requires a constitutional amendment. However, the true political capital of this position is never fully realized until the second year. I have had several past presidents confirm this thought. As I have had the chance to meet with on campus and off campus groups, interact more with the president and the Cabinet, speak before the Board of Regents and have truly "learned" the networking necessary to effectively be "at the table" on important University of Northern Iowa issues, it is clear that a two year term would be much more effective.
3. Terms of council members should be tied to the fiscal year or the academic year and not the calendar year. This also requires a constitutional amendment. Each December, new Council members take their seats and in many years so do new Presidents and VPs. Unfortunately, many of the committees and advisory groups that the president serves on as a part of their responsibility as Council President operate on an academic year. Thus, we shift our leadership while the other groups represented (Faculty Senate, Merit, AFSCME, United Faculty, Supervisory and Confidential and Student Leadership) remain stable. It is incredibly difficult to maintain stability and consistency with this system. Elections should be held in May and new Council members should take their seats on July 1.
4. The role of VP needs to either be defined or eliminated. Each year we "invent" things for the VP to do. Why not just have a presidential proxy who is a current council member who can step in if the president is absent. The alternative is to give the VP some true responsibility. Some suggestions include running the Employee Issues Committee, serving as a liaison to campus groups by attending other representative group meetings and reporting out on those meetings, coordinating the meetings to include room arrangements, agenda development and/or guest speakers, etc. It seems like the current "officer" system is unnecessary. Actually, it might make more sense to have a chairperson than a president and a VP.

C. Nominations for President and Vice President

Bob Frederick opened the floor for nominations. Doug Case nominated Steve Carignan for President, and Seth Bokelman seconded the nomination. Hearing no further nominations, Vicki Collum moved to close the nominations, seconded by Seth Bokelman. Motion carried. The Council voted unanimously to elect Steve Carignan for President for 2005-2006.

Steve Young nominated Doug Case for Vice President, seconded by Steve Carignan. Doug declined the nomination. Doug Case nominated Seth Bokelman for Vice President, seconded by Vicki Collum. Hearing no further nominations, Shelly Pruess moved to close the nominations,

seconded by Dana Foster. Motion carried. The Council voted unanimously to elect Seth Bokelman as Vice President for 2005-2006.

D. P&S Council Listserv

Bob Frederick asked for a motion to update the P&S Council listserv to include only currently elected council members and their proxies. A motion was made by Doug Case and seconded by Steve Carignan. Discussion included the need to limit the listserv to current members and proxies so that the listserv can operate as an internal information and conversation tool. It was noted that the agenda is distributed and posted, the minutes are posted and the meetings are open to the public. All who wish to find out more about the P&S Council are invited to attend the monthly meetings. Motion carried unanimously. The officers for 2005-06 will take action to "clean up" the listserv.

VI. Adjournment

Dennis Reimer moved to adjourn the meeting, seconded by Karen Cunningham. Motion carried. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,
Patti Rust
Office of the Registrar