

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 332
Date of Meeting: February 10, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:20 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
 Carol Fletcher, RDC – 32333 AT
 Dana Foster, WRC – 35859 ESS
 Jascenna Haislet-Carlson, Theatre – 36387 I

Cynthia Houlson, Phy Plant – 35855 AF
 Lisa Kremer, Maucker Union – 37862 ESS
 Steven Pavelec, Fac Planning – 36165 AF
 Shelley Pruess, Maucker Union – 33743 ESS
 Susan Reinart, Advancement – 36078 UA
 Gale Secor, RDC – 36036 ESS
 Rick Seeley, ITS – 37218 I
 Steven Young, Mail Center – 33231 AF

Others

Nick Bambach

Proxy

Janelle Barnett
Aaron Howard

I. Call to Order

President Steve Carignan called the meeting to order at 1:30 p.m.

II. Approval of Minutes #331

Steve Young moved to approve the minutes, seconded by Cindy Houlson. Motion carried.

III. American Democracy Project – Drake Martin

Drake shared that Dr. George Mehaffy, Director of the American Democracy Project, will be on campus on Monday, February 28th at 2:15 p.m. All P&S employees are invited and encouraged to attend the one-hour session that will be held in Maucker Union's Purple Pen Room. The American Democracy Project is a national higher education initiative designed to help colleges and universities develop civic and moral responsibility in undergraduate students. Dr. Mehaffy will be sharing about the American Democracy Project and co-curricular programs that are working on other campuses across the nation. For more information about the American Democracy Project, the website is <http://www.aascu.org/programs/adp/about/default.htm>

IV. Committee Reports

A. Web Committee – no report

B. Employee Relations Committee

Brenda Buzynski, Stacey Christensen and Libby Vanderwall have agreed to join the committee.

C. Employee Issues Committee – no report

D. Policies and Procedures Committee – no report

- E. Salary and Fringe Benefits Committee
Mark Parrott and Darrell Taylor have agreed to join the committee.
- F. Constitutional Congress Committee – no report

V. Human Resources Update – Nick Bambach

AFSCME has reached a tentative agreement, and a vote on ratification will take place prior to February 22nd. United Faculty has not yet reached an agreement.

HR staff have been working on Legislative Proposals during the last month.

VI. Other Business

Steve Carignan led discussion on the Grievance Policy section of P&S Policies and Procedures. The latest draft of the revised Grievance Policy began from work completed by past committees. The committee, along with Human Resources, has revised the policy to expedite the grievance process and there will be a longer period of time for action on grievances. Level one of the grievance procedure has been dropped, replaced by more of a facilitated process. Steve noted that the P&S Policies and Procedures document is not a contract, and language in the grievance section reflects this more clearly. Human Resources will ensure that the new grievance process moves along in a timely manner. A motion was made by Dana Foster, seconded by Rick Seeley, that a copy of the revised policy be posted on the P&S website for comment. Motion carried. The policy will be discussed at next month's meeting.

Steve Carignan noted that the Campus Conversation group meetings on Friday, February 4th were very well attended. The Campus Conversation Advisory Committee continues to meet once a week. He shared that action statements on all items in each category will be complete within one year. Comments or thoughts regarding the Campus Conversation Initiative may be submitted to: conversation@uni.edu

VII. Adjournment

Steve Carignan adjourned the meeting at 2:20 p.m. Committee members met in groups after the meeting was adjourned.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
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Meeting No. 333
Date of Meeting: March 10, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:32 p.m.
Meeting Adjourned: 1:56 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 Carol Fletcher, RDC – 32333 AT
X Dana Foster, WRC – 35859 ESS
X Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF
X Lisa Kremer, Maucker Union – 37862 ESS
X Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 ESS
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Others

Kim Schares

Proxy

Janelle Barnett
Bill McKinley

I. Call to Order

President Steve Carignan called the meeting to order at 1:30 p.m.

II. Approval of Meeting Minutes #332

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

III. Committee Reports

A. Constitution Committee – Cynthia Houlson

The committee met twice during last month. The current Constitution was reviewed and compared to the Constitution that is available on the P&S web site. Discrepancies were identified and the information was forwarded to WWW Site Committee and Seth Bokelman. A question was also forwarded to Steve Carignan asking if the current Constitution could be uploaded into the web site without Council action.

The committee continued to review the P&S handbook available on the web, looking for any discrepancies in the information reflected in the Constitution. Additional discrepancies were identified in links and outdated information. The identified discrepancies have been shared with the WWW Site Committee. Additional review is ongoing and any future discrepancies will also be shared.

A vote will be taken at the next P&S Council meeting to approve the proposed changes to the Constitution.

B. Employee Issues Committee - Doug Case

The committee is currently addressing one issue.

C. Employee Relations Committee – Dana Foster

The committee met to review upcoming events and assign tasks. They reviewed notes from the P&S Excellence Award committee. October 11th will be the next Meet the Pres Event date. The nomination form for the P&S Excellence Award will be posted on the P&S website March 25th – April 22nd.

D. WWW Site Committee – Rick Seeley

The committee has been working on cleaning up the P&S Council website dead links and moving items around. The Hot Topics box will be updated each week. If there are ideas for items to be added, refer them to Rick. Steve Carignan suggested adding a listing of the P&S committee meeting dates.

E. Salary and Fringe Benefits Committee – Jascenna Haislet-Carlson

The committee met twice. Kim Schares was present at the second meeting to explain the Staff Training Grant distribution of funds. The committee recommended that of the total increase pool, 1/3 should be across the board and 2/3 for merit. The P&S Council will vote on the recommendation at the next meeting.

The committee also discussed drafting a proposal to allow P&S employees to audit classes for free or at a reduced cost.

Steve Carignan announced the results of the recent Faculty Collective Bargaining. Following are increases for 2005-2007.

July 1, 2005	1.5%	
January 1, 2006	1.0%	
Total cumulative increase		2.5%
Total annual increase		2.0%

July 1, 2006	2.0%	
January 1, 2007	1.5%	
Total cumulative increase		3.5%
Total annual increase		3.28%

Steve Carignan suggested that P&S negotiate for a July 1, 2005 increase of 3%, and a January 1, 2006 increase of 1%. The P&S Council website will have more information regarding this issue before negotiations are finalized.

The meeting was closed at 1:56 p.m. for discussion and vote on the proposed P&S Grievance Policy.

Respectfully submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
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Meeting No. 334
Date of Meeting: April 14, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:10 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
 Carol Fletcher, RDC – 32333 AT
 Dana Foster, WRC – 35859 ESS
 Jascenna Haislet-Carlson, Theatre – 36387 I

Cynthia Houlson, Phy Plant – 35855 AF
 Lisa Kremer, Maucker Union – 37862 ESS
 Steven Pavelec, Fac Planning – 36165 AF
 Shelley Pruess, Maucker Union – 33743 ESS
 Susan Reinart, Advancement – 36078 UA
 Gale Secor, RDC – 36036 ESS
 Rick Seeley, ITS – 37218 I
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Nick Bambach
Pat Geadelmann
Dave Zarifis

Proxy

Janelle Barnett
Darrell Taylor

I. Call to Order

Seth Bokelman called the meeting to order at 1:34 p.m.

II. Multi Modal Presentation – Dave Zarifis

Dave Zarifis gave a Power Point presentation on the Multi Modal Facility planned for construction in the Summer of 2006, with completion being the Summer of 2007. The total project cost is \$18.6 million, 80% funds from the Federal transit grant, 20% funds from UNI. Campus parking was identified as an important issue according to UNI Campus Conversation feedback. Dave stated that 225,000 people visit UNI each year for major events. The Multi Modal Facility will tie together several modes of transportation; and develop an environmental friendly, internal and external transit system. It will also provide a central location for parking, and conflict between pedestrian and vehicle traffic will be improved. The facility's design will blend with existing campus architecture and assist with maintaining a pedestrian atmosphere. The facility will provide an additional 600 parking spaces with 100 bicycle spaces. Additional reserve parking will be available, and the facility will bring more opportunity for student employment.

UNI will be contracting with MET to provide transit and the transit system will begin before construction of the facility. The Visitor Center will be housed in the facility.

III. Approval of Meeting Minutes #333

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

IV. Cabinet Report – Tom Schellhardt

The May Board meeting will be held on May 4th and 5th. On the agenda are approval of parking rates, multi-modal permission to proceed, and preliminary budget issues.

A topic that will be discussed at the May Board of Regents meeting is legislative funding. If the cigarette bill is passed, it is likely that UNI will receive additional funding.

The new Student Health Center is on target to open in the Fall of 2005.
Student Health Insurance will be available for purchase from Blue Cross/Blue Shield.

V. Human Resources Update – Nick Bambach

Nick reported that the United Faculty and AFSCME FY 2005-2007 contracts have been completed.

VI. Committee Reports

A. Employee Issues Committee – Doug Case

The committee met once during the last month. There was discussion regarding the conversion of sick leave. If an employee's sick leave drops below thirty days, the conversion to vacation is dropped until the sick leave balance reaches thirty days.

B. WWW Site Committee – Rick Seeley

Rick has been working to update the P&S Council website. Currently the handbook's contents are listed on two web spaces. He will work with Michelle Byers and Marty Mark to post P&S Policies and Procedures after each section is complete.

C. Constitution Committee – no report

D. Employee Relations Committee – Dana Foster

The Regents Staff Excellence Awards nominations are due by April 22, 2005. The past recipients of the award will be posted on the web for viewing. The selection committee is in place and ready to determine two award winners for FY 2005.

E. Salary and Fringe Benefits Committee – Jascenna Haislet-Carlson

There was discussion of P&S raises and the performance evaluation process. It was recommended that performance evaluations take place before knowing what the percentage of raise increase will be. The printed salary allocation recommendation for FY06 was distributed and discussion followed. The Salary and Fringe Benefits Committee recommend that 100% of funds for P&S employee salary raises be distributed on the basis of meritorious work performance to employees rated satisfactory or above, following guidelines established by the committee.

Meritorious Job Performance includes:

1. Employee demonstrates leadership in their position and work environment
2. Employee takes initiative and demonstrates entrepreneurialship in their job
3. Employee provides service to the university and the community beyond the call of duty
4. Employee demonstrates loyalty to the university community
5. Employee is honest, trustworthy and dependable

Steve Pavelec made a motion to approve the proposal, seconded by Shelley Pruess. Motion carried.

VII. UNI Campus Conversation

Steve Carignan distributed copies of the most recent UNI Campus Conversation Preliminary Recommendations. He explained that this campus white paper is designed to drive change and that these changes will be reflected in budget allocations. Leadership groups will be developed soon and there was a call for volunteers to facilitate the identified areas of Leadership, Communication and Recognition. Shelley Pruess made a motion to support the conclusions discussed, seconded by Darrell Taylor. Motion carried.

VIII. Adjournment

Steve Carignan made a motion to adjourn, seconded by Steve Pavelec. Motion carried. 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
UA – University Advancement
I – Instructional

Meeting No. 336
Date of Meeting: June 9, 2005
Place of Meeting: Maucker University Room South
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:20 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
 Carol Fletcher, RDC – 32333 AT
 Dana Foster, WRC – 35859 ESS
 Jascenna Haislet-Carlson, Theatre – 36387 I

Cynthia Houlson, Phy Plant – 35855 AF
 Lisa Kremer, Maucker Union – 37862 ESS
 Steven Pavelec, Fac Planning – 36165 AF
 Shelley Pruess, Maucker Union – 33743 ESS
 Susan Reinart, Advancement – 36078 UA
 Gale Secor, RDC – 36036 ESS
 Rick Seeley, ITS – 37218 I
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Others

Nick Bambach
Kim Schares

Proxy

Janelle Barnett
Dennis Hayes
Cathy Wylam

I. Call to Order

Seth Bokelman called the meeting to order at 1:35 p.m.

II. Approval of Meeting Minutes #335

Approval of the minutes was postponed until the July meeting.

III. Committee Reports

A. Employee Issues Committee – Doug Case

There were a few issues that were taken care of this month.

B. WWW Site Committee – no report

C. Employee Relations Committee – Dana Foster

A list of names of new P&S employees has been requested so that the welcoming committee may contact with them.

The Board of Regents Staff Excellence Award winners were announced. Steve Carignan and Sarah Miller will be honored at the October Meet the Pres Event, also at the November Board of Regents meeting.

D. Salary and Fringe Benefits Committee – no report

E. Constitution Committee – Susan Reinart

Changes to the Constitution and where they are located are:

- Increase the term of the P&S Council President to three (one-year) terms. (Article 5 Section 3)
- P&S Council elections will be held in late March and new terms will begin on July 1st. (Article 3 Sections 2 & 3; Article 4 Section 1; Article 5 Section 2; Article 7 Section 4; Article 8 Section 2)
- Define position responsibilities of the P&S Council President and Vice President. (Article 5 Section 4)
- Nominating committee will be made up of committee chairs who will meet immediately following each year's election to propose candidates for President and Vice President. The nominating committee will select a chair to preside over the July meeting and the election of officers will occur at that time. (Article 7, Sections 1A & 2)

Doug Case made a motion to approve all constitutional changes, seconded by Jascenna Haislet-Carlson. Motion carried.

Steve Carignan stated that the decision to hold a new election or extend the current one will need to be made so that the election constitutional change may begin on July 1, 2005.

IV. Human Resources Update – no report

V. Policies and Procedures Update – Seth Bokelman

The committee met to work on the next chapter of the P&S handbook. The goal of the committee is to have the new handbook completed by the fall of 2005. Copies of Section IX were distributed for review. Language was cleaned up, and military leave was clarified.

There was discussion about the possibility of a notification being sent when vacation is no longer being accrued. There was also discussion concerning how emergency leave is being tracked and if it is separate from sick leave. Nick will follow up with Payroll for answers.

Doug Case moved to accept the proposed changes, seconded by Cathy Wylam. Motion carried. The changes will be forwarded to the Cabinet for review.

VI. New Business

Steve Carignan requested the council members seek feedback from constituents regarding the 1.5% raise on July 1st. It will be discussed at the next council meeting.

Seth reminded everyone that when jury duty checks are received, they are to be given to the UNI Business office (minus any mileage).

VII. July meeting

The July 14th meeting will be held in the Maucker University Room South. Susan Reinart will make arrangements for a tour of the McLeod Center as part of the July meeting.

VIII. Adjournment

Cathy Wylam made a motion to adjourn, seconded by Shelley Pruess. Motion carried. The meeting was adjourned at 2:20 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council – DRAFT FOR APPROVAL

DIVISIONS

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

Meeting No. 337
Date of Meeting: July 14, 2005
Place of Meeting: Maucker University Room

Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:08 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
P Steven Carignan, GBPAC – 33665 I
P Doug Case, PLS – 37145 I
P Carol Fletcher, RDC – 32333 AT
A Dana Foster, WRC – 35859 ESS
X Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF
X Lisa Kremer, Maucker Union – 37862 ESS
X Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 ESS
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Others

Nick Bambach

Proxy

Sandy Nordahl
Margaret Empe

I. Call to Order

II. No June minutes to Approve

III. Mistake in May minutes under new business, should have read, “UNI Health and Safety Committee” rather than “Public Safety Committee”

- change Shelly Pruess, Steve Young Second, all voted

IV. Asking for nominations for people that can be on committees from campus whitepaper items

V. Cabinet – There will not be a special board meeting due to additional funding from Governors office for Regents Universities. 42 million additional for Regents. No tuition increase at January and no computer fee increase.

VI. Nick Bambach – took our questions from previous meeting to payroll. Payroll is working on a way to report and notify people about accrual of vacation above 30 days and a way to track emergency leave

VII. There was discussion on possible payroll deductions for parking (pre-taxed) possibly implemented for fall semester. Would need to be done over 12 months. More information to follow in further meetings.

VIII. Committee Reports

- Nothing new to report from all committees except for Dana – Mentoring program for new P&S employees. Discussed what mentoring program was and wanted volunteers for mentoring to new employees.

IX. Constitution changes

January to July for elections, questions on when to elect new president.

Changed/added wording to “Matters requiring presidential action will be handled by the past president until August 1” Article VIII, Item 1, C, 2 under election of council officers.

Question on carry over terms during term change.

X. Adjournment Motion–Cindy Houlson – Second - Gale Secor

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
AT – At Large
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UA – University Advancement
I – Instructional

Meeting No. 338
Date of Meeting: August 11, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 1:55 p.m.

Members of the Council in Attendance:

A Michael Blackwell, CME – 32250 AT
P Seth Bokelman, CSBS – 37616 I
X Steven Carignan, GBPAC – 33665 I
X Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
X Dana Foster, WRC – 35859 ESS
A Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF
X Lisa Kremer, Maucker Union – 37862 ESS
X Steven Pavelec, Fac Planning – 36165 AF
P Shelley Pruess, Maucker Union – 33743 ESS
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
P Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Nick Bambach
Kim Schares

Proxy

Mike Bobeldyk
Jordan Dierks
Bill McKinley

I. Call to Order

Steve Carignan called the meeting to order at 1:33 p.m.

II. Approval of Meeting Minutes #337

Doug Case moved to approve the July 14, 2005 minutes, seconded by Steve Pavelec. Motion carried.

III. Committee Reports

A. Employee Issues Committee – Doug Case
No report

B. Employee Relations Committee – Dana Foster
Dana requested an additional volunteer to assist with the P&S mentoring program. Rick Seeley volunteered to serve in this capacity.

The Meet the Pres event will be held on Tuesday, October 11th at noon in the Maucker Expansion. Planning for this event is underway.

C. Constitution Committee – Cindy Houlson

Cindy reported that since the last P&S Council meeting there have been no further revisions to the constitution rewrite. Steve Pavelec made a motion to approve the revisions discussed at the last meeting. It was seconded by Doug Case. Motion carried.

- IV. Cabinet/HR Report - Tom Schellhardt and Nick Bambach
Tom reported that the Board of Regents gave approval to proceed with renovations to Russell Hall and work will begin in the Fall of 2006. In the Spring of 2006, renovation of the Physics Building will begin.

The Board of Regents also approved the new mileage rates for business travel and the new rates will be effective on September 1st.

Nick reported that Robin Gurien, UNI's Training and Career Development Coordinator, will be working on a fulltime basis beginning October 3rd. Michelle Byers, Employee & Labor Relations Coordinator, is now back from maternity leave.

- V. Campus Conversation Update – Steve Carignan
Steve reported that President Koob will be announcing Campus Conversation committees within a few weeks. There will also be many subcommittees for this project. Steve stated that P&S employees are well represented at the committee level. Opportunities remain for additional volunteers and those interested in serving on a committee may register online.
- VI. Meeting Locations – Dana Foster
Dana has invited the P&S Council to tour the new Health Center. Susan Reinart volunteered to arrange a tour after completion of the McCloud Center. Steve Pavelec will arrange tours after completion of the East Gym, Physics, and McCollum Hall.
- VII. New Business
There was a question regarding the P&S and Merit contract concerning the double spouse option for medical coverage. This option is less than one half the cost of medical coverage for each spouse.
- VIII. Adjournment
Dana Foster made a motion to adjourn, seconded by Carol Fletcher. The meeting was adjourned at 1:55 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. 339
Date of Meeting: September 8, 2005
Place of Meeting: Student Health Center
Meeting Convened: 1:55 p.m.
Meeting Adjourned: 2:22 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 Carol Fletcher, RDC – 32333 AT
X Dana Foster, WRC – 35859 ESS
A Jascenna Haislet-Carlson, Theatre - 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF
X Lisa Kremer, Maucker Union – 37862 ESS
A Steven Pavelec, Fac Planning – 36165 AF
A Shelley Pruess, Maucker Union – 33743 ESS
A Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Others

Nick Bambach
Jordan Dierks
Kim Schares

Proxy

Janelle Barnett

David Towle gave a tour of the new Counseling Center offices and Shelley Matthews gave a tour of the renovated Student Health Clinic offices before the P&S Council business meeting began.

- I. Call to Order
Seth Bokelman called the meeting to order at 1:55 p.m.
- II. Approval of Meeting Minutes #338
Doug Case moved to approve the August 11, 2005 minutes, seconded by Rick Seeley. Motion carried.
- III. P&S Policies and Procedures Handbook
Steve distributed copies of the last section (X. Miscellaneous) of the P&S Policies and Procedures. The section was read and Steve gave a brief summary of the changes. Michael Blackwell moved to approve the section as written, seconded by Gale Secor. Motion carried. The document will be reviewed by the Office of Compliance and Equity Management and the Cabinet.
- IV. Human Resources Report – none
- V. Committee Reports
 - A. Constitution Committee – Cindy Houlson
Cindy reported that the committee has completed revisions of the entire P&S Policies and Procedures Handbook. The last section will be posted on the web for review.

B. WWW Committee – Rick Seeley

Rick reported that the committee is working on revising items on the P&S Council main page. He may be contacted with any revisions that Council members have.

C. Employee Relations Committee – Dana Foster

The committee has been working on details of the Meet the Pres event scheduled for October 11th. She also reported that mentors have been meeting (and lunching) with newly hired P&S employees.

D. Employee Issues Committee – Doug Case

The committee has met with three individuals concerning one issue.

VI. President's Message

Steve Carignan reported that the Campus conversation committees are now being formed and committee meetings will begin very soon.

Steve read his letter of resignation as President of P&S Council. Because of a recent change in his appointment status from Continuing Service to an Annual appointment, he is no longer eligible to serve as P&S Council President. In the interim, before the special election, Seth Bokelman will serve as acting President.

Steve also announced that he felt he should decline receiving the Regents Staff Excellence Award in October because of his appointment status change from P&S Continuing Service to Annual.

Steve reported that Jascenna Haislett-Carlson has resigned from serving on the Council. Dennis Reimer and Jacqueline Halbloom will serve on the council to finish Jascenna's term.

VII. New Business

Vice President Seth Bokelman announced that there is currently a vacancy on the Intercollegiate Athletics Advisory Council. Dana Foster volunteered to fill this vacancy.

Before the next Council meeting, nominations will be received to fill two positions on the P&S Council and a vote will be taken at the October 13th meeting.

VIII. Adjournment

Doug Case made a motion to adjourn the meeting, seconded by Michael Blackwell. The meeting was adjourned at 2:22 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance
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I – Instructional

Meeting No. 340
Date of Meeting: October 13, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:32 p.m.
Meeting Adjourned: 1:50 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
X Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
X Dana Foster, WRC – 35859 ESS
X Jacqueline Halblom, CAC – 36485 I
P Cynthia Houlson, Phy Plant – 35855 AF

X Lisa Kremer, Maucker Union – 37862 ESS
X Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 ESS
X Dennis Reimer, ITS-ET – 36285 I
A Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Nick Bambach
Jordan Dierks
Kim Schares
Jason Vetter

Proxy

Dennis Hayes

- I. Call to Order
Seth Bokelman called the meeting to order at 1:32 p.m. Everyone present introduced themselves.
- II. Approval of Meeting Minutes #339
The minutes were amended to correct the spelling of Jacqueline Halblom's first name. Doug Case made a motion to approve the minutes as amended. Motion carried.
- III. United Way – Dennis Hayes
Dennis distributed Cedar Valley United Way Campaign fliers and explained this year's campaign to be held October 24th through November 11th. \$55,000 was raised at UNI for United Way last year. A new program was announced (2-1-1) that may be called for emergency information. For each \$150 donation, the donor receives a Caring Club card which provides discounts on local services and products. A list of organizations that will accept donations was announced. All money received during this campaign will remain in the Cedar Valley.
- IV. Committee Reports
 - A. Employee Issues Committee – Doug Case
Doug reported that the issues that the committee was working on are settled.
 - B. Salary and Fringe Benefits Committee – Seth Bokelman
With the departure of Jascenna, the committee chair, Seth announced that this position is open. Seth has a copy of the manual for Jascenna's replacement.

C. Policies and Procedures Committee – Seth Bokelman
The P&S Policies handbook changes are being reviewed by the Office of Equity Management. All committee members have a copy as well. The handbook will be submitted to the Cabinet soon.

D. Employee Relations – Lisa Kremer
Lisa reported that the Meet the Pres Event went very well. 93 people attended the event.

E. WWW Site Committee – no report

V. Cabinet/HR Reports

Tom reported that the Cabinet will discuss budget issues at their retreat in November. Because of the anticipated sharp rise in natural gas prices, a proposal has been made for an energy savings committee to be formed. Their task will be to identify ways for the campus community to conserve energy. Tom will also be meeting with Cedar Falls Utilities to investigate the methods they are currently using to conserve energy.

Nick reported that the reduced operations letter for the upcoming holiday period was sent to Deans, Directors and Departments early this week.

VI. Nominations for P&S Council President and Vice President

Seth Bokelman opened the floor for nominations. Doug Case nominated Seth Bokelman for President. Hearing no further nominations, Steve Pavelec moved to close the nominations. Motion carried. The Council voted unanimously to elect Seth Bokelman for President.

Shelley Pruess nominated Doug Case for Vice President. Hearing no further nominations, Steve Pavelec moved to close the nominations, seconded by Dana Foster. The Council voted unanimously to elect Doug Case as Vice President.

VI. New Business

Seth will work on assigning new P&S Council members to committees where needed.

Jacqueline Halbloom announced that KUNI is beginning a fund drive this Saturday and are in need of volunteers.

VII. Adjournment

Michael Blackwell moved to adjourn the meeting, seconded by Doug Case. Motion carried. The meeting was adjourned at 1:50 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. 341

Date of Meeting: November 10, 2005

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 1:49 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT

X Seth Bokelman, CSBS – 37616 I

X Doug Case, PLS – 37145 I

X Carol Fletcher, RDC – 32333 AT

X Dana Foster, WRC – 35859 ESS

A Jacqueline Halbloom, CAC – 36485 I

X Cynthia Houlson, Phy Plant – 35855 AF

X Lisa Kremer, Maucker Union – 37862 ESS

X Steven Pavelec, Fac Planning – 36165 AF

X Shelley Pruess, Maucker Union – 33743 ESS

X Dennis Reimer, ITS-ET – 36285 I

X Susan Reinart, Advancement – 36078 UA

X Gale Secor, RDC – 36036 ESS

X Rick Seeley, ITS – 37218 I

X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Nick Bambach

Jordan Dierks

Kim Schares

Proxy

Janelle Barnett

I. Call to Order

Seth called the meeting to order at 1:30 p.m.

II. Approval of Meeting Minutes #340

Tabled until the next meeting on December 8th.

III. Cabinet Report – Tom Schellhardt

Tom reported that there will be a Cabinet retreat on December 12th to discuss funding and the forming of a sustainability committee to address issues regarding a greener environment.

At the last Regents meeting, a 4% raise in tuition was discussed, also UNI's electrical distribution system that requires an update in order to provide necessary service in the future.

The latest news concerning the Gilchrist fire is that two fulltime investigators are working on the case, and there are two promising leads. By November 18th, the insurance adjustors should have a better idea of when Gilchrist can be open. It appears now that it may be longer than originally expected. Tom thanked everyone for their patience with this process.

Tom reported that the Presidential search has begun. Representatives from Faculty, Merit, P&S and students will serve on the search committee. A review and approval of an employment firm will be explored to assist with the search.

- IV. Human Resources Report – Nick Bambach
Nick reported that four staff in Mail Services will be affected by staff reduction. He is hopeful that everyone will be either placed in vacant positions or through attrition so that in the end process, no staff will be laid off.
- V. Committee Reports
- A. WWW Site Committee – no report
 - B. Employee Issues Committee – no report
 - C. Employee Relations Committee – no report
 - C. Policies and Procedures Committee – Seth Bokelman
Seth reported that a chair for this committee has not yet been assigned. The P&S handbook is currently being reviewed by the Office of Compliance and Equity Management.
 - D. Salary and Fringe Benefits Committee – Seth Bokelman
Seth reported that a chair for this committee has not yet been assigned.
- VI. New Business
Seth attended the last Campus Advisory meeting held on October 18th. It is President Koob's preference to have all Campus Conversation programs implemented before his departure. Campus Conversation programs that can be implemented quickly will do so.
- Lisa Kremer distributed information regarding the Dining Services website and requested that employees complete the Dining Services survey. Survey results will assist Dining Services with planning for the next five years.
- VII. Adjournment
Steve Pavelec moved to adjourn the meeting, seconded by Cindy Houlson. Motion carried. The meeting was adjourned at 1:49 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. 342
Date of Meeting: December 8, 2005
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 1:50 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT
X Seth Bokelman, CSBS – 37616 I
X Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
A Dana Foster, WRC – 35859 ESS
A Jacqueline Halbloom, CAC – 36485 I
X Cynthia Houlson, Phy Plant – 35855 AF

X Lisa Kremer, Maucker Union – 37862 ESS
A Steven Pavelec, Fac Planning – 36165 AF
X Shelley Pruess, Maucker Union – 33743 ESS
P Dennis Reimer, ITS-ET – 36285 I
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Kim Schares
Jordan Dierks

Proxy

Janelle Darst
Jason Vetter

I. Call to Order

Seth called the meeting to order at 1:35 p.m. He thanked Lisa Kremer for making arrangements for refreshments. He distributed copies of the December meeting agenda, the November minutes, and an updated list of the P&S Council committee members.

II. Approval of Meeting Minutes #341

Janelle Barnet's name has been changed to Janelle Darst. Doug Case moved to approve the minutes as amended, seconded by Gale Secor. Motion carried.

III. Campus Advisory Group update

The Faculty Senate is now previewing the Campus Advisory survey that rates campus perks. It is their goal to have the entire process complete before the new UNI President arrives.

IV. Cabinet Report – Tom Schellhardt

Tom reported that the Board of Regents approved tuition increases for next year.

Several Gilchrist offices that moved temporarily into other buildings will move again after the first of the year, before their final move back into Gilchrist. Gilchrist will be in renovation for at least a year. When staff moves back into the building, it will be a safer structure. Asbestos will be removed, a sprinkler system installed, and a different fire retardant used throughout the building. He thanked everyone again for working together during this difficult transition time.

At the Cabinet retreat on Monday, December 19th, the budget, enrollment, outreach activities and the Presidential transition will be discussed.

V. Committee Update

Seth told about the changes to the P&S Council committees.

A. WWW Site Committee – Rick Seeley

Rick will be updating names on the P&S Council website.

B. Employee Issues Committee – Doug Case

The committee will meet next week to work on one issue brought to their attention.

C. Policies and Procedures – Seth Bokelman

Steve Pavelec is the new committee chair. The P&S handbook continues to be reviewed by the Compliance and Equity Management office. The goal is to have the handbook returned by next month so that it can be taken to the Cabinet for final approval.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Susan Reinart reported that the McCollum Center grand opening has been set for November 18, 2006. She also reported that the UNI Class of 2006 will donate a bronze sculpture of the Panther to be placed in the Memorial Garden. This sculpture was designed by a UNI student.

Seth reported that the new discs for on campus email will be faster and that the upgrade is scheduled for installation over the holiday reduced operations period. This upgrade is designed to buy time until all new systems can be installed.

Seth reported that Jessica Moon has been chosen to serve on the Presidential search committee.

VII. Adjournment

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

Respectfully submitted,
Sandy Law
Human Resources