

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 343
Date of Meeting: January 12, 2006
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
X Dana Foster, WRC – 35859 ESS
X 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
P 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

Kim Schares

Proxy

Jason Vetter
Mike Bobeldyk

I. Call to Order

Seth called the meeting to order at 1:35 p.m. Seth updated the council on the P&S Council Handbook. Tim McKenna and Leah are reviewing the updated handbook. Nick Bambach will contact Tim to get an updated progress report.

II. Approval of Meeting Minutes #342

Item #6 needs to be changed from McCollum to McLeod Center.

A motion was made by Dr. Blackwell to approve the minutes as amended, seconded by Doug Case. Motion carried.

III. Cabinet Report – Tom Schellhardt

The Cabinet budget retreat is upcoming. They will be discussing the budget based on the Governor's recommendation, also discussion regarding salary increases, increases in utility costs, etc.

Update on Gilchrist – will be working on Gilchrist for the next year. Displaced staff will continue to be moved around campus to more permanent areas until the Gilchrist renovation is complete.

IV. HR Report

Nick updated the P&S Council on the result of the AFSCME staff reduction. On January 17th, affected AFSCME staff moved to their new locations on campus. A total of ten employees were affected by the administrative process. One employee decided to accept a voluntary staff reduction

and a probationary employee was laid off.

Kim Schares announced that she accepted a Human Resources position at the University of Florida. Michelle Byers will be handling P&S responsibilities on a temporary basis until a candidate is selected to fill the position vacated by Kim.

V. Committee Update

- A. WWW Site Committee – Rick Seeley
Nothing new to report
- B. Employee Issues Committee – Doug Case
No Report.
- C. Policies and Procedures – Steve Pavelec
No Report
- D. Employee Relations Committee –
- E. Salary and Fringe Benefits Committee –
Will be reviewing campus survey

VI. Election Committee

Seth began the process of creating an election committee. Doug Case will chair the election committee along with Steve Pavelec.

VII. New Business

Seth talked about the Co-op program and suggested that everyone take a closer look at the benefits of the Co-op program.

Seth brought up the item about parking being changed from B to A. There was a concern from an employee that he/she would not get a refund for a half year to switch from B to A.

Dana discussed the Spring 2006 Fitness and Leisure Schedule.

VII. Adjournment

Doug Case made a motion to adjourn the meeting, seconded by Denny Reimer. Motion carried. The meeting was adjourned at 1:50 p.m.

Respectfully Submitted,
Rick Seeley
ITS - CET

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 344
Date of Meeting: February 9, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 2:35 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 Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
X Dana Foster, WRC – 35859 ESS
X 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
P Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Others

Proxy
Jordon Dierks

I. Call to Order

Seth called the meeting to order at 2:35 p.m.

II. Approval of Meeting Minutes #343

Mike Bobeldyk was added as a proxy who attended the last meeting.

A motion was made by Doug Case to approve the minutes as amended, seconded by Dr. Blackwell.
Motion carried.

III. Committee Update

A. WWW Site Committee – Rick Seeley

Minor changes and updates have been made to the P&S web site.

B. Employee Issues Committee – Doug Case

No Report.

C. Policies and Procedures – Steve Pavelec

No Report

D. Employee Relations Committee – Dana Foster

The Committee met , brainstormed on ways to improve mentoring program. It was decided to hold a reception for all new employees immediately following the next P&S Council meeting in March. Regents Staff Excellence Awards are due at the end of April, Dana needs committee

members to help choose the recipients. Consideration was given to changing the schedule for the awards so that the presentation of the award to the staff member was closer to their notification of receiving it.

E. Salary and Fringe Benefits Committee –

The P&S Salary & Fringe Benefits Committee met January 17 to begin setting priorities for the rest of the year. Jan Hanish was unable to attend the meeting and has been rescheduled for the upcoming meeting on February 21, 2006. She will be giving an overview of results from the Campus Conversation survey that focus specifically on P&S issues. Members also requested a copy of the Peer institution review conducted by a previous committee that captured data on benefits provided to employees and their families associated with scholarships/auditing and enrolling in classes. A request was also made for a Human Resources representative to attend the regular meetings. Nick Bambach graciously accepted the invitation and will be attending the upcoming meetings. Meetings have been set for the third Tuesday of each month at 3:30-4:30 p.m. in Physical Plant room 25.

VI. Election Committee

The Election Committee is seeking more nominees. Seth suggested e-mailing all P&S employees.

VII. New Business

Carol Fletcher had a question about phased retirement expiring. This will be looked into by the salary & fringe benefits committee, and possibly addressed at the next P&S Council meeting where we have HR members in attendance.

VII. Adjournment

Doug Case made a motion to adjourn the meeting, seconded by Steve Pavelec. Motion carried. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Seth Bokelman
ITS - NS

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 345
Date of Meeting: March 9, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:37 p.m.
Meeting Adjourned: 2:07 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
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

Michelle Byers
Robin Gurien

I. Call to Order

President Seth Bokelman called the meeting to order at 1:37 p.m.

II. Approval of Meeting Minutes #344

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

III. Cabinet Report – Tom Schellhardt

The March Board of Regents meeting will be held in Ottumwa. On the agenda are the proposed parking and residence hall rates. Additional agenda items are requests to approve the addendum to the McLeod scoreboard and a revision to the Human Performance Center.

Tom reported that three UNI Presidential candidates will be making visits to the campus in April.

Regarding Gilchrist progress and updates, architects and the cost estimator are working with the insurance adjustor and have identified what the building will require to bring it up to code. The cost estimate has climbed considerably. The arson criminal investigation is now in the hands of the County Attorney.

The Allen Employee Assistance Program recently provided informational sessions to employees and supervisors affected by the Gilchrist fire. Two sessions were held for employees and one session for supervisors.

The McLeod Center is nearing completion and promises to be an excellent facility for sports as well as educational and entertainment events.

IV. Human Resources update

Michelle Byers reported that the P&S Coordinator search will be starting soon.

V. Committee Reports

A. WWW Site Committee- Rick Seeley
No Report

B. Employee Issues Committee – Doug Case
No Report

Doug distributed a list of names of employees who will be running in the election for P&S Council members. Elections will begin on March 20th. Newly elected P&S Council members will be invited to the May meeting and will begin serving in July.

C. Policies and Procedures – Steve Pavelec
Tim McKenna is reviewing changes to the P&S Policies and Procedures manual.

D. Employee Relations – Dana Foster
A reception will be held after the council meeting today for all new P&S employees who have been hired since July 2005.

2006 Regents Staff Excellence Award nomination forms are available on the P&S Council website. The deadline for submission for nomination forms is April 7, 2006. Dana and Seth encouraged everyone to submit nominations for this award.

E. Salary and Fringe Benefits Committee – Cindy Houlson
The committee met on February 21, 2006. A binder with committee history for the past five years was distributed. The previous binder that contained the complete history of the committee activities is currently missing.

Members who attended the Campus Conversation meetings shared what information they learned during the break-out sessions. They also began brainstorming and focused in on the tuition waiver program that the Cabinet previously tabled until Campus Conversations was finished. Because of the status of the PERks survey, the committee is going forth with evaluating the information to assure it is current and will be bringing forth a revised proposal to the Council.

Another issue discussed was the possibility of extending the parking permit fee over twelve months in order to take advantage of using pre-tax dollars. Additional questions asked included the possibility for using same method to pay for Wellness/Athletic Club, GBPAC and other fees on campus. Other issues that were mentioned included better dental, cafeteria plans, and vision.

A follow up meeting has been set for March 13th with Nick Bambach to address specific questions that came up during the discussions.

A handout of the old proposal for the tuition waiver program for council members was distributed.

VI. Adjournment

Dana Foster made a motion to adjourn the meeting, seconded by Gale Secor. Motion carried.
The meeting was adjourned at 2:07 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. 346
Date of Meeting: April 13, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:18 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
P 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
A Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Denise Bouska
Michelle Byers

Proxy

Janelle Darst
Jordon Dierks
Jason Vetter

- I. Call to Order
President Seth Bokelman called the meeting to order at 1:35 p.m.
- II. Approval of Meeting Minutes #345
Gale Secor moved to approve the minutes as written, seconded by Doug Case. Motion carried.
- III. P&S Council election results – Doug Case
The following nominees have been elected to serve on the P&S Council for three year terms beginning July 1, 2006.

Melanie Abbas – At Large
Seth Bokelman – Instructional
Cindy Houlson – Administration and Finance
Jason Vetter – Instructional
Don Williams – Educational and Student Services
- IV. Salary Allocation Recommendation FY07 – Cindy Houlson
See attachment #1

There was discussion regarding the pros and cons of the allocations, and Denise Bouska provided detailed explanations.

Steve Pavelec made a motion to approve the salary allocation recommendation, seconded by Doug Case. Motion carried.

V. Cabinet Report – Tom Schellhardt

The Cabinet has been involved in three major initiatives the past few months - bringing the three Presidential candidates to campus, the Koob retirement and the Legislative budget.

VI. HR Report – Michelle Byers

The HR department moved on April 3rd & 4th. The entire department is now housed in 121 Commons.

The search for the P&S Coordinator is underway. Candidates will be interviewing during the first week of May, with the probable start date being the third or fourth week of May.

VII. Committee Reports

A. WWW Site Committee – Rick Seeley

The P&S Council election results will be posted on the P&S Council website.

B. Employee Issues Committee – Doug Case

No report

C. Policies and Procedures – Steve Pavelec

No report

D. Employee Relations – Lisa Kremer

No report

E. Salary and Fringe Benefits Committee – Cindy Houlson

See attachment #2

VIII. Adjournment

Dennis Reimer made a motion to adjourn the meeting, seconded by Cindy Houlson. Motion carried. The meeting was adjourned at 2:18 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. 347
Date of Meeting: May 11, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:33 p.m.
Meeting Adjourned: 2:02 p.m.

Members of the Council in Attendance:

A 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 Halbloom, CAC – 36485 I
X Cynthia Houlson, Phy Plant – 35855 AF

X Lisa Kremer, Maucker Union – 37862 ESS
P 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
A Gale Secor, RDC – 36036 ESS
P Rick Seeley, ITS – 37218 I
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Nick Bambach
Michelle Byers

Proxy

Jordon Dierks
Bill McKinley

I. Call to Order

President Seth Bokelman called the meeting to order at 1:33 p.m.

II. Approval of Meeting Minutes #346

Doug Case moved to approve the minutes as written, seconded by Jordon Dierks. Motion carried.

III. Cabinet Report – Tom Schellhardt

Ben Allen will begin his Presidency at UNI on June 5th and the Cabinet has been working on details of the transition.

The Cabinet has been working on a revenue enhancement to make up for the \$4.3 million current Legislative shortfall. An energy and learning environment surcharge will likely be implemented. The student government must be notified by May 19th with information concerning this issue.

Tom announced that the VPAF office will be moving to the CET building soon.

IV. Human Resources Report – Nick Bambach

The Human Resources P&S Coordinator search has culminated with the hiring of Lisa Frush who will begin her position on June 5th. Lisa is a UNI Alumni with ten years of HR experience.

On July 1, 2007, the AFSCME and United Faculty contracts expire.

There was discussion regarding the value of the staff training grant monies as a very important benefit for UNI employees. The staff training grant budget is currently \$50,000 per year, an increase of \$14,000 from a year ago. It was noted that the increase hasn't kept up with tuition increases, however is a valued benefit for employees and an attractive benefit to potential employees.

V. Committee Reports

A. WWW site committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures – no report

D. Employee Relations - Dana Foster

Dana reported that no Staff Excellence Award nominations were received by the submission due date. After discussion, it was decided that the committee will go through the process once again in August in order to receive nominations for this award given each year during the Board of Regents meeting in October. Seth Bokelman will take information regarding this award to the Campus Advisory group to assist with nominations.

E. Salary and Fringe Benefits – Cindy Houlson

The committee met and reviewed outcomes of the Salary Allocation Recommendation for FY07 and the Delta Dental Recommendation. In order to assist Seth in gaining Regent support, Cindy Houlson will forward the tuition benefit proposal that contains the information collected from UNI's peer institutions regarding their tuition waiver programs.

Seth reported that he recently presented the salary recommendation proposal to the Cabinet and it was well received.

VI. New Business

None

VII. Adjournment

Doug Case made a motion to adjourn the meeting, seconded by Dana Foster. The meeting was adjourned at 2:02 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. 348
Date of Meeting: June 8, 2006
Place of Meeting: CBB 319
Meeting Convened: 1:34 p.m.
Meeting Adjourned: 1:54 p.m.

Members of the Council in Attendance:

A 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
A 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
P Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Others

Melanie Abbas
Michelle Byers
Jordon Dierks
Lisa Frush
Jason Vetter
Don Williams

Proxy

Bill McKinley

I. Call to Order

President Seth Bokelman called the meeting to order at 1:34 p.m. Everyone introduced themselves.

II. Approval of meeting minutes #347

A correction was made to the Cabinet report. Steve Pavelec made a motion to approve the minutes as amended, seconded by Shelley Pruess. Motion carried.

III. Cabinet Report – Tom Schellhardt

The proposed energy and learning environment surcharge for FY07 is \$200 per semester for full time students, effective Fall Semester 2006. The Board of Regents will be meeting on the ISU campus on June 20th to vote on the proposal.

The Cabinet has been orienting President Allen and each division will be providing individual orientations for President Allen during the next several weeks.

IV. Human Resources Report

Michelle Byers introduced Lisa Frush, the new P&S Coordinator, who began her position in Human Resources on June 5, 2006.

V. Committee Reports

A. WWW Site – Rick Seeley

There was discussion regarding the promotion of the P&S Council. It was decided that an announcement will be placed on UNI OnLine when monthly P&S Council minutes have been posted to the web.

B. Employee Issues – Doug Case

The committee is currently working on one issue.

C. Policies and Procedures – Steve Pavelec

The P&S employee handbook continues to be reviewed.
The multi modal site on campus has been scrapped.

D. Employee Relations – Dana Foster

An announcement will be sent out in mid July to receive nominations for the Staff Excellence Award. Nominations will be then be accepted through mid August.

E. Salary and Fringe Benefits – no report

VI. New Business

A nominating committee will be established to work on the vacant P&S Council President and Vice President positions. Seth announced that he will not be running for President, however will be staying on to complete his term as a council member.

Seth thanked outgoing council members Michael Blackwell, Dana Foster and Dennis Reimer for their service.

VII. Adjournment

Doug Case made a motion to adjourn the meeting, seconded by Dana Foster. The meeting was adjourned at 1:54 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. 349

Date of Meeting: July 13, 2006

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:32 p.m.

Meeting Adjourned: 2:16 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS 36452 AT

X Seth Bokelman, CSBS – 37616 I

X Doug Case, PLS – 37145 I

X Carol Fletcher, RDC – 32333 AT

X Jacqueline Halblom, CAC – 36485 I

A 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

A Jason Vetter, ITS – 36730 I

X Don Williams, Student Health – 32134 ESS

A Steven Young, Mail Center – 33231 AF

Ex-Officio Member

James Lubker

Others

Nick Bambach

I. Call to Order

President Seth Bokelman called the meeting to order at 1:32 p.m.

II. Cabinet Report – James Lubker

Dr. Lubker shared that the FY 2007 budget will be available for approval at the upcoming Board of Regents meeting to be held on August 8 & 9, 2006. The FY 2008 budget recommendation was recently submitted.

The state legislature has under funded UNI \$2 million. Dr. Lubker described how the budget was reduced from divisions to make up for the under funding.

Two requests will be made to the Legislature this year for Operational needs

1. Make permanent the non recurring appropriations

2. Fully fund state negotiated agreements

In addition, support will be requested for several Strategic Initiatives.

III. Human Resources Report – Nick Bambach

Nick reported that Benefits Manager Jan Flick will retire on September 5, 2006. A retirement open house is being planned on August 29th to honor Jan for 27 years of combined service at Iowa State and UNI.

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

Doug Case opened the floor for nominations. Gale Secor nominated Carol Fletcher for President, seconded by Shelley Pruess. Hearing no further nominations, Rick Seeley moved to close nominations, seconded by Doug Case. Motion carried. The Council voted unanimously to elect Carol Fletcher for President for 2006-2007.

Steve Pavelec nominated Rick Seeley for Vice President, seconded by Carol Fletcher. Hearing no further nominations, Steve Pavelec moved to close nominations, seconded by Shelley Pruess. Motion carried. The Council voted unanimously to elect Rick Seeley for Vice President for 2006-2007.

V. New Business

Rick Seeley made a motion to destroy the 2006 ballots from the on-line P&S Council election. The motion was seconded by Gale Secor. Motion carried.

Carol Fletcher and Rick Seeley will work on forming committees to include new council members Melanie Abbas, Jason Vetter and Don Williams. The P&S Council listserv will be transferred to Carol Fletcher.

VI. Committee report

A. Web committee – Rick Seeley

A question was asked regarding the possibility of videoing P&S Council meetings for posting to the web. After discussion, it was decided that this idea will not be pursued.

VII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Shelley Pruess. Motion carried. The meeting was adjourned at 2:16 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

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

Meeting No. 350
Date of Meeting: August 9, 2006
Location: Maucker Union College Eye Room
Meeting Convened: 1:33 p.m.
Meeting Adjourned: 1:55 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS 36452 AT
 Seth Bokelman, CSBS – 37616 I
 Doug Case, PLS – 37145 I
 Carol Fletcher, RDC – 32333 AT
 Robin Gurien, HRS – 33536 AF
 Jacqueline Halbloom, CAC – 36485 I
 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
 Jason Vetter, ITS – 36730 I
 Don Williams, Student Health – 32134 ESS
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Tom Schellhardt

Proxy

Michael Bobeldyk

Others

Nick Bambach

I. Call to Order

President Carol Fletcher called the meeting to order at 1:33 p.m.

II. Approval of meeting minutes #348 and #349

Doug Case moved to approve the minutes of June 8, 2006 (#348), seconded by Gale Secor. Motion carried. Doug Case moved to approve the minutes of July 13, 2006 (#349), seconded by Gale Secor. Motion carried.

III. Committee Group Discussion

Carol distributed copies of the P&S Council committees. The listing includes the responsibility of each committee and the chairman name. At the next council meeting, a current listing of all members on each committee will be available, as well as the listing of proxies for each council member.

IV. Cabinet Report – Tom Schellhardt

The FY07 budget was approved at the last Board of Regents meeting. The FY 08 and FY09 budgets are currently being reviewed by the Board of Regents.

The Cabinet retreat was held on July 25th and 26th. This was the Cabinet's first retreat with President Allen. Topics of discussion were current and upcoming events and future plans. Ongoing budget pressures present challenges and opportunities. An Energy Conservation committee of 20-25 members will be formed in September. Their charge will be to identify ways to save energy costs and educate the campus community on how to implement changes. This committee will report directly to President Allen.

President Allen will be installed as UNI's ninth President on September 9th.

- V. HR Report – Nick Bambach
Benefits Manager Jan Flick will retire on September 5th. A search for her replacement is underway. A retirement reception for Jan will be held on Tuesday, August 29th from 2 – 4 p.m. in the Commons Georgian Lounge.
- VI. Committee Reports
- A. WWW Committee
Seth Bokelman is in the process of updating the P&S Council web page.
 - B. Employee Issue Committee – no report
 - C. Policies and Procedures Committee
The P&S Policies and Procedures manual continues to be reviewed.
 - D. Employee Relations Committee – Lisa Kremer
The Staff Excellence Award nomination form will be posted to My UNlverse soon.
Nomination deadline for the award is September 15th and selection of award winners will be completed by September 25th.
The Meet the Pres event will take place the week after homecoming this year.
 - E. Salary and Fringe Benefits Committee – no report
- VII. New Business - none
- VIII. Adjournment
Seth Bokelman moved to adjourn the meeting, seconded by Doug Case. 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. 351
Date of Meeting: September 14, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:05 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, CSBS – 37616 I
X Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
X Robin Gurien, HRS – 33536 AF
X Jacqueline Halbloom, CAC – 36485 I
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 Jason Vetter, ITS – 36730 I
X Don Williams, Student Health – 32134 ESS
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Bill Calhoun

Others

Nick Bambach
Lisa Frush

Proxy

I. Call to Order

President Carol Fletcher called the meeting to order at 1:30 p.m. Everyone present introduced themselves.

II. Approval of Minutes

The P&S Council minutes of July 13th and August 9th were read. Doug Case moved to approve the minutes of July 13th as written, seconded by Shelley Pruess. Doug Case moved to approve the minutes of August 9th as amended, seconded by Shelly Pruess. The last sentence on the first page was changed to "President Allen will be installed as UNI's ninth President on September 29th."

III. Cabinet Report/Budget Update – Bill Calhoun

Bill Calhoun will be representing the Cabinet at P&S Council meetings. He shared that the Cabinet retreat with President Allen held in July went well and that Dr. Allen is in the process of formulating his vision for UNI.

Bill encouraged attendance at President Allen's installation ceremony on September 29th. The McCleod Center grand opening will take place on November 18th and he encouraged attendance at this event.

He shared news regarding the budget. UNI enrollment is slightly lower this fall due to a large graduating class and a larger than normal entering class of transfer students last year. However, the state had a surplus of money this year and the Governor appropriated a portion of the surplus to each Regents institution.

The Board of Regents will be more aggressive in advocating for increased funding this year. In order to take advantage of strategic opportunities, President Allen is considering a more centralized budgeting process.

IV. HR Report – Nick Bambach

The United Faculty and AFSCME contracts will expire in July 2007. Negotiations for the 07-09 contract for both will take place in the late fall early winter timeframe. Negotiations on Regents Appendix M will take place in December 2006.

The search has closed for the Human Resources Benefits Administrator. A decision on the final candidate will hopefully be made by the end of September.

V. Committee Reports

A. WWW Committee – Seth Bokelman

All P&S Council committees, the list of council members as well as the Regents Staff Excellence Award information has been updated and posted on the P&S Council website.

B. Employee Issues Committee – Doug Case

No issues at the present time.

C. Policies and Procedures Committee – Steve Pavelec

The P&S Policies and Procedures manual continues to be reviewed and it is hoped that the manual will be ready for Cabinet review this fall.

D. Employee Relations Committee – Susan Reinart and Lisa Kremer

The committee has been working on the Regents Staff Excellence Award event that will take place at noon on October 10th. The Meet the Pres committee will begin meeting shortly. Information about this event will be posted on UNI OnLine.

There was discussion about how many individuals one person can nominate for the Regents Staff Excellence award. There was also a question regarding how to find out the number of persons nominated. Answers to these questions will be provided at the next council meeting.

E. Salary and Fringe Benefits Committee Report – Jason Vetter

The committee met last week and will be working on the following issues this year.

1. Tuition benefits
2. Early Retirement
3. Phased Retirement
4. Dental benefits
6. Salary allocations

Jason has been in contact with employees at UNI to discuss issues they are currently working with.

VII. New Business

There was discussion regarding P&S employee orientation. A list was distributed that detailed information and material currently discussed during orientation for new P&S employees. It was suggested that a program/luncheon for P&S employees be held quarterly, similar to orientation for new faculty. Carol Fletcher will work with the Employee Relations Committee to explore this idea and others that may be suggested.

There was discussion regarding the proposed new 2007 academic calendar. Information Technology would prefer that the May term start one week later to better fit their work schedule. Contact Carol Fletcher with other suggestions concerning the new academic calendar.

It was announced that Seth Bokelman will serve on the new Energy Conservation Committee.

Doug Case has been approached about the possibility of an advertising board to be added to the university web. This board would be available for University employees to place and read ads on line.

Steve Pavelec will host the next P&S Council meeting at the new McCleod Center and provide a tour of the new facility.

VIII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Don Williams. The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 352
Date of Meeting: October 12, 2006
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:10 p.m.

Members of the Council in Attendance:

A Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, CSBS – 37616 I
X Doug Case, PLS – 37145 I
X Carol Fletcher, RDC – 32333 AT
X Robin Gurien, HRS – 33536 AF
X Jacqueline Halblom, CAC – 36485 I
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 Jason Vetter, ITS – 36730 I
P Don Williams, Student Health – 32134 ESS
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Bill Calhoun

Others

Lisa Frush

Proxy

Dana Foster

I. Call to Order

President Carol Fletcher called the meeting to order at 1:30 p.m.

II. Approval of Meeting Minutes #351

Doug Case moved to approve the minutes of September 14, 2006 as amended, seconded by Gale Secor. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

Because of the negative effect that the fall 2006 decrease in enrollment had at the University of Northern Iowa, a slight internal reallocation (approximately 0.2- 0.4%) for this fiscal year might be necessary.

Bill spoke about the UNI parking deck and transit stop that is being considered. Based on parking task-force input, a plan is being developed for the two-level parking structure. The site being considered is the Commons parking lot. There are currently 243 parking spaces in this lot. The deck would add an additional 266 parking spaces. It would include removal and relocation of the houses along 23rd Street adjacent to the Commons lot. The plan will address some of the long-standing parking needs on the north side of campus, maintain the Panther Shuttle, meet Federal Transit Administration (FTA) transit requirements, and operate without any new fees or increases in current fees. The proposal must be approved by the Board of Regents. An opportunity for input will follow, and open forums will soon be scheduled to discuss issues involved with the parking deck and transit stop.

Homecoming 2006 was a success and everyone involved with the event was thanked for their contribution and hard work.

President Allen is focusing on enrollment management, which has been given high priority. Dr. Allen has been working with UNI Foundation to move forward plans regarding his vision for UNI.

The McLeod grand opening will be held on Saturday, November 18th.

IV. HR Report – Lisa Frush

Lisa reported that the search for HR's Benefits Generalist is underway.

V. Committee Reports

A. WWW Committee – Seth Bokelman

Seth reported that the P&S Council webpage has been updated. It was suggested that a link to the TIAA CREF homepage be added to the P&S Council webpage.

B. Employee Issues Committee – Doug Case

The committee is currently working on one issue.

C. Policies and Procedures Committee – Steve Pavelec

The P&S Policies and Procedures manual continues to be reviewed by the Office of Compliance and Equity Management.

D. Employee Relations Committee Report – Susan Reinart and Lisa Kremer

The "Meet the Pres" event on October 10th went well with 100 in attendance. Brenda Buzynski and Jon Buse were honored as recipients of the 2006 Staff Excellence Award.

It was decided that the newly hired P&S employee reception will be held in conjunction with the P&S Council December meeting.

E. Salary and Fringe Benefits Committee Report – Jason Vetter

The committee has been talking to various negotiating bodies on campus about their thoughts on an Early Retirement program as a means of saving the University money.

Regarding the UNI tuition benefit, the committee has been updating the document that was created a few years ago and should have a report on it in a couple of months.

Over the counter drugs provided by UNI Pharmacy should be available to faculty and staff sometime after the first of the year.

At the present time, insurance doesn't cover the vaccine for cervical cancer but will as soon as it becomes recommended by the CDC, supposedly within the year.

VI. New Business – Carol Fletcher

The Campus Conversation Advisory Group and President Allen have been meeting with Campus Conversation Committee Chairs to review the Campus Conversation outcome. The initiative will continue and will be prioritized in line with President Allen's UNI vision.

VII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 2:10 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. 353
Date of Meeting: November 9, 2006
Place of Meeting: WRC Room 250
Meeting Convened: 2:10 p.m.
Meeting Adjourned: 2:25 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT
 Seth Bokelman, CSBS – 37616 I
 Doug Case, PLS – 37145 I
 Carol Fletcher, RDC – 32333 AT
 Robin Gurien, HRS – 33536 AF
 Jacqueline Halblom, CAC – 36485 I
 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
 Jason Vetter, ITS – 36730 I
 Don Williams, Student Health – 32134 ESS
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Bill Calhoun

Others

Nick Bambach

Proxy

Pat Whitt

Before the meeting was held, Bill Calhoun gave the P&S Council members a complete tour of the new McLeod Center.

- I. Welcome
Vice President Rick Seeley called the meeting to order at 2:10 p.m.
- II. Approval of Minutes #352
Doug Case moved to approve the minutes, seconded by Don Williams. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun
The first meeting of the Administrative Council was held two weeks ago and it went well. Enrollment management was discussed and this issue will be the focus of the taskforce. University-wide response will be considered.

A slight internal budget reallocation of \$350,000 – \$500,000 for this year will likely take place.
- IV. HR Report – Nick Bambach
The AFSCME contract expires on July 1, 2007. Negotiations for the new 2007-2009 contract will begin on December 10th on Appendix M, the Regents section of the contract.

As a part of the AFSCME negotiating team, Nick will be in Des Moines every weekend in January 2007.

The United Faculty bargaining team met for the first time on November 10th to begin Collective Bargaining sessions which will also run through the end of January. Nick will be attending all sessions of this team as well.

Meetings have begun to address the possible Pandemic Flu epidemic and Human Resources will be involved in the plan of action for this possible future event.

V. Committee Reports

- A. WWW Committee – no report
- B. Employee Issues Committee – no report
- C. Policies and Procedures – no report
- D. Employee Relations Committee – Lisa Kremer
The reception for all new P&S staff will be held in conjunction with the next P&S Council meeting on Thursday, December 14th.
- E. Salary and Fringe Benefits Committee – Jason Vetter
The committee has been gathering information about Early Retirement programs and UNI tuition benefits. Reports will be available for P&S Council review within the next few months.

There was discussion regarding the \$2,000.00 maximum payout of sick leave after employees' termination of employment. Some employees would prefer to have a choice to apply the payout to future insurance premiums or Cobra payments. It was suggested that the Board of Regents office may be of assistance with addressing this issue.

VI. New Business

Lisa Kremer distributed dining services surveys and encouraged everyone to take time to participate by completing the survey.

A reminder was given about the November 18th McLeod Center grand opening at 2:00 p.m.

VII. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Doug Case. 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
UA – University Advancement
I – Instructional

Meeting No. 354

Date of Meeting: December 14, 2006

Place of Meeting: Maucker Union Presidential Room

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 1:55 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT
 Seth Bokelman, ITS – 37423 I
 Doug Case, PLS – 37145 I
 Carol Fletcher, RDC – 32333 AT
 Robin Gurien, HRS – 33536 AF
 Jacqueline Halblom, CAC – 36485 I
 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
 Jason Vetter, ITS – 36730 I
 Don Williams, Student Health – 32134 ESS
 Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Bill Calhoun

Others

Lisa Frush

Proxy

I. Welcome

President Carol Fletcher called the meeting to order at 1:30 p.m.

II. Approval of Minutes #353

Department and phone changes for Seth Bokelman were noted and corrected. Doug Case moved to approve the minutes as amended, seconded by Shelley Pruess. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

A settlement has been reached with the insurance company for the Gilchrist Hall fire damage. The timeline for work to be completed and the return move into the building is tentatively scheduled for Spring 2008.

The one week at Thanksgiving break for students has been approved by Cabinet and is on the Board of Regents docket.

The UNI parking deck has received approval by the Board of Regents. The timeline for completion is 2009.

UNI will be proactive with communication to the Governor and legislature when they convene in January. Local legislators are very supportive of budget initiatives.

Bill thanked everyone involved in the planning of the McLeod Center opening. It was very successful.

- IV. HR Report – Lisa Frush
The Benefits Generalist search is nearing completion and an update will follow next month.
- V. Committee Reports
- A. WWW Committee – no report
- B. Employee Issues Committee – Doug Case
The committee is not working on any issues at this time.
- C. Policies and Procedures Committee – no report
- D. Employee Relations Committee – Lisa Kremer and Susan Reinart
Lisa announced that the newly hired P&S employee reception will be held directly after today's Council meeting.
- E. Salary and Fringe Benefits Committee – Jason Vetter
The committee met last week and there was discussion concerning interest in pursuing the following items for enhanced benefits:
1. The choice to donate sick leave as well as vacation to employees eligible for catastrophic leave.
 2. Options be added to the catastrophic leave policy so that donations could be made to additional employees with "special needs".
 3. The committee is continuing to gather information about tuition reimbursement. More information will be shared as it becomes available.
 4. Early retirement benefits. More information listed under "New Business" below.
- VI. New Business – Carol Fletcher
Carol reported that she met with representatives from Faculty and Supervisory and Confidential staff. Phased Retirement (up to five years partial retirement) was recently extended to 2012. The representatives are discussing a new Early Retirement Proposal. The proposal for early retirement at age 57 plus 15 years of service did not pass the vote. The new Early Retirement proposal currently being considered is age 58 with 20 years of service. Central funding (rather than departmental) would be preferred to help alleviate inequities that currently exist. It was also noted that the Cabinet is reluctant to move Early Retirement forward until the inequity issue can be resolved.
- Constituents will be polled to determine if there is enough interest in Early Retirement before moving forward with a new proposal.
- VII. Adjournment
Doug Case moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 1:55 p.m.

Respectfully Submitted,
Sandy Law
Human Resources