

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 355
Date of Meeting: January 11, 2007
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:

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

Others

Nick Bambach
Lisa Frush
Cindy Webb

Proxy

Chris Conklin
Janelle Darst

- I. Welcome
President Carol Fletcher called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #354
Doug Case moved to approve the minutes, seconded by Steve Young. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun
The Cabinet discussed the early retirement program at the University of Northern Iowa. In the past, this program had been offered by the Board of Regents State of Iowa to employees at the regents institutions. The early retirement option was discontinued June 30, 2004 by the Board office because of significant budget shortfalls at the universities.

At this time, the Cabinet feels that offering the early retirement option to UNI employees would not be possible. Regrettably, UNI is still faced with a tenuous budget environment and because of this it would be unwise to reinstitute the early retirement option for employees. It is worth noting that the United Faculty did not include the early retirement option in their proposal to the Board office.
- IV. HR Report – Nick Bambach
United Faculty and AFSCME negotiations are underway. United Faculty bargaining began November 14, 2006 and AFSCME negotiations of contract will begin on January 13, 2007.

Nick announced that Sarah Peakin will begin her new duties as Human Resources Benefits Specialist on January 29, 2007.

There was discussion about the possibility of converting earned sick leave to insurance premiums or Cobra payments when employees retire. This was a 2005-2007 AFSCME contract negotiation topic.

Regarding the affect that a raise in the minimum wage would have at UNI, it appears that student employment would be significantly affected by the change.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Lisa Kremer

The following contributors to the P&S new employee reception in December were thanked for their donations. They include University Book and Supply, GBPAC, Theatre UNI, UNI School of Music, and Essentials.

Rainbow Florist was thanked for their donation of flowers for the “Meet the Pres” event.

E. Salary and Fringe Benefits Committee – Jason Vetter

The committee will soon begin working on salary recommendations.

VI. New Business – Carol Fletcher

There was discussion about surveying P&S employees regarding their interest in enhanced tuition reimbursement and other benefits they are interested in. It was determined that website survey would be used and a “hot topics” list would provide focus and direction. The list will then be prioritized and the results shared with P&S employees.

Doug Case made a motion, seconded by Shelley Pruess, for the “opinion poll” to be discussed at the February council meeting.

Doug Case made a motion, seconded by Robin Gurien, to table the Early Retirement proposal.

VII. Adjournment

Robin Gurien moved to adjourn the meeting, seconded by Doug Case. The meeting was adjourned at 2:16 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. 356
Date of Meeting: February 8, 2007
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:31 p.m.
Meeting Adjourned: 2:03 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, ITS – 37423 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. Welcome

President Carol Fletcher called the meeting to order at 1:31 p.m.

II. Approval of Minutes #355

Doug Case moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

The spring semester enrollment is stronger than anticipated. Revenue generated from additional tuition will most likely negate any reallocation of monies this fiscal year.

The governor's budget is stronger than previous years, and there is cautious optimism for Regents institutions. This budget includes funding for capital appropriations and an allowance for deferred maintenance. However it is based on several considerations, such as a \$1.00 cigarette tax, that will be negotiated in the legislature.

On February 7th, the Board of Regents extended the Thanksgiving break to include the full week of the Thanksgiving holiday.

It appears that Gilchrist may be ready for occupancy by January or February 2008.

On Friday, Feb. 16th, more than 300 admitted students and their guests will be visiting on campus. This event will bring more than 750 total guests to campus to make the final decision to attend UNI. Bill encouraged all employees to show Panther Pride on this day by wearing purple and welcoming visitors.

IV. HR Report – Nick Bambach

Nick announced that Sarah Peakin began employment as HR Benefits Generalist on January 29th, and Michelle Byers was promoted to HR Associate Director on February 1st.

He also announced that Human Resources will soon be presenting a five module training series on performance management. The pilot program will be with supervisors in the Gallagher-Bluedorn Performing Arts Center.

V. Committee Reports

A. WWW Committee – Seth Bokelman

Seth recently added a TIAA-CREF link to the P&S Council website. If there are additional items of interest for this website, please submit them to Seth.

B. Employee Issues Committee – Doug Case

The committee did not meet last month and have no issues at this time.

C. Policies and Procedures Committee – Steve Pavelec

The P&S employee handbook continues to be reviewed.

D. Employee Relations Committee – Lisa Kremer

After discussion regarding when (April or September) nominations for the P&S Staff Excellence Award should take place, agreement was reached that the committee will make a decision on the time frame for the nomination process.

E. Salary and Fringe Benefits Committee - Jason Vetter

The committee met recently and is gathering information about phased retirement. They will be meeting with employees currently on phased retirement as a part of the process of gathering information about the program.

VI. New Business – Carol Fletcher

Carol, Jason, and Rick recently met with President Allen. Topics of discussion included phased retirement and enhanced tuition reimbursement. They will be meeting with President Allen on a regular basis to communicate items of interest to P&S employees.

The P&S Council election process was discussed. Doug Case stated that on line elections will be held the first week in April this year. Council members Steve Young, Shelley Pruess, Doug Case, and Jacqueline Halbloom will be ending their terms this year.

The election committee includes Chairman Doug Case, Shelley Pruess, Seth Bokelman and Rick Seeley. Carol would like all council members to encourage interested constituents to run for a seat on the council.

Steve Pavelec agreed to line up a tour of the recently completed Business Community Services Building during the regularly scheduled P&S Council meeting on March 8th.

VII. Adjournment

Doug Case moved to adjourn the meeting, seconded by Gale Secor. The meeting was adjourned at 2:03 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. 357
Date of Meeting: March 8, 2007
Place of Meeting: CEEE Rotunda
Meeting Convened: 1:55 p.m.
Meeting Adjourned: 2:25 p.m.

Members of the Council in Attendance:

A Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, ITS – 37423 I
A 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
A 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

Proxy

I. Welcome

President Carol Fletcher called the meeting to order at 1:55 p.m.

II. Cabinet Report/Budget Update – Bill Calhoun

The AVP for IT search has been terminated for the present. The search will reopen at some time in the future.

Thanks to all those who welcomed all the admitted students and their parents for the UNI Up Close visitation day.

UNI has been asked by the Board of Regents to take a leadership role in addressing the area of teacher preparation in the areas of math and science education.

The Cabinet met with UNISG for a Q and A session. Many of the questions from members of Student Government were centered on UNI's energy practices.

Board of Regents will be on Campus during Spring Break.

IV. HR Report – Nick Bambach

Reminded us we needed to prepare wage increase recommendation to the Cabinet regarding how the increase should be divided, merit vs. across-the-board.

Wage increase for faculty will be 3% for July 1, 2007 – July 1 2008.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – Jason Vetter

Jason has been meeting with a university group including Faculty, P&S staff and Merit staff discussing Phase Retirement.

VI. New Business – Carol Fletcher

Doug is working on Election selection.

Rick, Robin and Carol met to develop the survey for P&S Staff. We will base the open ended questions on the committees: WWW, Employee Issues, Policies and Procedures, Employee Relations and Salary and Fringe Benefits. We hope to have the survey's available on MyUniverse by March 26, so we can see the results at the April meeting.

VII. Adjournment

Robin Gurien moved to adjourn the meeting, seconded by Don Williams. The meeting was adjourned at 2:25 p.m.

Submitted,
Carol Fletcher

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 359
Date of Meeting: May 10, 2007
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:10 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

Michelle Byers
Lisa Frush

Proxy

Chris Conklin

I. Welcome

President Carol Fletcher called the meeting to order at 1:35 p.m.

II. Approval of Minutes #358

Doug Case moved to approve minutes as amended, seconded by Don Williams. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

Bill indicated that the Cabinet was pleased that the P&S Council revised their recommendation for the distribution of the salary increase for '08 to 1/3 across the board and 2/3 available for merit.

The Cabinet discussed the salary recommendation and there was a counter proposal. The Cabinet approved 1% across the board and 2% for merit.

Concerning the state budget, this is the first time in six years that there is encouraging news and Regents institutions appear to be in a better situation. The salary request was in a separate bill and additional funds were appropriated to replace the tuition surcharge. Also approved was a bonding package which will enable UNI to complete the electrical distribution loop and to renovate Sabin Hall. In addition, additional funds were approved to assist with deferred maintenance.

The search for the Dean of the College of Education has been closed. A two year interim dean will soon be appointed.

IV. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Susan Reinart
The Regents Staff Excellence Award selection will be held this fall.

E. Salary and Fringe Benefits Committee – Don Williams and Carol Fletcher
In collaboration with the Cabinet, a salary increase proposal has been agreed upon. Of the money used for salary increases (allocated by the state of Iowa), 33% will be for satisfactory performance and 66% for meritorious service.

V. New Business

Carol announced the P&S Council election results. The following will begin their terms next month:

Anthony Smothers (Educational & Student Services)
Jacqueline Halbloom (second term) and Chris Conklin (Instructional)
Nate Klostermann (Administration and Finance)

The survey results were distributed and read. It was decided that more time was needed to process the information to ensure more feedback. The top three issues will be identified for the council to focus on.

It was proposed that the monthly agenda be posted to the P&S Council website along with minutes of the previous meeting. Notices of these postings (including a hot link) will be announced monthly on UNI OnLine. Doug Case moved to approve the proposal, seconded by Rick Seeley. Motion carried.

Susan Reinart announced that the Smoking Policy Committee will gather information and complete research this summer and plan to have the policy ready for implementation in the Fall.

VI. 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. 359
Date of Meeting: May 10, 2007
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 2:10 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

Michelle Byers
Lisa Frush

Proxy

Chris Conklin

I. Welcome

President Carol Fletcher called the meeting to order at 1:35 p.m.

II. Approval of Minutes #358

Doug Case moved to approve minutes as amended, seconded by Don Williams. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

Bill indicated that the Cabinet was pleased that the P&S Council revised their recommendation for the distribution of the salary increase for '08 to 1/3 across the board and 2/3 available for merit.

The Cabinet discussed the salary recommendation and there was a counter proposal. The Cabinet approved 1% across the board and 2% for merit.

Concerning the state budget, this is the first time in six years that there is encouraging news and Regents institutions appear to be in a better situation. The salary request was in a separate bill and additional funds were appropriated to replace the tuition surcharge. Also approved was a bonding package which will enable UNI to complete the electrical distribution loop and to renovate Sabin Hall. In addition, additional funds were approved to assist with deferred maintenance.

The search for the Dean of the College of Education has been closed. A two year interim dean will soon be appointed.

IV. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Susan Reinart
The Regents Staff Excellence Award selection will be held this fall.

E. Salary and Fringe Benefits Committee – Don Williams and Carol Fletcher
In collaboration with the Cabinet, a salary increase proposal has been agreed upon. Of the money used for salary increases (allocated by the state of Iowa), 33% will be for satisfactory performance and 66% for meritorious service.

V. New Business

Carol announced the P&S Council election results. The following will begin their terms next month:

Anthony Smothers (Educational & Student Services)
Jacqueline Halbloom (second term) and Chris Conklin (Instructional)
Nate Klostermann (Administration and Finance)

The survey results were distributed and read. It was decided that more time was needed to process the information to ensure more feedback. The top three issues will be identified for the council to focus on.

It was proposed that the monthly agenda be posted to the P&S Council website along with minutes of the previous meeting. Notices of these postings (including a hot link) will be announced monthly on UNI OnLine. Doug Case moved to approve the proposal, seconded by Rick Seeley. Motion carried.

Susan Reinart announced that the Smoking Policy Committee will gather information and complete research this summer and plan to have the policy ready for implementation in the Fall.

VI. 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. 360
Date of Meeting: June 14, 2007
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:

P Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, ITS – 37423 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
P Lisa Kremer, Maucker Union – 37862 ESS

A 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
P Jason Vetter, ITS – 36730 I
A Don Williams, Student Health – 32134 ESS
X Steven Young, Mail Center – 33231 AF

Ex-Officio Member

Bill Calhoun

Others

Nick Bambach
Chris Conklin
Nate Klostermann
Anthony Smothers

Proxy

Barb Burbridge
Nate Petersen

I. Welcome

President Carol Fletcher called the meeting to order at 1:30 p.m. Everyone present introduced themselves, their department, and the committee they are presently serving on.

II. Approval of Minutes #359

Doug Case moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

The Cabinet retreat was held on June 13th. Each Vice President discussed opportunities and activities for the coming year.

Fall 2007 enrollment was slightly higher than projected, allowing some funds to support year end activities.

The 2008 budget was approved, providing additional support for our strategic plan.

Bill encouraged participation in the interview process for the Vice President for Educational and Student Services. The Search Committee has chosen four candidates for on-campus interviews to be held June 19, 20, 26, and 28.

Faculty, staff and students are encouraged to attend the question and answer sessions for each candidate.

Sue (Joslyn) Joseph has been named Interim Dean of the Graduate College. Joseph replaces Susan Koch who is taking a position as Provost at Northern Michigan University. Bill Callahan was named Dean of the College of Education for a three year term.

IV. HR Report – Nick Bambach

The Board of Regents recently approved changes to the Regents Staff Training Grant program. Beginning July 2007, the budget amount allocated for this program at UNI will be increased from \$50,000 to \$75,000 per year. To qualify for staff training grant reimbursement, employees must be employed at least one year. Starting this fall, employees may take up to six credit hours/semester with a maximum of twelve in an academic year.

V. Committee Reports

A. WWW Committee

Seth Bokelman distributed copies of the P&S Council Web Server Statistics from July 1, 2006 through May 31, 2007.

The WWW Committee Annual Report:

There have been no grand changes to the P&S Web Site this year, just some refinements, such as cleaning up the inconsistent way in which past minutes were presented. The site is due for a redesign, however, as the current look has become quite dated. An updated copy of the DreamWeaver web authoring software has been purchased, and a redesign should be considered the major goal for the next year.

B. Employee Issues Committee – Doug Case

Members (Chair) Doug Case, Shelley Pruess, Dennis Hayes, Steve Young, Rick Seeley.

The Employee Issues Committee Annual Report:

Our main goal is to be a sounding board for all P&S employees and to provide a place where they can come and express their concerns confidentially. Two employees came to this committee this year, (year being the last 18 months), asking assistance with problems and concerns. This committee counseled them on what was their next step to take and if indeed they had a complaint as well as other options that might be available. This committee did a great job in just listening to the employees. None of the two went further than to consult the committee. All problems we handled without issues and are currently resolved.

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

Respectfully Submitted,
Doug Case, Chair

C. Policies and Procedures Committee – Steve Pavelec

Members: Chair Steve Pavelec, Carol Fletcher and Gale Secor

The Policies and Procedures Committee Annual Report:

The 2005/2006 Policies and Procedures Committee worked with the President's Office, Human Resources, Compliance & Equity Management and the University Counsel to implement changes to the P&S Hand Book. Those changes were to be reviewed by each

office to recommend changes to the alterations (simplifications) proposed by those P&S representatives. The Hand book has been under review for the entire time the present members of the committee have been on the committee. As it stands, the questions and concerns expressed by E&CM have not been fully addressed and therefore the manual has not gone forward to the President's office.

It would be the current committee's task to review the handbook when the administrative review process is finished and report to the council. The committee would document all changes made during this review and discuss the impact the changes would have on the intent of the original changes made by the P&S Council. The committee has kept in contact with the University Counsel's Office to periodically check on progress. The last contact in mid June revealed that the hand book will not be ready for some time.

Upon receipt of the hand book and subsequent review by the current committee, the Council will have to be apprised of the changes and vote to accept it as is or propose additional changes. Any additional changes would then need to be reviewed by the administrative offices again. It is the committee's hope that any changes made during the administrative review would be accompanied by the rationale for each.

D. Employee Relations Committee – Susan Reinart

Committee members: Co-Chairs Susan Reinart and Lisa Kramer, Jacqueline Halblom, Lisa Frush, Robin Gurien, Libby Vanderwall

The Employee Relations Committee Annual Report:

The employee relations committee is responsible for collecting for nominations for the Regents Staff Excellence Awards. The committee, along with Rick Seeley and Seth Bokelman, instituted an on-line nomination form on 'My Universe' and received 13 nominations. The selection committee consisted of Susan Reinart, Lisa Kremer, Carol Kimball, Grant Erwin, Carlin Hageman, Inez Murtha and Barbara Kueter. This year, two P & S employees were chosen for the award. The award winners were Brenda Buzynski, Executive Assistant to the President and Jon Buse, Assistant Dean of Students and Director of New Student Programs. On October 10, 2006 the employee relations committee held the 'Meet the Pres' event in the Maucker Union Old Central Ballroom. The event was attended by more than 100 people and President Allen made general comments and introduced the Regents Staff Excellence Award winners. It was decided to wait until Fall 2007 to collect nominations for the 2007/2008 awards.

This year the mentoring program consisted of a reception following the December 14, 2006 P & S Council meeting for new P & S employees. Five new P & S employees attended along with council members. Carol Fletcher made introductions and commented on the purpose and format of the P & S Council. The feedback from the people that attended was positive, however, we need to follow-up with people from our divisions to increase attendance.

E. Salary and Fringe Benefit Committee – Jason Vetter

Committee members: Michael Bobeldyk, Denise Bouska, Don Williams, Melanie Abbas

The Annual Report prepared by Chair Jason Vetter

The committee met the challenge of drafting the Salary Allocation Proposal for FY07-08. Members reviewed several years of salary allocation proposals and proposed the following to the council:

50% of the total salary increase pool awarded to P&S employees shall be allocated across-the-board for those P&S employees rated satisfactory or above. The remaining 50% of the increase shall be allocated on the basis of meritorious job performance for employees rated satisfactory or above. For those divisions taking monies "off the top" for individual salary adjustments, these monies should be derived from the 50% meritorious performance component.

The measure was approved to take forward to President Allen and the Cabinet.

During our formal presentation to President Allen and the Cabinet, the proposal was met with some resistance and we were asked to make a larger percent of the increase based on a meritorious job performance and less across-the board. With the approval of the P&S Council, the following was taken back to President Allen and the Cabinet.

33% of the total salary increase pool awarded to P&S employees shall be allocated across-the-board for those P&S employees rated satisfactory or above. The remaining 67% of the increase shall be allocated on the basis of meritorious job performance for employees rated satisfactory or above. For those division taking monies off the top for individual salary adjustments, these monies should be derived from the 67% meritorious performance component.

This measure was approved by President Allen and the Cabinet.

The S&FB committee looked at the tuition benefit program and decided to contact the "peer institutions" to update the "P&S Tuition Waiver Program" document that was originally prepared in 2004. During this process, it was decided by the P&S Council that we table this discussion until we survey our constituents and see if a tuition benefit is something that they would like to pursue.

The committee also was gathering information and working with other groups on campus to discuss Early Retirement and Phased Retirement programs. During this past year, Jason Vetter served on a Phased Retirement committee composed of faculty and staff from the different groups on campus that can take advantage of the program. This committee is still meeting and will present a report back about how Phased Retirement is working within these different groups on campus. During this process, it was decided by the P&S Council that we table this discussion until we survey our constituents and see if a tuition benefit is something that they would like to pursue.

Remaining issues:

- Continue to look at UNI's phased retirement program
- Continue to monitor ERIP proposals
- Review P&S survey and focus on items that would fall under the Salary and Fringe Benefits Committee

VI. Unfinished Business

Carol Fletcher met with President Allen to discuss the (future) salary allocation process. It has been decided that before the future salary allocation recommendation is determined, the salary

and fringe benefit chair and P&S president will meet with President Allen and the Provost in the late fall and again in early spring to share views.

Regarding the P&S Council survey, based on responses, the committees will prioritize issues before goal setting for the '08 academic year.

Carol Fletcher suggested that for better consistency and follow-through, it would be preferable to have a P&S Council President and President Elect instead of the present President and Vice President structure.

Doug Case made a motion, seconded by Seth Bokelman, to destroy the 2007 election ballots. Motion carried.

Doug Case made a motion to appoint Carol Fletcher as interim 2008 P&S Council President for the upcoming July meeting when elections will take place. Motion carried.

VII. New Business
None

VIII. Adjournment
Gale Secor moved to adjourn the meeting, seconded by Susan Reinart. 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. 361
Date of Meeting: July 12, 2007
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 1:53 p.m.

Members of the Council in Attendance:

<u>X</u> Melanie Abbas, ITS – 36452 AT	<u>X</u> Lisa Kremer, Maucker Union – 37862 ESS
<u>X</u> Seth Bokelman, ITS – 37423 I	<u>X</u> Steven Pavelec, Fac Planning – 36165 AF
<u>X</u> Chris Conklin, ITS – 37839 I	<u>X</u> Susan Reinart, Advancement – 36078 UA
<u>P</u> Carol Fletcher, RDC – 32333 AT	<u>X</u> Gale Secor, RDC – 36036 ESS
<u>P</u> Robin Gurien, HRS – 33536 AF	<u>X</u> Rick Seeley, ITS – 37218 I
<u>X</u> Jacqueline Halblom, CAC – 36485 I	<u>X</u> Anthony Smothers, AA&CS – 36857 ESS
<u>P</u> Nate Klostermann, CET – 32018 AF	<u>P</u> Jason Vetter, ITS – 36730 I

Others

Jon Buse
Lisa Frush

Proxy

Keith Kennedy
Blake Murray
Pat Whitt

- I. Welcome
Vice President Rick Seeley called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #360
Steve Pavelec moved to approve the minutes, seconded by Seth Bokelman. Motion carried.
- III. RAGBRAI Report – Jon Buse
Jon Buse, RAGBRAI volunteer committee co-chair, shared news about the scheduled Cedar Falls RAGBRAI stop on July 25th. It's estimated that close to 40,000 people will be arriving in Cedar Falls and that riders and staff will be arriving from 10:00 a.m. through the night on Wednesday, July 25th. There will be two campgrounds set up. The main one will be west of the UNI Dome and the quiet one in the Holmes Jr. High area. Volunteers are needed to assist in the following areas: beer garden, grounds crew, quiet campground area, vending and entertainment. Both lanes of the west side of Hudson Road will be closed to vehicular traffic. The east side of Hudson Road will be open to two lane traffic. For more information, access the website at: www.cedarfallsragbrai.org
- IV. Cabinet Report/Budget update - none
- V. HR Report - none
- VI. Committee Reports
 - A. WWW Committee – none
 - B. Employee Issues Committee – none
 - C. Policies & Procedures Committee - none
 - D. Employee Relations Committee – none
 - E. Salary and Fringe Benefits Committee – none
- VII. New Business – Rick Seeley and Susan Reinart

A motion was made, seconded and carried, that the election of officers for the P&S Council will be tabled this month and will take place at the August 9th P&S Council meeting.

Doug Case will compile a list of names for the election and will serve as Interim President at the August 9th meeting.

P&S Council member lists were distributed and added to the website.

Susan Reinart distributed copies of the updated P&S Council Constitution with changes highlighted. A copy will also be posted to the P&S Council website.

VIII. Old Business - none

IX. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Gale Secor. The meeting was adjourned at 1:53 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. 362
Date of Meeting: August 9, 2007
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:34 p.m.
Meeting Adjourned: 2:45 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT
P Seth Bokelman, ITS – 37423 I
X Chris Conklin, ITS – 37839 I
X Matt Copp, RDC – 36111 ESS
X Carol Fletcher, RDC – 32333 AT
X Jacqueline Halbloom, CAC – 36485 I
P Nate Klostermann, CET – 32018 AF

X Lisa Kremer, Maucker Union – 37862 ESS
A Steven Pavelec, Fac Planning – 36165 AF
A Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Anthony Smothers, AA&CS – 36857 ESS
X Jason Vetter, ITS – 36730 I

Ex-Officio Member

Others

Nick Bambach
Lisa Frush
Dave Zarifis

Proxy

Holly Bokelman
Rosie Lang
Blake Murray

I. Welcome

Vice President Rick Seeley called the meeting to order at 1:34 p.m. Everyone present introduced themselves.

II. Approval of Minutes #361

Matt Copp moved to approve the minutes, seconded by Gale Secor. Motion carried.

III. Dave Zarifis – Public Safety

Dave explained that before the Virginia Tech incident, Public Safety Directors and Vice Presidents of Business and Finance at the three state universities were working on recommendations to the university presidents recommending that sworn and certified university police officers be authorized to carry firearms as standard equipment. Arming officers would be subject to stringent training and firearms recertification requirements. This report is now available for review at http://www.vpaf.uni.edu/vpaf/documents/arming_report_73107.pdf.

The three university presidents have been asked to study this report and provide recommendations to the Board of Regents, State of Iowa, by Oct. 1.

President Allen has asked the leadership of the UNI Faculty Senate, United Faculty, P & S Council, AFSCME, Supervisory Confidential Merit Personnel and Northern Iowa Student Government to review the recommendation with their respective members and provide input by Sept. 15. The university community is invited to respond, as well. Over the next several weeks President Allen will review all campus input. Please send your comments and thoughts to president@uni.edu by Sept. 15, 2007.

Dave asked for input from campus staff as to the expectations they have when calling Campus Safety officers. He stated that all Public Safety officers are Certified Police Officers. The issue is not

about Public Safety officer qualifications rather about providing the necessary equipment officers need to perform their duties.

Discussion followed concerning liability issues and the probability and possibility of incidents happening at UNI. The final decision about arming Public Safety officers will affect all three state universities.

So that P&S employees will have the opportunity to thoroughly study this issue, Anthony Smothers made a motion to hold two informational forums and to survey P&S staff before the next P&S Council meeting on September 13th. The motion was seconded by Jason Vetter. Motion carried.

IV. HR Report – Nick Bambach

Nick reported that Robin Gurien, Training and Career Development Coordinator, has accepted a position in California and that her last day at UNI was August 8th. Her replacement will be hired as soon as possible.

V. Committee Reports

A. WWW Committee – none

B. Employee Issues Committee – none

C. Policies & Procedures Committee – none

D. Employee Relations – Lisa Kremer

Lisa reported that the committee will soon begin planning for the Regents Staff Excellence Awards Event.

E. Salary and Fringe Benefits Committee – none

VI. Old Business – Election of Officers

Rick Seeley opened the floor for nominations. Gale Secor nominated Carol Fletcher for President, seconded by Jason Vetter. Hearing no further nominations, Rick moved to close nominations, seconded by Lisa Kremer. Motion carried. The Council voted unanimously to elect Carol Fletcher for President for 2007-2008.

Anthony Smothers nominated Rick Seeley for Vice President, seconded by Chris Conklin. Hearing no further nominations, Gale Secor moved to close nominations, seconded by Jacqueline Halblom. Motion carried. The Council voted unanimously to elect Rick Seeley Vice President for 2007-2008.

VII. Adjournment

Jason Vetter moved to adjourn the meeting, seconded by Blake Murray. 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
UA – University Advancement
I – Instructional

Meeting No. 363
Date of Meeting: September 13, 2007
Place of Meeting: Maucker Union Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:34 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT
 Seth Bokelman, ITS – 37423 I
 Chris Conklin, ITS – 37839 I
 Matt Copp, RDC – 36111 ESS
 Carol Fletcher, RDC – 32333 AT
 Jacqueline Hal bloom, CAC – 36485 I
 Nate Klostermann, CET – 32018 AF

Lisa Kremer, Maucker Union – 37862 ESS
 Brent Maitland – Power Plant – 36393 AF
 Steven Pavelec, Fac Planning – 36165 AF
 Susan Reinart, Advancement – 36078 UA
 Gale Secor, RDC – 36036 ESS
 Rick Seeley, ITS – 37218 I
 Anthony Smothers, AA&CS – 36857 ESS
 Jason Vetter, ITS – 36730 I

Ex-Officio Member

Bill Calhoun

Others

Lisa Frush
Jan Hanish
Cindy Webb

Proxy

Cathy Wylam

- I. Welcome
President Carol Fletcher called the meeting to order at 1:30 p.m. Everyone present introduced themselves.
- II. Approval of Minutes #362
Anthony Smothers moved to approve the minutes, seconded by Matt Copp. Motion carried.
- III. Critical Incident Training - Jan Hanish
Jan spoke about critical incident training for faculty and staff. Part I, a campus-wide, overview session, will take place the end of October. Part II, a more in-depth session, will follow at a later date. Critical incident training will be held on an annual basis. Jan stated that an Emergency Management Plan is already in place at UNI and that funding is complete for a notification system. UNI staff is encouraged to e-mail Jan (jan.hanish@uni.edu) with any suggestions or ideas regarding training topics, including specific training for individual departments.

- IV. Cabinet Report – Bill Calhoun
Bill reported that university enrollment is up fairly significantly due to a large freshman class and an increase in returning students.

He stated that input was very good regarding the arming of UNI Public Safety officers. The Board of Regents will discuss the issue during their meeting on September 18th and 19th.

The university has been asked by the Cedar Valley Alliance to consider collaborative educational efforts with Wartburg and Hawkeye Community College. We are in the process of identifying those activities on which we are currently collaborating.

The Cabinet is currently developing a policy that would allow gaming organizations to advertise at the McLeod Center and UNI Dome.

- V. HR Report – Lisa Frush
The search is currently underway for the Human Resources Training and Career Development Coordinator.

- VI. Committee Reports
WWW Committee – Seth Bokelman
Seth has updated the P&S Council website to include Regents Staff Excellence Award and Meet the Pres information.

Policies and Procedures Committee – no report

Employee Issues Committee – no report

Employee Relations Committee – Susan Reinart and Lisa Kremer
Susan announced that on-line nominations for the Regents Staff Excellence award will be accepted from September 10th – 24th.

Lisa announced that the “Meet the Pres” event will be held on Tuesday, October 16th from noon to 1:00 p.m. in Maucker Ballroom C.

Salary and Fringe Benefits Committee - Carol Fletcher
Carol introduced Cindy Webb, Benefits Administrator, and Cindy answered general questions regarding UNI’s phased retirement plan. Application for this program can be found online or by contacting Human Resources. To be eligible for this program, an employee must be at least 57 years old with 15 years of completed service. Approval is then granted or denied at the departmental level.

Further discussion regarding this program was tabled so that more information can be gathered.

- VII. New Business
Matt Copp volunteered to serve on the Energy Committee and Anthony Smothers volunteered to serve on the University Health and Safety Committee.

VIII. Old Business

Carol announced that the Workplace Giving committee is working on consolidating all external solicitors into one campaign, ultimately providing all information online.

Attached to these minutes is the September 4, 2007 P&S Council letter of recommendation concerning the arming of UNI Public Safety officers.

Susan Reinart announced that the Smoking Policy Committee is reviewing the current policy and working on a survey that will be posted to MyUNiverse.

IX. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Susan Reinart. The meeting was adjourned at 2:34 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

University of Northern Iowa Preliminary Phased Retirement Program Study September 2007

The purpose of this document is to report information compiled by the Ad Hoc Retirement Study Group for their constituent groups for further discussion and direction.

Background:

A phased retirement program was first approved by the Board of Regents in 1982 for faculty and professional & scientific (P & S) staff. In 1984, a somewhat different program was approved for merit system staff. There were differences in the eligibility requirements for merit staff that included three more years of age and five more years of service than for faculty and P & S. Programs have been renewed for five-year periods since inception.

The current phased retirement program was approved, with changes, in 2006. It was modified to 1) change eligibility requirements for merit staff to match those for faculty and P & S, 2) add benefits incentives in the fifth year and 3) allow participants to access their retirement account funds during the phasing period. This program is in effect from July 1, 2007 through June 30, 2012.

Current Phased Retirement Program:

Eligibility

UNI staff employed by the Board of Regents for a period of at least 15 years, who have attained the age of 57.

Duration of Participation

Maximum period of 5 years with full retirement at the end of the period. Maximum appointment years 1 to 4 is 65%. Maximum appointment year 5 is 50%. Work schedule is subject to agreement between the employee and the department.

Compensation

Years 1 to 4 – salary proportionate to appointment plus incentive of 10% of budgeted salary. Year 5 – salary proportionate to appointment.

Benefits

Continuation of medical, health, life and disability insurance at full-time levels. Contributions to TIAA-CREF at full budgeted salary level. Contributions to IPERS, FICA and Federal Retirement at reduced salary.

Special Considerations

An employee participating in the Phased Retirement Program may transfer to the Early Retirement Incentive Program that is in effect on the date of the transfer, with the approval of his/her department and the University. Each month of participation in the Phased Retirement Program reduces the full payment of TIAA-CREF contributions by one month.

Duration

Current program expires on June 30, 2012 unless renewed by the State of Iowa Board of Regents. Program is subject to annual review by the Board of Regents.

If you are interested in this program, you should contact the Head of your department or your supervisor.

University of Northern Iowa

Phased Retirement Agreement

_____ (hereinafter referred to as the staff member) and the University of Northern Iowa hereby enter into an agreement under which the staff member will enter phased retirement under the University's *Phased Retirement Policy* as approved by the Iowa Board of Regents in April 1992. The staff member and the University hereby agree that:

- 1) This agreement: (a) establishes the terms of the subsequent employment relationship between the staff member and the University as of the date of the agreement until termination of employment; (b) terminates any previous agreement, contract or understanding concerning this employment relationship; and (c) will remain in effect even if the University subsequently establishes different policies or enters into agreements containing different terms and conditions of employment or any staff member.
- 2) Participation of the staff member is subject to all terms and conditions specified in the University's *Phased Retirement Policy*, all of which are hereby incorporated by reference as part of this agreement.
- 3) The staff member will enter the phased retirement period beginning on _____.
- 4) The phased retirement period is defined as ____ years beginning on the date specified above.
- 5) The staff member will reduce to **(specify schedule; e.g., reduce to half-time through the phasing period or reduce to 65% time for the first four years of the period and to half-time for the remaining one year)**. This reduction will be achieved by the staff member **(specify method; e.g., carrying out full responsibilities for the full academic or fiscal year)**. However, the exact schedule by which this reduction is achieved may be adjusted annually by mutual agreement between the staff member and the department head and dean/director with the approval by the appropriate division vice president and the president. The specific responsibilities to be performed will be assigned by the department head or dean/director in accord with established policies.
- 6) This agreement is terminated upon the staff member's full-time retirement, resignation, change to full-time disability status, or termination of employment.
- 7) The staff member's salary and University contributions to insurance and retirement programs during the phasing period will be determined in accord with the terms of the **Phased Retirement Policy** based upon the budgeted full-time salary determined annually in accord with the normal University budgeting process.
- 8) If the staff member is employed by the University during the Summer Session, the staff member's responsibilities, salary and fringe benefit contributions for such Session will be determined in accord with established University policy determining Summer Session appointments rather than by the terms of this agreement. **(Note: This condition will not be needed if fiscal year appointment.)**
- 9) By entering into this phased retirement agreement, the staff member relinquishes any right to return to full-time employment with the University.

The undersigned hereby enter into this agreement with a full understanding and acceptance of the terms and conditions herein specified.

(Staff Member) (Date)

(Department Head) (Date)

(Dean/Director) (Date)

(Division Vice President)

(Date)

(President)

(Date)

UNI-PER 55
4/94

Employee/Participant Information:

Regents-wide participation during FY07 by employee group:

	UNI	ISU	SUI
Faculty	27	34	36
P & S	3	8	39
S/C Merit	1	0	4
AFSCME covered	0	2	12
SEIU (SUI only)			10
Totals	31	44	101

The Phased Retirement Agreement can be obtained from Human Resource Services (HRS) or on-line in the HRS forms repository. After final approval, the agreement is forwarded to HRS. Each employee is expected to negotiate his or her own terms. There is no central point for collecting information about the process, such as number of applicants, denials, time frame from application to approval, specific details of agreements, etc.

The following information is not included in either the program description or program agreement (above). It is important information for an employee considering phased retirement. It is available upon request from HR and/or the Payroll Department.

- **Vacation and sick leave accruals**

Vacation and sick leave accruals are pro-rated based on the appointment. Maximum vacation accrual is pro-rated based on the appointment. Hours accrued above the pro-rated maximum prior to phased retirement are paid out to merit employees and "banked" for supervisory employees to be paid out upon full retirement.

- **Holiday pay**

Holiday pay may be pro-rated based on the appointment or as defined by United Faculty and AFSCME contracts.

- **Employee contributions to TIAA-CREF**

Employee contributions are based on the full budgeted salary, not the appointment (actual) salary.

The following information was obtained from employees currently on phased retirement and others who have made inquiries and/or been denied approval into the program.

- There is no documented process.
 - The best source of information about how to make a request is often other employees.
 - The terms and conditions are unknown throughout the process.
 - There are no timelines for completion; the process has been known to take as long as six months.
 - It is unclear that items in the program are negotiable.
-
- Approved phasing periods vary from three to five years.
 - Payroll is not set up to accommodate phased retirement easily; employees should continue to check their pay slips and leave balances for accuracy.
 - Additional staff has not been hired to assume the work previously done by the phased employee; it is re-assigned to others.
 - Work schedules vary from three to five days a week and flexible when work needs to be completed.
 - Employees feel left out of the loop; one employee's job title was changed without being informed.
 - Number of years is a frequent basis for denial. A two-year request was denied because it did not provide enough benefit to the university and five-year requests have been denied because it is too long. At least one division will not approve requests for more than three years.
 - Requests to work less than a five-day workweek have been denied.
 - Merit employees have been told verbally that they will not be approved, therefore, the process is subverted.
 - Many employees have an expectation that their requests would not be approved and therefore never request phased retirement.
 - There is no one to advocate on behalf of the employee, therefore the outcome may be determined by the individual employee's negotiations skills.
 - Approval varies greatly from college to college and division to division.
 - Benefits to the university are not fully recognized and appreciated.

Funding:

- Salary savings are retained by the department/division and may be used at the discretion of the department/division. Salary savings are not returned to the general fund.
- Salary savings need not be used for personnel expenditures. They can be used for any purpose.
- Cost of employee benefits to the department/division does not change just because an employee is on phased retirement. There is no negative impact to the department/division in terms of cost of benefits.

- Whether budgets are centralized or de-centralized has no impact on funding for phased retirement.

Report compiled by the Ad Hoc Retirement Study Group:

Jane Close, Vice Chair, Merit Supervisory and Confidential Employees

Susan Baker, President, AFSCME Local 2659

Keith Kressin, Board Member, Merit Personnel Advisory Committee

Frank Thompson, Treasurer, United Faculty

Jason Vetter, Chair, P & S Council Salary and Fringe Benefits Committee

September 4, 2007

President Benjamin Allen
Seerley 20
University of Northern Iowa
Cedar Falls, IA 50614-0705

Dear President Allen,

Thank you for seeking our input on this very important topic of arming UNI police officers. We did not make this decision lightly, but took time to evaluate the memorandum, fully discuss the issues, and collect other P&S staff comments. The P&S council would like to make the following recommendation:

We recommend that sworn and certified university police officers with proper training be authorized to carry firearms as standard equipment. We want our university officers to be the first responders to potentially dangerous situations. They know our culture, the people and the physical environment better than anyone. For the university officers to be first responders, they need the equipment to do their job of protecting themselves and the university community. Although we hope they never have to use a gun as part of their work, we cannot ignore that the nature of their position puts them in potentially dangerous situations, and our expectations as university staff is that they will respond quickly and effectively even if in dangerous situation.

Although this recommendation does not come with 100 percent agreement, it does have the support of the majority of the P&S council and P&S staff that have extended their thoughts to the council. All agree that this cannot be the only step in maintaining and creating a safe environment at UNI. We need to move swiftly on expanding and developing an effective safety plan for the university community, continue to build positive relations between UNI Public Safety and the rest of campus, and critically evaluate and update our emergency communication plans. We believe these steps will help UNI remain a great university for work and study. Please feel free to contact me if you have any questions.

Sincerely,



Carol Fletcher
P&S Council President

cc: Cabinet
P&S Council Members

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 364
Date of Meeting: October 11, 2007
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:

X Melanie Abbas, ITS – 36452 AT
X Seth Bokelman, ITS – 37423 I
X Chris Conklin, ITS – 37839 I
X Matt Copp, RDC – 36111 ESS
X Carol Fletcher, RDC – 32333 AT
X Jacqueline Halbloom, CAC – 36485 I
A Nate Klostermann, CET – 32018 AF

X Lisa Kremer, Maucker Union – 37862 ESS
X Brent Maitland – Power Plant – 36393 AF
X Steven Pavelec, Fac Planning – 36165 AF
A Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Anthony Smothers, AA&CS – 36857 ESS
X Jason Vetter, ITS – 36730 I

Others

Eileen Dams
Terry Hogan

I. Welcome

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

II. Approval of Minutes #363

Anthony Smothers moved to approve the minutes as amended, seconded by Steve Pavelec. Motion carried.

III. Cabinet Report/Budget Update

Tuition and mandatory fee proposals for FY 2009 have been submitted to the Board of Regents office and are docketed for the October 2007 Board of Regents, State of Iowa, meeting. Undergraduate and graduate resident tuition is proposed to increase 3.2%. This equates to an increase of \$171 for undergraduate residents and \$200 for graduate residents. Non-resident undergraduate and graduate tuition is proposed to increase by 2.2%. The proposed undergraduate non-resident tuition will increase by \$300 and graduate non-resident tuition will increase by \$320. Total mandatory fees are proposed to increase by 1.67%. Final approval of all increases rests with the Board.

IV. Human Resources Report – Eileen Dams

Interviews for the Training and Career Development Coordinator were conducted the first two weeks in October. It is hoped that the position will be filled by the end of October or the first part of November.

V. Committee Reports

A. Employee Issues

The committee is currently working on one issue.

B. Policies and Procedures – Steve Pavelec

The Policy and Procedures Handbook is being reviewed by one more person. It is hoped that all reviews will be completed in one month.

Carol Fletcher reported that the P&S Constitution is being reviewed for updates/changes that may be needed.

C. Employee Relations – Lisa Kremer

Lisa reminded everyone of the upcoming “Meet the President” event to be held on Tuesday, October 16th at noon in Maucker’s Central Ballroom. The P&S and SCMP Regents Awards for Staff Excellence will be announced during this time.

D. Salary and Fringe Benefits – Jason Vetter

The Phased Retirement report from last month continues to be reviewed. The committee discovered gray areas concerning guidelines/deadlines with the phased retirement application process. The committee also reports that currently there is not a group or individual overseeing the process. The committee will gather more information and work with Human Resources on a recommendation.

VI. New Business

Terry Hogan, Vice President, Educational & Student Services, introduced himself. He reported that the ESS Division is proceeding with the search for the Director of Admissions. It is hoped that this position will be filled by July 2008.

Carol asked committee chairs to update their listing of committee members. Anthony Smothers volunteered to serve on the Employee Relations Committee, Libby Vanderwall will be removed, and Lisa Frush added.

VII. Old Business

Carol distributed the review of survey information. She requested that the listing of committee duties be reviewed and recommendations sent to her.

VIII. Adjournment

Gale Secor moved to adjourn the meeting, seconded by Jason Vetter. 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. 365
Date of Meeting: November 8, 2007
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
 Chris Conklin, ITS – 37839 I
 Matt Copp, RDC – 36111 ESS
 Carol Fletcher, RDC – 32333 AT
 Jacqueline Halbloom, CAC – 36485 I
 Nate Klostermann, CET – 32018 AF

Lisa Kremer, Maucker Union – 37862 ESS
 Brent Maitland – Power Plant – 36393 AF
 Steven Pavelec, Fac Planning – 36165 AF
 Susan Reinart, Advancement – 36078 UA
 Gale Secor, RDC – 36036 ESS
 Rick Seeley, ITS – 37218 I
 Anthony Smothers, AA&CS – 36857 ESS
 Jason Vetter, ITS – 36730 I

Ex-Officio Member

Bill Calhoun

Others

Nick Bambach
Lori Hoffmann

Proxy

Stuart Mackey
Aaron Howard

- I. Welcome
Vice President Rick Seeley called the meeting to order at 1:30 p.m. Everyone present introduced themselves.
- II. Approval of Minutes #364
Steve Pavelec moved to approve the minutes, seconded by Gale Secor. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun
The proposal to arm Regents' Public Safety officers was approved by the Board of Regents at the October Board of Regents, State of Iowa meeting. In addition the Board discussed possible tuition and fee increases for next year. UNI proposed an increase of 3.2% tuition and a student fee increase of 1.7%. This will be discussed again and approved at the December meeting of the Board.

The Cabinet is meeting about the allocation of the FY 08 budget with decisions expected soon. The state's revenue projections for '09 are uncertain at this time, making it difficult to anticipate appropriations for the Regents universities. Because of this we hope to continue to grow our enrollment, as we did this year.

The Provost search is underway and plans are for the position to be filled by July 1st .

IV. HR Report – Nick Bambach

The University is in the process of selecting a consultant to review the current University health plan and the Blue Advantage HMO.

A staff reduction plan for six UNI Merit AFSCME positions is waiting signature by Governor Culver. In the meantime, Human Resources will be working to place all affected employees as part of the staff reduction administrative process.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

The Policies and Procedures handbook continues to be reviewed. It was noted that the Cabinet will have final approval of the handbook.

The committee has already begun the process of reviewing the P&S Constitution.

D. Employee Relations Committee – Lisa Kremer

The Meet the Pres event was a success with 120 in attendance. Staff honored with Regents Staff Excellence awards were Carol Fletcher, Jean Carlisle and Irene Elbert.

There was discussion regarding plans for a reception for newly hired P&S employees. It was suggested that this reception include meeting with President Allen. The committee will look into this possibility.

E. Salary and Fringe Benefits Committee – Jason Vetter

The committee will meet with President Allen the week of November 12th to discuss salary distribution.

VI. New Business

Rick Seeley asked if there are any changes to committee chairs and/or members. If there are changes, contact either Carol Fletcher or Rick.

VII. Old Business

Susan Reinart reported that the Smoking Policy Committee is currently planning on-campus forums. The University of Iowa will be smoke free beginning January 1, 2008. The committee plans to study hot topics with this issue.

VIII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Matt Copp. 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. 366
Date of Meeting: December 13, 2007
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, ITS – 37423 I
X Chris Conklin, ITS – 37839 I
X Matt Copp, RDC – 36111 ESS
X Carol Fletcher, RDC – 32333 AT
X Jacqueline Halbloom, CAC – 36485 I
X Nate Klostermann, CET – 32018 AF

X Lisa Kremer, Maucker Union – 37862 ESS
X Brent Maitland – Power Plant – 36393 AF
X Steven Pavelec, Fac Planning – 36165 AF
X Susan Reinart, Advancement – 36078 UA
X Gale Secor, RDC – 36036 ESS
X Rick Seeley, ITS – 37218 I
X Anthony Smothers, AA&CS – 36857 ESS
X Jason Vetter, ITS – 36730 I

Others

Nick Bambach
Lisa Frush

Proxy

- I. Welcome
President Carol Fletcher called the meeting to order at 1:32 p.m.
- II. Approval of Minutes #365
Rick Seeley moved to approve the minutes as amended, seconded by Steve Pavelec. Motion carried.
- III. Cabinet Report/Budget Update - Bill Calhoun
The Cabinet continues to discuss budget options and opportunities for '09. Preliminary decisions have been made and final decisions will be made very soon.

There is a strong focus on working with key legislators to gain support for full funding of the salary bill and support for the math and science education initiative.

Admission numbers continue to look strong for '08 entering class, even with or a little ahead of last year's numbers (which were significantly ahead of the previous years). There will be another special program for admitted students and parents (similar to last year) to be held in February.

There has been a change in the Board of Regents leadership. Michael Gartner has stepped down as Board president and has been replaced by David Miles. Regent Gartner will continue to serve on the Board. Also, the Board gave final approval to a 3.2% in state tuition increase (2.2% increase for out of state tuition).

- IV. HR Report – Nick Bambach
Buck Consultants will be on campus December 20th. They will be beginning the lengthy process of reviewing the current University Health Plan and the Blue Advantage HMO.

HRIS Manager Eileen Dams will be retiring February 1, 2008, after 25 years of service. A search for her replacement has begun.

V. Committee Reports

A. WWW Committee – Seth Bokelman

Seth reported that the P&S Council website will be updated with new information on Friday, December 14th.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

There is no new information to report concerning the Policies and Procedures handbook review. The committee is currently working on finalizing the update of the P&S Constitution.

D. Employee Relations Committee – Susan Reinart

The committee is working on plans for the new employee reception, most likely to be held in February. This reception will include meeting with President Allen.

E. Salary and Fringe Benefits Committee – Jason Vetter

The committee recently met with President Allen to discuss salary issues for FY09. The committee will formulate a proposal and present it to the P&S Council in January.

VI. New Business

A. Constitution Review – Carol Fletcher

Carol will send out current constitution for review. Will review at next meeting.

B. P&S Council representatives for the Department of Public Safety Advisory Committee are Steve Pavelec and Jason Vetter.

VII. Old Business

Anthony Smothers reported for the Health and Safety Committee. Minutes of the meeting are as follows:

**Campus Safety Review
Wednesday, November 14, 2007 (2:00-3:30p.m.)
North Room, Maucker Union**

A. Maintenance Related to Lighting Issues:

1. Alter DOR Approach

a. Michael Hager is now having the Resident Assistants do a routine outdoor lighting check every two weeks for their particular building. If there is a light out or an area of concern, he has established a way for them to document and report it.

2. "Call-in" Labels on Light Posts

a. There was a discussion about having a telephone number on the light posts that individuals could call to report if the light was burnt out.

3. "Switched" Lights

- a. We would like to see the lights around various areas (e.g., Commons Dining Center, Strayer-Wood Theatre, etc.) that are currently switches on the inside of buildings become automated lighting controlled by the University.
4. Enhance Public Safety Reporting
5. Enhance Work-Order Tracking

B. Temporary Construction Lighting

1. The lighting that was out by Gilchrist, which was identified during the walking tour, has already been taken care of by Facilities.
2. Temporary lighting has been built into project planning.

C. Areas Containing Multiple Issues of Concern

1. Sculpture Studio/Dock (Priority #1)
 - a. We need to increase lighting in this area.
2. CAC Courtyard (Priority #2)
 - a. We would like to see increased lighting and a blue light added.
3. Green Space East of Dancer (Priority #3)
 - a. We would like to see walkways established, increased lighting, and a blue light phone added to this area.
 - b. The City of Cedar Falls has been talking about making this into part of a bike path, so we will try to work with the city on this particular area.

D. Areas of Inadequate Lighting

1. The diagonal walkway by Gilchrist and the Greenhouse (Priority #1)
2. South side of the Honors Cottage and the north side of the President's House (Priority #2)
3. Top of the path to the west of ROTH (Priority #3)
4. The area between Redeker and the Quads (Priority #4)
5. Bridge going out to ROTH (Priority #5)
6. The east side of Schindler near the sculpture (Priority #6)
7. Museum
 - a. Dave Zarifis received a call prior to the meeting from Sue Grosboll regarding inadequate lighting in this area – he will follow up in reviewing the location indicated.

E. Prevention Practices

1. WRC/Hudson Fencing
 - a. A fence needs to be erected in an effort to force students to utilize the tunnel or to cross at the stop lights.
2. Communication Signage
 - a. We would like to add the Department of Public Safety phone number to the signs that are currently in place. Additionally, we would like to see their number on kiosks and near exists of particular buildings (e.g., the Library, Maucker Union, etc.).
 - b. In addition to saying "UNI Police," it should say, "24-Hour Escort Service."
3. Identify Primary Night Walkways
 - a. Dave Zarifis and Jennifer Younie will work on creating a map that indicates primary night walkways for individuals to utilize. These particular walkways will have increased lighting and patrol.

F. Overgrown Foliage

1. Price Lab
2. West of Commons (near the residence hall's doors and windows)
3. The tree near College Courts

G. Inadequate Emergency Communication

1. Campbell at tunnel (Priority #1)
2. Price Lab parking (Priority #2)
3. WRC north parking (Priority #3)
 - a. Dave Zarifis would like to see an educational campaign to get students to utilize the current phone that is near the front of the parking lot. He would like to see them wait by the phone until UNI Public Safety arrives to escort them accordingly.

H. Areas of Traffic Congestion

1. 23rd Street at Lang parking.
2. 23rd Street at Merner and Campus Street.

VIII. Adjournment

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

The next council meeting will be held on Thursday, January 10, 2008 at 1:30. Location TBD.

Respectfully Submitted,
Sandy Law
Human Resources