

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 367  
Date of Meeting: January 10, 2008  
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:

P 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 I  
X Jacqueline Halbloom, CAC – 36485 I  
X Nate Klostermann, CET – 32018 AF

X Lisa Kremer, Maucker Union – 37862 ESS  
A 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

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach  
Lisa Frush

### Proxy

Nate Petersen

- I. Welcome  
President Carol Fletcher called the meeting to order at 1:31 p.m.
- II. Approval of Minutes #366  
Anthony Smothers moved to approve the minutes, seconded by Matt Copp. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
Bill encouraged attendance at “Service Speaks” presentations to be held January 16<sup>th</sup>-17<sup>th</sup>.

In the fall the Board of Regents, State of Iowa, instructed the Universities to develop guidelines for naming facilities and programs for private gifts. UNI's naming guidelines are being developed and the Cabinet has finished the first read through.

At the December meeting of the University Council, President Allen announced the university's next campaign with a focus on building the university's endowment, the theme is “Imagine the Impact.” More information about this campaign will be forthcoming.

The University is in the process of preparing for reaccreditation which will take place in 2010.

A final decision has been made on the FY09 budget and Vice Presidents will be notifying directors with information.

IV. HR Report – Nick Bambach

There was a question regarding current P&S position searches. The Provost, Admissions Director, and the Assistant to the Vice President of Marketing and Public Relations searches are in process.

V. Committee Reports

A. WWW Committee – Seth Bokelman

Seth has posted all recent information to the P&S Council website.

B. Employee Issues Committee – Rick Seeley

The committee has been working on one issue and it is now resolved.

C. Policies and Procedures – Steve Pavelec

There is no new information to report concerning the Policies and Procedures handbook review. During the next council meeting, there will be a vote taken to approve updates to the P&S Constitution.

D. Employee Relations Committee – Susan Reinart and Lisa Kremer

There was discussion regarding plans for future P&S new employee receptions. Susan and Lisa requested feedback from P&S staff about what they would like to have included in annual employee receptions. The committee will meet this month and bring ideas to the February council meeting.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

The P&S Constitution first draft changes were reviewed. Carol will make approved changes and a vote will be taken during the February Council meeting to approve updates.

VII. Old Business - none

VIII. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Chris Conklin. 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. 368  
Date of Meeting: February 14, 2008  
Place of Meeting: Maucker Union Presidential Room  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:26 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  
A 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

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach

### Proxy

- I. Welcome  
President Carol Fletcher called the meeting to order at 1:32 p.m.
- II. Approval of Minutes #367  
Chris Conklin moved to approve the minutes, seconded by Matt Copp. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
On behalf of the President and Cabinet, Bill thanked the Salary and Fringe Benefit Committee and all others involved for their work on the FY09 salary recommendation.

The “UNI Up Close” event on Friday, February 8<sup>th</sup> was very successful, even with inclement weather being a factor. The upcoming “UNI Up Close” event scheduled for February 22<sup>nd</sup> has a large number of registrants and staff attendance is encouraged, if possible, in support of this event. “UNI Up Close” has proven to be a successful tool for raising the number of freshmen enrolled at UNI. For FY 08, it is estimated that 240 more students were enrolled due to their participation in “UNI Up Close”. More information may be obtained at <http://www.uni.edu/admissions/upclose>

UNI will join ISU and University of Iowa in a national program called the Voluntary System of Accountability. This will be an effort to insure we are doing the best job possible in educating our students.

The University continues to prepare for reaccreditation which will take place in 2010.

IV. HR Report – Nick Bambach

Nick reported that an offer has been made, pending a background check, for the HRIS Manager position recently vacated by retiree Eileen Dams.

There was discussion regarding disability services available on campus. The Student Disability Services Coordinator is Jill Smith. The Faculty and Staff Student Services Coordinator is Eunice Dell. Eunice will be located within the Human Resource Services Department when Gilchrist Hall is reopened in the late summer of 2008.

Nick talked about the critical incident team meetings that are held periodically. P&S and Merit staff are encouraged to contact Human Resource Services if they feel threatened by another individual or there is a heightened level of concern. For immediate threats, employees should contact the Public Safety office.

V. Committee Reports

A. WWW Committee Report – Seth Bokelman

Seth is working on switching the P&S website to a content management system. This system would allow multiple people to work together on a website.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

The P&S Policies and Procedures handbook is in the final stages of completion.

D. Employee Relations Committee – Susan Reinart

New employee reception for P&S staff is planned for Thursday, March 13<sup>th</sup>. A council meeting will be held at 1:30 in 211 West room of Commons. After this meeting, the reception will be held in the Georgian Lounge. The Alumni Association will make a presentation about UNI traditions.

E. Salary and Fringe Benefits Committee – Jason Vetter

The committee met and the salary recommendation was discussed. Proposed is that 25% of the total salary increase pool awarded to P&S employees will be allocated across-the-board for those P&S employees rated satisfactory or above. The remaining 75% of the increase will 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 75% meritorious performance component.

Steve Pavelec moved to approve the recommendation, seconded by Seth Bokelman.

Motion carried. Carol Fletcher will draft a letter to the Cabinet and send it to P&S Council members for review.

VI. New Business

Carol reported that Doug Case will chair the nomination committee. Chris Conklin, Matt Copp and Seth Bokelman will also serve. There will be five vacant P&S Council positions open this spring. Carol encouraged everyone to recruit staff who may be interested in serving on the P&S Council. Names may be referred to Doug Case.

Steve reported that UNI parking rates will be raised slightly for FY09. Progress continues on the campus emergency notification system. Currently, cost estimates are being requested for five additional locations of exterior lighting throughout the campus. A small test of the emergency notification system was made last week and a larger test will be conducted soon.

Tony Smothers reported that Dean Shoars has proposed to the Vice-President of Business and Finance a new, more structured Health and Safety Committee.

VII. Old Business

Susan reported that the Smoking Policy Committee met to review and discuss survey feedback. The committee is currently working on a document of recommendations.

There was discussion regarding revisions to the P&S Council constitution. A motion was made by Seth Bokelman, seconded by Rick Seeley, to send the revised document to HR, OCEM and Tim McKenna for review. It will then be presented to the P&S staff for final approval.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Steve Pavelec. The meeting was adjourned at 2:26 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. 369  
Date of Meeting: March 13, 2008  
Place of Meeting: West Room, Commons  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 1:45 p.m.

### Members of the Council in Attendance:

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

P 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

### Ex-Officio Member

#### Others

Michelle Byers  
Lisa Frush

#### Proxy

Barb Burbridge  
Michael Weiglein

- I. Welcome  
Vice President Rick Seeley called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #368  
Seth Bokelman made a motion to approve the minutes as amended, seconded by Tony Smothers. Motion carried.
- III. Cabinet Report/Budget Update – no report
- IV. HR Report – Michelle Byers  
Beth Kuehl, HR's recently hired HRMS Administrator, began on February 29<sup>th</sup>.  
  
The P&S Policies and Procedures handbook is in the final stages of completion.
- V. Committee Reports
  - A. WWW Committee Report – Seth Bokelman  
Seth has been working on the web page for the upcoming election, which will be held online from March 31 – April 4<sup>th</sup>. A biography on each candidate will be included on the P&S Council website.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Susan Reinart

The new employee reception for P&S staff will follow the council meeting today in the Georgian Lounge. Thirty or more guests are expected to attend. Jacqueline Halbloom was in charge of soliciting door prizes.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

The nominating committee is working on elections which will be conducted on-line from March 31 – April 4. There are five vacant positions to fill, and it is hoped that there will be two candidates for each open seat.

VII. Old Business

The Constitution update discussion was tabled until the next meeting on April 10<sup>th</sup>.

VIII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 1:45 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. 370  
Date of Meeting: April 10, 2008  
Place of Meeting: Presidential Room, Maucker Union  
Meeting Convened: 1:35 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  
A 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  
A Susan Reinart, Advancement – 36078 UA  
X Gale Secor, RDC – 36036 ESS  
P Rick Seeley, ITS – 37218 I  
X Anthony Smothers, AA&CS – 36857 ESS  
P Jason Vetter, ITS – 36730 I

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers

### Proxy

Jordan Dierks  
Keith Kennedy

- I. Welcome  
President Carol Fletcher called the meeting to order at 1:35 p.m.
- II. Approval of Minutes #369  
Seth Bokelman made a motion to approve the minutes, seconded by Gale Secor. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
Board of Regents members Jack Evans and Bonnie Campbell were recently on campus for new member orientation. They spent time with students and faculty and toured Baker Hall.  
  
On May 1<sup>st</sup>, Carol Fletcher will make a presentation to the Board of Regents on UNI's P&S pay policies and compensation.  
  
The second Provost search will begin soon and interviews for the Assistant Vice President for Marketing/Public Relations are currently underway.
- IV. HR Report – Michelle Byers  
Michelle announced that two HR staff members are currently on maternity leave.  
  
HR is interviewing candidates for the Clerk III position currently open in Human Resources.  
  
Michelle reported that the background check policy is nearly ready to be sent to the Cabinet for approval.



V. Committee Reports

A. WWW Committee – Seth Bokelman

Seth reported that the P&S Council election ran smoothly. New members elected are:

At Large:	Cindy Webb, Human Resources
E&SS:	Traci Brown, Student Health Clinic Carol Fletcher, Dining Services Administration
Instructional:	Paul Huber, College of Humanities and Fine Arts
University Advancement:	Joey Zimmerli, Marketing and Advancement

B. Policies and Procedures Committee – nothing new to report

C. Employee Issues Committee – nothing new to report

D. Employee Relations Committee – Lisa Kremer

The new employee reception for P&S employees held on March 13<sup>th</sup> went well. Seventeen new employees attended. This was the first reception held for newly hired P&S employees.

E. Salary and Fringe Benefits Committee - no report

VI. New Business – Carol Fletcher

Each year the Board of Regents sets aside time for non-organized employee groups to speak to the Board. Carol Fletcher will present this year at the BOR meeting at UNI on May 1<sup>st</sup>. She read aloud the draft of her presentation on P&S pay policies and compensation.

VII. Old Business

P&S Council elections results were shared. In June, newly elected members will begin their terms when retiring members end their terms.

The revisions to the P&S Constitution were discussed. The document has been reviewed by Human Resources, Compliance and Equity Management and Tim McKenna. Carol will present it to all P&S staff through email for review of wording changes. The document will then be reviewed and voted on during the June P&S Council meeting. If approved, it will be submitted to the Cabinet.

VIII. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Steve Pavelec. 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. 371  
Date of Meeting: May 8, 2008  
Place of Meeting: Presidential Room, Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:37 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 Halblom, CAC – 36485 I  
X Nate Klostermann, CET – 32018 AF

X Lisa Kremer, Maucker Union – 37862 ESS  
X Brent Maitland – Power Plant – 36393 AF  
A Steven Pavelec, Fac Planning – 36165 AF  
X Susan Reinart, Advancement – 36078 UA  
A 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

Bill Calhoun

### Others

Nick Bambach  
Michelle Byers  
Doreen Hayek  
Randy Hayes

#### I. Welcome

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

#### II. Approval of Minutes #370

Tony Smothers made a motion to approve the minutes, seconded by Matt Copp. Motion carried.

#### III. Cabinet Report/Budget Update – Bill Calhoun

There was good news from the legislative sessions this year. Salaries were fully funded and \$4 million was appropriated for the Math/Science Initiative. Funds were also appropriated for the electrical distribution loop.

The Board of Regents were on campus last week. Carol Fletcher submitted the P&S policies and compensation letter. Student fees were approved for next year.

The P&S salary distribution recommendation was approved by the Cabinet.

The annual retirement breakfast was held on May 3<sup>rd</sup> in the Commons and sixteen retirees were honored.

During the last month, the Human Performance Center was dedicated, also the Botanical Center.

A search firm has been hired to assist with hiring for the Provost position.

IV. HR Report – Nick Bambach

Buck Consultants has been reviewing the UNI Health Indemnity Plan. The current plan has not been reviewed for 15 to 20 years. United Faculty negotiations will be the driver for any changes in the current health plan and any changes would not take effect until August 1, 2009.

Sarah Peakin, Benefits Specialist in Human Resources, will be moving from the area in July. Her position will be advertised soon.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Rick Seeley  
The committee is currently working on one issue.

C. Employee Relations Committee – no report

D. Salary and Fringe Benefits Committee – no report

E. Policies and Procedures Committee  
See information below (VI.)

VI. New Business

Melanie Abbas reported that a contract has not yet been awarded for the parking deck renovation of the Campbell parking lot. This will delay closing of the lot from May to July.

Professor Atul Mitra has requested to administer a campus-wide survey regarding merit increases. The Cabinet has approved the survey and plans are proceeding for posting the survey on My Universe portal.

VII. Old Business

**P&S Constitution Discussion**

It was decided that, because of its historical nature, the Preamble language will not change. To do so would improperly rewrite history.

Articles II and III and Rules and Bylaws were discussed. Carol will make revisions and present them at the next P&S Council meeting. All P&S staff will then have an opportunity for input, after which it will return to the Council for vote.

**P&S Policy Changes Review**

For the past 25 years, a number of on-campus groups have attempted to consolidate, simplify and clarify P&S Policies. The latest review has been completed by Tim McKenna, Nick Bambach, Leah Gutknecht, Michelle Byers and Lisa Frush.

Primary changes to the P&S Policies were discussed. It was suggested that a group of P&S employees should evaluate all proposed changes, comparing them to the original document. Carol will send out a notice for those interested to serve on this committee.

VIII. Adjournment

Matt Copp moved to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 2:37 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. 372  
Date of Meeting: June 12, 2008  
Place of Meeting: College Eye Room, Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 1:55 p.m.

### Members of the Council in Attendance:

P Melanie Abbas, ITS – 36452 AT  
X Seth Bokelman, ITS – 37423 I  
X Chris Conklin, ITS – 37839 I  
A Matt Copp, RDC – 36111 ESS  
X Carol Fletcher, RDC – 32333 AT  
A 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  
A Steven Pavelec, Fac Planning – 36165 AF  
X Susan Reinart, Advancement – 36078 UA  
A Gale Secor, RDC – 36036 ESS  
X Rick Seeley, ITS – 37218 I  
A Anthony Smothers, AA&CS – 36857 ESS  
X Jason Vetter, ITS – 36730 I

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach  
Traci Brown  
Pat Hart  
Cindy Webb  
Joey Zimmerli

### Proxy

Nate Petersen

#### I. Welcome

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

#### II. Approval of Minutes #371

Rick Seeley made a motion to approve the minutes, seconded by Susan Reinart. Motion carried.

#### III. Cabinet Report/Budget Update – Bill Calhoun

On behalf of the Cabinet, Bill extended his thanks to everyone who provided support during the recent flood in the Cedar Falls/Waterloo area.

The next Board of Regents meeting will be at Iowa State University. Bonding for Sabin Hall at UNI is an agenda item.

Budget planning will be discussed at the upcoming Cabinet retreat.

The state's new smoking policy will take effect on July 1, 2008. The Smoking Policy Committee, chaired by Jim O'Connor, will interpret the policy and its effect on the UNI campus. Kathy Green is heading up the campus' smoking cessation efforts.

IV. HR Report – Nick Bambach

Nick addressed the timekeeping process due to the cancellation UNI normal work activities on June 10<sup>th</sup> and 11<sup>th</sup>. For Merit staff, if an employee is absent from work due to a weather related emergency or if normal work activities on the campus have been canceled, they may use vacation, earned compensatory time or leave without pay to cover the absence. Employees have the option to request that time missed be made up in the same work week. P&S staff would typically treat an absence due to a weather related emergency or cancellation of campus work activity as vacation unless other arrangements have been made with their supervisor. Specific questions related to the recording of absence time may be directed to Payroll. General questions related to the University Policy or the AFSCME Collective Bargaining Agreement may be directed to Human Resources.

V. Committee Reports

- A. WWW Committee – no report
- B. Employee Issues Committee – no report
- C. Employee Relations Committee – no report
- D. Salary and Fringe Benefits Committee – no report
- E. Policies and Procedures Committee – Carol Fletcher

This committee, along with the chairmen of all P&S Council committees, is discussing the proposed changes to the P&S Policies and Procedures. An open review will be held at 2:00 on Monday, June 30<sup>th</sup>.

VI. New Business - none

Seth Bokelman thanked outgoing P&S Council members Carol Fletcher, Lisa Kremer, Susan Reinart, Gale Secor and Rick Seeley for their service.

VII. Old Business - none

VIII. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Chris Conklin. 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. 373  
Date of Meeting: July 17, 2008  
Place of Meeting: Presidential Room, Maucker Union  
Meeting Convened: 1:36 p.m.  
Meeting Adjourned: 1:56 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  
 Sarah Eberle, RDC – 32201 ESS  
 Carol Fletcher, RDC – 32333 AT  
 Jacqueline Halblom, CAC – 36485 I  
 Paul Huber, CHFA – 37349 I

Nate Klostermann, CET – 32018 AF  
 Brent Maitland – Power Plant – 36393 AF  
 Steven Pavelec, Fac Planning – 36165 AF  
 Anthony Smothers, AA&CS – 36857 ESS  
 Jason Vetter, ITS – 36730 I  
 Cindy Webb, HRS – 32521 AT  
 Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Lisa Frush

### Proxy

#### I. Welcome

Seth Bokelman called the meeting to order at 1:36 p.m. New P&S Council members were welcomed. Everyone present at the meeting introduced themselves.

#### II. Approval of Minutes #372

The approval of minutes was tabled until the August 14<sup>th</sup> meeting.

#### III. Cabinet Report/Budget Update – Bill Calhoun

The Cabinet has been working their way through clarifications on the Smoking policy. The Governor's office has asked all departments to review budget allocations from last year to redirect monies to disaster recovery. UNI is considering a delay on a couple of items (salary increases and new positions are not a part of the list).

#### IV. HR Report – Lisa Frush

Human Resources moved back to Gilchrist July 15<sup>th</sup> & 16<sup>th</sup>. Human Resources is currently conducting searches, the Benefits Specialist and the P&S Employment Coordinator. Lisa Frush, P&S Coordinator, is currently working part time.

#### V. Committee Reports

##### A. WWW Committee

The website has been updated with the new listing of P&S Council members and proxies.

##### B. Employee Issues Committee – no report

C. Employee Relations Committee – Jacqueline Halbloom  
Jacqueline reported that there are currently two members on this committee and that a third or possibly a fourth member is needed.

D. Salary and Fringe Benefits Committee – no report

E. Policies and Procedures Committee – Steve Pavelec

The committee is again reviewing the P&S Policies and Procedures. A meeting will be held to discuss the review on July 18<sup>th</sup> that will include members from each of the P&S Council committees.

VI. Election of President and Vice President

Seth Bokelman opened the floor for nominations for the positions of P&S Council President and Vice President, seconded by Steve Pavelec. Motion approved. Steve Pavelec nominated Seth Bokelman for President. Seth declined the nomination. Steve Pavelec nominated Carol Fletcher for President, seconded by Jason Vetter. Matt Copp nominated Jason Vetter for President. Jason declined. Steve Pavelec moved to close nominations, seconded by Joey Zimmerli. The council voted unanimously to elect Carol Fletcher as President for 2008-2009.

Matt Copp nominated Jason Vetter, seconded by Steve Pavelec. Joey Zimmerli moved to close nominations, seconded by Cindy Webb. The council voted unanimously to elect Jason Vetter as Vice President for 2008-2009.

VII. New Business – none

VIII. Old Business

Steve Pavelec reported that Gilchrist Hall is currently open, however only the East entrance is accessible at the present time.

Bill Calhoun reported that the Campbell Hall parking lot closed on Monday, July 21<sup>st</sup>, and at that time, contractors took possession of the lot. A question regarding motorcycle parking once the lot is complete was referred to Dave Zarifis.

IX. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Brent Maitland. The meeting was adjourned at 1:56 p.m.

Respectfully Submitted,  
Chris Conklin





## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 374  
Date of Meeting: August 14, 2008  
Place of Meeting: Presidential Room, Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:09 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
X Seth Bokelman, ITS – 37423 I  
P Chris Conklin, ITS – 37839 I  
X Matt Copp, RDC – 36111 ESS  
X Sarah Eberle, RDC – 32201 ESS  
X Carol Fletcher, RDC – 32333 AT  
A Jacqueline Halbloom, CAC – 36485 I  
X Paul Huber, CHFA – 37349 I

P Nate Klostermann, CET – 32018 AF  
X Brent Maitland – Power Plant – 36393 AF  
X Steven Pavelec, Fac Planning – 36165 AF  
X Anthony Smothers, AA&CS – 36857 ESS  
X Jason Vetter, ITS – 36730 I  
X Cindy Webb, HRS – 32521 AT  
X Joey Zimmerli, Advancement – 36503 UA-OTP

### Others

Nick Bambach  
Lisa Frush

### Proxy

Blake Murray  
Todd Hayungs

#### I. Welcome

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

#### II. Approval of Minutes #373

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

#### III. HR Report – Nick Bambach

Human Resources currently have two searches in progress. The positions are P&S Employment Coordinator and Benefits Specialist. A third position, Employee Disability and Leave Coordinator, will be advertised soon. The Employee Disability and Leave Coordinator will work with FMLA, Worker's Compensation, staff disabilities, and the Catastrophic Leave program.

United Faculty and AFSCME negotiations will begin this fall. The new, two year contracts will both begin on July 1, 2009.

The Cabinet has approved the new background check policy. Pre employment criminal background checks for all regular, part and full time new hires will begin soon.

Immigration paperwork for Faculty will now be processed through Human Resources. An administrative agreement has been reached between the University of Iowa office of Faculty and Staff Immigration Services and UNI Human Resource Services department regarding certain administrative services for Faculty and P&S employees.

IV. Committee Reports

A. WWW Committee – Seth Bokelman

Seth is currently the only member on this committee. Because his term ends in 2009, a new committee member is needed so that training can take place yet this year.

B. Employee Issues Committee

Doug Case and Sarah Eberle will co chair. Two more committee members are needed to serve on this committee.

C. P&S Policies – Steve Pavelec

An Ad Hoc Committee has reviewed sections 1-4 of P&S Policies and Procedures and have forwarded adjustments to Human Resources, Compliance and Equity management and UNI Attorney Tim McKenna. The review of sections 1-4 were based on committee input and comments from open review and P&S staff.

D. Employee Relations – Anthony Smothers

The Meet the Pres Event has been set for October 14<sup>th</sup> from noon to 1:00 pm in Maucker Union, Ballroom C. Refreshments will be served. Three Regents Staff Excellence Award winners will be announced during this event.

Anthony and Jacqueline Halbloom will co-chair the Employee Relations Committee. One more member is needed to serve on this committee.

E. Salary and Fringe Benefits Committee – Melanie Abbas

Melanie Abbas chairs this committee and a total of four members serve on the committee.

V. New Business

Carol requested that each council member review responsibilities of each committee and email her by September 1<sup>st</sup> with their choice of either continuing or moving to another committee. She also requested that proxy names be submitted to her and Seth as soon as possible. She reminded everyone that all P&S employees are eligible to serve on P&S Council committees and that serving as a proxy is a good way to become familiar with council activities. Carol requested that all those currently serving on committees inform her of other committees they serve on so that she will be able to refer staff to appropriate Council members.

There was discussion about promoting the Staff Training Grant which allows full funding of tuition reimbursement for UNI employees who take advantage of the program. P&S Compensation & Classification Coordinator Lisa Frush noted that the Staff Training Grant program is fully explained to candidates in HR benefit briefings to assist with promoting the program.

VI. Old Business - none

VII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Jason Vetter. The meeting was adjourned at 2:09 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. 376  
Date of Meeting: October 9, 2008  
Place of Meeting: Presidential Room, Maucker Union  
Meeting Convened: 1:31 p.m.  
Meeting Adjourned: 2:00 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 Sarah Eberle, RDC – 32201 ESS  
X Carol Fletcher, RDC – 32333 AT  
X Jacqueline Halbloom, CAC – 36485 I  
X Paul Huber, CHFA – 37349 I

X Nate Klostermann, CET – 32018 AF  
A Brent Maitland – Power Plant – 36393 AF  
X Steven Pavelec, Fac Planning – 36165 AF  
X Anthony Smothers, Academic Advising 36859 ESS  
X Jason Vetter, ITS – 36730 I  
X Cindy Webb, HRS – 32521 AT  
P Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

### Others

Nick Bambach  
Justin Ruegg

### Proxy

Emerson Linney

### I. Welcome

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

### II. Approval of Minutes #375

Nate Klostermann moved to approve the minutes, seconded by Seth Bokelman. Motion carried.

### III. Cabinet Report from Bill Calhoun

The tuition and fee recommendations for in state and out of state, undergraduate and graduate students will go before the Board of Regents at their October meeting.

The College of Business will ask for consideration of a differential tuition for those students declaring a major in the College. Iowa State will be asking for a similar consideration as well. (Iowa currently has a differential tuition for some of their disciplines.)

Because of the enrollment increase and the resulting increase in tuition revenue, the Cabinet will begin discussions about allocations and reallocations to fund strategic university initiatives. Discussions will begin in late October.

### IV. HR Report – Nick Bambach

United Faculty and AFSCME negotiations will begin this fall through January/February 2009. The university health plan (structure and enhancements) will be an item of bargaining.

V. Committee Reports

A. WWW Committee – Seth Bokelman

The P&S Council website has been recently updated with names of committee and member information and council meeting minutes.

B. Employee Issues Committee – no report

C. P&S Policies – Steve Pavelec

The Ad Hoc committee met and reviewed Sections 9 & 10 of the P&S Policies and Procedures. The goal for the committee is for the document to be ready for the December P&S Council meeting.

D. Employee Relations Committee – Jacqueline Halbloom and Tony Smothers

Everyone was encouraged to attend the “Meet the Pres” Event on Tuesday, October 14<sup>th</sup> from noon to 1:00 pm. President Allen will speak on professional development and desserts will be served. Staff Excellence Award winners will be announced. Tony noted that thirty nominations have been received and twenty nominees are being considered.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee recently met and discussed salary equity issues and report that there is confusion across campus regarding salary increases. The committee will invite a HR representative to attend their next meeting to provide clarifying information. The committee believes that enhanced communication would also help to clarify salary increase issues.

Melanie reported that inconsistencies have been reported across campus with regard to allowing exempt employees time off. Discussion about this issue followed.

VI. New Business

First Year Experience self study surveys have been distributed to staff and students. Results of the study will compliment the accreditation process in three years.

VII. Old Business - none

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Tony Stevens. The meeting was adjourned at 2:00 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 377  
Date of Meeting: November 13, 2008  
Place of Meeting: Presidential Room, Maucker Union  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 1:53 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  
A Matt Copp, RDC – 36111 ESS  
X Sarah Eberle, RDC – 32201 ESS  
X Carol Fletcher, RDC – 32333 AT  
P Jacqueline Halbloom, CAC – 36485 I  
X Paul Huber, CHFA – 37349 I

X Nate Klostermann, CET – 32018 AF  
A Brent Maitland – Power Plant – 36393 AF  
X Steven Pavelec, Fac Planning – 36165 AF  
X Anthony Smothers, Academic Advising - 36859 ESS  
X Jason Vetter, ITS – 36730 I  
X Cindy Webb, HRS – 32521 AT  
X Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Justin Ruegg

### Proxy

Janelle Darst  
Viviana Dragu

- I. Welcome  
President Carol Fletcher called the meeting to order at 1:32 p.m.
- II. Approval of Minutes #376  
Tony Smothers moved to approve the minutes, seconded by Chris Conklin. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
Bill reported that tuition fees for FY 2009-2010 will be finalized at the next Board of Regents meeting.

Four candidates for the Executive Vice President and Provost position have had on-campus interviews.

Two new councils have recently begun meeting. The Sustainability Council is chaired by Tom Schellhardt and the Diversity Council is chaired by Terry Hogan.

Imagine the Impact campaign has been rolled out on campus. To date, \$5.8 million has been donated by Emeritus faculty and staff.

IV. HR Report

Nick met with the P&S Council Salary and Fringe Benefit committee this week. More information will be forthcoming.

V. Committee Report

A. WWW Committee – no report

B. Employee Issues Committee no report

C. P&S Policies Committee – no report

D. Employee Relations Committee – Tony Smothers

Tony thanked the Regents Staff Excellence committee for their success in planning and hosting the “Meet the Pres” event held on October 14<sup>th</sup>. He announced that everyone currently serving on the committee is interested in serving in the same capacity next year. Presented by President Allen, Regents Staff Excellence awards were given to Joan Thompson, Dave Kohrs and Juanita Wright.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee met with Human Resources staff to discuss salary equity issues. Among the topics discussed was information regarding the number of employees hired above the first quartile last year.

VI. New Business

Representing P&S employees, Paul Huber will serve on the University Health and Safety Committee this year.

It was mentioned that currently there is no P&S Council link on P&S employees’ portals. It was also requested that this year’s Regents Staff Excellence award winners’ names be posted to the P&S Council website.

VII. Old Business - none

Chris Conklin moved to adjourn the meeting, seconded by Steve Pavelec. 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. 378  
Date of Meeting: December 11, 2008  
Place of Meeting: SIAC – Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 1:50 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  
 Sarah Eberle, RDC – 32201 ESS  
 Carol Fletcher, RDC – 32333 AT  
 Jacqueline Halbloom, CAC – 36485 I  
 Paul Huber, CHFA – 37349 I

Nate Klostermann, CET – 32018 AF  
 Steven Pavelec, Fac Planning – 36165 AF  
 Anthony Smothers, Academic Advising - 36859 ESS  
 Jason Vetter, ITS – 36730 I  
 Cindy Webb, HRS – 32521 AT  
 Pat Whitt, AF Technology Services – 36881 AF  
 Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach

### Proxy

Viviana Dragu

#### I. Welcome

President Carol Fletcher called the meeting to order at 1:30 p.m. She introduced Pat Whitt who has replaced former council member Brent Maitland for the remainder of his term. Everyone present introduced themselves.

#### II. Approval of Minutes #377

Jason Vetter moved to approve the minutes, seconded by Joey Zimmerli. Motion carried.

#### III. Cabinet Report – Bill Calhoun

The Board of Regents met at UNI on December 11<sup>th</sup> and a request for a 4.2% increase in in-state tuition was debated. The increase was ultimately approved. The percentage of increase for out of state tuition was lower than the in-state rate.

Of the \$7 million total reversion for state universities, UNI's share will be \$1,000,020.00.

Based on the upcoming revenue estimating conference, the Cabinet will continue to discuss its impact on legislative funding and the university's budget.



IV. HR Report – Cindy Webb

Cindy announced that Therese Callaghan began her position as Employee Disability and Leave Coordinator in November. A few of her job responsibilities will be administering worker's compensation, FMLA, and catastrophic leave. She will also be working with ADA accommodations.

Human Resources staff will be involved in AFSCME negotiations beginning in January 2009. Nick Bambach is presently involved in Faculty negotiations.

V. Committee Reports

A. WWW Committee

Paul has updated the P&S Council website and the broken links have been fixed. He will soon add a picture of the 2008 Regents Staff Excellence Award recipients.

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 – no report

VI. New Business – Carol Fletcher

Carol read an email regarding the student athlete code of conduct that has been developed by the Athletics department. It has been presented to President Allen, Tim McKenna, Student Affairs, the Student Athletic Advisory Committee and the University Cabinet for approval. They anticipate rules of behavior and sanctions based on not following these rules. Currently there is nothing consistent in place. The IAAC did approve this policy with the provision of making sure there is continued refinement of the appeal process and that this policy is looked at to see where it fits into the university's overall institutional policy.

VII. Old Business - none

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Matt Copp. The meeting was adjourned at 1:50 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources