

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 379  
Date of Meeting: January 8, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:01 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  
X Matt Copp, RDC – 36111 ESS  
X Sarah Eberle, RDC – 32201 ESS  
P Carol Fletcher, RDC – 32333 AT  
X Jacqueline Halbloom, CAC – 36485 I  
X Paul Huber, CHFA – 37349 I

P Nate Klostermann, CET – 32018 AF  
A 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 Pat Whitt, AF Technology Services – 36881 AF  
P Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Proxy

Ron Giddings  
Blake Murray  
Gale Carlson

### Others

Ben Allen

#### I. Welcome

Vice President Jason Vetter called the meeting to order at 1:32 p.m.

#### II. Approval of Minutes #378

Melanie Abbas moved to approve the minutes as amended, seconded by Tony Smothers. Motion carried.

#### III. Financial Update – President Allen

President Allen addressed the council concerning recent budget cuts. For FY09, UNI has been asked to revert \$2.5 million to the state through two separate budget reductions. The first reversion of \$1.02 million was taken from funds that would have supported information technology systems and security, library materials and building maintenance. \$730,000 will be cut from UNI's five divisions. These cuts will be distributed proportionate to each division's respective share of the general fund budget. Campus security and student financial aid support will not be affected and academic program cuts or layoffs are not expected.

The budget picture for FY10 is more of a concern as enrollment numbers are currently not as high. For FY10, there will need to be a sustainable solution to backfill the additional \$730,000 in one-time funds that was taken from an insurance account that had a surplus due to claims that were less than expected.

President Allen stated that recent cuts are similar to FY02 budget cuts except that the recent reversions are more serious because of the current state of the economy. More information will be forthcoming after the upcoming Revenue Estimating Conference.

IV. Cabinet Report/Budget Update – Bill Calhoun

The Cabinet has been meeting frequently regarding both the '09 and '10 budgets. The Governor has called for a 2.5% reversion for the current '09 budget and the Cabinet has addressed how this will be handled. Information on this has been shared on UNI Online and can be found on President Allen's website. The Cabinet is now preparing for the budget for FY '10. The Governor's budget for '10 will be out soon which should provide additional details about funding for the Board of Regents.

Provost and Executive Vice President for Academic Affairs Gloria Gibson will begin her duties at UNI on July 1, 2009.

There will be a university wide town hall meeting on Jan 22, at 8:30 AM to discuss diversity. The entire campus is welcome to attend.

V. Committee Reports

A. WWW Committee – Seth Bokelman

Seth reported that a photo of this year's Regents Staff Excellence Award recipients will be posted.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee

Jason reported that Carol emailed the revised P&S Policies and Procedures to all council members to review and bring feedback to the February 12<sup>th</sup> meeting.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business – none

VII. Old Business - none

IX. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Pat Whitt. The meeting was adjourned at 2:01 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 380  
Date of Meeting: February 12, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:31 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  
X Matt Copp, RDC – 36111 AS  
A Sarah Eberle, RDC – 32201 AS  
P Carol Fletcher, RDC – 32333 AT  
X Jacqueline Halbloom, CAC – 36485 I  
X Paul Huber, CHFA – 37349 I

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

### Ex-Officio Member

Bill Calhoun  
Nick Bambach

### Proxy

Gale Carlson

### Others

Phil Hibbard

- I. Welcome  
Vice President Jason Vetter called the meeting to order at 1:31 p.m.
- II. Approval of Minutes #378  
Matt Copp motioned for approval of the minutes, seconded by Cindy Webb. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
Governor's budget has been released, with a 6.5% budget reduction for 2010. Combined with the 2.5% cut that has already taken place, this amounts to a 9% budget reduction for fiscal year 2010. A hiring freeze and a cancellation of non-essential out-of-state travel have been implemented in order to conserve funding for the rest of this fiscal year.  
  
The Cabinet is examining strategic ways to make cuts as well as streamline operations in order to finance budget cuts going forward.  
  
UNI Up Close is coming up soon. Campus diversity day was held, and a survey will be distributed soon dealing with Diversity
- IV. HR Report – Nick Bambach  
Tentative contract agreements have been reached with AFSCME and the Faculty Union, and those agreements will now be taken to the union members for ratification.

Seth Bokelman asked for an explanation of whether or not Emergency Leave could be used to care for a family member who was having surgery. Cindy Webb explained that it usually could, though there were some situations where it may not, but HR wants to work with the individuals on it.

V. Committee Reports

A. WWW Committee – Seth Bokelman

All approved minutes have been posted, as well as

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

Steve said that a cover letter was going to be addressed in order to clear up common points of confusion for employees who are trying to interpret the changes between the old document and the new document. Jason Vetter asked for any e-mails that council members receive regarding the document be forwarded to him and Carol (with names removed if necessary) so that they could see any feedback Council members were receiving on this document.

D. Employee Relations Committee – Jacqueline Halbloom

The committee has decided to submit the names of future recipients of the Regents Staff Excellence Award to the Cabinet before the award is given out.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee is awaiting notice of what United Faculty has negotiated before starting work on how raises (if any) should be distributed.

VI. New Business –

Paul Huber – University Health & Safety Committee is now meeting. They would like P&S staff to submit Health & Safety issues on their web site or submit them to Paul.

Jason Vetter – Proposal to send agendas for upcoming P&S Council meetings to P&S Members at large.

VII. Old Business - none

IX. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Steve Pavelec. The meeting was adjourned at 2:10 p.m.

Respectfully Submitted,  
Seth Bokelman  
ITS Network Services

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 380  
Date of Meeting: March 12, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:37 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
A Seth Bokelman, ITS – 37423 I  
X Chris Conklin, ITS – 37839 I  
X Matt Copp, RDC – 36111 SA  
X Sarah Eberle, RDC – 32201 SA  
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 Steven Pavelec, Fac Planning – 36165 AF  
X Anthony Smothers, Academic Advising - 36859 SA  
X Jason Vetter, ITS – 36730 I  
X Cindy Webb, HRS – 32521 AT  
X Pat Whitt, AF Technology Services – 36881 AF  
X Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach  
Lisa Frush  
Doreen Hayek  
Phil Hibbard  
Bev Kopper  
Justin Ruegg

### Proxy

#### I. Welcome

President Carol Fletcher called the meeting to order at 1:32 p.m.

#### II. Approval of Minutes #379

Tony Smothers moved to approve the minutes as amended, seconded by Chris Conklin. Motion carried.

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

During recent Cabinet meetings, preparations have begun for an 11% reduction for a two year time period. This is assuming that there will be no further reallocations and that FY11 remains constant. Management teams will meet later this month to determine how divisions will respond.

Nick Bambach reported on recent contract settlements for AFSCME and United Faculty, which also includes P&S employees. Raises for United Faculty/P&S are 0% on July 1, 2009, and 3% on July 1, 2010.

Raises for Merit employees are 0% on July 1, 2009, 2% on July 1, 2010, and 1% on January 1, 2011. In FY10 and FY11, employees not at the top of their pay grade will receive an additional 4.5% merit increase on their anniversary date.

A hiring "soft freeze" has been instituted by the Cabinet.

The Presidents' next Town Hall meeting is scheduled for April 14<sup>th</sup> at 8:30. The Sustainability initiative will be discussed and attendance is highly encouraged.

The Diversity Summit is scheduled for April 23<sup>rd</sup> and enrollment for this is encouraged.

Tony Smothers reported on UNI Up Close that was held on February 20th and 27th. This year there were 150 more that attended this event. The percentage of students who enrolled last year after attending the event was 85%. He reported that Amy Schipper, Assistant Director of Admissions, did an excellent job coordinating UNI the event. He also thanked everyone involved in UNI Up Close for the day's success.

IV. New Business – Bev Kopper

Bev spoke and provided updates and a handout regarding Reaccreditation and Foundations of Excellence efforts. UNI is beginning its comprehensive evaluation for continued accreditation by the Higher Learning Commission (HLC) and is participating in a joint project between the HLC and the Policy Center on the First Year of College and create a customized self-study process.

Foundations of Excellence is a comprehensive, externally guided self-study and improvement process that enhances an institution's ability to realize its goals for student learning, success and persistence.

The Task Force is nearing the point of sharing information with the university community. In May, additional input will be requested, and a site visit is scheduled for November 2010.

If interested in becoming involved, please contact one of the chairs:

Philosophy Dimension Chairs – April Chatham-Carpenter and Jon Buse  
Organization Dimension Chairs – Lyn Countryman and Lyn Redington  
Learning Dimension Chairs – David Grant and Jean Neibauer

V. HR Report – Nick Bambach

Explained "soft hiring" freeze.

VI. Committee Reports

A. WWW Committee

The P&S Council monthly agenda and minutes will be sent to all P&S employees beginning in April.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee

The P&S Policies and Procedures revisions have been posted online. Each chapter has been reviewed and Human Resources, the Office of Compliance and Equity Management and the University attorney have provided input. Revisions to the P&S Policies and Procedures will again be reviewed by the committee, opened for discussion campus wide, and followed by a closed session with council members. It was noted that the P&S Policies and Procedures have been in this process of review for over nine years.

Discussion followed about ways reductions in force would be handled and the description of "continuing service".

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VII. Old Business

There was a question raised about viewing updates online regarding the sustainability and revenue generation initiatives. Bill Calhoun will follow up.

Tony Smothers commented that it would be helpful to have more of a diverse population represented on University councils. Councils comprised of students, alumni, community and city leaders would provide a broader perspective.

VIII. Adjournment

Carol Fletcher adjourned the large group meeting at 2:37 p.m. The P&S Council members remained to .....

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement  
AA – Academic Affairs

Meeting No. 381  
Date of Meeting: April 9, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:43 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Seth Bokelman, ITS – 37423 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC – 36111 SA  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 AT  
 Jacqueline Halbloom, CAC – 36485 AA  
 Paul Huber, CHFA – 37349 AA

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

### Ex-Officio Member

#### Others

Nick Bambach  
Steve Carignan  
Leah Gutknecht  
Randy Hayes  
Tim McKenna  
Numerous others present

#### Proxy

Lisa Krausman  
Janelle Darst

- I. Welcome  
President Carol Fletcher called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #380  
Chris Conklin moved to approve the minutes, seconded by Seth Bokelman. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
The Cabinet has been meeting to discuss the Governor's proposed use of federal stimulus money. At the present time, the Governor is working with the legislature to determine how best to use these funds to support state-wide programs, including higher education. The Cabinet expects to learn more in the next week or two regarding these negotiations.
- IV. HR Report – Nick Bambach  
Iowa State University recently approved an Early Retirement program. To be eligible, employees must be age 60 or above and have worked at least ten years. The UNI Cabinet is currently considering an Early Retirement Program.
- V. Committee Reports
  - A. WWW Committee Report – Seth Bokelman  
Seth reported that online P&S Council election ballots will be available through April 10<sup>th</sup>.

It was suggested that pictures of P&S Council members be posted on the Council's website and a request was made for current P&S Council members to provide a picture for posting.



B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Steve Pavelec

Steve began the discussion about P&S Policies and Procedures handbook revisions. He stated that the handbook is a guide, not a contract, and that P&S employee benefits are a combination of negotiated contracts, the laws of the state of Iowa and individual employment agreements. The handbook reflects P&S employee benefits and does not create or define them. The handbook contains language that describes some applicable procedures and is a reference guide to help P&S members understand the current policies and procedures. The University and the State own and control the legal documents that govern employment. The P&S Policies and Procedures committee was not charged with changing P&S policy or benefits, rather to review, simplify and correct the language in the handbook to reflect the policies and benefits that are in place.

Past and present Policies and Procedures committee members have been reviewing the content and language in the handbook for many years. The document must comply with all applicable employment laws and include the current rules, restrictions and University policies that affect P&S staff. The document was then reviewed by Human Resources, University Counsel, and Compliance and Equity Management. The committee was expanded (to create a more inclusive cross section of the overall membership) for the final review, after which it was again verified by Human Resources, University Counsel, and Compliance and Equity Management.

Current P&S Council President and committee member Carol Fletcher has produced a detailed written review of the changes. It is Steve's opinion that the handbook accurately represents the P&S Policies and Procedures as they currently exist and he recommended that the document be approved by the P&S Council and be forwarded to the Cabinet for approval.

Anthony Smothers offered historical perspective on the Policies and Procedures and distributed a document dated January 1980 authored by President Kamerick that stated that "revisions may be made in the future on the recommendation of the Professional Scientific Council and the Administrative Council with the approval of the President."

Randy Hayes (Past President 2001-2002) noted that there appeared to be a misunderstanding, and that the issues of Benefits and the P&S Policies and Procedures document must be viewed separately.

He noted that the P&S Constitution and the P&S Policies & Procedures document have been agreed-to by both P&S and UNI Administration, and are binding on each entity and that there are checks & balances regarding each entity. Particular to the question of who can institute changes to the Policies & Procedures document, he stated the P&S Constitution indicates it's the Council that would initiate activity for A) amendments to the Constitution (voted on by Council and then going to UNI Cabinet); and B) changes to Policies & Procedures (via P&P Committee, voted on by Council, then to UNI Cabinet and ultimately the Board of Regents before final approval).

Throughout the discussion, he suggested that since it appeared several of the proposed changes to the Policies & Procedures document were not contested, that the Council move the process forward, submitting those changes to the Cabinet so that the lengthy process can finally show results. At the same time, everyone could be working diligently to reach consensus on the contested items as soon as is reasonably possible (whether the consensus is for status quo or for change), and then take the appropriate action. He commented that it is often better to change what can be changed immediately and work on the remainder rather than require in essence a "perfect" package for an "all-up-or-down" vote, essentially being "stuck" with nothing being accomplished.

Tim McKenna, University Counsel, stated that the disclaimer-type of language in the current version of the proposed draft of the P&S Policies and Procedures is fairly standard language. He agreed that sections of the revised P&S Policies and Procedures that all are currently in agreement with could be forwarded to the President and Cabinet for their review. Focus and discussion on the sections of concern would then be ongoing. He was not sure whether the President and Cabinet would want to review the P&S policies and procedures in pieces (reviewing noncontroversial sections now and waiting for the other sections), but the policies and procedures are separated into fairly distinct sections that would most likely make such a review and approval process possible, depending on what would be forwarded to the President and Cabinet first, and what would be left for further discussion.

There was a suggestion to form a committee of P&S Council members and administration to review policies where there was some disagreement. After general discussion focusing on the staff reduction section of the new draft compared to the current version and the disclaimer paragraph, it was decided that the majority of handbook revisions could be forwarded to the Cabinet for approval. Four sections of the handbook identified as areas of concern were continuing service (language), reduction in force, the grievance process, and the section indicating that P&S Policies and Procedures are neither a contract nor an agreement of employment. All sections will be reviewed and discussed during the May meeting.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business

P&S Council elections – Carol Fletcher

The election committee will meet on April 13<sup>th</sup> to tally ballots. Results of the election will be announced via UNI OnLine and the P&S Council webpage. SPECIAL ADDITION: Election results are as follows:

Administration and Financial Services – Pat Whitt

Student Affairs – Jean Wiesley

Academic Affairs – Jason Vetter and Rick Seeley

At Large – Melanie Abbas

Carol Fletcher stated that she will draft a letter representing UNI P&S employees and present it at the next Board of Regents meeting which will be held at UNI on April 29<sup>th</sup> and 30<sup>th</sup>. Included in the letter will be support for an Early Retirement Program and funding for tuition assistance for employees' families. If there are other items that employees would like included in the letter, please contact Carol.

VII. Old Business – none

VIII. Adjournment

Steve Pavelec moved to adjourn the meeting, seconded by Chris Case. The meeting was adjourned at 2:43 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## DIVISIONS

AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement  
AA – Academic Affairs

Meeting No. 382  
Date of Meeting: May 14, 2009  
Place of Meeting: Presidential Room – Maucker Union  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:27 p.m.

## Members of the Council in Attendance:

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

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

## Ex-Officio Member

Bill Calhoun

## Others

Nick Bambach  
Michelle Byers  
Lisa Frush  
Lisa Krausman  
Jean Wiesley

## Proxy

Doreen Hayek

### I. Welcome

President Carol Fletcher called the meeting to order at 1:32 p.m.

### II. Approval of Minutes #381

The following name changes will be made: Administration and Finance to Administration and Financial Services; and Instructional to Academic Affairs. Tony Smothers moved to approve the minutes as amended, seconded by Pat Whitt.

### III. Cabinet Report – Bill Calhoun

\$12.4 million AARA (Stimulus funds) will help with UNI's budget reduction for FY10. These are one time funds to be used only for FY10. The Cabinet is in the process of allocating these funds, knowing that there will be a significant budget cut in FY '11.

The Cabinet is currently preparing a budget based on enrollment of 12,700. UNI's current enrollment is 12,900.

### IV. HR Report – Nick Bambach

Nick reported that there is much interest in UNI's Voluntary Early Retirement Incentive Program. Six informational sessions have been scheduled for UNI employees.

Performance Appraisal training sessions were recently held and feedback from participants was very positive. P&S annual performance appraisals take place in April/May each year.

HR is currently involved with Pandemic planning.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – see information below (Old Business)

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business – Carol Fletcher

An IAAC committee member is needed. This committee hears reports from the athletic department, academic advisory staff, and coaches. They help ensure that NCAA rules and regulations are followed, also regulations for recruiting and academic standards. Committee members serve a three year term and meetings are held monthly, starting in September. Pat Whitt volunteered to serve on this committee.

Carol announced that beginning with June 11<sup>th</sup>, all P&S Council meetings for FY10 will be held in 007 Gilchrist Hall at 1:30 p.m.

VII. Old Business – Carol Fletcher

There was discussion on how to move forward with revisions to the P&S Policies and Procedures. It was noted that the revised version's sections overlap enough so that separating sections of no concern from those of concern would not be an easy task.

Doreen Hayek made a motion to have a new committee review the 1985 version of the P&S Policies and Procedures. The motion was seconded by Jason Vetter. Carol Fletcher requested volunteers to serve on this committee. The committees' task will be to update sections related to technology and other sections that are in agreement. These changes and updates will be brought back to the P&S Council for approval before working on the sections of greater concern. The four sections of the handbook identified as areas of concern are continuous service or length of probation, reduction of force, the grievance process and the section indicating that P&S Policies and Procedures are neither a contract nor an agreement of employment.

Bill Calhoun encouraged P&S Council members to finalize changes to the P&S Policies and Procedures document fairly soon.

VIII. Adjournment

Matt Copp moved to adjourn the meeting, seconded by Paul Huber. The meeting was adjourned at 2:27 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement  
AA – Academic Affairs

Meeting No. 383  
Date of Meeting: June 11, 2009  
Place of Meeting: 007 Gilchrist Hall  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 1:52 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT

X Seth Bokelman, ITS – 37423 AA

X Chris Conklin, ITS – 37839 AA

P Matt Copp, RDC – 36111 SA

X Sara Eberle, RDC – 32201 SA

X Carol Fletcher, RDC – 32333 AT

A Jacqueline Halbloom, CAC – 36485 AA

A Paul Huber, CHFA – 37349 AA

X Nate Klostermann, CET – 32018 AF

X Steven Pavelec, Fac Planning – 36165 AF

A Anthony Smothers, Academic Advising - 36859 SA

X Jason Vetter, ITS – 36730 AA

P Cindy Webb, HRS – 32521 AT

X Pat Whitt, AF Technology Services – 36881 AF

X Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach

Michelle Byers

Janelle Darst

Justin Ruegg

Rick Seeley

Jeanne Wiesley

### Proxy

Lisa Krausman

Lori Hoffmann

### I. Welcome

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

### II. Approval of Minutes #382

Jason Vetter moved to approve the minutes, seconded by Steve Pavelec.

### III. Cabinet Report – Bill Calhoun

An overview of reductions in state appropriations for FY10 will be discussed at the June Board of Regents meeting. UNI will experience a reduction of \$14.5 million in general funds, a \$.4 million in special appropriations and \$.5 million in economic development.

There will be a federal stimulus funding allocation of \$12.38 million for FY10 which makes for an overall smaller budget reduction in FY10 but a larger reduction impact in FY11. More information about the budget can be found on the President's website at <http://weblogs.uni.edu/budget>

University Marketing and Public Relations is currently working with marketing consultants on a University "brand". More information will be provided as soon as it's available.

Applications for new freshmen and transfer students for Fall '09 are somewhat down compared to last year, however new residence hall contracts and orientation reservations are about even with last year's entering class.

Executive Vice President and Provost Gloria Gibson will begin her duties at UNI on July 1st .

IV. HR Report – Nick Bambach

Nick reported that 165 employees have expressed interest in UNI's Voluntary Early Retirement Incentive Program. To date, seven informational sessions have been held and four more sessions will be held in June and July.

V. Committee Reports

Following are FY2009 year end reports for each committee.

**WWW Committee** – Seth Bokelman

Navigate to:

[http://www.uni.edu/yezek/ps\\_council-2008-2009.html](http://www.uni.edu/yezek/ps_council-2008-2009.html)

to access the annual statistics report for the P&S Council web site, showing our most popular content and the times and days it was most frequently accessed.

As I have reached the end of my term as a P&S Council member, new members will need to support the web site in the coming months. One suggestion I leave for them is to start transitioning the site into the University's new Drupal-based web environment. This will allow for more frequent updates, as well as enable features to better communicate with our constituents.

Respectfully submitted,

Seth Bokelman (and committee members Paul Huber, Joey Zimmerli and Carol Fletcher)

**Employee Issues Committee** – Sara Eberle

The President of the P&S Council and the Chair of the Employee Issues Committee met in the fall of 2008 to discuss the purpose of the committee and recap any current issues.

This committee shall:

- Advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees
- Provide a confidential forum for P&S employees relative to employee rights and responsibilities issues
- Provide information to P&S employees relative to employee rights and responsibilities issues, with referral to pertinent university offices, as appropriate
- Work with Human Resource Services, as appropriate, to effect resolution to employee rights and responsibilities issues.
- The committee shall keep the Council informed of any employee rights issues and problems.

At the time of the meeting there were no issues being debated. To date, no issues have been brought to the committee. There are no remaining issues.

Prepared by Sara Eberle, Chair

**Policies and Procedures Committee** – Steve Pavelec

The Policies and Procedures Committee of the P&S Council worked throughout the year on the handbook. The process of updating the handbook has been on-going for many years. Early in 2009 the committee's review of the version of the handbook that was updated by the Administration, Compliance & Equity Management, Human Resources and P&S representation concluded. Prior to voting on a recommendation to send the handbook to the Cabinet, the documents containing the new language and the language

reflecting the changes to P&S employment policies were made available to all P&S employees for review. The majority of the changes were clarifications and/or simplifications to the language without changing the policy or the procedure. The majority of these changes were recommended by those P&S representatives who worked on these revisions over many years. Some of the revisions were updated due to input from the Administration. Some of that language reflects the changes to the policies & procedures that have occurred over the years and are current policy. Some P&S members viewed the new language as detrimental to P&S employment and as the administration taking away protections for continued service and call-back provisions. As stated in a public airing of the concerns in April, 2009, the committee was not tasked with changing any policy or procedure. That process has been on-going for about twenty years. P&S policies & procedures along with P&S benefits are owned and controlled by the University, not the P&S membership. The committee was charged with the task of seeing that the information in the hand book accurately reflects current policies & procedures and is in the most user friendly language. Some on the committee believe the handbook to be accurate and others do not view the handbook as simply reference material. As such, those members were not comfortable with recommending that the handbook be sent to the Cabinet for approval.

During a closed session at the P&S Council Meeting on Thursday, March 12, 2009, Council members (13 of the 15 present) did not feel comfortable “approving” the P&S Policies & Procedures handbook. This Committee Chair takes this opportunity to remind the Council that we do not approve the handbook; the Cabinet does that. We have the opportunity to recommend that an accurate handbook be presented to the Cabinet for their approval. Since that meeting, no progress has been made on moving forward with Cabinet approval. P&S members need a document that provides accurate information on their rights as employees and the policies and procedures that govern their employment and possible dismissal. As such the committee has failed to achieve the goal of having the P&S Counsel recommend that the handbook be sent to the Cabinet for approval.

Remaining issues:

- Recommend that the handbook be sent to the Cabinet for approval
- Gain an understanding on the difference between how the actual P&S policies and procedures come about and a handbook that merely describes them?

Prepared by Steve Pavelec, Chair

Members: Carol Fletcher, Jason Vetter, Gale Carlson, Nate Klostermann, Lisa Kramer, Seth Bokelman, Rick Seeley, Jacqueline Halbloom

### **Employee Relations Committee** – Jacqueline Halbloom and Anthony Smothers **Regents Staff Excellence Award**

The P&S Regents Staff Excellence Award Committee was formed in August to begin the process of award nomination and selection. Seth Bokelman placed the nomination form on the P&S website, email distribution, and MyUniverse account for the UNI community to nominate deserving candidates. Carol Fletcher, President of P&S Council, placed an announcement on UNI Online. The committee reviewed 20 nomination forms to determine eligibility, employment group, employment status, length of service, references, number of nominations, and rated each nominee based on nominations. The committee then met on Friday, October 10<sup>th</sup> from 8:00 – 10:00 a.m. to determine the finalist and a point system to determine the award. Based on the year being an even number, three P&S staff were selected. This year's awards were presented to:

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Joan Thompson, Health Aide Coordinator

David Kohrs, Assistant Director of Facilities for the UNI Sports & Events Complex

Juanita Wright, Assistant Director of Financial Aid Office

Regent Staff Excellence Award Committee Members:

Cezar Perez, Northern Iowa Student Government President  
Carol Fletcher, Past P&S Regent Staff Excellence Award  
Dennis Henderson, Retired P&S Staff (40 years)  
Jane Fritts, 17 year Merit Staff member  
Cynthia Goatley, Regent Faculty Excellence Award

Procedure change: all nominations will be forwarded to the Director of Human Resources and the UNI Presidents Cabinet before review and selection to the Regent Staff Excellence Award Committee. The Director of Human Resources and UNI Presidents Cabinet may not nominate or recommend an award.

The Regent Staff Excellence Award was presented to the recipients by President Allen at the Meet the President program. Jane Larson, Office of the President, coordinates letters and awards.

Meet the President

On Tuesday, October 14<sup>th</sup>, President Allen was present for the Meet the President program hosted by the P&S Council. Carol Fletcher ordered desserts and P&S staff were sent an email and online announcement to attend. President Allen recognized the Regent Staff Excellence Award and spoke on current issues at UNI. Jennifer Yarrow was the President's Office contact for the program. Special thanks to all who assisted with the program; name tags, seating, etc...

Future

We continue to discuss how to welcome new P&S staff.

Prepared by: Co-Chairs Jacqueline Halbloom and Anthony Smothers

**Salary and Fringe Benefits Committee** – Melanie Abbas

The Salary and Fringe Benefits Committee met in October and November to discuss current areas of interest and if there were opportunities to make improvements in those areas. The HR director and HR assistant director attended the November meeting to help answer some questions.

Issues discussed included:

- Salary Equity across campus
- Salary Increase, appraisal and budgeting communications
- Tuition Grant support for immediate family members
- Handling of Compensatory time with P&S Staff members
- Management training opportunities – SOAR put on hold for a year

The committee did not meeting in December and awaited salary information, expected sometime in late January. When the budget issues arose and the contracts settled without increases for the coming year, the committee did not reconvene.

The P&S staff did receive a new benefit of the ability to enroll in vision insurance starting in January 2009. This was an item that was highly desired in last years P&S staff survey.

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The committee chair asked the P&S Council president to represent the group at the Board meeting in the spring by mentioning that the tuition support for immediate family members was still of interest. However, the president did not bring that item forward due to the stress on the University



budget at this time. The committee did not mention the ERIP since the board approved a limited window of time ERIP to reduce the budget for FY10.

Remaining issues for this committee:

- Continue to look a UNI's phased retirement program
- Continue to monitor ERIP proposals
- Tuition support for immediate family members

Prepared by Melanie Abbas, Chair

Members: Michael J Bobeldyk, Chris Conklin, Matt Copp, Cindy Webb, Tori Stafford

VI. New Business

The election of P&S Council President and Vice President will take place at the July meeting and newly elected officers will begin their duties in August. Organizing and forming committees will take place during the August meeting.

Carol Fletcher is officially finished as P&S Council President after the June 2009 meeting, but plans to email the July P&S Council agenda. All council members finished with their terms were thanked for their service.

VII. Old Business

The committee reviewing the P&S Policies and Procedures hopes to have a draft of updated sections ready for the July meeting.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Seth Bokelman. The meeting was adjourned at 1:52 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement

Meeting No. 384  
Date of Meeting: July 9, 2009  
Place of Meeting: 007 Gilchrist Hall  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 1:50 p.m.

### Members of the Council in Attendance:

<u>A</u> Melanie Abbas, ITS – 36452 AT	<u>X</u> Nate Klostermann, CET – 32018 AF
<u>X</u> Chris Conklin, ITS – 37839 AA	<u>X</u> Rick Seeley, ITS – 37218 AA
<u>P</u> Janelle Darst, GBPAC – 33676 AF	<u>A</u> Anthony Smothers, Academic Advising - 36859 SA
<u>P</u> Sara Eberle, RDC – 32201 SA	<u>X</u> Jason Vetter, ITS – 36730 AA
<u>P</u> Carol Fletcher, RDC – 32333 SA	<u>X</u> Cindy Webb, HRS – 32521 AT
<u>X</u> Jacqueline Halbloom, CAC – 36485 AA	<u>X</u> Pat Whitt, AF Technology Services – 36881 AF
<u>X</u> Paul Huber, CHFA – 37349 AA	<u>X</u> Jeanne Wiesley, RDC – 32333 SA
	<u>X</u> Joey Zimmerli, Advancement – 36503 UA-OTP

### Others

Michelle Byers

### Proxy

Gale Carlson  
Jocelyn Moeller

- I. Welcome  
Rick Seeley called the meeting to order at 1:35 p.m.
- II. Approval of Minutes #383  
Pat Whitt moved to approve the minutes, seconded by Chris Conklin.
- III. Cabinet Report - none
- IV. HR Report – Michelle Byers  
The Voluntary Early Retirement Incentive Program continues to generate interest campus wide. To date, approximately eighty staff have been approved for early retirement. The majority of these retirements will take place in December.
- V. Committee Meetings
  - A. WWW Committee – no report
  - B. Employee Issues Committee – no report
  - C. Policies and Procedures Committee – no report
  - D. Employee Relations Committee – Jacqueline Halbloom  
The committee has begun working on the Regents Staff Excellence award nominating process.
  - E. Salary and Fringe Benefits Committee – no report

VI. New Business

Election of P&S Council President and Vice President:

Rick Seeley opened the floor for nominations for the positions of P&S Council President and Vice President. Rick Seeley nominated Jason Vetter for President. Pat Whitt moved to close nominations, seconded by Chris Conklin. The council voted unanimously to elect Jason Vetter as President for 2009-2010.

Rick Seeley nominated Carol Fletcher for the position of P&S Council Vice President. Cindy Webb moved to close nominations, seconded by Paul Huber. The council voted unanimously to elect Carol Fletcher as Vice President for 2009-2010.

Newly elected officers will begin their duties at the August 13<sup>th</sup> P&S Council meeting.

Rick noted that the WWW and Policies and Procedures committees are in need of additional committee members, also that any P&S employee may serve on P&S Council committees.

VII. Old Business – none

VIII. Adjournment

Joey Zimmerli moved to adjourn the meeting, seconded by Gale Carlson. The meeting was adjourned at 1:50 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement

Meeting No. 385  
Date of Meeting: August 13, 2009  
Place of Meeting: 007 Gilchrist Hall  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:15 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Chris Conklin, ITS – 37839 AA  
 Janelle Darst, GBPAC – 33676 AF  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 SA  
 Jacqueline Halbloom, CAC – 36485 AA  
 Paul Huber, CHFA – 37349 AA

Nate Klostermann, CET – 32018 AF  
 Rick Seeley, ITS – 37218 AA  
 Anthony Smothers, Academic Advising - 36859 SA  
 Jason Vetter, ITS – 36730 AA  
 Cindy Webb, HRS – 32521 AT  
 Pat Whitt, AF Technology Services – 36881 AF  
 Jeanne Wiesley, RDC – 32333 SA  
 Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Nick Bambach  
Lisa Frush

### Proxy

Lisa Krausman  
Jocelyn Moeller

#### I. Welcome

President Jason Vetter called the meeting to order at 1:32 p.m.

#### II. Approval of Minutes #384

Carol Fletcher moved to approve the minutes, seconded by Joey Zimmerli. Motion carried.

#### III. Cabinet Report – Bill Calhoun

The Cabinet has been meeting frequently throughout the summer and recently had a retreat. Because stimulus funds have been given for FY10, there is time to look strategically and invest in one time resources that will have long term payoffs. FY11 increased expenses (salary increase and utilities) will present budget challenges. Student admission and retention are strong and it looks like we will reach or slightly exceed last year's enrollment.

UNI received nearly \$18M in contributions and expectancies in FY '09. We are half way to meeting the \$150 million goal for the Imagine the Impact Campaign

On October 3rd, there will be a dedication for Jacobson Human Performance Complex and the Glen Henry Swimming Pool will be dedicated during the Homecoming weekend.

A university wide pandemic planning meeting was held on August 5th. Department heads are currently working on continuity of work plans.

A university wide convocation will take place on September 23rd. At this time we hope to award the Regents Staff Excellence Award. The convocation will take place before the Meet the Pres event, so coordinating the presentation of the award will need to be discussed prior to the convocation.

#### IV. HR Report – Nick Bambach

Approximately 120 staff have been approved for the Early Retirement Incentive Program. The majority of participants are Merit employees, followed by P&S employees and then faculty. The majority of ERIP participants will retire in December.

V. Committee Reports

A. WWW Committee

Pat Whitt has agreed to chair this committee.

B. Employee Issues – no report

C. Policies and Procedures – Carol Fletcher

The committee recently contacted Tim McKenna to discuss legal issues regarding P&S policies and procedures.

D. Employee Relations – Tony Smothers

The Meet the Pres event will take place on Thursday, October 8<sup>th</sup> from noon to 1:00 p.m. President Allen will speak about the “Ideal University”.

Regents Staff Excellence award nomination forms will be distributed and staff will have from August 31 to September 11<sup>th</sup> to submit nominations. The committee has requested that ideas be submitted for welcoming activities for new P&S employees.

E. Salary and Fringe Benefits Committee

The committee recently met and discussed the early retirement incentive program and the possibility of tuition assistance for family members. They will be reviewing a former survey regarding tuition assistance for family members.

Cindy Webb will be receiving information from peer institutions on their existing benefits and any changes they have made due to budget issues. The committee will discuss her findings and will give a summary to the P&S Council.

VI. New Business

Jason Vetter requested that each committee chair provide a list of their goals for the year.

There was discussion regarding how two-way communications between P&S employees and P&S Council members could be improved.

VII. Old Business

Jason has requested that photos of council members be posted to the P&S Council website to enhance recognition and communication. Each council member will provide a recent photo for this purpose.

There are many P&S staff volunteering for committee work this year. Those council members who have not signed up for specific committees are asked to speak to Jason soon about their choice or which committees are currently in need of more members.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Joey Zimmerli. The meeting was adjourned at 2:15 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement

Meeting No. 386  
Date of Meeting: September 10, 2009  
Place of Meeting: 007 Gilchrist Hall  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:23 p.m.

### Members of the Council in Attendance:

<input checked="" type="checkbox"/> Melanie Abbas, ITS – 36452 AT	<input checked="" type="checkbox"/> Nate Klostermann, CET – 32018 AF
<input checked="" type="checkbox"/> Chris Conklin, ITS – 37839 AA	<input type="checkbox"/> Rick Seeley, ITS – 37218 AA
<input checked="" type="checkbox"/> Janelle Darst, GBPAC – 33676 AF	<input checked="" type="checkbox"/> Anthony Smothers, Academic Advising - 36859 SA
<input checked="" type="checkbox"/> Sara Eberle, RDC – 32201 SA	<input checked="" type="checkbox"/> Jason Vetter, ITS – 36730 AA
<input checked="" type="checkbox"/> Carol Fletcher, RDC – 32333 SA	<input checked="" type="checkbox"/> Cindy Webb, HRS – 32521 AT
<input checked="" type="checkbox"/> Jacqueline Halblom, CAC – 36485 AA	<input checked="" type="checkbox"/> Pat Whitt, AF Technology Services – 36881 AF
<input checked="" type="checkbox"/> Paul Huber, CHFA – 37349 AA	<input checked="" type="checkbox"/> Jeanne Wiesley, RDC – 32333 SA
	<input checked="" type="checkbox"/> Joey Zimmerli, Advancement – 36503 UA-OTP

### Others

Michelle Byers  
Lisa Frush  
Lori Hoffmann

### Proxy

Lisa Krausman

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #385  
Carol Fletcher moved to approve the minutes as amended, seconded by Pat Whitt. Motion carried.
- III. Cabinet Report – Bill Calhoun  
Discussions continue about the FY '11 budget. Revenue estimates for this year continue to be lower than projections. The Cabinet will be meeting to discuss proposals for utilizing some of the ARRA funds, specifically as it relates to funding sustainability and cost containment projects and enhancing classroom technology.  
  
Official enrollment figures will be released on September 4. Enrollment is estimated to be in excess of 13,000.
- IV. HR Report – Michelle Byers  
Committees have been working on pandemic continuity of operations plans.  
  
There are 118 UNI employees who are participating in the Early Retirement Incentive program. The majority of participants are Merit employees.
- V. Committee Reports
  - A. WWW Committee – Pat Whitt  
Paul Huber has been updating the P&S Council webpage. The committee met and will be redesigning the website with a goal of having it completed by Spring 2010. Pictures of all P&S Council members on P&S Council's webpage should be in place by the October meeting.

B. Employee Issues Committee – Sara Eberle

The goal of this committee will be to deal with issues as they happen and to make all P&S employees more aware of the purpose of this committee.

C. Policies and Procedures Committee – Carol Fletcher

Jason Vetter and Carol Fletcher met with Bill Calhoun, Human Resources, Compliance and Equity Management and Tim McKenna to discuss points of concern in the current P&S Policies and Procedures. The P&S Policies and Procedures Committee will meet to discuss suggestions made by this group.

D. Employee Relations Committee – Tony Smothers

The committee will meet after September 11<sup>th</sup> to read through nominations for the Board of Regents Staff Excellence award.

There will no longer be an annual Board of Regents recognition dinner to recognize Staff Excellence Award recipients. Rather, this year a Board of Regents member will award recipients at the UNI Convocation on September 23<sup>rd</sup>.

The Meet the Pres event will take place on October 8<sup>th</sup> at noon in Ballroom C of Maucker Union.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee has met with HR representatives to discuss employees receiving scholarships and staff training grant assistance. Overall satisfaction with the current training grant is high and no changes would be recommended at this time.

The committee is requesting suggestions regarding future employee benefits that would be of no cost to the university such as a 403B Roth option and no cost Wellness Recreation Services. Please forward any other suggestions to the committee.

Cindy Webb has completed the peer survey and will share results at next month's meeting.

In December, the committee will work on the annual salary increase letter.

VI. New Business

Jason thanked committees for their work on setting goals. All committee chairs are to submit their list of goals to Jason two weeks before the October 8th P&S Council meeting so that they can be included on the P&S Council website.

VII. Old Business

Ideas are requested on how two way communications can be enhanced with P&S employees across campus. Some ideas brought forward were to periodically put in an announcement in UNI Online highlighting activities going on in the P&S Council, and a formal letter at the start of each year to all P&S employees that would include an invitation to serve on committees.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Tony Smothers. The meeting was adjourned at 2:23 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement

Meeting No. 387  
Date of Meeting: October 8, 2009  
Place of Meeting: 007 Gilchrist Hall  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:24 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Chris Conklin, ITS – 37839 AA  
 Janelle Darst, GBPAC – 33676 AF  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 SA  
 Jacqueline Halbloom, CAC – 36485 AA  
 Paul Huber, CHFA – 37349 AA

Nate Klostermann, CET – 32018 AF  
 Rick Seeley, ITS – 37218 AA  
 Anthony Smothers, Academic Advising - 36859 SA  
 Jason Vetter, ITS – 36730 AA  
 Cindy Webb, HRS – 32521 AT  
 Pat Whitt, AF Technology Services – 36881 AF  
 Jeanne Wiesley, RDC – 32333 SA  
 Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Philip Hibbard  
Jason Lau  
Tori Stafford

### Proxy

Lisa Krausman  
Emerson Linney

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m. Everyone present introduced themselves.
- II. Approval of Minutes #386  
These minutes will be read for approval at the November 12, 2009 meeting.
- III. Cabinet Report – Bill Calhoun  
Governor Culver will announce today what the midyear reversions will be as state revenue figures are down.

The Cabinet has submitted to the Board of Regents for approval the tuition and mandatory fee increases for FY11. Two proposals have been submitted. The first proposal is a 2.7% tuition increase with a 2.95% mandatory fee increase. The second proposal is a 3.5% tuition increase with a 2.95% mandatory fee increase. There may also be an additional tuition adjustment because of a midyear reversion.

- IV. HR Report – Michelle Byers  
There are 117 UNI employees participating in the Early Retirement Incentive program and benefits staff is currently meeting with each participant to finalize their retirement paperwork.

There has been a huge surge in job postings, position reclassifications, and department restructuring being addressed at this time.



V. Committee Reports

A. WWW Committee – Pat Whitt

Pictures of council members on the P&S Council website will be forthcoming and this committee will manage immediate and future changes to the website. The target date for enhancements to the website is Spring 2010. It has been decided that the P&S Council minutes will be included on the P&S Council website for only three years.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Carol Fletcher

The committee met and adjusted drafts and is tracking changes to the P&S Policies and Procedures document.

D. Employee Relations Committee – Tony Smothers

The Meet the Pres event was a success and the turnout was good. The committee goals will be forthcoming.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee met and set their goals. There was discussion regarding the possible draft of a statement on reduction options. The options for employee reduction should be discussed and moved on quickly. It was stated that furloughs are preferable to layoffs but that furloughing is a short term solution to a long term issue. P&S Council members' ideas regarding employee reductions should be sent to Melanie Abbas and Jason Vetter.

VI. New Business

Former UNI employee Jason Lau distributed copies of a draft of an employee empowerment survey and it was read by council members. The survey will focus on P&S permanent and term employees.

Carol Fletcher moved to support the distribution of this on campus survey, seconded by Janelle Darst. Motion carried.

Jason Lau stated that copies of the survey results and his dissertation and will be presented on campus at a later date.

VII. Old Business

Jason thanked committees for submitting their goals and stated that these goals will be posted on the P&S Council website.

He encouraged council members to talk to their constituents and encourage participation in meetings and serving wherever needed.

Pictures of council members will be taken directly after the P&S Council meeting.

VIII. Adjournment

Janelle Darst moved to adjourn the meeting, seconded by Pat Whitt. The meeting was adjourned at 2:24 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement

Meeting No. 388  
Date of Meeting: November 12, 2009  
Place of Meeting: 007 Gilchrist Hall  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:40 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
X Chris Conklin, ITS – 37839 AA  
X Janelle Darst, GBPAC – 33676 AF  
X Sara Eberle, RDC – 32201 SA  
X Carol Fletcher, RDC – 32333 SA  
P Jacqueline Halbloom, CAC – 36485 AA  
X Paul Huber, CHFA – 37349 AA

X Nate Klostermann, CET – 32018 AF  
X Rick Seeley, ITS – 37218 AA  
X Anthony Smothers, Academic Advising - 36859 SA  
X Jason Vetter, ITS – 36730 AA  
X Cindy Webb, HRS – 32521 AT  
X Pat Whitt, AF Technology Services – 36881 AF  
X Jeanne Wiesley, RDC – 32333 SA  
X Joey Zimmerli, Advancement – 36503 UA-OTP

### Others

Michelle Byers  
Lisa Frush  
Jan Hanish  
Mike Holmes  
Stephanie Harken  
Lisa Krausman  
Justin Ruegg  
Marcos Veloz

### Proxy

Jascenna Haislet

#### I. Welcome

President Jason Vetter called the meeting to order at 1:30 p.m.

#### II. Approval of Minutes #386 and #387

Chris Conklin moved to approve the September 09 meeting minutes, seconded by Jeanne Wiesley. Motion carried.

Chris Conklin moved to approve the October 09 meeting minutes as amended, seconded by Joey Zimmerli. Motion carried.

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

The Board of Regents, State of Iowa has discussed the proposed supplemental tuition increase during their October meeting. It will be discussed and decided upon during the December meeting at which time the Board will also propose the tuition increase for '10 and '11. Negotiations with AFSCME and United Faculty are continuing and it is hoped that a final decision will be made by November or early December. Ratification must take place by November 25<sup>th</sup>. For AFSCME employees, there may be five mandatory unpaid days with the stipulation of no layoffs until the end of FY10.

Options regarding pay deductions for furlough days are being explored.

Jason Vetter stated that if there were choices regarding temporary layoffs/furloughs that he'd like the opportunity to take those options back to all P&S staff.

There has been discussion regarding roll out of another ERIP program in 2010.

UNI UpClose is scheduled for two days, February 19 and 26, 2010. It was noted that 40% of freshman students who enrolled this fall had attended the UNI UpClose event last year.

IV. HR Report – Michelle Byers

Human Resources staff is currently running many reports and evaluating ways to implement temporary layoffs/mandatory unpaid days and benefits staff is extremely busy with ERIP one on one meetings.

V. Committee Reports

A. WWW Committee – Pat Whitt

Pictures of council members have now been posted to the P&S Council website along with committee goals for the year. Students are currently working on a new "page". Layout has been changed on the minutes and feedback pages.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Carol Fletcher

The committee is currently working on the P&S Policies and Procedures grievance section.

D. Employee Relations – no report

E. Salary and Fringe Benefits Committee – Melanie Abbas

Melanie thanked the council for their assistance with putting together and distributing the P&S survey page in the short time frame they had to work with.

VI. New Business

UNI Project Director Han Hanish introduced Ciber Project Manager Marcos Veloz and UNI Project Manager Mike Holmes. Copies of the Student Information System slideshow were distributed. Marcos explained the SIS phased approach to implementation and that the system affects all areas on campus. The website to access for additional information is [www.uni.edu/sis](http://www.uni.edu/sis)

Jason Vetter reported that there was a 62% response rate on the P&S survey that was recently sent to P&S employees. There was a motion made by Melanie Abbas, seconded by Janelle Darst, to publicly release the summary data of the survey only (without comments).

VII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Joey Zimmerli. The meeting was adjourned at 2:40 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
UA – University Advancement

Meeting No. 389  
Date of Meeting: December 10, 2009  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 2:22 p.m.

### Members of the Council in Attendance:

<u>X</u> Melanie Abbas, ITS – 36452 AT	<u>A</u> Nate Klostermann, CET – 32018 AF
<u>X</u> Chris Conklin, ITS – 37839 AA	<u>X</u> Rick Seeley, ITS – 37218 AA
<u>A</u> Janelle Darst, GBPAC – 33676 AF	<u>X</u> Anthony Smothers, Academic Advising - 36859 SA
<u>X</u> Sara Eberle, RDC – 32201 SA	<u>X</u> Jason Vetter, ITS – 36730 AA
<u>X</u> Carol Fletcher, RDC – 32333 SA	<u>X</u> Cindy Webb, HRS – 32521 AT
<u>X</u> Jacqueline Halbloom, CAC – 36485 AA	<u>X</u> Pat Whitt, AF Technology Services – 36881 AF
<u>X</u> Paul Huber, CHFA – 37349 AA	<u>X</u> Jeanne Wiesley, RDC – 32333 SA
	<u>X</u> Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Lisa Frush  
Karen Paulsen

### Proxy

- I. Welcome  
President Jason Vetter called the meeting to order at 1:35 p.m.
- II. Approval of Minutes #388  
Tony Smothers moved to approve the minutes, seconded by Carol Fletcher. Motion carried.
- III. Cabinet Report/Budget Update – Bill Calhoun  
United Faculty will be meeting with the university negotiating team on Monday, December 14<sup>th</sup>. P&S employees recently met with President Allen to discuss temporary layoff options.

It was noted that all employee groups will share responsibility for participating in the budget reversion to take place yet this fiscal year.

The following will be P&S and S&C employees' share of salary reductions:

Annual salary of \$60,000 or less – 3 furlough days  
Annual salary of \$60,000 to \$90,000 – 5 furlough days  
Annual salary of \$90,000 to 120,000 – 7 furlough days  
Annual salary of 120,000 and above – 9 furlough days

Furlough days may be used during FY10 (specific date period between December 2009 through June 2010 will be communicated). A furlough day may be used for December 9, 2009, when UNI was

closed because of inclement weather. Salary reductions for hourly employees must be used in the month they were taken.

The \$100.00 supplemental surcharge has now been approved by the Board of Regents for students during the spring semester.

UNI UpClose is scheduled for two days, February 19 and 26, 2010.

Imagine the Impact campaign has had a successful year with gifts now totaling over \$82 million.

There was discussion regarding the possibility of moving the convocation to an earlier time during the academic year and awarding Heritage Award recipients during Homecoming.

IV. HR Report – Lisa Frush

Benefits staff has been busy with one-on-one meetings with ERIP participants and completing all related paperwork as the majority of the participants have December retirement dates. There was discussion related to a question about whether there would be a campus-wide listing made available of the ERIP participants. It was noted that why an employee leaves UNI is considered confidential, so there would be no central communication from HRS listing all participants. Departments may choose to make individual communications in coordination with the retiring employee(s).

There is an increase in the number of Merit and P&S searches right now. The positions are posted on the HRS website.

Lisa asked the Council members to encourage staff in their departments to enter their personal emergency contacts and their W-2 delivery preference into Oracle Employee Self Service. To elect an "online only" W-2 preference for the 2009 W-2, this election must be made by January 8, 2010. The personal emergency contacts are for the event an employee is injured or has another emergency while at work. Communications with links to instructions for entering information for these self service options are on the MyUNiverse Portal and in UNI Online.

V. Committee Reports

A. WWW Committee – Pat Whitt

The committee is working on a new demo on the P&S Council website.

B. Employee Issues Committee – none

C. Policies and Procedures Committee – Carol Fletcher

The committee is currently working on the P&S Policies & Procedures grievance section.

D. Employee Relations Committee – none

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee met to brainstorm ways that P&S employees could assist with future budget reductions. Salary increases for FY11 have not been discussed.

VI. New Business

Tony Smothers requested that as Professional & Scientific staff members sit on various university committees that they be aware of the niche of the University of Northern Iowa. Part of the conversation should be the historical roots of liberal arts education, teacher education, business and

technology of waste management. Academic and non-academic programs will be evaluated as part of the cost containment and academic program review. It was suggested that future meetings should be about the evolution of education and priorities at UNI as they affect our community.

See web address below for more information (from the Iowa Code for UNI.)

CHAPTER 14PDF <<http://www.legis.state.ia.us/aspx/ACODOCS/DOCS/681.14.pdf>>  
THE UNIVERSITY OF NORTHERN IOWA  
ORGANIZATION AND GENERAL RULES  
[Prior to 4/20/88, Regents, Board of[720]]

VII. Old Business – none

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Pat Whitt. The meeting was adjourned at 2:22 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources