

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 390  
Date of Meeting: January 14, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:17 p.m.

### Members of the Council in Attendance:

<u>X</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>X</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

### Others

Michelle Byers  
Therese Callaghan  
Lisa Frush  
Bobbi Petersma

### Proxy

Lisa Krausman

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #389  
Janelle Darst moved to approve the minutes, seconded by Chris Conklin. Motion carried.
- III. Cabinet Report – Budget update – none
- IV. HR Report – Michelle Byers  
The legislative session has begun and HR is responding to proposed legislation requests.  
  
Human Resources continues working with ERIP details and hiring P&S and Merit employees.  
  
The new electronic PAF is almost ready to be rolled out and training will soon be held for processing electronic PAF's.  
  
HR is working on finalizing the FAQ for mandatory unpaid days. The process has been delayed due to details for prorating time for less than twelve month employees. AFSCME employees may continue to submit unpaid days (with accruals) on their timecards.  
  
HR will be working with the campus restructuring efforts announced in President Allen's recent message.

V. Committee Reports

A. WWW Committee – Pat Whitt

The committee is working on a prototype for the P&S Council website. It will be available for the Council to preview in March.

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 – Melanie Abbas

Faculty ratified their agreement. In FY10 they will be taking a salary decrease.

VI. New Business

President Allen will be attending the next P&S Council meeting on February 11<sup>th</sup> to discuss the budget and the affect on P&S staff.

The nomination committee consists of the following members: Pat Whitt, Matt Copp, Anthony Smothers, Rick Seeley, and Sara Eberle.

Positions up for election are Chris Conklin (AA), Janelle Darst (AF), Jacqueline Halblom (AA), Nate Klostermann (AF) and Anthony Smothers (SA).

**The timeline for the P&S Council election process:**

Nominations accepted until February 10, 2010

Submit election/survey information for approval by February 12, 2010

Nominations posted on the website by February 17, 2010

Online elections will be March 1 – 12, 2010

Elected council members will be announced at the April 8, 2010 P&S Council meeting

It does not appear that the restructuring will impact the makeup of P&S Council seats but will re-evaluate next year when the University Advancement position is up for re-election.

Jason Vetter had brought up the details of the AFSCME and United Faculty agreements and found that both had a common stipulation of no layoffs for the remainder of FY10. Discussion about having the same condition added to P&S staff agreement ensued.

The following motion was made by Joey Zimmerli, seconded by Janelle Darst, and carried. The P&S Council supports the P&S Council President consulting with President Allen and the Cabinet to extend the no layoff protection guarantee to Faculty and Merit Staff for the remainder of 2009-2010 academic year to P&S staff.

Jason Vetter brought up that he had received some verbal and email concerns about faculty being paid for participating in technology workshops during the interim break. Jason has forwarded those concerns to President Allen and Provost Gibson and is waiting for their response.

VII. Old Business

Jason Lau's dissertation Empowerment Study Plan of Action:

January 14 – Pre-survey postcards

January 21 – First Survey Notification E-mail

January 21 – Survey activated

February 1 – Email reminder

February 10 – End date. If less than 50% return rate, will extend the survey end date to February 17 and have an additional email February 10 indicating the extension for the survey.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Janelle Darst. The meeting was adjourned at 2:17 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. 391  
Date of Meeting: February 11, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 3:15 p.m.

### Members of the Council in Attendance:

<u>X</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>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>P</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

Michelle Byers  
Lisa Frush

### I. Welcome

P&S Council President Jason Vetter welcomed President Ben Allen who gave a budget update.

President Allen began by giving a historical perspective regarding state funding to UNI. In November 2008, state funding was \$98 million but is now \$75 million.

UNI's action plan addressed the \$8.8 million reduction by initiating strategies listed below, however UNI currently remains \$730,000 short of its targeted savings. To address this, UNI plans to use a portion of ARRA funds and limited one-time funds.

The fiscal 2010 budget reduction breakdown is as follows:

#### The following initiative has exceeded targeted savings:

Temporarily reduce TIAA-CREF employer contributions from 10 percent to 8 percent of salary for the remainder of fiscal 2010 and 2011 for an estimated \$1 million in savings in fiscal 2010. This temporary reduction has resulted in savings of approximately \$1.05 million.

#### The following initiatives have achieved targeted savings:

1. Make permanent budget reductions across the university through divisional cuts. Budget impact: \$1 million.
2. Apply a tuition surcharge of \$100 per fulltime student for spring 2010 semester. Budget impact: \$1 million.
3. Initiate an across-the-board 10-percent cut to special line-item units. Budget impact: \$400,000.
4. Redirect a portion of the ARRA (federal stimulus) funds. Budget impact: \$1 million.

The following initiatives have experienced significant cost savings to-date but have yet to achieve estimated targeted savings:

1. Reallocate unplanned tuition revenue as a result of higher-than-forecasted 2009-2010 enrollment. The estimated cost savings was \$2.7 million; however, as of mid-January, the actual amount saved was \$2.45 million. Because the final January enrollment numbers are not yet finalized, a more accurate total will be soon be available.
2. Conduct temporary layoffs among all employee groups in fiscal 2010 for an estimated cost savings of \$1.8 million. The current cost savings as of mid-January is approximately \$1.26 million. We have not reached the target due to two factors: 1) the savings of \$260,000 from AFSCME employees conducting temporary layoffs has been directed to the state instead of to the university; and 2) the savings of faculty conducting temporary layoffs is \$590,000 -- \$205,000 less than the original target of \$795,000. Instead of temporary layoffs, faculty voted and approved temporary salary reductions. P&S and S&C employees have begun conducting their temporary layoffs and cost savings are estimated to be on target.

The Governor's proposed budget for fiscal 2011 includes recommendations for restoring \$31 million to Regents institutions which would equal approximately \$5.2 million returned to UNI. Should this be restored, the Board voted to rescind the \$100 surcharge to students applied in the spring 2010 semester. This temporary surcharge was implemented to generate \$5.9 million of the \$60 million lost to Iowa's public universities with the 10-percent across-the-board reduction in October 2009. It was noted that tuition monies can be carried over into next fiscal year, however state funds cannot.

The Board of Regents, State of Iowa voted to increase 2011-2012 tuition at the three state universities by 6 percent. Even with this increase, UNI still faces a challenging budget situation for fiscal 2011. The realities of the FY2011 budget will become clearer as the Iowa General Assembly takes action on the state's budget.

Meanwhile, conversations continue on making UNI more efficient. Reducing support for Auxiliaries, cutting academic programs with few students, and sharing services with other regents institutions are but a few of the many ideas currently being considered. If there were to be additional Early Retirement Incentive Packages, they would be different than what was previously offered and would be closely scrutinized by the Board of Regents.

II. Approval of Minutes #390

Jason Vetter called the business meeting to order at 2:32 p.m.

Carol Fletcher moved to approve the minutes, seconded by Jeanne Wiesley. Motion carried.

III. Cabinet Report/Budget Update – Bill Calhoun

The Cabinet has been discussing the 2011 budget and information will be communicated on the Presidents' website. More will be known regarding the budget picture as the legislature meets.

Ellen Kullman, CEO OF DUPONT, will be on campus March 4th for a campus presentation.

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

Bill encouraged participation in the upcoming Sustainability Town Hall meeting to be held on April 22, 2010.

IV. HR Report – Michelle Byers

The electronic PAF is nearly ready to be rolled out and training on this new process begins on February 24<sup>th</sup>.

HR has been involved in many committees such as Diversity Advisory Committee, Strategic Planning, Wellness Committee, and Consolidation committees. Participation in the upcoming strategic planning town hall meetings was encouraged.

A TIAA CREF representative will be on campus March 2nd speaking on "New Rules of Investing".

V. Committee Reports

A. WWW Committee – Pat Whitt

The committee is working on a prototype for the new P&S Council website. It was brought to the committee's attention that there would be a charge for the prototype. The committee asked the P&S Council if there were any funds available. A motion was made by Carol Fletcher, seconded by Sara Eberle, and carried, to pay \$200 in FY10 from the P&S Council fund and if additional funds were available in FY11, pay the balance. This is subject to the web committee meeting again and determining what direction they want to proceed with the website.

B. Employee Issue Committee – none

C. Policies and Procedures Committee – Carol Fletcher

Nominations for the P&S Council election will be posted on the P&S Council website beginning February 17, 2010. Online elections will be held March 1 – 12, 2010 and elected council members will be announced at the April 8, 2010 P&S Council meeting.

Nomination vacancies are:

Administration and Financial Services– 2 seats

Academic Affairs – 2 seats

Student Affairs – 1 seat

D. Employee Relations Committee – none

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee met and discussed salary increase percentages.

VI. New Business – none

VII. Old Business

Jason Vetter and Carol Fletcher met with President Allen to discuss the AFSCME and United Faculty layoff protection for FY2010 and adding P&S to be included in that protection. During this discussion President Allen was going to talk to Cabinet members to see what they thought about the issue. Also discussed during that meeting was the issue of faculty reimbursement during intersession workshops. President Allen was going to follow up with Provost Gibson with this issue. Another meeting will be requested with President Allen to further discuss the AFSCME and United Faculty layoff protection agreement for FY2010 and salary increases for FY2011.

VIII. Adjournment

Cindy Webb moved to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 3:15 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. 392  
Date of Meeting: March 11, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 1:49 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

### Others

Michelle Byers  
Jenni Colsch  
Lisa Frush  
Mark Jacobson  
Keith Kennedy  
Brandon Neil

### Proxy

Jascenna Haislet

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m.
- II. Cabinet Report/Budget Update  
Jason Vetter reported that Bill Calhoun appreciated .....
- III. HR Report – Michelle Byers  
Human Resources and other campus groups continue to work on collaborative opportunities with our Regents counterparts in an effort to create cost savings and efficiencies.  
  
Electronic PAF training sessions are finished and the electronic PAF will soon go live.  
  
Human Resources continues to be involved with many P&S and Merit searches, department reorganizations and reclassifications.
- IV. Committee Reports
  - A. WWW Committee – Pat Whitt  
Pat, Keith and Brandon gave a demonstration of the redesign of the P&S Council website built on the Drupal content management system. The committee is taking suggestions for revisions and changes to the site for the next month before it is rolled out.
  - B. Employee Issues Committee – Sara Eberle  
The committee has an upcoming meeting scheduled with an employee.

C. Policies and Procedures Committee – Carol Fletcher  
The committee continues their work on the P&S Policies & Procedures grievance section.

D. Employee Relations Committee - none

E. Salary and Fringe Benefits Committee – Melanie Abbas  
The committee is scheduled to meet on April 2<sup>nd</sup> to discuss salary increase percentages.

V. New Business

The following was sent to President Allen, dated March 4, 2010.

President Allen,

Thank you for meeting with the P&S Council today and the opportunity to provide feedback on the potential \$4.2 million surplus for FY10. After discussing options with the Council, we have come to a consensus that we would recommend that the \$4.2 million surplus be carried over to FY11 with the following ranked priorities. We would like to move forward with the FY11 allocated salary increase of 3% for the P&S staff. We feel that this would be a morale boost and reward staff for the challenges faced this year. We would also like to see part of the money go toward student recruitment in the form of marketing, scholarships and grants. We feel that keeping the enrollment strong will help maintain UNI as a viable institution. The final recommendation would be that we continue to support the Student Information System project because it is key to the success of serving students at UNI.

We trust you and the Cabinet are still looking for long-term solutions to continue to make UNI the premier undergraduate institution in the Midwest. We understand that some of these solutions may be difficult and may include program and service reductions and/or eliminations. The P&S Council will continue to work with you in these efforts, to provide feedback and recommendations when necessary.

Respectfully Submitted,  
Jason Vetter  
President, P&S Council UNI

VI. Old Business

Three choices for the P&S Council updated website address were presented to the Council for vote. The unanimous choice was pscouncil.uni.edu

The ballots for the P&S Council election are ready to be run. The election will be held from March 12<sup>th</sup> through March 26<sup>th</sup>. Reminders to vote will be on UNI OnLine and will be posted in the Current Announcements section of MyUNIverse.

VII. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Melanie Abbas. The meeting was adjourned at 1:49 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. 393  
Date of Meeting: April 8, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:55 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
A Chris Conklin, ITS – 37839 AA  
X Janelle Darst, GBPAC – 33676 AF  
P Sara Eberle, RDC – 32201 SA  
X Carol Fletcher, RDC – 32333 SA  
A 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  
A Joey Zimmerli, Advancement – 36503 UA-OTP

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Steve Carignan  
Lisa Frush  
Julie Heiple  
Justin Holmes  
Jessica Moon  
Melissa Payne  
Justin Ruegg

### Proxy

Lisa Krausman

### I. Welcome

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

### II. UNI Strategic Plan Update

Committee members Steve Carignan, Jessica Moon and Melissa Payne shared the second draft of the UNI Strategic Plan. The mission, vision, values and goals were read and discussed. The committee has had many requests that the plan be concise. Everyone was encouraged to send feedback about essential items to be included in the third draft to [greatideas@uni.edu](mailto:greatideas@uni.edu) by April 16<sup>th</sup> if possible.

The branding campaign will follow completion of UNI Strategic Plan.

### III. SIS Update

Julie Heiple presented a demo of the new SIS system with a “go live” date of May 22<sup>nd</sup>. The Admissions piece of the system will “go live” on July 1<sup>st</sup>. There will be a 1.5 year transition to the new system.

IV. Approval of Minutes #391 and #392

Pat Whitt moved to approve the February 11th meeting minutes as amended, seconded by Melanie Abbas. Motion carried.

Jeanne Wiesley moved to approve the March 11<sup>th</sup> meeting minutes as amended, seconded by Janelle Darst. Motion carried.

V. Cabinet Report – Bill Calhoun

The legislative session has concluded. UNI began the FY '10 fiscal year with \$84 million General Fund support and will begin FY'11 with \$79 million. In addition, the legislature appropriated \$5.2 million for one time expenditures for FY'10. From this amount the Board of Regents, State of Iowa, will allocate \$1 million to repay the students the special surcharge assessed for this Spring semester resulting in a total of \$4.2 to be utilized his fiscal year. Decisions regarding the use of these funds are being finalized. Additional information regarding these distributions will be shared with the Council as it becomes available.

Congratulations to the Panther Men's and Women's basketball teams and the Panther wrestling team for their appearance in NCAA championships. The University received considerable national exposure as a result of this success.

The Board of Regents has asked each of the university presidents to identify a plan which would reduce or eliminate general fund support for intercollegiate athletics. The report will be due in September.

The next draft of the university's strategic plan is available for review and input. Also The Higher Learning Commission will be visiting campus for their reaccreditation visit in November. More information will be forthcoming regarding this visit.

The Dalai Lama visit will be May 18th. Thanks to all who have been instrumental in making arrangement for this visit.

VI. HR Report – Michelle Byers

Human Resources and other campus groups continue to work on collaborative opportunities with our Regents counterparts in an effort to create cost savings and efficiencies.

Human Resources also continues to be involved with many P&S and Merit searches, department reorganizations and reclassifications.

Electronic PAF's will tentatively "go live" by April 21st .

VII. Committee Reports

A. WWW Committee – Pat Whitt

The committee had asked Council members at the March meeting to view the new website and provide feedback. No feedback has been received. The web committee will meet April 12th to finalize the new web site. The committee hopes to launch the new website sometime this Spring.

B. Employee Issues Committee – Lisa Krausman

The committee will be meeting with an employee to discuss an issue.

C. Policies and Procedures Committee – Carol Fletcher

The committee continues their work on revising P&S Policies and Procedures.

D. Employee Relations Committee – Tony Smothers

The committee is working on the P&S Regents award process and would welcome additional members to serve on the committee.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee recently met with President Allen. For FY11 salary increases, a motion was made by Tony Smothers, seconded by Janelle Darst, that the 3% distribution would be 1% across the board increase for satisfactory or above performance and 2% for merit. Motion carried.

VIII. New Business

Jason Vetter, Carol Fletcher and Janelle Darst will work on recommendations for UNI's Strategic Plan. They will attend the April 16<sup>th</sup> Strategic Planning Committee meeting and share recommendations during the May P&S Council meeting.

IX. Old Business

P&S Council election of officers took place in March. Following are the newly elected officers:  
Jenni Colsch and Anthony Smothers (Academic Affairs Division)  
Janelle Darst and Jocelyn Moeller (Administration and Financial Services Division)  
Mark Rowe (Student Affairs Division)

X. Adjournment

Paul Huber moved to adjourn the meeting, seconded by Janelle Darst. The meeting was adjourned at 2:55 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. 394  
Date of Meeting: May 13, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:31 p.m.  
Meeting Adjourned: 2:05 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

Jeanne Alcantara  
Michelle Byers  
Jenni Colsch  
Jocelyn Moeller  
Mark Rowe

### Proxy

Ron Giddings  
Lisa Krausman

### I. Welcome

President Jason Vetter called the meeting to order at 1:31 p.m. Everyone introduced themselves.

### II. Approval of Minutes #393

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

### III. Cabinet Report

The salary recommendations were approved. The P&S Council salary and fringe benefits committee was thanked for their work.

There will be a gap in funding in the FY11 budget. We will be using one time funds to once again help meet the budget. FY12 looks like it might be a challenging year. We will attempt to identify carry forward funds from FY11 into FY12.

We have recommended to the Board of Regents to restore 1% of the university's contribution to TIAA-CREF funding beginning in FY11.

The university's strategic plan is in the final stages. The branding plan will be rolled out to campus this fall.

Indicators reveal that enrollment should be the same as last year. Freshmen enrollment is up by 3%, returning students are slightly down.

The Board of Regents has given approval for a new residence facility targeted to juniors and seniors. Plans are to build the new residence hall south of the DOR quads. Phase 1 will house approximately 200 students in 1, 2 and 4 person single bedroom apartments. Phases 2 and 3 will be the same style. Tentative plans are for groundbreaking in Fall of 2010 with occupancy in Fall of 2012.

The upcoming Dali Lama visit on May 18th is a historic time in UNI history.

The Global Forum for Physical Education will be on campus May 14<sup>th</sup> with 70 various delegates.

A copy of the NCAA impact report was passed around for review.

IV. HR Report – Michelle Byers

The electronic PAF went live in late April and the new HR website as well.

Human Resources staff continues to be involved with many P&S and Merit searches, reclassifications and department reorganizations.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Sara Eberle  
The committee met with an employee to discuss an issue.

C. Policies and Procedures Committee – Carol Fletcher  
The committee is now working on the grievance section and would like feedback on the electronic version located on the P&S Council website.

The Cabinet has requested that the P&S Policies and Procedures revisions be completed by July 1, 2010.

D. Employee Relations Committee – Tony Smothers  
The committee is in need of additional members. Please let Tony know if you have interest in serving on the Employee Relations Committee. Tony will send out information regarding the process on the procedures for the Board of Regent Staff Excellence Award.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Newly elected P&S Council members Jenni Colsch, Jocelyn Moeller and Mark Rowe were welcomed. They will begin serving their three year term beginning June 10<sup>th</sup>.

Jason Vetter reported that the annual presentation to the Board of Regents on April 29th went well. The presentation focused on results of the P&S survey done in Spring 2009 and the importance of employee benefits as it relates to recruitment and retention.

It was noted that ISU and University of Iowa are presently losing positions.

UNI is currently collaborating with ISU and the University of Iowa regarding a PTO (paid time off) program. Three areas proposed are worker's compensation, leave management (vacation and sick leave) and life insurance/ADD. Cindy Webb is currently serving on this committee and will continue to serve as UNI's liaison.

VII. Adjournment

Carol Fletcher moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 395  
Date of Meeting: June 10, 2010  
Place of Meeting: Gilchrist 007  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 2:08 p.m.

### Members of the Council in Attendance:

<u>X</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>X</u> Janelle Darst, GBPAC – 33676 AF	<u>A</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>A</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

Jenni Colsch  
Chris Kremer  
Mark Rowe

### Proxy

#### I. Welcome

President Jason Vetter called the meeting to order at 1:35 p.m.

#### II. Approval of Minutes #394

Janelle Darst moved to approve the minutes, seconded by Chris Conklin. Motion carried.

#### III. Cabinet Report – Bill Calhoun

Dali Lama's visit to UNI on May 18th was highly successful.

Fall 2010 enrollment appears to be stable; however summer school enrollment was down slightly.

Admissions and Financial Aid are developing new scholarship programs to enhance recruitment models of out-of-state students.

Bill described the new "Live Like a Student" program being initiated by UNI's Financial Aid office. This program will teach students to become more aware of their financial circumstances and learn to adopt more conservative spending habits.

#### IV. HR Report – Cindy Webb

Michelle Byers has been in contact with supervisors of employees who have not yet taken mandatory unpaid leave and/or temporary layoff/furlough days to ensure that all leave time will be taken before the end of fiscal year 2010.

The Board of Regents recently approved UNI's contribution of 9% (increase of 1%) of employees'

salary to TIAA CREF for employees with over 5 years of service, and 6% on the first \$4,800 of salary and 9% on the remaining salary, for employees with less than 5 years of service, beginning with the July 2010 payroll. The BOR previously approved an 8% employer contribution through June 30, 2011, so this increase comes one year earlier than anticipated.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Sara Eberle  
The committee is currently assisting with one issue.

C. Policies and Procedures Committee – Carol Fletcher  
The committee continues their work on the grievance section of P&S Policies and Procedures. A comparison of the current and proposed complaint and grievance process was distributed and discussed. To save on costs, the committee is investigating the use of an ombudsman from ISU and U of I to assist with the grievance section. There will then be a peer review. The P&S Council will weigh in to approve/disapprove changes to the section before the July 8<sup>th</sup> meeting.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – Melanie Abbas  
The committee met recently and discussed the possibility of UNI changing to the use of a PTO (paid time off) program. They have had numerous inquiries from employees requesting to use accrued sick leave instead of accrued vacation days only for donations to the catastrophic leave program.

The committee also discussed the United Faculty lawsuit (filed by new leadership) to receive reimbursement for United Faculty's one time salary reduction. UNI's response was not to deal with the reductions already taken. Instead, in order to equitably reimburse all UNI employee groups, the TIAA CREF employer contribution will be increased by 1% (up to 9%) starting July 1, 2010 instead of waiting until July, 2011 to reinstate at 10% as originally proposed.

VI. New Business

Elections for P&S Council President and Vice President will be held during the July 8<sup>th</sup> council meeting. Jeanne Wiesley volunteered to chair the meeting. Nominations will take place during the July 8<sup>th</sup> meeting and nominees will leave the room as voting takes place. It was noted that P&S Council members can hold office for three consecutive years.

Jason Vetter thanked departing council members Chris Conklin, Jacqueline Halblom and Nate Klostermann for their years of service.

VII. Old Business

Jason reminded all members to review committee goals and submit them as soon as possible so that they can be added to the P&S Council website.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Paul Huber. The meeting was adjourned at 2:08. All were invited to enjoy refreshments provided by the Cabinet.

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. 396  
Date of Meeting: July 8, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 2:55 p.m.

### Members of the Council in Attendance:

P Melanie Abbas, ITS – 36452 AT  
X Jennifer Colsch, Continuing Ed – 37865 AA  
A Janelle Darst, GBPAC – 33676 AF  
P Sara Eberle, RDC – 32201 SA  
P Carol Fletcher, RDC – 32333 SA  
P Paul Huber, CHFA – 37349 AA  
X Jocelyn Moeller, GBPAC – 33678 AF  
P Mark Rowe, WRC – 33423 SA

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

### Ex-Officio Member

Bill Calhoun

### Others

Proxy  
Matt Copp  
Mike Weiglein  
Nick Petersen  
Eric Lukens  
Ashley Brickley

#### I. Welcome

President Jason Vetter called the meeting to order at 1:35. Jeanne Wiesley chaired the meeting from there because the election of officers was on the agenda. Introductions were made around the table.

#### II. Approval of Minutes #395

Jason Vetter noted a correction to the minutes. In Item VI, New Business, the last sentence should read: "It was noted that **the P&S President** can hold office for three consecutive years." The minutes said that **council members** could hold office for three consecutive years. Council members have three year terms, and the President and Vice President are voted on each year. Pat Whitt moved to approve the corrected minutes, seconded by Joey Zimmerli. Motion carried.

#### III. Cabinet Report – Bill Calhoun

The budget for FY11 looks like it will be stable. At this time we do not expect any mid-year reversions, however, FY12 could be more challenging because of the amount of one-time funds used in FY11. Will attempt to carry forward funds into FY12.

Enrollment is up slightly for incoming new students.

The BOR has asked for a report from all three universities due in September. The reports will assess the feasibility of and formulate plans to reduce/eliminate general fund support to Athletics. President Allen has extended this to all the other auxiliaries on the UNI campus as well (Wellness Rec Center, Student Health Center, Maucker Union and Gallagher-Bluedorn Performing Arts Center).

Currently, Athletics receives 33-40% of their budget from the general fund. Suggestions were made to send out a survey to get student feedback on the importance of the various auxiliaries and to also post the auxiliary reports on a website that all employees would be able to access. Feedback was also shared that the campus auxiliaries help to provide a total liberal arts experience and provide great value to employee recruitment and retention.

IV. HR Report – Cindy Webb

Their department is still busy with a large number of searches, both merit and P&S.

They will be hiring a Sec I to serve as their receptionist.

V. Committee Reports

A. WWW Committee – Pat Whitt

Pat shared the new P&S website that is expected to go live in August. The committee would like everyone to view it and give their feedback.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Pat Whitt

Carol Fletcher, Chairperson, was absent. Motion Eric Lukens to table the vote on the revised Complaint and Grievance Process of the P&S Policies and Procedures until next meeting, seconded by Nick Petersen. Motion carried.

D. Employee Relations Committee – Tony Smothers

Tony passed out a handout on the Regents Staff Excellence Award. The nomination form will go out in August. Awards will again be given out at the Meet the President program. It was suggested that a welcome to new P&S Employees could be done at that event also.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

New P&S council members were welcomed.

Nominations for President and Vice President were taken. Pat Whitt moved to nominate Jason Vetter for President and Carol Fletcher for Vice President, seconded by Joey Zimmerli. Motion carried. Nominations ceased. Jason Vetter left the room while the council voted. Jason Vetter and Carol Fletcher were both re-elected as President and Vice President respectively. It will be the second term for each.

Suggestion was made to have an item added to next month's agenda to discuss the role and responsibility of a proxy. Jason agreed that all proxies should be included on the list serve and asked to be notified if anyone has been left out.

Jason asked all committees to prepare their year-end reports by August. They will be added to the website also. Pat Whitt reminded all committees to send her a description of each committee and the goals by the next meeting.

VII. Old Business

The review of the Grievance section of the P&S Policy and Procedures was tabled earlier in the meeting.

VIII. Adjournment

Joey Zimmerli moved to adjourn the meeting, seconded by Eric Lukens. The meeting was adjourned at 2:55.

Respectfully Submitted,  
Jocelyn Moeller  
GBPAC

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 397  
Date of Meeting: August 12, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:34 p.m.  
Meeting Adjourned: 2:56 p.m.

### Members of the Council in Attendance:

P Melanie Abbas, ITS – 36452 AT  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Janelle Darst, GBPAC – 33676 AF  
X Sara Eberle, RDC – 32201 SA  
X Carol Fletcher, RDC – 32333 SA  
X Paul Huber, CHFA – 37349 AA  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Mark Rowe-Barth, WRC – 33423 SA

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

### Ex-Officio Member

#### Others

Michelle Byers  
Lisa Frush

#### Proxy

Ashley Brickley  
Eric Lukens  
Nathaniel Petersen

#### I. Welcome

President Jason Vetter called the meeting to order at 1:34 p.m.

#### II. Approval of Minutes #396

Carol Fletcher moved to approve the minutes as amended, seconded by Sara Eberle. Motion carried.

#### III. Cabinet Report – none

#### IV. HR Report – Michelle Byers

Human Resources recently hired Becky Kriz, Secretary I, as the departmental receptionist. HR staff continues to be busy with high PAF and search volumes. Staff is also gearing up for AFSCME and Faculty negotiations which begin in December.

There were questions regarding how the P&S Council can assist with monthly P&S new hire orientations. It was decided that new P&S employees will be welcomed at the upcoming Meet the Pres event that will be held on Friday, October 1<sup>st</sup>.

Michelle reported that the leave management issue is at the discussion stage. It is a possibility that in the near future, UNI, ISU and U of I will combine worker's compensation and life insurance for substantial savings.

#### V. Committee Reports

##### A. WWW Committee – Pat Whitt

Pat distributed a copy of the yearend report. The updated P&S Council website went live on August 1, 2010 and input is encouraged from staff for content for the website.

- B. Employee Issues Committee – Sara Eberle  
Sara distributed a copy of the yearend report.
- C. Policies and Procedures Committee – Carol Fletcher  
All sections in the P&S Policies and Procedures except the Complaint and Grievance section are currently being reviewed by Human Resources.
- D. Employee Relations Committee – Tony Smothers  
The committee is ready to submit the announcement for nominations for the Staff Excellence Award. There was discussion concerning the best time of year to hold the election for this award and when award winners would be announced. The committee will investigate holding elections in the spring. It was also suggested that nominations for this award could be submitted at any point during the year, so that a larger number of staff may be nominated during the year.

The Meet the President Event will be held on Friday, October 1st from noon to 1:00 p.m. at the University Room in Maucker Union.

- E. Salary and Fringe Benefits Committee – no report

Jason reminded all committee chairs to submit their yearend report and goals to Pat Whitt as soon as possible.

#### VI. New Business

Jason requested that if they have not already done so, all committees work on creating goals and submit them as soon as possible. Committees' Year end reports will be posted on the P&S Council website.

There was discussion regarding the role of proxies. Because proxies are often future P&S Council members, it is important that they read the Council minutes on a regular basis and are encouraged to become involved in committee work. It was suggested that it may be helpful to define expectations for proxies and review their duties.

There was also discussion regarding the qualifications to serve on a P&S committee. Each committee is composed of at least three members representing different divisions. A committee member may serve on multiple committees. It is not a qualification to be a Council member or a proxy to serve on a P&S committee.

#### VII. Old Business

Carol Fletcher distributed the Complaint and Grievance Process section of the P&S Policies and Procedures. There was discussion on how the process works when an employee wishes to discuss an issue prior to the formal grievance process. Currently there is not an ombudsman (one who serves as a neutral party) program at UNI.

A motion was made by Tony Smothers to forward the Complaint and Grievance Process section to Human Resources for review. The motion was seconded by Pat Whitt. Motion carried.

#### VIII. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Joey Zimmerli. The meeting was adjourned at 2:56 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. 398  
Date of Meeting: September 9, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:31 p.m.  
Meeting Adjourned: 2:25 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Janelle Darst, GBPAC – 33676 AF  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 SA  
 Paul Huber, CHFA – 37349 AA  
 Jocelyn Moeller, GBPAC – 33678 AF  
 Mark Rowe-Barth, WRC – 33423 SA

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  
Lisa Frush

### Proxy

Ashley Brickley  
Karen Cunningham  
Lisa Krausman

- I. Welcome  
President Jason Vetter called the meeting to order at 1:31 p.m.
- II. Approval of Minutes #397  
Sara Eberle moved to approve the minutes, seconded by Jeanne Wiesley. Motion carried.
- III. Cabinet Report – Bill Calhoun  
At its September meeting, the Board of Regents will be discussing the feasibility of a plan by UNI and ISU to reduce or eliminate general fund support of intercollegiate athletics. President Allen and Troy Dannen have met with individual board members to share UNI's plan.

Also on the docket for the upcoming Board of Regents meeting are the requests to approve UNI's strategic plan, the Department of Residence plan for the second phase of apartments south of the Quads, and a request to begin planning for the demolition of Baker Hall and renovation of Bartlett Hall.

The September 13, 16 and October 14 performances of the Laramie Project are scheduled to be protested by the Westboro Baptist Church. Counter protests are being planned. Precautions are in place to minimize possible campus disturbances.

On September 30th , Community College Presidents will be on campus meeting with UNI officials.

Fall enrollment has increased .9% from 2009.

IV. HR Report – Michelle Byers

Human Resources recently moved staff within their department in Gilchrist. Benefits staff offices are now located closer to the reception area and employment staff offices are located near the back (southeast) corner.

Michelle reported that Human Resources processed a record number of PAF's (Personnel Action Forms) in August. There were 1098 PAF's processed, which equated to a 38% increase over August 2009.

Human Resources staff will soon be involved with 2011 – 2013 negotiations, Cindy Webb with United Faculty negotiations and Michelle Byers with AFSCME negotiations.

V. Committee Reports

A. WWW Committee – none

B. Employee Issues Committee – none

C. Policies and Procedures Committee – Carol Fletcher

The Grievance section of the P&S Policies and Procedures has been submitted to Human Resources, Compliance and Equity Management and University Counsel Tim McKenna. A meeting has been scheduled to review the entire P&S Policies and Procedures document.

D. Employee Relations Committee – Tony Smothers

The Meet the President Event will be held on Friday, October 1<sup>st</sup> from noon to 1:00 p.m. at the University Room in Maucker Union. New P&S employees will be recognized. Pictures taken during the event will be posted on the P&S Council website.

Discussion continued regarding nominations for the Staff Excellence award. It was suggested that nominations could be submitted at any point during the year so that a larger number of staff could be nominated. Reminders will be sent periodically through the year. 2010 Regents Staff Excellence award winners will be selected the week of September 13<sup>th</sup> and announced during the Convocation on September 22<sup>nd</sup>.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee's yearend report will soon be available. Melanie reported that additional members may be needed to serve on this committee.

VI. New Business

Jason Vetter will speak during the Convocation on September 22<sup>nd</sup>, which begins at 3:30 p.m. and will be held in GBPAC.

Using last year's survey as an assessment tool, the Salary and Fringe Benefits Committee will work on a new P&S employee survey.

VII. Adjournment

Joey Zimmerli moved to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 2:25 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. 399  
Date of Meeting: October 14, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:30 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Janelle Darst, GBPAC – 33676 AF  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 SA  
 Paul Huber, CHFA – 37349 AA  
 Jocelyn Moeller, GBPAC – 33678 AF  
 Mark Rowe, WRC – 33423 SA

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

Justin Ruegg  
Lisa Frush

### Proxy

Todd Hayungs  
Ashley Brickley

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #398  
Jason Vetter noted a correction to the minutes. In Item VI, New Business, the location of the Convocation on September 22nd was Maucker Union not GBPAC. Carol Fletcher moved to approve the corrected minutes, seconded by Pat Whitt. Motion carried.
- III. Cabinet Report – Bill Calhoun  
The Revenue Estimating Conference projected an increase of 2.2% in revenue for FY11 and 3.3% for FY12. They meet again in December.

The UNI “I Am” campaign has kicked off. He encouraged the council to invite Jim O’Connor or other staff members from University Relations to an upcoming meeting to discuss the campaign in more detail.

The Higher Learning Commission (HLC) will be on campus November 8-10. Bill encouraged everyone to become familiar with the University’s mission statement. HLC members will be making various stops around campus while they are here.

Fall graduation will be held in McLeod this year instead of the Dome. The committee is working on making it more of an “event”.

The Athletic report presented to the Board of Regents was accepted. General Fund support to Athletics will be slightly reduced over the next several years. The funding will be made up by



scheduling an additional football game, increasing fund raising and increasing ticket sales. The other auxiliary reports are currently being reviewed by President Allen.

The Imagine the Impact campaign will have an official public kick-off during UNI Homecoming week-end.

IV. HR Report – Lisa Frush

The open enrollment period for benefits plans is October 29 – November 29.

Due to Healthcare Reform, over the counter drugs will no longer be approved items for reimbursement. More information will be shared as it becomes available.

Their office is imaging all personnel files.

An applicant tracking project is in place with a goal to have the entire search process done electronically to allow for easier monitoring and more efficiency.

V. Committee Reports

A. WWW Committee – Pat Whitt

Committee goals have been updated, and the year end reports are on the website now.

They are reviewing a P&S Council name change, however, it requires an amendment to the constitution and cannot be made quickly.

Pat will look into the cost of allowing others on campus to add events or other information to the website.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Carol Fletcher

The updated Grievance section should be reviewed and returned from HR by October 29<sup>th</sup> with comments. The P&S Committee will review it at their next meeting on November 11<sup>th</sup>. There will be an open forum for all P&S staff to learn about the proposed changes and offer feedback. The plan is to have the P&S Council vote on it December 9<sup>th</sup> and then forward to the Cabinet for approval.

D. Employee Relations Committee – Tony Smothers

Tony congratulated the Regents Staff Excellence Award winners that were announced at the Meet the President event on October 1st. It was a great event, however, the attendance was quite low. It was attributed partly to having the event on a Friday during the lunch hour. Tuesday was suggested as a better day to have it in the future.

E. Salary and Fringe Benefits Committee – Melanie Abbas

Melanie noted that P&S health benefits do not need to be the same as the negotiated faculty health benefits. The committee will send out a survey asking for feedback on benefits as well as reaction to last year's budget cuts as they impacted salaries, benefits, etc.

There has been inquiry into a telecommuting (working from home) policy for UNI. HR is currently working on it, however, there is nothing formal in place at this time.

VI. New Business

No new business.

VII. Old Business

The Meet the President event was discussed earlier in the meeting.

VIII. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Joey Zimmerli. The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,  
Jocelyn Moeller  
GBPAC

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 400  
Date of Meeting: November 11, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:05 p.m.

### Members of the Council in Attendance:

<u>X</u> Melanie Abbas, ITS – 36452 AT	<u>X</u> Rick Seeley, ITS – 37218 AA
<u>X</u> Jennifer Colsch, Continuing Ed – 37865 AA	<u>A</u> Anthony Smothers, Academic Advising - 36859 SA
<u>X</u> Janelle Darst, GBPAC – 33676 AF	<u>X</u> Jason Vetter, ITS – 36730 AA
<u>X</u> Sara Eberle, RDC – 32201 SA	<u>P</u> Cindy Webb, HRS – 32521 AT
<u>X</u> Carol Fletcher, RDC – 32333 SA	<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> Jocelyn Moeller, GBPAC – 33678 AF	<u>X</u> Joey Zimmerli, Advancement – 36503 UA-OTP
<u>X</u> Mark Rowe-Barth, WRC – 33423 SA	

### Ex-Officio Member

#### Others

Michelle Byers

#### Proxy

Lori Hoffmann  
Lisa Krausman

#### I. Welcome

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

#### II. Approval of Minutes #399

Janelle Darst moved to approve the minutes, seconded by Jeanne Wiesley. Motion carried.

#### III. Cabinet Report

Jason Vetter reported the following information provided by Bill Calhoun:

The Cabinet has been focusing discussion on the current visit by the HLC team. The Cabinet wishes to thank the Council and the P&S employees for their impressive turnout for their meeting with the HLC team and with staff's knowledge and understanding of the new strategic plan.

The Cabinet had a phone call with UNI's governmental relations liaison with the Board of Regents Joe Murphy to discuss the midterm election results. It is uncertain what these results will mean for the BOR or UNI at this time. The Cabinet will be meeting with the local delegation in the near future to get their views on the upcoming legislative session.

#### IV. HR Report – Michelle Byers

The Benefits Open House which included benefits vendors, took place on November 11<sup>th</sup>.

Benefits open enrollment including merit health and dental insurance; and vision insurance and flex spending enrollment for all employee groups is being held from October 29<sup>th</sup> through November 29<sup>th</sup>.

The partnership with Wellmark on identifying potential enhanced wellness initiatives continues. The employee survey results are currently being compiled and will be evaluated along with the leadership survey results to obtain an overview of the current campus wellness culture.

The 2010 Reduced Operations memo was recently sent to all campus departments and posted to UNI OnLine.

In partnership with the University of Iowa, the UNI applicant tracking project is progressing.

V. Committee Reports

A. WWW Committee – Pat Whitt

The committee is working with IT on an estimate to post news items to the P&S Council website.

B. Employee Issues Committee– no report

C. Policies and Procedures Committee – Carol Fletcher

Carol distributed a draft of “Duties as a Proxy”. It was suggested that the draft be forwarded to proxies for review and comment. Carol will add proxy names to the P&S Council list serve. Comments and feedback on this draft should be directed to Carol.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – Melanie Abbas

Melanie distributed a draft of “Employee Benefits Survey” for review. Discussion followed. During the December 9<sup>th</sup> meeting, the final draft of the survey will be approved and the survey will be distributed in January 2011. Comments and feedback on the survey should be directed to Melanie.

VI. New Business – Jason Vetter

Jason reported that there has been concern that the P&S Council agenda has not included enough detail. He requested that committee chairs submit specific items that they will be discussing during meetings. It is hoped that more detailed agendas will generate additional interest.

VII. Adjournment

Carol Fletcher moved to adjourn the meeting, seconded by Pat Whitt. The meeting was adjourned at 2:05 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. 401  
Date of Meeting: December 9, 2010  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:26 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Janelle Darst, GBPAC – 33676 AF  
 Sara Eberle, RDC – 32201 SA  
 Carol Fletcher, RDC – 32333 SA  
 Paul Huber, CHFA – 37349 AA  
 Jocelyn Moeller, GBPAC – 33678 AF  
 Mark Rowe-Barth, WRC – 33423 SA

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  
Justin Ruegg

### Proxy

Karen Cunningham  
Cody Johnson  
Lisa Krausman  
Ashley Lurch

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #400  
Melanie Abbas moved to approve the minutes, seconded by Jeanne Wiesley. Motion carried.
- III. Cabinet Report – Bill Calhoun  
The Board of Regents is holding a telephonic meeting today. One of the agenda items is a discussion tuition for next fiscal year. Their recommendation will be coming forward soon.  
  
The Revenue Estimating Conference reported an increase in revenue from previous estimates for FY11 and FY12.  
  
The Cabinet will be meeting several times in January to discuss and plan for the 2010 budget.  
  
UNI fell from second place to third place in the recently released U.S. News rankings. The Cabinet is discussing and identifying the reasons why this occurred.  
  
UNI Up Close, a visit day planned specifically for admitted high school seniors, will take place on Friday, February 18th and Friday, February 25<sup>th</sup>. Applications to UNI are currently up 15%.

IV. HR Report – Michelle Byers

A tentative agreement has been reached for the AFSCME contract, but not yet ratified. United Faculty bargaining is ongoing.

The 2010 Adverse Weather memo was recently released.

New policies for Telework Special Compensation are currently being reviewed by the Policies and Procedures Committee. They will be reviewed by the Cabinet on Dec. 13th.

V. Committee Reports

A. WWW Committee – Jeanne Wiesley

The P&S employees' number has been updated on the P&S Council website. The committee is also working on the web submission form. Information can be submitted in three categories - news, events and kudos. Please direct suggestions for this form and comments for the committee to Pat Whitt. The committee hopes to have the submission form live on the P&S website very soon.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Carol Fletcher

Proxies reviewed the document "What are Your Duties as a Proxy?" Suggestions were made for improvements. Carol will revise and bring back for final review during the next meeting.

D. Employee Relations Committee – Tony Smothers

Tony announced that he has stepped down as chair of this committee. Jocelyn Moeller and Jenny Colsch have agreed to Co Chair the committee.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee has prepared and edited the "Employee Benefits Survey" and the latest draft was distributed to the P&S Council for a second review. Changes and additions to the survey were discussed. Melanie requested feedback by Thursday, December 16<sup>th</sup>. The committee will then get approval from ....to distribute the survey campus wide.

VI. Old Business

It has been decided that nominations for the Staff Excellence award may be submitted at any point during the year. Reminders to nominate will be sent periodically throughout the year.

Jason reminded committee chairs to provide detailed agenda items for future P&S Council agendas.

VII. New Business

There was discussion about changing the time for January's P&S Council meeting because of a conflict with the Administration and Financial Services Recognition event. Jason and Carol will attempt to change the meeting time from 1:30 to 12:30 on January 13<sup>th</sup> so that A&FS staff will be able to attend the P&S Council meeting. A motion was made by Melanie, seconded by Jeanne, to move the January 13<sup>th</sup> meeting start time to 12:30 p.m.

VIII. Adjournment

Joey Zimmerli moved to adjourn the meeting, seconded by Carol Fletcher. The meeting was adjourned at 2:26 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources