

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 402  
Date of Meeting: January 13, 2011  
Place of Meeting: Presidential Room Maucker Union  
Meeting Convened: 12:30 p.m.  
Meeting Adjourned: 1:00 p.m.

### Members of the Council in Attendance:

X 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  
P Paul Huber, CHFA – 37349 AA  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Mark Rowe-Barth, WRC – 33423 SA

A Rick Seeley, ITS – 37218 AA  
A 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

Michelle Byers  
Lisa Frush  
Cody Johnson

### Proxies

Ashley Brickley  
Karen Cunningham  
Amy Hunzelman  
Lisa Krausman  
Eric Lukens  
Nathaniel Petersen

### I. Welcome

President Jason Vetter called the meeting to order at 12:30 p.m.

### II. Approval of Minutes #401

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

### III. Cabinet Report – Bill Calhoun

The legislature is currently in session. The House Republicans have already sponsored a bill which would reduce spending on state government including a reduction in general fund support for the Regents schools. The Board of Regents has provided an official response to this proposal which supports funding for the Regents institutions.

The governor will present his budget for the state at the end of January. Following this, the Cabinet will be meeting to continue budget deliberations for the university.

Proposed tuition increase will be discussed at the next meeting of the Board of Regents.

Participation was encouraged at the January 20<sup>th</sup> Town Hall Meeting on Diversity. It is hoped that all UNI community members will help UNI reach its vision of a campus where diversity enriches every aspect of UNI's culture.

UNI Up Close, a special visit day for admitted high school students, will be held on UNI's campus on February 18<sup>th</sup> & 25<sup>th</sup>.

IV. HR Report – Michelle Byers

There will be many report requests this spring from the Iowa Legislature that HR will be involved with.

The first meeting of the Enterprise Risk Management Council was held earlier today (Jan. 13th). The committee will evaluate the university's overall risk management approach.

AFSCME ratified the 2011-2013 Collective Bargaining contract in December and the signing ceremony was held on January 7th. United Faculty bargaining is ongoing.

The Telework and Special Compensation policies were approved by the Cabinet on December 13th and will be added to University Policies and Procedures site.

V. Committee Reports

A. WWW Committee – Pat Whitt

A web form for UNI staff to post news, events, kudos etc. has been developed and will soon be posted to the P&S Council website. Once the form is posted it will be announced in UNI Online and via email to P&S employees.

B. Employee Issues Committee – Sara Eberle

The committee is currently assisting with one issue.

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Jenni Colsch

The committee has been working on changes to the nomination process for the Regents Staff Excellence Award. Beginning January 2011, nominations will be taken from January through April, and the selection of award recipients will take place in late April. The nomination form will then be made available from May through April of the following year. Reminders will be sent throughout the year encouraging staff to nominate. Award winners will continue to be announced at Convocation and the Meet the Pres event each fall. The nomination form will be set up so that staff will not be able to nominate themselves but may nominate more than one individual.

E. Salary and Fringe Benefit Committee – Melanie Abbas

The committee met last week and finalized the employee benefits survey. The survey went live on Monday, January 10<sup>th</sup> and will be announced on UNI OnLine, the P&S website, and an email will be sent by Jason to P&S employees.

VI. Old Business

The P&S Council "role of proxy" document has been finalized and will be posted to the P&S Council website soon.

VII. Adjournment

Jason Vetter adjourned the meeting at 1:00 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. 403  
Date of Meeting: February 10, 2011  
Place of Meeting: Presidential Room Maucker Union  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:08 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 1:32 p.m.

### II. Approval of Minutes #402

Jocelyn Moeller moved to approve the minutes, seconded by Joey Zimmerli. Motion carried.

### III. Cabinet Report – Bill Calhoun

Governor Branstad has proposed a 7% FY12 cut for Regents institutions. Gloria Gibson and the other University presidents along with Regent President David Miles presented to the Joint Education Appropriations Subcommittee on Wednesday, February 9, 2011. Regent Miles' presentation can be viewed at

<http://www.regents.iowa.gov/news/IBOREdApprops020911.pdf>

Bill distributed a handout detailing appropriations per Iowa Resident for UNI, SUI and ISU. It was noted that differences between UNI and ISU and SUI should be stressed. UNI is much more dependent on appropriations. 91% of UNI students are in state whereas ISU and especially SUI have a larger amount of out of state students.

The Board of Regents last week proposed 5% in state and 5% out of state tuition increases. Tuition increases will be approved at the March Board of Regents meeting.

UNI Up Close, a special visit day for admitted high school students, will be held on the UNI campus February 18th and 25<sup>th</sup>. Registrations for this event are down a bit from last year.

It was reported that fall enrollment numbers look strong for incoming freshmen and Department of Residence housing contracts have increased by 5%.

IV. HR Report – Michelle Byers

Human Resources have been processing a high volume of reports for Iowa Legislative requests.

P&S and Merit search volumes have decreased recently in anticipation of the expected state budget decrease.

HRS' P&S Employment and Immigration Coordinator has taken a position as the Human Resources Director at the Iowa Braille School.

V. Committee Reports

A. WWW Committee – Pat Whitt

The web form for UNI staff to post news, events, kudos, etc. has been posted to the P&S Council website and an announcement will soon be included in UNI OnLine. The duties of proxies will soon be added to the P&S Council website as well.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Carol Fletcher

The committee met and visited with University of Iowa staff regarding their use of ombudsmen. Carol has additional information for anyone interested.

D. Employee Relations Committee – Jenni Colsch

The Regents Staff Excellence award nomination form is ready and nominations will be accepted through April 8<sup>th</sup>.

E. Salary and Fringe Benefit Committee – Melanie Abbas

The employee benefits survey results are back. 229 staff responded to the survey, less than the number of staff who responded in 2009. Melanie will summarize survey results and they will be shared with P&S Council members and proxies. It was noted that results are for P&S Council members and proxies only and not to be shared with others.

It was requested that proxies' calendars be updated with P&S Council meeting dates.

VI. New Business

Jason stated that he has one term remaining and will not be running for P&S Council President for his final term so he could assist the next Council President to ensure a smooth transition. He encouraged Council members to start thinking about nominating themselves or others for the President position.

VII. Adjournment

Carol Fletcher moved to adjourn the meeting, seconded by Sara Eberle. The meeting was adjourned at 2:08 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. 404  
Date of Meeting: March 10, 2011  
Place of Meeting: Presidential Room Maucker Union  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:41 p.m.

### Members of the Council in Attendance:

<u>X</u> Melanie Abbas, ITS – 36452 AT	<u>A</u> Rick Seeley, ITS – 37218 AA
<u>A</u> Jennifer Colsch, Continuing Ed – 37865 AA	<u>X</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>X</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

Bill Calhoun

### Others

Michelle Byers  
Lisa Frush  
Doreen Hayek  
Cody Johnson  
Todd Thomas  
Kay Wanous

### Proxy

Ashley Brickley

### I. Welcome

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

### II. Approval of Minutes #403

Jeanne Wiesley moved to approve the minutes, seconded by Mark Rowe-Barth. Motion carried.

### III. Cabinet Report – Bill Calhoun

Governor Branstad's 6% budget calls for a 6% reduction in funding for the Regents Universities. UNI employees were asked to be proactive by sending letters of support to legislators regarding future funding for UNI. A reminder that emails to legislators must be sent by personal email and during non working hours.

By March 15<sup>th</sup>, the arbitrator's ruling on the United Faculty arbitration is due to be announced. The Board of Regents will finalize tuition increase for FY12 at their March 23<sup>rd</sup> meeting.

The SIS conversion is moving forward with considerable activity scheduled during the next few weeks.

Applications for FY12 enrollment are up 10% and more will be known as commitments for summer orientation are finalized. As of February 28<sup>th</sup>, Department of Residence housing contracts have increased by 4%. Registrations for the UNI Up Close event were lower this year, though still strong.

Governor Branstad has submitted for Senate confirmation the names of Bruce Rastetter, Katie Mulholland and Nicole Carroll to serve on the Iowa Board of Regents. When appointed, they will serve a six year term that begins on May 1, 2011 and runs through April 30, 2017.

IV. HR Report – Michelle Byers

Human Resources Benefits Specialist Bobbi Vandegrift will serve as UNI's Employee Wellness Coordinator in addition to her regular duties.

Lisa Frush has been promoted to Human Resources Employment Manager.

The P&S Employment and Immigration Coordinator position has been advertised and the search is in progress.

Three forms for P&S performance appraisals were recently updated and combined into one form and an email has been sent to deans, directors and department heads. The revised HRS web site includes information about Performance Appraisal training, resources for supervisors preparing performance evaluations as well as resources for employees to prepare for their own evaluation.

Although the Council agreed the current forms needed to be revised, there was concern from the Council about how the revisions were determined and disappointment that P&S Council was not given the opportunity to review, provide input into a process or even made aware that the form was being changed. The Council requests that all matters that impact P&S staff be brought to the Council for review before final decisions are made.

There were questions about the status of proposed legislation that may impact P&S employee pay, benefits, etc. Michelle indicated proposed legislation can be tracked and reviewed on The Iowa Legislature web site.

V. Committee Reports

A. WWW Committee – Pat Whitt

Bill Calhoun provided Regent President David Miles presentation to the Joint Education Appropriations subcommittee and it was posted to the news section of the P&S Council website. Also posted to the website is a document defining the duties of the proxy for council member.

B. Employee Issues Committee – none

C. Policies and Procedures Committee – Carol Fletcher

Policies and Procedures Committee is waiting to review the suggested updates to the P&S Policies and Procedures from HRS, Compliance and University Council. The target date for suggested updates is the end of April or May 2011.

D. Employee Relations Committee – Jocelyn Moeller

The committee continues to work on the Staff Excellence award process and is accepting nominations through April 8<sup>th</sup>.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee met on March 7<sup>th</sup> and worked on the benefits survey evaluation summary. The committee met on March 7<sup>th</sup> and worked on the benefits survey evaluation summary. The survey revealed there is considerable interest in flexible work schedules, tuition assistance for family members and wellness programs. Topics for consideration are dental, vision, and health

care options. The committee is waiting for results from faculty negotiations before moving forward.

Melanie made a motion to post the benefits survey results to the P&S Council website, seconded by Tony Smothers. Motion carried.

VI. New Business – Jason Vetter

An election committee chair and two additional members are needed to serve on the election committee.

VII. Adjournment

Joey Zimmerli moved to adjourn the meeting, seconded by Janelle Darst. The meeting was adjourned at 2:41 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. 405  
Date of Meeting: April 14, 2011  
Place of Meeting: Gilchrist Room 007  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:10 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  
A 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

Jenny L Connolly  
Erik Guetzlaff  
Todd Thomas  
Bill McKinley  
Nadia Korobova  
Lisa Frush  
Ron Padavich  
Michele Smith  
Bobbi Vandegrift  
Kay Wanous

### Proxy

Karen Cunningham  
Lisa Krausman  
Eric Lukens  
Nathaniel Petersen

### I. Welcome

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

### II. Approval of Minutes #404

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

### III. Cabinet Report

Jason Vetter reported for Bill Calhoun that the Cabinet discussed the salary distribution options provided by the P&S Council. The salary increase to P&S employees will be provided on the same schedule as the increase to faculty. The .5% hold back for use by Vice Presidents for salary decisions will continue.

Lieutenant Governor Kimberly Reynolds will visit the UNI campus on Monday, May 9<sup>th</sup>.

First Lady Michelle Obama will speak at UNI's spring commencement ceremony at 11 a.m., Saturday, May 7, in the UNI-Dome on the UNI campus. The university will consolidate three ceremonies into one to provide all graduates the opportunity to be addressed by the First Lady.



IV. HR Report – Lisa Frush

Interviewing for the P&S Employment Coordinator position is complete and it is expected that an offer will soon be made.

Lori Hoffmann, Training and Development Coordinator, has resigned effective April 8<sup>th</sup>.

V. Committee Reports

A. WWW Committee – Pat Whitt

Information regarding upcoming benefits meetings and Regents Staff Excellence announcements has recently been posted to the P&S Council website. The benefits survey executive summary and results have also been recently posted.

B. Employee Issues Committee – none

C. Policies and Procedures Committee – Carol Fletcher

Human Resources has scheduled meetings in May with the Office of Compliance and Equity Management to review suggested updates to P&S Policies and Procedures. The committee is waiting for these reviews.

D. Employee Relations Committee – Jennifer Colsch

Twenty nominations for the Regents Staff Excellence award have been received. The committee will meet in late April to evaluate the nominations.

E. Salary and Fringe Benefits Committee – Nathaniel Petersen

Arbitration decisions regarding the 2011-2013 contract between the Board of Regents, State of Iowa and UNI-United Faculty were discussed. Salary increases for Faculty and P&S employees will be:

- 2.25% on July 1, 2011
- 1.25% on January 1, 2012
- 2.25% on July 1, 2012
- 1.25% on January 1, 2013

A motion was made by Nathaniel Peterson, seconded by Carol Fletcher to accept the current proposal.

VI. New Business

A. Salary and Fringe Benefits increase recommendations

After lengthy discussion, a motion was made by Jeanne Wiesley, seconded by Mark Rowe-Barth, to recommend that the .5% holdback for equity adjustment taking place on July 1, 2011 be reduced to .25%. If the .25% is not used for equity increases, it was recommended that it be put back in the pool for merit increases.

B. Salary and Fringe Benefits changes to P&S Benefits Package

Cindy Webb reported that the health rate structure is changing and the actual health rates are not yet established. Rates will be announced by April 30. Human Resources will schedule additional informational meetings in May.

A motion was made by Jenni Colsch, seconded by Jocelyn Moeller, requesting that the Salary and Fringe Benefits Committee draft a letter to the Cabinet relating that the P&S Council desires a voice in the future regarding the loss of benefits and salary changes. The draft will be reviewed and voted on during the May 12<sup>th</sup> P&S Council meeting.

VII. Old Business – Carol Fletcher

The committee is seeking candidates for the President's Division and will hold elections as soon as there are two candidates.

VIII. Adjournment

Carol Fletcher moved to adjourn the meeting, seconded by Mark Rowe-Barth. The meeting was adjourned at 3:10 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. 406  
Date of Meeting: May 12, 2011  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:50 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Janelle Darst, GBPAC – 33676 AF  
 Sarah 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  
Chris Conklin  
Jenny Connolly  
Lisa Frush  
Scott Klahsen  
Kenneth Paschke

### Proxy

Ashley Brickley  
Karen Cunningham  
Amy Hunzelman  
Chris Kremer  
Eric Lukens

- I. Welcome  
President Jason Vetter called the meeting to order at 1:30 p.m. Everyone present introduced themselves.
- II. Approval of Minutes #405  
Pat Whitt moved to approve the minutes, seconded by Jeanne Wiesley. Motion carried.
- III. Cabinet Report – Bill Calhoun  
Spring Commencement with speaker First Lady Michelle Obama went well. There was an incredible amount of work that was accomplished in five weeks to make it happen. Bill wanted to thank all P&S members who had helped make this such a success.

Admissions applications are up 10% from last year partly due to increased media exposure of UNI. Orientation registrations for both freshmen and transfers are up 3.3% over last year. Freshman housing contracts are down 2% from last year.

Legislative update: The Cabinet is planning on a 4% budget reduction for FY12.

President Allen's response to P&S Council's recommendation for salary increase allocations may be found at: <http://www.uni.edu/pscouncil/sites/default/files/letter.5.12.11.pdf>

The final decision on salary increases and benefits made by the Arbitrator in March was a reasonable trade off of salary increases vs. decreases in health/dental/life insurance coverage.

For clarification, the January 1, 2012 salary increase will be calculated using the July 1, 2011 increase as the baseline.

IV. HR Report – Michelle Byers

Michelle introduced recently hired P&S Employment Coordinator Scott Klahsen. He will be working with Michelle, Lisa Frush, Leah Gutknecht and Tim McKenna on the P&S Policies and Procedure review as one of his first projects.

HRS staff have been working with departments on performance appraisals in preparation for salary worksheets and on items such as departmental restructuring in anticipation of budget reductions.

The recent benefits informational sessions were well attended by Faculty and P&S employees.

Cindy Webb shared handouts detailing a total compensation estimate and a spreadsheet showing estimates of how the FY12 salary increases and benefit changes may impact the average P&S employee at UNI.

Benefits plans were briefly explained. Faculty, Academic Administrators, Institutional Officials, and P&S & Merit Supervisory employees have three choices which are to remain on the UNI Health Plan, or change to PPO or Blue Advantage plans. Currently 1/3 of employees are covered by Blue Advantage vs. the Indemnity plan.

V. Committee Reports

A. WWW Committee – Pat Whitt

Announcements regarding P&S Councils' salary recommendation letter and Jason Vetter's information regarding the April Board of Regents' meeting have been recently posted to the P&S council website.

B. Employee Issues Committee – Sara Eberle

No report

C. Policies and Procedures Committee – Carol Fletcher

The elections for P&S Council representatives will run as soon as there are two candidates for the President's Office Division.

D. Employee Relations Committee – Jennifer Colsch

Staff Excellence Award recipients' names will be released to the President's Office on August 1st for public announcement at the Convocation and Meet the Pres events this fall. The committee requested that discussion concerning the selection process take place at a future P&S Council meeting. After Council discussion, it was determined to discuss such matters at the August meeting.

E. Salary and Fringe Benefits Committee – Melanie Abbas

The committee was requested to complete a letter to the UNI Cabinet in regard to communication about possible benefits changes that would impact P&S employees. This letter will be completed and provided to the Council by the next meeting.

Melanie suggested that employees be surveyed (in the fall) prior to faculty negotiations every other year.

- VI. New Business  
Staff Excellence Award recipients' names will be released to the President's Office on August 1<sup>st</sup> for public announcement at the Convocation and Meet the Pres events this fall.
- VII. Old Business  
Information regarding the April Board of Regents' meeting attended by Jason Vetter has been recently posted to the P&S council website.
- VIII. Adjournment  
Joey Zimmerli moved to adjourn the meeting, seconded by Rick Seeley. The meeting was adjourned at 2:50 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. 407  
Date of Meeting: June 9, 2011  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:33 p.m.  
Meeting Adjourned: 2:15 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

### Others

Michelle Byers  
Cody Johnson  
Scott Klahsen  
Gordon Krueger

### Proxy

Ashley Brickley  
Lisa Krausman  
Chris Kremer

#### I. Welcome

President Jason Vetter called the meeting to order at 1:33 p.m.

#### II. Approval of Minutes #406

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

#### III. Cabinet Report

A report from Bill Calhoun was read by Jason Vetter.  
There was not a budget update as there is no budget from the Legislature at this time. The Cabinet is preparing for a 4% reduction in budget for UNI.

A recent presentation was made by David Miles to the Iowa Senate Education Appropriations Subcommittee. In his presentation he made a special appeal for UNI. It is a significant step in the effort to point out the funding differences between the three Regent universities. The link to David Miles' presentation may be found at:

<http://www.regents.iowa.gov/news/senateedappropssubcommittee060611.pdf>

#### IV. HR Report – Michelle Byers

HR staff recently held a meeting, which included Jason Vetter and Melanie Abbas, to discuss revision options for the Staff Training Grant policy. The increased participation and sharp growth in costs over the last several years has caused the need to reevaluate the program in order to ensure it continues to serve as a valuable and sustainable staff benefit.

There was good participation in the recent benefits informational sessions and subsequent open enrollment period. Approximately 50 faculty/staff will change from UNI Health to an alternate health care plan.

Administration & Financial Services Vice President Tom Schellhardt is retiring the end of August. HRS will assist with the search for his replacement.

V. Committee Reports

A. WWW Committee – Pat Whitt

The platform of candidates running for P&S Council elections was recently posted to the P&S Council website.

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

Melanie distributed a draft of a letter addressed to President Allen requesting that suggested changes to salary and fringe benefits offerings to P&S staff be discussed with Council leadership before being disseminated across campus. Mark Rowe-Barth moved to forward the letter to President Allen, seconded by Jeanne Wiesley. Motion carried.

There was discussion about upcoming changes to the Staff Training Grant policy. The policy will need to be in place before fall classes begin in August.

VI. Old Business

P&S Council Elections will run until June 15<sup>th</sup>. For clarification, temporary and non-annual staff are not eligible to vote in this election. On June 20<sup>th</sup>, an email announcing election results will be sent to P&S employees.

VII. New Business

Jason will not be able to attend the July 14<sup>th</sup> P&S Council meeting when the Council President and Vice President will be elected. Jeanne Wiesley volunteered to chair the meeting.

Jan Hanish will be presenting to the P&S Council on August 11. This presentation will include information about the Enterprise Risk Management Council and to bring us up to date on their plans. They will be seeking input on risk issues and concerns from the P&S Council.

Jason recognized and thanked outgoing P&S Council members for their service.

Carol Fletcher served six years; Paul Huber, Sara Eberle, Cindy Webb and Joey Zimmerli each served three years. Jason encouraged outgoing council members to serve on committees to share and mentor others with less experience.

Pat Whitt requested that in June council members receive information detailing committee descriptions so that everyone will be ready and informed at the July 14<sup>th</sup> meeting when election of officers and committee members are assigned.

VIII. Adjournment

Carol Fletcher 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  
PD – President's Division

Meeting No. 408  
Date of Meeting: July 14, 2011  
Place of Meeting: Maucker Ballroom A  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:00 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 John Aronowitz, Dev/Foundation – 35468 PD  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC- 36111 SA  
 Janelle Darst, GBPAC – 33676 AF  
 Sarah Eberle, RDC – 32201 AT

David Lemon, Residence Administration – 32658 SA  
 Jocelyn Moeller, GBPAC – 33678 AF  
 Mark Rowe-Barth, WRC – 33423 SA  
 Rick Seeley, ITS – 37218 AA  
 Anthony Smothers, Academic Advising - 36859 AA  
 Jason Vetter, ITS – 36730 AA  
 Pat Whitt, AF Technology Services – 36881 AF  
 Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

#### Others

Michelle Byers  
Carol Fletcher  
Scott Klahsen

#### Proxy

Ashley Brickley  
Karen Cunningham  
Carol Fletcher  
Cody Johnson  
Keith Kennedy

### I. Welcome

Jeanne Wiesley called the meeting to order at 1:30 p.m. New P&S Council members were welcomed and everyone introduced themselves. Jeanne distributed a sheet for council members to list their proxy name and the committee they would like to serve on.

### II. Approval of Minutes #408

Jocelyn Moeller moved to approve the minutes as amended, seconded by Jennifer Colsch. Motion carried.

### III. Cabinet Report

Carol Fletcher reported for Bill Calhoun that the Iowa House and Senate agreed to a budget and it is now awaiting the Governor's signature. The budget reflects a reduction very close to the 4% that UNI was preparing for. The budget will provide funds for Baker Hall demolition and the renovation of Bartlett Hall. The budget includes modest deferred maintenance funds.

Enrollment continues to look good for fall semester and UNI is budgeting for 13,350 students. Jeanne Wiesley reported that residence housing numbers are nearly the same for freshmen compared to last year. The number of transfer students is slightly higher, however the overall number is approximately the same as last year.

As of June 30, 2011, the Imagine the Impact Campaign has raised over \$130 million toward the \$150 million goal.



IV. HR Report – Michelle Byers

Benefits staff has been busy entering Oracle information due to insurance changes that begin August 1<sup>st</sup>.

Jan Hanish has been named Interim Vice President for Administration & Financial Services.

The staff tuition reimbursement program policy revision was just approved by the Cabinet. Additional information regarding these revisions will be soon be announced.

V. Committee Reports

A. WWW Committee – Pat Whitt

New P&S Council member information has been posted to the council website. Their proxy and committee choices will be posted as soon as the information is available.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Jennifer Colsch

There has been a date change for the Meet the Pres Event. It will be held on Tuesday, October 18<sup>th</sup>.

E. Salary and Fringe Benefits Committee – Melanie Abbas

A letter has been sent from the P&S Council to the UNI Cabinet and President Allen regarding communication about possible benefits changes that impact P&S employees. A reply was received from the President's Office and was forwarded to all P&S Council members. Members who did not receive the letter should let Melanie know.

VI. New Business

Nominations for P&S Council President were taken. Pat Whitt moved to nominate Melanie Abbas. Motion carried. Jennifer Colsch moved to nominate Tony Smothers. Motion carried. Nominations ceased. Melanie and Tony left the room while the council voted. Melanie was elected President and accepted.

Nominations for P&S Council Vice President were taken. Melanie nominated Tony Smothers and he accepted. Nominations ceased. Tony was elected Vice President and accepted. Tony will chair the August 11<sup>th</sup> meeting.

VII. Old Business - none

VIII. Adjournment

Carol Fletcher moved to adjourn the meeting, seconded by Ashley Brickley. The meeting was adjourned at 2:00 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  
PD – President’s Division

Meeting No. 409  
Date of Meeting: August 11, 2011  
Place of Meeting: Maucker Presidential room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:23 p.m.

### Members of the Council in Attendance:

P Melanie Abbas, ITS – 36452  
X John Aronowitz, Dev/Foundation – 35468 PD  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
X Matt Copp, RDC- 36111 SA  
X Janelle Darst, GBPAC – 33676 AF  
A Sarah Eberle, RDC – 32201 AT  
A Jeanne Wiesley, RDC – 32333 SA

A David Lemon, Residence Administration – 32658 SA  
A Jocelyn Moeller, GBPAC – 33678 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
X Rick Seeley, ITS – 37218 AA  
X Anthony Smothers, Academic Advising - 36859 AA  
X Jason Vetter, ITS – 36730 AA  
X Pat Whitt, AF Technology Services – 36881 AF

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Therese Callaghan

### Proxy

Ashley Brickley  
Kevin Quarnstrom

#### I. Welcome

Anthony Smothers called the meeting to order at 1:30 p.m.

#### II. Approval of Minutes #409

Mark Rowe- Barth moved to approve the minutes, seconded by Chris Conklin. Motion carried.

#### III. Cabinet Report – Bill Calhoun

Bill Calhoun congratulated Melanie Abbas and Anthony Smothers on their election as President and Vice President of the council. He also thanked Jason Vetter and Carol Fletcher for their leadership in the same roles.

Bill reported that the each division will begin addressing how they will meet the ~\$3.6 million deficits. President Allen’s August 4, 2011 budget message can be viewed at <http://www.uni.edu/president/budget>. There is also a PowerPoint presentation available on that web link which was presented to the Board of Regents 8/4/2011.

It was asked if the Cabinet was still taking suggestions for how money could be saved at UNI and Calhoun responded that all suggestions would be reviewed. Another question was if it was known how the deficit would be met. Bill said that some divisions have a plan in place and some are still planning on how they will meet the cuts. Bill was also asked if there was any plan for furloughs to meet the deficit. Bill stated that it was past the point for one-time fixes and applying band aids to short falls. The question was also posed if a report will be published on how the deficit was met. Bill didn’t know and said he would take that question to the Cabinet.

Bill reported good news that the Capital Projects of the demolition of Baker Hall and renovation of Bartlett Hall was approved by the Board of Regents.

Projected enrollment is ~13,350 students. There was an 8% increase in enrollment applications. Classes commence August 22, 2011 for the fall semester.

IV. HR Report – Michelle Byers

Last month Michelle reported that the Staff Training Grant policy was being revised. The revision is complete and has been approved by the Cabinet and renamed Staff Tuition Reimbursement Program. The policy can be reviewed at <http://www.uni.edu/policies/475>. One requirement of this revised policy is that annual application must be made for assistance. Michelle stated that the program is so popular and funding is budgeted to a set amount each year so that application may actually exceed the funding available. The policy addresses how funding is awarded and where the higher priorities are for selection.

Human Resource Services (HRS) is using a new online transaction for new hires to establish a university ID in a more secure manner.

HRS has purchased three advertising packages that departments will be able to utilize to advertise vacant positions. These tools can potentially save departments as much as 50% in advertising costs on these three sources.

Worker's compensation claims have been reduced this past year for FY 2012. Premiums are approximately \$15,000 less per month compared to FY 2011. Over the last two years combined premiums have decreased by 37% or over \$323,000. For July 2011 the number of claims was half of the previous July.

V. Committee Reports

A. WWW Committee – Pat Whitt

All proxy information that council members have submitted to the WWW committee has been posted to the P&S Council web site. Council members were reminded to check the web site and see if their information needed updating. Updates should be forwarded to Melanie Abbas, Anthony Smothers or Pat Whitt.

I. Employee Issues Committee – no report

II. Policies and Procedures Committee – Anthony reported for Carol that the committee was waiting for an update on the revisions given to HRS.

III. Employee Relations Committee – Jenni Colsch

Committee has set the Meet the President event for October 18 in Maucker Union Ballroom and is working on the details.

IV. Salary and Fringe Benefits Committee – Matt Copp

Melanie Abbas did the year-end report and Matt is working on getting the committee together.

VI. New Business

Committee end of year reports are due. Submit them to Melanie, Anthony and Pat.

An update on the salary money held back by divisions was put on hold until the next council meeting.

VII. Old Business

No business.

VIII. Adjournment

Matt Copp moved to adjourn the meeting, seconded by Jenni Colsch. The meeting was adjourned at 2:23 p.m.

Respectfully Submitted,  
Pat Whitt

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
PD – President’s Division

Meeting No. 410  
Date of Meeting: September 8, 2011  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:00 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AT  
 John Aronowitz, Dev/Foundation – 35468 PD  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC- 36111 SA  
 Janelle Darst, GBPAC – 33676 AF  
 Sarah Eberle, RDC – 32201 AT

David Lemon, Residence Administration – 32658 SA  
 Jocelyn Moeller, GBPAC – 33678 AF  
 Mark Rowe-Barth, WRC – 33423 SA  
 Rick Seeley, ITS – 37218 AA  
 Anthony Smothers, Academic Advising - 36859 AA  
 Jason Vetter, ITS – 36730 AA  
 Pat Whitt, AF Technology Services – 36881 AF  
 Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Jan Hanish  
Scott Klahsen  
Justin Szabo

### Proxy

Ashley Brickley  
Karen Cunningham  
Carol Fletcher  
Lisa Krausman

### I. Welcome

President Melanie Abbas called the meeting to order at 1:30 p.m.

### II. Approval of Minutes #409

Jocelyn Moeller moved to approve the minutes, seconded by Jennifer Colsch. Motion carried.

### III. Cabinet Report – Bill Calhoun

Overall fall enrollment at UNI is down by 33 students compared to fall 2010, however the number of out-of-state and multicultural students are on the rise.

Multicultural enrollment rose to an all-time high of 7.4 percent. Out-of-state enrollment increased by 2 percent, however more than 90 percent of all UNI students are Iowans.

The budget deficit now stands at \$4.7M. To make up for deficit shortfalls, plans are being made for positions to be reduced by attrition whenever possible. Supplies and services budgets will likely be reduced as well as university wide memberships and special events.

Last week the Cabinet submitted the FY13 budget to the Board of Regents. UNI made a special request for stem initiatives and funds to address UNI’s commitment to Iowa students.

Governor Terry Branstad named a 40-member advisory council that will help formulate a legislative agenda aimed at increasing the quantity and quality of Iowans involved in science and technology fields.

The Science, Technology, Engineering and Mathematics (STEM) advisory council is headed by Lt. Gov. Kim Reynolds and UNI President Ben Allen. The council is charged with coming up with a plan to raise student achievement and boost interest in STEM education from preschool through higher education. STEM education is essential to ensure Iowa's young people are competitive in the global marketplace. STEM-related jobs are among the fastest-growing and best-paying.

The council will meet October 3rd and is expected to have program recommendations by next year.

The Iowa Education Summit recently took place and brought more than 60 speakers and panelists to Des Moines for a two-day discussion on education reform. Initiatives will be forthcoming.

Reaching for Higher Ground activities will begin on September 11<sup>th</sup>.

#### IV. HR Report – Michelle Byers

Human Resources staff is assisting the search committee with the Vice President for Administration and Financial Services search.

UNI former legislative liaison Joe Murphy's position has recently been advertised by the Board Office.

HRS staff worked on a high volume of PAFs in August, processing approximately one-quarter to one-third of annual PAF's.

A layoff plan for Merit positions is nearing completion. The plan will then be submitted to the Board Office and Department of Administrative Services.

Meetings regarding P&S Policies and Procedures revisions have been scheduled with Compliance and Equity Management and the process is moving forward.

UNI and TIAA CREF is adopting a new class of mutual funds with lower management fees and expenses for the TIAA CREF Retirement Savings Plan. The effective date of this change is September 9, 2011.

#### V. Committee Reports

##### A. WWW Committee – Pat Whitt

The committee submitted their year-end report. A reminder was given to all committee chairs to submit their year-end report for posting to the website and to also check that their information has been updated. Everyone was encouraged to make submissions to the "Share Your News" section on the P&S Council website.

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

##### C. Policies and Procedures Committee – Carol Fletcher

Carol and David Lemon have agreed to co-chair this committee.

##### D. Employee Relations Committee – Jenni Colsch

The committee has been working on revising procedures to the Staff Excellence Award. Revisions include that Cabinet members will now be eligible to nominate staff for this award. The selection committee and chair and co-chair of the Employee Relations Committee will not be eligible to nominate. The list of nominees will be reviewed by the Human Resources Director, also not eligible to nominate. Staff with annual appointments will be eligible for the award every two years which will be opposite years that Merit Supervisory and Confidential

staff are awarded. Former procedures and new recommendations to the Staff Excellence Award will be reviewed and a vote on the revisions will take place during the October 13<sup>th</sup> meeting.

Staff Excellence Award recipients this year are Phil Patton and Morris Mikkelsen. They will be honored during the October 18<sup>th</sup> Meet the Pres Event.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

**Enterprise Risk Management Council** - Jan Hanish

Jan distributed handouts and explained the purpose of the Enterprise Risk Management Council. Fifteen members from various divisions serve on the council and a website is being developed. The vision of Enterprise Risk Management is to seek to create and enhance a campus wide culture of risk awareness, encourage due diligence in evaluation of risks and opportunities and engage university employees in mitigating risk and realizing potential.

Jan Hanish may be contacted for further information.

**Campus Leadership meetings** – Melanie Abbas

Melanie explained her involvement with the Campus Leadership group which will be meeting three times each semester with the President and representatives from the Faculty Senate. Melanie may be contacted for further information.

VII. Old Business

**Update on salary money held back by divisions** – Melanie Abbas

Melanie shared information from a letter she had received from President Allen about previous communication they had regarding the amount of money division vice presidents could distribute for equity or special meritorious performance. It had been agreed that if money was withheld by division vice presidents for salary adjustments, that a maximum of .25% be withheld from the pool of funds available for salary increases. For FY12, the Executive Vice President & Provost and President Allen did not withhold any funds for equity or special meritorious performance to P&S employees. The Vice President for Student Affairs held back \$7,310, and the Vice President for Administration and Financial Services held back \$15,467 for FY12.

VIII. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Janelle Darst. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resource Services

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
PD – President’s Division

Meeting No. 424  
Date of Meeting: October 11, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:30 p.m.

### Members of the Council in Attendance:

<u>A</u> Seth Bokelman, ITS – 37423 AA	<u>X</u> Eric Lukens, ITS – 37434 AT
<u>X</u> Jennifer Colsch, Continuing Ed – 37865 AA	<u>X</u> Jocelyn Moeller, GBPAC – 33678 AF
<u>X</u> Chris Conklin, ITS – 37839 AA	<u>X</u> Nevin Nolte, ITS – 37228 AA
<u>X</u> Matt Copp, RDC- 36111 SA	<u>X</u> Eric O’Brien, Academic Advising – 37207 AF
<u>X</u> Sara Eberle, RDC – 32201 AT	<u>X</u> Mark Rowe-Barth, WRC – 33423 SA
<u>X</u> Carla Kelley, Internal Audit – 33215 PD	<u>X</u> Todd Thomas, Residence Administration – 36811 SA
<u>X</u> Nadia Korobova, IP – 37424 AA	<u>X</u> Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Carol Fletcher  
Justin Szabo

### Proxy

Ashley Brickley  
Karen Cunningham  
Amy Hunzelman  
Lisa Krausman  
Molly Rickert

- I. Welcome  
President Mark Rowe-Barth called the meeting to order at 1:30 p.m. Everyone in attendance introduced themselves.
- II. Approval of Minutes #423  
Eric O’Brien moved to approve the minutes as amended, seconded by Jeanne Wiesley. Motion carried.
- III. Cabinet Report – Bill Calhoun  
Bill distributed the proposed tuition and mandatory student fees proposal for FY14. It was noted that UNI is recommending a 0 percent tuition increase for in state undergraduate residents.

The Disability Summit took place on the UNI campus on October 10<sup>th</sup>. UNI’s Employee Disability and Leave Coordinator Therese Callaghan and Student Disabilities Services Coordinator Ashley Brickley were thanked for organizing a successful event.

The University Council will be meeting on October 17<sup>th</sup>.

Imagine the Impact Campaign has raised \$150M to date, exceeding its goal a year early.

The reduced operations break will involve four workdays this year – December 26, 27, 28 and 31. A few offices will remain open and additional information will be forthcoming.



Iowa Community College Presidents met on campus on October 4<sup>th</sup>. Topics of discussion included opportunities for transfer recruitment to UNI, articulation agreements and assisting in the transition of community college students into UNI.

The UNI Presidential search committee recently met for the first time. The meeting included the search firm. The committee set an aggressive timeline with the end of January identified as the date for the new president to be named.

IV. HR Report – Michelle Byers

On October 26<sup>th</sup> a NCBI full day training workshop will take place on campus. These workshops are for faculty, staff or students interested in co-facilitating NCBI campus 3 hour workshops. If interested, contact Karen Mitchell, Diversity Fellow in the Office of the Executive Vice President and Provost.

The UNI Wellness Fair held in the Commons on October 9<sup>th</sup> was very successful. Approximately 400 employees attended and provided positive feedback. Employee Benefits and Wellness Coordinator Bobbi Vandegrift was thanked for organizing the event.

Michelle reminded everyone to complete the Wellness survey if they haven't already done so. Results of the survey will be published at a later date.

Approximately 50 flu shots are still available and will be administered on October 25<sup>th</sup> at the Student Health Clinic from 9:00 am - 4:00 pm.

Merit employees can enroll and/or make changes to their health insurance during open enrollment that is being held from October 1<sup>st</sup> through November 16<sup>th</sup>.

All eligible employees may enroll during the open enrollment period from October 1st through November 16<sup>th</sup> in the Flexible Spending Account for the 2013 plan year. Employees must re-enroll every year. Employees may also enroll or drop Vision insurance coverage for 2013 during this open enrollment period.

Free biometrics screening for UNI employees will be held on November 1<sup>st</sup>. Further information may be found on Human Resources' homepage.

V. Committee Reports

A. WWW Committee – no report

B. Policies and Procedures – Carol Fletcher

Janelle Darst has resigned from P&S Council. Carol Fletcher and Eric O'Brien will serve in her place as co-chairs of the Policies and Procedures committee.

Carol reported that Phase 1 of P&S Policies and Procedures has been submitted to University Council. The committee is working on Phase 2, surveying and holding forums.

C. Employee Relations Committee – Karen Cunningham

Details remain to be worked out concerning the Meet the President event. Invitations will soon be sent.

D. Salary and Fringe Benefits – Eric Lukens

Eric Lukens distributed handouts of the previous 2011 benefits survey questions along with a few potential question options. The floor was opened for discussion and suggestions.

Michelle Byers suggested asking about the Employee Assistance Program, given that the contract expires this summer and an RFP process is beginning this spring. The Salary and Fringe Benefits committee will meet on Tuesday, Oct. 9<sup>th</sup> so comments and suggestions should be received by that time.

There was discussion regarding vendors and the review process every seven years. There will be a RFP process in the spring for the Employee Assistance Program.

- E. Employee Issues Committee – Sara Eberle  
The committee met with one individual regarding an issue.

VI. New Business

Anita Gordon, Director of Research Services, Office of Sponsored Programs, was present and asked the Council if they would like to contribute names of P&S staff to serve on a pool of UNI employees who would be available for appointment to research misconduct inquiry or investigation committee(s). Committees are appointed when an allegation of plagiarism or other research misconduct is made against a UNI faculty or staff member, or against students working on thesis projects. The Faculty Senate has provided a pool of faculty names, and we may wish to have P&S staff included in the pool as well. The research misconduct policy is required by federal regulations. Allegations are rare, but in the event, a minimum of five individuals must be appointed to serve on an inquiry committee, and at least three on the investigation committee. The time commitment varies, but, other than a training session or two, is only needed in the event of an allegation. The Council decided to create a simple process for identifying P&S volunteers who could be available for appointment. Mark Rowe will be contacting Anita to draft an idea and then will bring it back to the Council for discussion and approval.

VII. Old Business – none

VIII. Adjournment

Jeanne Wiesley moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resource Services

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
PD – President’s Division

Meeting No. 412  
Date of Meeting: November 10, 2011  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:00 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
A John Aronowitz, Dev/Foundation – 35468 PD  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
X Matt Copp, RDC- 36111 SA  
A Janelle Darst, GBPAC – 33676 AF  
X Sara Eberle, RDC – 32201 AT

A David Lemon, Residence Administration – 32658 SA  
X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
X Rick Seeley, ITS – 37218 AA  
X Anthony Smothers, Academic Advising - 36859 AA  
X Jason Vetter, ITS – 36730 AA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Therese Callaghan  
Carol Fletcher  
Lisa Frush  
Scott Klahsen  
Nadia Korobova

### Proxy

Ashley Brickley  
Michael Weiglein

### I. Welcome

President Melanie Abbas called the meeting to order at 1:30 p.m.

### II. Approval of Minutes #411

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

### III. Cabinet Report – Bill Calhoun

Cabinet officials have been promoting the legislative message across Iowa regarding a special appropriation request of \$12 million to be added to the university’s base budget (\$4 million per year for three years - FY13, FY14 and FY15).

Bill encouraged attendance at the upcoming Town Hall meeting to be held on Tuesday, November 15 from 3:30-5:00 in the Commons. The meeting will be webcast as well.

The Vice President for Administration and Financial Services search is progressing well. The committee is currently finalizing the candidate pool and interviews are scheduled to take place in December.

Finalists are currently being interviewed for the Special Assistant to the President/Board & Government Relations position.

On Thursday, December 8<sup>th</sup> a telephonic Board of Regents meeting is scheduled and on Wednesday, February 1, 2012 the Diversity Town Hall meeting will take place.

#### IV. HR Report – Michelle Byers

The 2011-2012 Holiday Reduced Operations information may be viewed at:  
<http://www.vpaf.uni.edu/hrs/news/reducedoperations.shtml>

The Merit layoff plan is progressing and staff who are affected by bumping may be moving into their new positions around Nov. 28<sup>th</sup>. So far one individual has been laid off.

A FAQ resource concerning the Veteran's Day "time off" policy may be viewed at:  
<http://www.vpaf.uni.edu/hrs/benefits/all/holidays.shtml> It does not provide an additional holiday, but allows for preference in requesting the day off. If requested, Veterans may use accrued vacation, comp time or unpaid time.

Open Enrollment for Merit Health and Dental insurance will end on Thursday, November 17<sup>th</sup>. Open Enrollment for Faculty and staff Vision insurance and Flex Spending Accounts will end on Wednesday, November 30<sup>th</sup>.

The new "Your Benefits @ Work" Newsletter was recently posted on line at:  
[http://www.vpaf.uni.edu/hrs/benefits/documents/bn\\_benefits\\_at\\_work.pdf](http://www.vpaf.uni.edu/hrs/benefits/documents/bn_benefits_at_work.pdf)

The Group Supplemental Retirement Annuities (GSRA) maximum tax-deferred contribution allowed by the IRS for Calendar Year 2012 is \$17,000.00 and in addition, if eligible, the over 50 "catch up" maximum is \$5,500.00.

Through discussion with the Enterprise Risk Management Council, HRS is working on a new policy for anti-retaliation. HRS is also working in conjunction with other offices on proposed revisions to the Nepotism policy, Terminal Vacation Pay policy and Moving Expenses policy.

Employee Disability & Leave Coordinator Therese Callaghan, along with HRS staff, is currently working on revisions to the Drug & Alcohol policy for faculty and staff.

#### V. Committee Reports

##### A. WWW Committee – Jennifer Colsch

Jennifer Colsch and Jeanne Wiesley have agreed to co-chair this committee.

##### B. Employee Issues Committee – Sara Eberle

The committee has been meeting with one individual regarding an issue.

##### C. Policies and Procedures Committee – Carol Fletcher

The committee will be holding weekly meetings beginning in January 2012 to work on revisions to P&S Policies and Procedures.

##### D. Employee Relations Committee – Jocelyn Moeller

Jocelyn reported that the Meet the Pres event held on October 20<sup>th</sup> was well attended and the Pep Band was well received.

The committee continues to work on revisions to the Staff Excellence Award procedures. The final document will be reviewed by the Cabinet and updated procedures will be presented to the Council at a future meeting.

E. Salary and Fringe Benefits Committee – Matt Copp

The committee expressed their need for an additional committee member.

VI. New Business

Jason Vetter encouraged the use of Google documents as much as possible and mentioned that a good source for training is the use of lynda.com

Advantages of using imaged documents vs. paper copy documents were also discussed.

VII. Old Business

Melanie reported that she, Mark Rowe-Barth, Jeanne Wiesley and David Lemon plan to attend the upcoming Campus Leadership meeting. The questions they will present are:

1 - I have heard it stated that Academic Affairs employs the largest number of P&S employees of any division. I know that you have been very focused on faculty development in a number of areas, particularly related to diversity and first year students, but also with the position that Ginny Arthur holds. In what ways have you supported the professional development of P&S staff in your division? What systems do you have in place to make sure you hear their voices?

2 - Why is the list of which academic departments/majors that may be cut due to budgetary reasons kept so secretively? Wouldn't it benefit faculty, staff, and students to know their department may be cut in the future by allowing for cuts by attrition instead of layoffs and by allowing students who attend these small programs to prepare for possible transfer to another institution?

3 - With an increasing call for reduction or elimination of general fund money to athletics, does the University Administration have any studies or plans to conduct studies to determine if money invested in Athletics generates a return, such as through increased enrollment?

VIII. Adjournment

Eric Lukens moved to adjourn the meeting, seconded by Mark Rowe-Barth. The meeting was adjourned at 2:00 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resource Services

## Professional and Scientific Staff Council

### DIVISIONS

AA – Academic Affairs  
AF – Administration & Financial Services  
AT – At Large  
SA – Student Affairs  
PD – President’s Division

Meeting No. 413  
Date of Meeting: December 8, 2011  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:35 p.m.  
Meeting Adjourned: 2:35 p.m.

### Members of the Council in Attendance:

<u>X</u> Melanie Abbas, ITS – 36452 AT	<u>X</u> Eric Lukens, ITS – 37434 AT
<u>A</u> John Aronowitz, Dev/Foundation – 35468 PD	<u>X</u> Jocelyn Moeller, GBPAC – 33678 AF
<u>X</u> Jennifer Colsch, Continuing Ed – 37865 AA	<u>X</u> Mark Rowe-Barth, WRC – 33423 SA
<u>X</u> Chris Conklin, ITS – 37839 AA	<u>P</u> Rick Seeley, ITS – 37218 AA
<u>P</u> Matt Copp, RDC- 36111 SA	<u>X</u> Anthony Smothers, Academic Advising - 36859 AA
<u>A</u> Janelle Darst, GBPAC – 33676 AF	<u>X</u> Jason Vetter, ITS – 36730 AA
<u>X</u> Sara Eberle, RDC – 32201 AT	<u>X</u> Jeanne Wiesley, RDC – 32333 SA

### Others

Michelle Byers  
Scott Klahsen

### Proxy

Ashley Brickley  
Karen Cunningham  
Cody Johnson

### I. Welcome

President Melanie Abbas called the meeting to order at 1:35 p.m.

### II. Approval of Minutes #412

Mark Rowe-Barth moved to approve the minutes, seconded by Eric Lukens. Motion carried.

### III. Cabinet Report

Tony Smothers reported for Bill Calhoun the following information:

President Allen has been presenting the 2013 special appropriation request to Governor Branstad and legislative leadership individuals and groups. Budget information presented at UNI’s Town Hall meeting is available for viewing at:

<http://www.uni.edu/president/sites/default/files/Town-Hall-Meeting-11-15-11.pdf>

Jeneane Beck has been named the UNI’s new legislative liaison. She will be making frequent visits to campus to work with UNI’s leadership in developing and implementing legislative strategies.

A telephonic Board of Regents meeting will be held on Thursday, December 8<sup>th</sup>. One of the agenda items will be final approval of UNI’s 3.75% tuition increase for 2013. Also on the agenda is the approval of bonds for Phase II of the Panther Village residence complex.

Three candidates for the VP of Administration and Financial Services are presently being interviewed. The hire of the chosen candidate will be announced after the first of the year.

UNI Commencement will take place on December 17<sup>th</sup> in the McLeod Center. Bill extended thanks to all those involved with Commencement activities.

Regarding Presidential Forums, Michelle Bachmann has visited campus and Rick Santorum is scheduled to visit on December 9<sup>th</sup>. Attendance at these forums is encouraged.

UNI Up Close dates are scheduled for Friday, February 17 and 24, 2012.

At the last University Council meeting there was discussion regarding UNI's Commitment to Integrity. Recent national events surrounding higher education have caused universities as a whole to take a closer look at their responsibilities. Tony Smothers shared that it is important for faculty and staff to consider themselves reporters and to become familiar with on campus resources should they encounter a situation to report. At the present time, incoming freshmen are required to complete sexual assault and conduct code training before they can be admitted for classes.

Feedback is encouraged for UNI's online "Good Ideas" submission site. Suggestions will be reviewed by President Allen and distributed to the appropriate department for further review and appropriate action. The website is located at <http://www.uni.edu/president>

#### IV. HR Report – Michelle Byers

The Budget office, ITS and HR staff are working on processing salary increases for January 1, 2012.

The implementation of the Merit lay off plan is nearing completion.

Information regarding the upcoming holiday reduced operations is available at:

<http://www.vpaf.uni.edu/hrs/news/reducedoperations.shtml>

Revised sections 1-7 of the P&S Policies and Procedures have been forwarded to University Counsel.

#### V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee

David Lemon (former co-chair of this committee) has left employment at UNI. Janelle Darst volunteered to replace him. She will serve as co-chair along with Carol Fletcher.

D. Employee Relations Committee – Jocelyn Moeller

The summary of revisions to the Staff Excellence Award procedures will be forwarded to the Cabinet.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Discussion took place concerning workspace document sharing. It was noted that Google Docs is a collaborative rather than an archival system. Jason Vetter volunteered to set up a Google Docs model.

VII. Old Business – Melanie Abbas

During the November 16th Campus Leadership meeting, the following answers were given to the questions presented:

1 - The provost acknowledged that there is no plan in place for professional development of P&S employees that work in the Academic Affairs Division. Dr. Gibson stated that it was something very important that we brought to her attention and she will need to look into it further.

2 - In response to a question on why the academic departments that will be cut have been kept secret, the provost stated that no such list exists. The administration will be working starting very soon on developing the plan on necessary cuts for FY13.

3 - In regards to doing a study on the impacts of Athletics to UNI, the President stated they have been working on that. However, he mentioned that one big program on campus is Athletic Training. If Athletics were removed from the university to help the general fund, that program would also be cut, and thus all the revenue from the students in that program would be lost. Thus, removing Athletics would not gain anything economically for the university.

VIII. Adjournment

Jason Vetter moved to adjourn the meeting, seconded by Janelle Darst. The meeting was adjourned at 2:35 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resource Services