

## 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. 414  
Date of Meeting: January 12, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:33 p.m.  
Meeting Adjourned: 1:55 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

Eric Lukens, ITS – 37434 AT  
 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  
 Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Carol Fletcher  
Scott Klahsen  
Nadia Korobova  
Dennis Reimer

### Proxy

Ashley Brickley  
Karen Cunningham  
Lisa Krausman  
Michael Weiglein

### I. Welcome

President Melanie Abbas called the meeting to order at 1:33 p.m.

### II. Approval of Minutes #413

Chris Conklin moved to approve the minutes, seconded by Eric Lukens. Motion carried.

### III. Cabinet Report – Bill Calhoun

The Cabinet is currently working on the FY13 budget. The governor has included an additional \$20 million to the Regents institutions in his proposed FY13 budget. That is a good first step but is subject to the legislative process. It is unknown what the possible distribution will be among the three regent universities.

In early January, the Iowa National Guard announced plans to reduce the maximum award of assistance from 90% of tuition to 50% apparently necessitated by a record number of applicants for education assistance this year combined with flat state funding and rising tuition. For 90 UNI students who are Iowa National Guard members that would have meant approximately \$1,300 less assistance during the FY12 spring semester. UNI quickly committed about \$117,000 this semester to cover that assistance. Terry Hogan, Vice President for Student Affairs, said that UNI plans to use some money from the UNI Foundation in combination with university money to cover the cost. State lawmakers support legislative efforts to remedy this situation.

Participation is encouraged at the February 1<sup>st</sup> Town Hall Meeting on Diversity.

UNI Up Close, a special visit day for admitted high school students, will be held on UNI’s campus on Friday, February 17<sup>th</sup> and 24<sup>th</sup>.

The Cabinet received the P&S Council's Employee Relations report and it will be reviewed on Monday, January 23<sup>rd</sup>.

IV. HR Report – Michelle Byers

The transition to ASI Flex, UNI's new Flex Spending provider effective January 1st, is complete. 2011 expenses will need to be incurred by March 15th and submitted to ASI Flex by March 31st.

An offer for the position of HRIS Specialist will soon be extended.

Scott Klahsen, P&S Employment Coordinator, has been conducting search committee training and will be conducting annual performance evaluation training. These sessions will be offered on February 23rd, February 29th and March 7th.

There was discussion concerning the definition of "interim" and the timeframe for expiration of interim positions.

V. Committee Reports

A. WWW Committee – Jennifer Colsch

The 2012 calendar of P&S Council meeting dates has been posted to the Council website.

Melanie announced that Jessie Stinson has agreed to fill the remainder of David Lemon's term.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business

The emails sent to the P&S listserve for monthly announcements seems to be having a problem. Members have not been receiving emails. Eric Lukens will investigate.

As of this morning, Jessie Stinson has accepted the request to fulfill the position on the P&S Council vacated by David Lemon in December.

Lisa Krausman has agreed to replace Pat Whitt on the IAAC Council.

VII. Old Business

The announcement is close regarding UNI's choice of candidates for Vice President for Administration and Financial Services.

The Campus Leadership meeting schedule will be forthcoming.

VIII. Adjournment

Jennifer Colsch moved to adjourn the meeting, seconded by Janelle Darst. The meeting was adjourned at 1:55 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. 415  
Date of Meeting: February 9, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:21 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
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  
X Sarah Eberle, RDC – 32201 AT

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 Jessie Stinson, MAU Administration – 36335 SA  
X Jason Vetter, ITS – 36730 AA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Carol Fletcher  
Lisa Frush  
Kasee Fuller  
Farah Kashef  
Scott Klahsen  
Nadia Korobova  
Justin Szabo

### Proxy

Ashley Brickley  
Karen Cunningham  
Lisa Krausman

### I. Welcome

President Melanie Abbas called the meeting to order at 1:32 p.m. Everyone in attendance introduced themselves.

### II. Approval of Minutes #414

Jocelyn Moeller moved to approve the minutes as amended, seconded by Chris Conklin. Motion carried.

### III. Cabinet Report – Bill Calhoun

President Allen’s 2013 budget presentation to the Education Appropriation subcommittee in February was very well received.

The Cabinet is currently working with three scenarios for budget preparation for 2013.

- 1 – A scenario with a budget less than what we have for FY12
- 2 – A scenario with level funding for FY12
- 3 – A scenario with additional revenue than we have in FY12

It is not expected to have a final budget until the end of the legislative session. P&S Council members are asked to contact their legislators to encourage support of the special appropriation for UNI.

UNI Up Close, a special visit day for admitted high school students, will be held on UNI's campus on Friday, February 17<sup>th</sup> and 24<sup>th</sup>. Welcoming future students and their guests to campus is encouraged.

The Diversity Conference held on February 1<sup>st</sup> was very successful. Keynote speaker Dr. Heather Hackman of St. Cloud State University spent the entire day on campus interacting with students and staff in various departments.

Governor Branstad approved the funding for 90 UNI students and Iowa National Guard members to receive tuition assistance of 90% during the FY12 spring semester.

The Imagine the Impact campaign has risen \$137M to date.

Nominations for the 2012 Staff Excellence Award will be need to be approved by the Cabinet and returned to the Employee Relations committee by March 1<sup>st</sup>.

#### IV. HR Report – Michelle Byers

HRIS Specialist A. Jay Behnke began his position on January 31st. His initial duties will include administering the Staff Tuition Reimbursement program, report and database creation and web site maintenance.

There has been a good response to registrations for the Blood Chemistry Profile screening to be held on February 15th. The next BCP screening will be held on April 11th.

A Healthy Cooking demonstration sponsored by UNI employee Wellness and the Department of Residence will take place in Maucker Union on Tuesday, February 21st.

A TIAA-CREF seminar "Your Retirement, A Personal Journey – How to Plan What's Best of You in Years to Come" will take place on February 22nd from 3:30 – 5:00 in CME 109.

A recent report submitted to the Board of Regents included information regarding worker's compensation claims. Claims dropped from 90 in the first half of 2011 to 62 in the second half of 2011.

HR staff has been busy answering legislative requests. Two noteworthy pieces of legislation are the minimum wage proposal and e-verify legislation that, if passed, will have an impact on student wages and processing new employee paperwork.

#### V. Committee Reports

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

The P&S Council website has been recently updated and a link to the "Good Ideas" site will soon be added. It was noted that all "Good Ideas" submitted by employees receive a response from President Allen.

##### B. Employee Issues – no report

##### C. Policies and Procedures Committee – Janelle Darst

The committee is waiting on approval of revisions to Policies and Procedures Sections 1-4.

D. Salary and Fringe Benefits Committee – Matt Copp

The committee will meet to start discussing the salary increase percentage recommendation to the President.

E. Employee Relations Committee – Jocelyn Moeller

The committee is forming a nomination review committee for the Regents Staff Excellence Awards and will post information to UNI Online requesting nominations.

VI. New Business

Melanie reported that it is unclear at the present time if Campus Leadership breakfasts will continue.

It was clarified that the changes to the Staff Tuition Reimbursement program initiated by Human Resources was agreed to by P&S leadership. It was noted that the Staff Tuition Reimbursement program is a valuable investment in UNI employees' career development.

Nadia Korobova encouraged participation in spring 2012 continuing "Reach for Higher Ground: Community After 9/11" events. Scheduled are a number of speakers and films that focus on community in 2012 and what it means to move forward 10 years later. The first event will be Andrew Bacevich discussing "The U.S. Military in the Post-9/11 World" at 7:30 p.m., Wednesday, Feb. 29, in 002 SAB. The next two events "Torture and Possibility of Community," and "The Future of the New Middle East," are scheduled for Thursday, March 1.

VII. Old Business - none

VIII. Adjournment

Jeanne Wiesley moved to adjourn the meeting, seconded by Mark Rowe-Barth. The meeting was adjourned at 2:21 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. 416  
Date of Meeting: March 8, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:45 p.m.

### Members of the Council in Attendance:

A 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

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 Jessie Stinson, MAU Administration – 36335 SA  
X Jason Vetter, ITS – 36730 AA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Ben Arnold	Nadia Korobova
Scott Busche	Lisa McClain
Michelle Byers	Jessica Moon
Therese Callaghan	Kristin Moser
Amy Dillard	Phil Patton
Lisa Frush	Karen Paulsen
Farah Kashef	Justin Szabo
Scott Klahsen	Bobbi Vandegrift
	Paula Van Zee

#### I. Welcome

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

#### II. Approval of Minutes #415

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

#### III. Cabinet Report – Bill Calhoun

The UNI Up Close Events held on campus on February 17th and 24th were very well attended and many participants reported a very favorable experience.

Admission application numbers for FY13 are strong.

Bill stated that President Allen and the Cabinet have very much appreciated the professional manner in which P&S staff has handled recent budget related events and discussions.

#### IV. HR Report – Michelle Byers

HR staff continues to be busy answering legislative requests.

Michelle reported that an out placement resource information has been added to Human Resources website at [www.uni.edu/hrs/outplacement](http://www.uni.edu/hrs/outplacement).

HR staff is currently meeting individually with Merit and P&S employees affected by program closures. At the present time these meetings affect nine P&S employees.

An IPERS representative will be available for individual appointments on March 27, 28, and 29<sup>th</sup> at Country Inn & Suites in Waterloo. Covered in the retirement planning sessions will be detailed information about retirement accounts and learning about possible retirement dates, benefit option payouts and service purchase options. To schedule an individual appointment, contact IPERS at 1-800-622-3849.

The recent Blue Zone site visits were represented by UNI staff and were well attended.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Sara Eberle  
The committee recently had one person contact them about an issue.

C. Policies and Procedure Committee –  
The committee continues to wait on approval of revisions to Policies and Procedures Sections 1-4.

D. Employee Relations Committee – Jennifer Colsch  
Reported were changes/clarifications regarding the Regents Award for Staff Excellence that was recently approved by the Cabinet.

Those exempt from voting include chair/co-chairs of P&S Council Employee Relations Committee and any person serving on the award selection committee. Self-nominations will not be accepted.

The Cabinet and Director of Human Resources will approve the list of nominees before nominations are submitted to the award selection committee for review. This review will also be applied by the Merit Supervisory and Confidential Award nomination process for future awards.

Four awards will be given each year:

Odd years – 3 to non-Annual-Appointment P&S staff and 1 to Supervisory/Confidential Merit staff.

Even years – 3 to non-Annual-Appointment P&S staff and 1 to a P&S employee with an Annual Appointment.

There was a proposal for a \$1,000 cash award to be given to each recipient, however at the present time this proposal has been deferred by the Cabinet.

The committee has requested to have the entire process finalized before the summer months and information about the award will be communicated via UNI Online.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Jason Vetter and Mark Rowe-Barth volunteered to serve on the P&S Council election committee.

Regarding the review of President Allen, the question was raised "Do P&S staff have a similar process of evaluation as faculty?" Discussion followed about the process of offering suggestions and feedback for the President's review. It was determined that the review process is presently in place through the representation of Cabinet member Bill Calhoun who attends monthly P&S Council meetings.

Discussion followed regarding the interest/willingness of P&S staff to continue attendance at University Council meetings. Melanie Abbas may be contacted with feedback regarding these meetings.

A motion was made by Sara Eberle for the P&S Council to enter Executive Session. The motion was not seconded nor carried.

Council members voiced concern that, pending layoffs, P&S employees would not be offered an early separation agreement similar to what will be offered tenured faculty. Discussion followed about the development of a statement. A motion was made by Jason Vetter that a statement be developed, seconded by Jeanne Wiesley. Motion carried. Bill Calhoun agreed to take the statement to the Cabinet.

A special motion was made by Eric Lukens, seconded by Chris Conklin, to develop the statement the week of March 12<sup>th</sup>. Rick Seeley, Jason Vetter, Melanie Abbas, Jessica Moon and Kristin Moser volunteered to work on drafting the statement.

VII. Old Business – none

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Eric Lukens. The meeting was adjourned at 2:45 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. 417  
Date of Meeting: March 15, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:31 p.m.  
Meeting Adjourned: 2:02 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

Eric Lukens, ITS – 37434 AT  
 Jocelyn Moeller, GBPAC – 33678 AF  
 Mark Rowe-Barth, WRC – 33423 SA  
 Rick Seeley, ITS – 37218 AA  
 Anthony Smothers, Academic Advising - 36859 AA  
 Jessie Stinson, MAU Administration – 36335 SA  
 Jason Vetter, ITS – 36730 AA  
 Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

#### Others

Nadia Korobova

#### Proxy

Ashley Minshall

#### I. Welcome

President Melanie Abbas called the meeting to order at 1:32 p.m.

#### II. P&S Council Statement

The sole purpose of the meeting was to discuss the proposed P&S Council statement for approval. Melanie asked the P&S Council members for input from those who had contacted them about the statement.

Some wording changes were discussed and tracked by Tony Smothers.

When the changes were complete, Tony read through the entire statement for the Council.

Jason Vetter moved that the statement be approved as read, seconded by John Aronowitz.

There was no discussion. The vote carried.

Melanie discussed distribution of the statement, which will be to the UNI Cabinet and the HRS-PS-All mailing lists. The statement will also be placed on the P&S Council web site by Jenni Colsch this afternoon.

#### III. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Jason Vetter. The meeting was adjourned at 2:02 p.m.

Respectfully Submitted,  
Melanie Abbas

## 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. 418  
Date of Meeting: April 12, 2012  
Place of Meeting: 007 Gilchrist  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:37 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  
X Janelle Darst, GBPAC – 33676 AF  
X Sarah Eberle, RDC – 32201 AT

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 Jessie Stinson, MAU Administration – 36335 SA  
X Jason Vetter, ITS – 36730 AA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Therese Callaghan  
Lisa Frush  
Scott Klahsen  
Nadia Korobova  
Nevin Nolte  
Cindy Webb

### Proxy

Ashley Brickley  
Lisa Krausman

### I. Welcome

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

### II. Approval of Minutes #416

Jason Vetter moved to approve the minutes as amended, seconded by Jeanne Wiesley. Motion carried.

### III. Cabinet Report – Bill Calhoun

Bill announced the names of the newly formed education appropriations committee members. They consist of ten Iowa House and Senate members who will decide on the budget to recommend to the legislature for 2013. Early indications are that UNI will receive additional appropriations. It is estimated that the budget will be finalized in late April.

Bill encouraged attendance at the upcoming 2012 UNI Sustainability Update to be held from 2- 4 pm on April 18th in Maucker Union Expansion.

Admissions have reported that FY13 orientation and registration numbers are running slightly higher than last year at this time.

IV. HR Report – Michelle Byers

Michelle reminded everyone that it is time of year to complete annual P&S performance appraisals. The HRS web site includes information about performance appraisal resources for supervisors preparing performance evaluations and resources for employees to prepare for their own evaluation. It is recommended that appraisal meetings be completed by May 9th.

The AFSCME lay off plan was recently approved by the Department of Administrative Services. Affected employee transfers will take place as close to May 31st as possible which coordinates with the end of the school year for Price Lab.

Melanie Abbas reported that a meeting recently took place that included herself, Bill Calhoun, Michael Hager and President Allen to discuss opportunities P&S continuing service employees could have in response to the offer of the early separation incentive offered to tenured faculty. Michelle stated that the career coaching agency Rise Smart has been chosen to provide networking and outplacement services to P&S continuing service employees who become unemployed as a result of the current program closures and restructuring. Employees will have use of Rise Smart services for up to six months from the date they begin using it.

With the exception of Price Lab and UNI museum staff, there are no other P&S or Merit employees affected by layoffs at this time.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – none

D. Employee Relations Committee – Jocelyn Moeller

The nomination review election committee for P&S Council has been formed. Nominations for the 2012 award are due April 20, 2012. Information regarding the nominations process can be found online at: <http://www.uni.edu/pscouncil/news/2012/03-15/now-accepting-nominations-2012-regents-staff-excellence-awards>

E. Salary and Fringe Benefits Committee – Matt Copp

Matt distributed copies of the salary recommendation letter for FY13 put together by the salary and fringe benefit committee. The proposal states the following:

Propose that the P&S salary increase for FY13 be a lump sum increase of 2.89%.

1% of the 2.89% salary shall be allocated across-the-board only to those P&S employees that have been rated satisfactory or above. The remaining 1.89% shall be allocated on the basis of meritorious job performance for employees rated satisfactory or above. Also recommended is the following:

- This recommendation would also require a onetime .62% increase in salary on July 1, 2013 to catch the base salary up in addition to any raise that is negotiated for FY14.
- Request that the money taken "off the top" for individual salary adjustments by divisions be limited to .25% of the 1.89% and taken from the meritorious portion of the increase.

A motion was made by Eric Lukens, seconded by Jeanne Wiesley and carried, to accept the proposal with the following addition: "To help make the salary adjustment more transparent, the

Council requests a report with information from each division stating how much was allocated and how many P&S staff were affected.”

There was discussion regarding UNI’s tuition reimbursement policy. A question had been posed about the wording of the reimbursement section of the policy to see if UNI departments could pay for relevant coursework. The committee chose to leave the wording as is so that it would be equal for all staff members since some departments have more money than others. Matt reported on his findings that University of Iowa and Iowa State University allow for departments to pay partial to full amounts for staff tuition reimbursement for relevant coursework.

Michelle Byers reported that all eligible employees who applied will receive staff tuition reimbursement this fiscal year.

VI. New Business

Representing P&S employees, Vice President Tony Smothers will address the Board of Regents on April 26<sup>th</sup>. His address will recognize positive comments made by the Board of Regents as they considered UNI’s recommendation for additional appropriations for FY13.

Melanie shared that recent meetings with herself, Council VP Tony Smothers, and Cabinet members have discussed the desire for increased involvement in UNI’s budget processes by all employee groups on campus.

There was discussion concerning approval of changes to P&S Policies and Procedures. It was noted that the Cabinet is willing to consider approving changes to the policies and procedures in a piecemeal fashion which was not previously supported.

VII. Old Business – Jason Vetter

Jason requested that additional staff are needed to serve on the P&S Council, in particular one seat in Student Affairs and one seat At Large. Names of nominees and/or those interested in serving should be referred to Jason as soon as possible. He is currently preparing position statements for those running for election. The target date for the end of the election process is the end of April.

VIII. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Jocelyn Moeller. The meeting was adjourned at 2:37 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. 419  
Date of Meeting: May 10, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:03 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AT  
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  
P Sarah Eberle, RDC – 32201 AT

A Eric Lukens, ITS – 37434 AT  
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 Jessie Stinson, MAU Administration – 36335 SA  
P Jason Vetter, ITS – 36730 AA  
X Jeanne Wiesley, RDC – 32333 SA

### Others

Michelle Byers  
Therese Callaghan  
Scott Klahsen  
Amy Kliegl  
Nadia Korobova  
Justin Szabo

### Proxy

Ashley Brickley  
Keith Kennedy  
Lisa Krausman  
Ashley Minshall

### I. Welcome

President Melanie Abbas called the meeting to order at 1:32 p.m.

### II. Approval of Minutes #417 and #418

Mark Rowe-Barth moved to approve minutes #417, seconded by John Aronowitz. Motion carried.

Jennifer Colsch moved to approve minutes #418 as amended, seconded by Jeanne Wiesley. Motion carried.

### II. Cabinet Report – Bill Calhoun

Melanie Abbas reported for Bill Calhoun that as of May 9<sup>th</sup> the House and Senate have approved a budget for UNI that calls for an additional \$6.379 million for UNI, representing UNI’s full request from the Legislature. In addition, UNI will receive \$3 million for STEM initiatives as well as funds for the RRTTC and the Real Estate program and other economic development programs. The final budget is very close to Governor Branstad’s recommended budget and is now awaiting his signature.

Transfer and graduate student applications are running even with last year with freshman applications being slightly lower. More will be known closer to orientation in June.

The Cabinet thanked P&S Council members for their leadership this year.

Melanie explained that the July 1, 2013 .62% salary increase that was agreed to by the Council and administration will be an across the board piece for all P&S employees who were at least satisfactory on their performance appraisals in the spring of 2012.

III. HR Report – Michelle Byers

Human Resources is working with Price Lab staff affected by the Price Lab closure and restructuring.

HR staff is processing health and dental open enrollment forms for faculty, academic administrators, institutional officials, merit supervisory and P&S staff. Voluntary term life insurance open enrollment for all non-temporary employees is also taking place at the present time. The open enrollment period for both concludes on May 31<sup>st</sup>.

IV. Committee Reports

A. WWW Committee – Jennifer Colsch

Because of Pat Whitt's retirement, Keith Kennedy will move the pands account to Jennifer Colsch.

B. Employee Issues Committee – Lisa Krausman

The committee worked with one individual to resolve an issue.

C. Policies and Procedures Committee– no report

D. Employee Relations Committee – Jennifer Colsch

From 14 nominations, four winners were selected for the 2012 Regents Staff Excellence award. The winners will be announced in the fall.

E. Salary and Fringe Benefits Committee – Matt Copp

Matt reported that President Allen was very supportive of the FY13 P&S salary recommendation put together by the salary and fringe benefit committee.

V. New Business – Melanie Abbas

P&S Council member John Aronowitz is leaving UNI. Carla Kelley has agreed to fill the remainder of his term.

VI. Old Business

P&S Council elections are underway and voting is open May 14<sup>th</sup> -28<sup>th</sup>. Candidate platform statements may be viewed at <http://www.uni.edu/pscouncil/activities/elections>

It was noted that P&S Council elections would run smoother and additional staff would be available to participate in the election if it was held prior to the end of spring semester.

The P&S Council address to the Board of Regents delivered by Tony Smothers on April 26th was well written and very well received.

Iowa Public Radio will air comments from Melanie Abbas in the next week related to the P&S Council relationship with the University Administration and the current budget decisions.

Tony reminded everyone that end of year committee reports are due in June in order to be available during the July 12<sup>th</sup> P&S Council meeting.

Melanie reminded everyone that according to the P&S Council Constitution, everyone on the council is required to serve on a committee.

VII. Adjournment

Jeanne Wiesley moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned by 2:03 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. 420  
Date of Meeting: June 14, 2012  
Place of Meeting: Maucker Oak Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:07 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>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> Mark Rowe-Barth, WRC – 33423 SA
<u>X</u> Janelle Darst, GBPAC – 33676 AF	<u>A</u> Rick Seeley, ITS – 37218 AA
<u>X</u> Sarah Eberle, RDC – 32201 AT	<u>A</u> Jessie Stinson, MAU Administration – 36335 SA
<u>X</u> Carla Kelley, IP – 33215 PD	<u>X</u> Jason Vetter, ITS – 36730 AA
	<u>X</u> Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Seth Bokelman  
Michelle Byers  
Farah Kashef  
Nadia Korobova  
Scott Klahsen  
Justin Szabo

### Proxy

Ashley Brickley  
Lisa Krausman  
Mike Weiglein

### I. Welcome

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

### II. Approval of Minutes #419

Chris Conklin moved to approve the minutes, seconded by Matt Copp. Motion carried.

### III. Cabinet Report – Bill Calhoun

P&S Council representatives, along with other campus leadership reps, recently met with President Allen to discuss the forthcoming \$1.5M allocation that has been earmarked to be returned to UNI’s base budget in FY13. They discussed ideas on the best use of one time funding. Discussion focused on strategic uses of the funds to support academic and other programs that can help UNI grow. Possible recipients included funding for ADA accommodations, recruitment and marketing.

Current budgeting is being calculated on enrollment of 12,850 students which is less than last year’s enrollment.

The Board of Regents has formed a task force that will replace the tuition set aside program with other programs that can provide need based and merit based scholarship support for students.



The two presidential candidates have been invited to campus to speak sometime before the election this fall. Confirmation from either candidate has not been received at this time.

There will be a hearing regarding the Malcolm Price case on Monday, June 18th.

Governor Branstad has begun negotiations with AFSCME for the contract period 2013 – 2015.

IV. HR Report – Michelle Byers

Michelle recently had an initial meeting with the Department of Administrative Services in preparation for contract negotiations.

An FMLA live webcast "Understanding Family and Medical Leaves: A Supervisor's Toolkit" was recently recorded and is available for viewing on the HR website at

<http://www.vpaf.uni.edu/hrs/benefits/fmla/index.shtml>

The Jobs@UNI will go live on June 20<sup>th</sup>. This website is used to administer searches for all non merit positions. This system replaces the paper-based processes currently used to conduct faculty, P&S, academic administrator and institutional official searches.

The percentage of employee and employer contributions for new employees or those not currently vested in IPERS will increase on July 1<sup>st</sup>. These employees will contribute 5.78% of pretax pay and the employer contribution will be 8.67%.

The salary increase letters will be sent out to P&S employees between June 20 - 25.

Michelle reminded everyone that annual applications for tuition assistance are due by July 1<sup>st</sup>.

V. Committee Reports

A. WWW Committee – Jennifer Colsch

Jennifer reminded everyone that when they have news to add to the P&S Council website to submit it to her.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Melanie announced the election results. Eric O'Brien, Seth Bokelman and Nadia Korobova will begin their terms in July and Eric Lukens and Jeanne Wiesley will continue to serve on the P&S Council.

Tony Smothers has requested to be excused from the P&S Council. Nevin Nolte will serve the remainder of his term.

Jason Vetter, Melanie Abbas, Rick Seeley will be leaving the Council as their terms expire.

Jocelyn Moeller announced that the division status has changed from Administration and Financial Services to Academic Affairs, which affects Jocelyn and Janelle Darst. Melanie will check that division distribution has been met in light of this change. Both Jocelyn and Janelle will remain on the council to complete their terms.

Melanie reminded all new council members to designate a proxy. This information will be posted to the P&S Council website. She encouraged proxies to attend all P&S Council meetings and reminded all council members to choose a committee of interest.

Council elections for officers will be held during the next meeting on July 12<sup>th</sup>.

VII. Old Business

Melanie reminded committee chairs that year end committee reports are due.

VIII. Adjournment

Jason Vetter moved to adjourn the meeting, seconded by Carla Kelley. The meeting was adjourned at 2:07 p.m.

Respectfully Submitted,  
Sandy Law  
UNI 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. 421  
Date of Meeting: July 12, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:15 p.m.

### Members of the Council in Attendance:

X Seth Bokelman, ITS – 37423 AA  
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  
X Sarah Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
P Nadia Korobova, IP – 37424 AA

X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Nevin Nolte, ITS – 37228 AA  
X Eric O’Brien, Academic Advising – 37207 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
X Todd Thomas, Residence Administration – 36811 SA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Melanie Abbas  
Michelle Byers  
Therese Callaghan  
Scott Klahsen  
Justin Szabo  
Jason Vetter

### Proxy

Karen Cunningham  
Paula Van Zee

- I. Welcome  
Melanie Abbas called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #420  
Jeanne Wiesley moved to approve the minutes, seconded by Mark Rowe-Barth. Motion carried.
- III. Cabinet Report – Bill Calhoun  
Bill thanked Melanie for serving as P&S Council President during the past year and welcomed new members to the Council.

Cabinet leadership recently met to review the allocation of \$750,000 for one time expenditures and \$1.5M that will be added to UNI’s base budget in FY13. Some initiatives recommended for funding include hiring of new faculty positions, support for academic advising, IT infrastructure and support for student recruitment efforts. More information will be shared as the process is finalized.

Governor Branstad’s STEM (Science-Technology-Engineering-Mathematics) initiative continues to move forward under President Allen's and the Lieutenant Governor's leadership. UNI has been selected as a site for one of the 6 STEM hubs that will be developed across the state. UNI's "STEM Hub Manager" position has recently been advertised.

The Board of Regents has created a committee to review the Tuition Set Aside Program. This committee is charged with developing a financial aid allocation model that will move away from the current practice of using a portion of tuition revenues to fund need and merit based aid. The Committee will share its report at the September Board meeting.

IV. HR Report – Michelle Byers

Employee Benefits and Wellness Coordinator Bobbi Vandegrift has been putting together employee wellness initiatives for the Blue Zones project to help ensure UNI's certification as a Blue Zones employer.

HR benefits staff has met with TIAA CREF staff planning retirement sessions for the coming year.

Jobs@UNI website has been launched and positive feedback has been received. This website is being used to administer searches for all non-merit positions. Applicants are provided a profile and the application process is streamlined for hiring departments and Human Resources. P&S Employment Coordinator Scott Klahsen is providing training to search committees involved in using Jobs@UNI.

All applications for tuition assistance received by July 1<sup>st</sup> have been approved and funded.

Regents institutions recently prepared a request for proposal for a new Long Term Care insurance vendor and Genworth is the new vendor chosen. Employees currently covered with John Hancock will be given a choice to stay with John Hancock or change to Genworth. Additional information will be made available soon.

The Terminations and Terminal Vacation Pay Policy has recently been updated. It can be viewed at <http://www.uni.edu/policies/418>

P&S Policies and Procedures Sections I-IV are ready for the Policies and Procedures Committee to review.

V. Committee Reports

A. WWW Committee – Jennifer Colsch

The P&S Council new member listing has been posted. Jenni reminded all members, if they have not already done so, to provide their proxy and committee information as soon as possible.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Jocelyn Moeller

The committee will meet soon to begin planning the Meet the Pres Event.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Council member Jessie Stinson is leaving UNI. Todd Thomas will fill the remainder of her term.

Nominations for P&S Council President were taken. Melanie Abbas moved to nominate Mark Rowe-Barth and he accepted. Nominations ceased. Chris Conklin made a motion to close nominations, seconded by Eric Lukens. Motion carried. Mark Rowe-Barth was elected President and accepted.

Nominations for P&S Council Vice President were taken. Eric Lukens moved to nominate Jenny Colsch. Jenny declined the nomination. Paula Van Zee, proxy for Nadia Korobova, moved to nominate Jocelyn Moeller and she accepted. Motion carried and nominations ceased. Eric Lukens made a motion to approve the nomination by unanimous consent, seconded by Chris Conklin. Motion carried. Jocelyn Moeller was elected Vice President and accepted.

Information regarding the elections will be shared in UNI OnLine and on the P&S Council website. Jeanne Wiesley volunteered to take pictures during the August 9<sup>th</sup> meeting.

VII. Old Business – none

VIII. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Jenny Colsch. The meeting was adjourned at 2:15 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resource Services

## DIVISIONS

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

Meeting No. 422  
Date of Meeting: August 9, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:32 p.m.  
Meeting Adjourned: 2:33 p.m.

### Members of the Council in Attendance:

X Seth Bokelman, ITS – 37423 AA  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
A Matt Copp, RDC- 36111 SA  
X Janelle Darst, GBPAC – 33676 AF  
A Sara Eberle, RDC – 32201 AT  
A Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 37424 AA

X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Nevin Nolte, ITS – 37228 AA  
X Eric O’Brien, University Sustainability – 37207 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
A Todd Thomas, Residence Administration – 36811 SA  
A Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Proxy

Ashley Brickley  
Karen Cunningham  
Paula Van Zee

### Others

Lisa Frush

#### I. Welcome

President Mark Rowe-Barth called the meeting to order at 1:32 p.m.

#### II. Approval of Minutes #421

Chris Conklin moved to approve the minutes as amended, seconded by Eric Lukens. Motion carried.

#### III. Cabinet Report – Bill Calhoun

President Allen announced that he will retire effective June 30, 2013. The Board of Regents has begun developing a search committee. It was requested that the search committee include P&S staff representation and Bill has agreed to forward this request to the Board Office.

Judge Alan Pearson was asked by a group of parents and educators to reconsider his June 2012 decision that sided with the Iowa Board of Regents regarding the closure of Price Lab School. It was announced during the meeting that Judge Pearson denied the request to reconsider his original decision.

UNI is currently in the process of removing asbestos from the Price Lab building in anticipation of relocating the Early Childhood Center to the west wing.

The five year capital plan was recently sent to the Board of Regents. Schindler Education Center is the first building recommended for remodeling, followed by the Commons and McCollum Science Hall.

Iowa Community College Presidents are scheduled to be on campus October 3<sup>rd</sup> and 4<sup>th</sup>.

The University is budgeting for an enrollment of 12,850 students for Fall '12.

IV. HR Report – Lisa Frush

August is the busiest month for Human Resources to process PAF's (personnel action forms). The count typically runs close to 1,000.

Genworth is the new vendor chosen for Group Long Term Care insurance. Employees currently covered with vendor John Hancock will be given a choice to stay with John Hancock or change to Genworth. Additional information regarding enrollment and rates will be available during the fall benefits open enrollment period in October.

Approval has been given for employees to have the option of making Roth (after tax) contributions to a TIAA CREF SRA. Employees will soon receive information about this option.

V. Committee Reports

A. WWW Committee – Jennifer Colsch

Jenni has been updating committee information on the P&S Council website. She requested that noteworthy news items (kudos, HR news, etc.) be submitted to her for posting on an ongoing basis.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Mark Rowe Barth

Mark distributed information from P&P committee chair Carol Fletcher regarding Policies and Procedures sections 1-4. Carol stated that the temporary appointment section needs to be approved by September in order to be compliant with an audit that was done last fall. The P&P Committee is supportive of this change. The updated version is as follows:

Temporary Appointment

A temporary appointment is designated when the services of a P&S staff member are required on a short term basis to complete a particular project or to carry out certain duties and responsibilities. Such service may be rendered with a full or part time schedule for an appointment period which shall not extend beyond one (1) year. Up to one (1) year of consecutive temporary service with a schedule of half-time or more may be credited toward service status when such service immediately precedes the Regular or Annual Appointment and a provision for credited service is specified in writing by the University at the time the latter appointment is made.

After discussion, a motion was made by Eric Lukens, seconded by Nadia Korobova to approve the temporary appointment section. Motion carried.

The Policies and Procedures Committee and Human Resources staff will provide input regarding the grandfathering process for those currently on temporary appointments and report their recommendation during the September P&S council meeting.

D. Employee Relations Committee – Jennifer Colsch

Jocelyn Moeller has stepped down from co-chairing this committee. When a new co-chair is in place and the committee is complete, they will work on the Meet the Pres event.

D. Salary and Fringe Benefits Committee – no report

VI. New Business – Mark Rowe-Barth

The P&S Council purpose was read as follows:

"The Professional and Scientific Council was established in 1978 for the purpose of studying, formulating, and recommending to administrative officers of UNI policies of interest to Professional and Scientific employees at the University of Northern Iowa."

The proxy responsibilities were read as follows:

"Proxies are encouraged to attend all council meetings, especially the council meetings that the elected council member is unable to attend. Proxy voting privileges commence when the elected council member is not present during a P&S Council Meeting. In general, proxies have authority to make any and all decisions an elected council member would make in their absence."

A brief overview of each committee was given as follows:

#### Salary and Fringe Benefits Committee

This committee shall regularly assess the implementation of the Professional and Scientific policies and procedures as related to salary, fringe benefits, and promotions, and shall work with appropriate personnel to develop strategies to best serve P&S employees and the university; these policies and recommendations will be presented to the Council for approval and/or discussion.

Eric Lukens will chair this committee.

#### Employee Issues Committee

This committee shall: a. advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees; b. provide a confidential forum for P&S employees relative to employee rights and responsibilities issues; c. provide information to P&S employees relative to employee rights and responsibilities issues, with referral to pertinent university offices, as appropriate; d. work with Human Resource Services, as appropriate, to effect resolution to employee rights and responsibilities issues. The committee shall keep the Council informed of any employee rights issues and problems. An annual report of activities will be prepared by the committee at the end of the council year. Status reports will be made to the Council as needed or upon request by the Council President.

Sara Eberle will chair this committee.

#### Employee Relations Committee

This committee shall explore, promote and coordinate activities that enhance interaction and communication within the Professional and Scientific staff membership. The committee shall also identify appropriate public relations efforts and coordinate information from the Council to our constituents. Potential activities and programs will be presented to the Council for approval.

Jenni Colsch and Karen Cunningham will co-chair this committee.

#### WWW Committee

This committee shall primarily be responsible for the maintenance of the P&S Council web site, updating, revising and adding information as necessary. The committee shall also coordinate other communications for the P&S Council, as necessary.

Jenni Colsch and Jeanne Wiesley will co-chair this committee.

#### Policies and Procedures Committee

This committee shall regularly assess the value and effectiveness of the P&S policies and procedures and their implementation and shall work with appropriate personnel to develop and recommend any revisions or strategies that best serve the interests of the employees and the university. These



recommendations will be presented to the Council for approval with subsequent submission to the Cabinet and ultimate approval by the Board of Regents.

Carol Fletcher and Janelle Darst will co-chair this committee.

Mark distributed a signup sheet for members to volunteer to serve on committees.

VII. Old Business

Mark announced that the year end committee reports are now available for viewing on the P&S Council website.

VIII. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Nevin Nolte. The meeting was adjourned at 2:33 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. 423  
Date of Meeting: September 13, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:05 p.m.

### Members of the Council in Attendance:

X Seth Bokelman, ITS – 37423 AA  
P Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
X Matt Copp, RDC- 36111 SA  
P Janelle Darst, GBPAC – 33676 AF  
X Sara Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 37424 AA

X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Nevin Nolte, ITS – 37228 AA  
X Eric O’Brien, A&FS – 37207 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
X Todd Thomas, Residence Administration – 36811 SA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Carol Fletcher  
Michael Hager  
Farah Kashef  
Justin Szabo

### Proxy

Ashley Brickley  
Karen Cunningham  
Amy Hunzelman  
Lisa Krausman  
Molly Rickert  
Paula Van Zee

### 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 #422

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

### III. Cabinet Report – Bill Calhoun

The recent appeal by parents and educators regarding the closure of Price Lab School was denied in August. A group of parents and educators moved the appeal decision to the Iowa Supreme Court.

The fall student enrollment count of 12,260 did not meet the budgeted amount of 12,850 and the shortage makes a significant budget impact. Everyone was reminded that it is a combined responsibility to assist in recruiting students to UNI.

### Updates from the September 12<sup>th</sup> Board of Regents meeting

The Board of Regents approved the selection of the UNI Presidential search committee. Additional information will be available at the open forum meeting to be held on September 17<sup>th</sup> from 5:00 – 6:30 pm.

The Board of Regents accepted the committees’ recommendation regarding changes to the Tuition Set Aside Program.

The Board of Regents approved a 2.6% operating fund increase for UNI and the second year of a \$4M special appropriation to the university's base budget. These items will be part of the funding request forwarded to the legislature for consideration.

The upcoming Diversity Town Hall meeting is scheduled for January 23<sup>rd</sup> at 3:00 pm on UNI's campus.

#### IV. New Business

Mark Rowe-Barth has invited Division Vice Presidents to speak during future P&S Council meetings.

Vice President of Administration & Financial Services Michael Hager shared information about the A&FS division.

He spoke about recent national searches for department heads in the A&FS division. Michelle Byers began her appointment as Human Resource Services Director effective June 25<sup>th</sup>. Michelle served as HRS Interim Director for 2½ years. Helen Haire began her appointment as Director of Public Safety effective September 4<sup>th</sup>.

Michael gave a brief update about the A&FS division and shared that soon after he was appointed in January, he discovered that there were misunderstandings across campus regarding the budget process. A consultant was hired to assess and clarify budget processes and the following gaps were identified:

1. Lack of a formalized budget process and funds flow
2. Justification of decisions made (perception and/or communication gap)
3. A perceived lack of transparency
4. Current reports not available in a useful format

The consultant recommended the following:

1. Formalize the budget process
2. Move to an incentive based budget process
3. Create baseline budget reports

In addition, a lack of "financial literacy" was identified as an area for improvement and it was recommended that budget process workshops be offered to new employees and to those needing a refresher course.

Michael encouraged all staff to take responsibility for load shedding (reducing electricity during the peak period) to help lower what the university pays for electricity for the following year. If the university is able to lower the peak amount used, it will save on utility costs for the entire year. Each year an announcement will be sent to faculty and staff when the peak period will take place. In order to maximize savings, it is hoped that these conserving measures will take place not only during the peak period but throughout the year.

#### V. Human Resources Report – Michelle Byers

Human Resource Services has begun a search for P&S Employment Coordinator. Scott Klahsen will chair the search and Jocelyn Moeller has agreed to serve on the committee.

The recently approved temporary appointment section of P&S Policies and Procedures was discussed. The appointment maximum for those on a temporary appointment was changed from two years to one year. There will be a grandfathering process built into the transition.

National Coalition Building Institute Diversity workshops are available to all staff. More information regarding these three hour workshops can be found at: <http://www.uni.edu/provost/diversity>

HR is offering several September wellness workshops. Additional information and registration for "Understanding Mental Health in the Workplace" and "Warm Up to Work" can be found at <http://www.vpaf.uni.edu/hrs/benefits/index.shtml>

The Employee Benefits and Wellness Fair will be held on Tuesday, October 9th from 10 am – 2pm in the UNI Commons Ballroom. Additional information may be found at [http://www.vpaf.uni.edu/hrs/benefits/all/wellness\\_benefits.shtml](http://www.vpaf.uni.edu/hrs/benefits/all/wellness_benefits.shtml)

## VI. Committee Reports

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

Carol shared the history of the P&S Council and that P&S Policies and Procedures is currently being revised using a phased approach. She distributed copies of Phase I. This document has been reviewed by University Council, Human Resources Services and the Office of Compliance and Equity Management. There was discussion about the changes that the committee is recommending (see attached documents).

Seth Bokelman moved to approve the changes, seconded by Chris Conklin. The motion was carried. The Phase I document will be sent to the Cabinet for approval.

The committee's timeline and goal is to have P&S Policies and Procedures Phase II completed by December 2012.

### B. WWW Committee – Jeanne Wiesley

The web committee met and is working on upgrading the P&S Council website to Drupal 7.

Jeanne requested that council members review P&S Council internal and external links and report to committee members any links that are not working.

### C. Employee Issues Committee – no report

### D. Employee Relations Committee – Karen Cunningham

The Meet the Pres Event is scheduled to be held at noon on Tuesday, October 30<sup>th</sup> in GBPAC.

### E. Salary and Fringe Benefits – no report

## VII. New Business

Nadia Korobova distributed a handout on International Funding Opportunities workshops. This is a joint initiative of the Office of International Programs and the Office of Sponsored Programs. All UNI staff and faculty are invited to attend and refreshments will be provided.

International Funding Opportunities – Wednesday, October 3rd at 3:00 pm - CME MAU

Fullbright Scholars Program – Wednesday, October 17<sup>th</sup> at 3:00 pm - CME MAU

European Community Research Grants – Wednesday, October 31<sup>st</sup> at 3:00 pm - CME MAU

United States Agency for International Development (USAID) – Wednesday, November 14<sup>th</sup> at 3:00 pm - Elm Room MAU

More information can be found at [www.uni.edu/internationalprograms](http://www.uni.edu/internationalprograms) or [oiip@uni.edu](mailto:oiip@uni.edu)

Eric Lukens has agreed to fill the current vacancy on the Health & Safety Committee.

VIII. Old Business – none

IX. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Eric Lukens. The meeting was adjourned at 3:05 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:

A Seth Bokelman, ITS – 37423 AA  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
X Matt Copp, RDC- 36111 SA  
X Sara Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 37424 AA

X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Nevin Nolte, ITS – 37228 AA  
X Eric O’Brien, Academic Advising – 37207 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
X Todd Thomas, Residence Administration – 36811 SA  
X 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. 425  
Date of Meeting: November 8, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:34 p.m.

### Members of the Council in Attendance:

X Seth Bokelman, ITS – 37423 AA  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
X Matt Copp, RDC- 36111 SA  
X Sara Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 37424 AA

X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Nevin Nolte, ITS – 37228 AA  
X Eric O’Brien, AF&S – 37207 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
X John Streicher, Facilities Planning – 36201 AF  
X Todd Thomas, Residence Administration – 36811 SA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Therese Callaghan  
Carol Fletcher  
Lisa Frush  
Scott Klahsen  
Bobbi Vandegrift  
Cindy Webb

### Proxy

Ashley Brickley  
Lisa Krausman  
Paula Van Zee

- I. Welcome  
President Mark Rowe-Barth called the meeting to order at 1:30 p.m. Everyone in attendance introduced themselves. John Streicher has agreed to serve the remainder of Janelle Darst’s term on the P&S Council.
- II. Approval of Minutes #424  
Jeanne Wiesley moved to approve the minutes as amended, seconded by Carla Kelley. Motion carried.
- III. Cabinet Report – Bill Calhoun  
The Board of Regents gave preliminary approval to UNI’s tuition and mandatory student fees proposal for FY14. There will be 0% increase for in state and 2.6% increase for out of state tuition. The second and final reading will occur at the December Board meeting.  
  
The Board of Regents is moving forward with \$40M request to the legislature to fund a state supported grant program to Iowa undergraduate students who demonstrate financial need.  
  
The UNI Presidential search committee has tentatively identified the last two weeks of January for Presidential candidate interviews.

Bill thanked committee members Karen Cunningham, Ashley Brickley and Jocelyn Moeller for a very successful Meet the Pres event on October 30<sup>th</sup> at the Gallagher Bluedorn Performing Arts Center.

IV. HR Report – Michelle Byers

Interviews have taken place for the P&S Employment Coordinator position. It is expected that an announcement of selection of the final candidate will be announced next month.

The President's Cabinet recently approved **policy 4.49 FMLA Leave**. This policy provides employees with the University's practice for administering the federal Family and Medical Leave Act of 1993 (FMLA). It also changes the definition of a year from a rolling 12-month year, to an annual calendar year, effective January 1, 2013. The FMLA calendar year will begin on January 1 of each year, and end on December 31 of the same year.

Four informational sessions were held for employees interested in new vendor Genworth's voluntary group long term care insurance. Open enrollment for this benefit ends on November 30<sup>th</sup>.

"A Woman's Guide to Saving and Investing" financial seminar will be held on November 12<sup>th</sup>. Registrations are being received through TIAA-CREF.

Open enrollment for health insurance for merit employees will be held through November 16<sup>th</sup>.

All eligible employees may enroll during the open enrollment period through November 16<sup>th</sup> in the Flexible Spending Account for the 2013 plan year. Open Enrollment for Vision insurance coverage for eligible employees also closes on November 16<sup>th</sup>.

United Faculty negotiations begin on Friday, November 9<sup>th</sup> and AFSCME negotiations begin on Friday, November 16<sup>th</sup>.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Carol Fletcher

This committee has been meeting weekly and is meeting with Michelle Byers monthly to review Phase II changes. Proposed revisions for Section IX have been sent to HRS for review and Section X is ready to be sent for HRS review. The committee is currently working on Section VII and hope to discuss these proposed changes with P&S Council at the December meeting.

D. Employee Relations Committee – Jocelyn Moeller

The Meet the Pres event on October 30<sup>th</sup> was well attended and well received.

E. Salary and Fringe Benefits Committee – Eric Lukens

A draft of the P&S Benefits survey was distributed and discussed. Suggestions for a few changes were made. The committee will give final approval before sending the survey to constituents.

VI. New Business

Changing P&S Council distribution of elected members by division

Mark distributed copies of the "P&S employees count by division" document and there was discussion regarding the distribution of elected P&S Council members beginning with elections in

Spring 2013. Jeanne Wiesley made a motion for the new distribution of five members in the Academic Affairs division, three members will serve in the Student Affairs division, two in the President's division, one in the Administration and Financial Services division and four members At Large. Todd Thomas seconded the motion. Motion carried.

Feedback on Faculty Senate recommendations to change policy making process

Mark distributed a draft of the "Procedures for Establishing, Reviewing, and Revising University Policies" document from Scott Peters, Faculty Senate, and it was reviewed and discussed. Mark took notes from Council members and will share this feedback with Faculty Senate representation the week of November 12.

Michelle Byers stated that it has been recently reinforced that a review of university policies should ideally take place at least every five years.

Nadia Korobova announced that International Education Week will be held beginning November 12<sup>th</sup>. She encouraged participation in the many events that will be taking place on campus.

VII. Old Business

Research Misconduct Committee process for P&S Selection

Mark and Anita Gordon have determined a process forward. Anita will be sending Mark a write-up (week of November 12) that the Council can use. The WWW committee will create a simple form to accept nominations (similar to the Meet the Pres event question submission form). Information regarding this process will be sent out via email and posted to the P&S Council website very soon.

VIII. Adjournment

Jocelyn Moeller moved to adjourn the meeting, seconded by Eric Lukens. The meeting was adjourned at 2:34 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resources 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. 426  
Date of Meeting: December 13, 2012  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:31 p.m.  
Meeting Adjourned: 2:17 p.m.

### Members of the Council in Attendance:

A Seth Bokelman, ITS – 37423 AA  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
X Matt Copp, RDC- 36111 SA  
X Sara Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 37424 AA

X Eric Lukens, ITS – 37434 AT  
X Jocelyn Moeller, GBPAC – 33678 AF  
X Nevin Nolte, ITS – 37228 AA  
X Eric O’Brien, AF&S – 37207 AF  
X Mark Rowe-Barth, WRC – 33423 SA  
A John Streicher, Facilities Planning – 36201 AF  
X Todd Thomas, Residence Administration – 36811 SA  
X Jean Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Carol Fletcher  
Scott Klahsen  
Amy Kliegel  
Justin Szabo

### Proxy

Ashley Brickley  
Lisa Krausman

### I. Welcome

President Mark Rowe-Barth called the meeting to order at 1:31 p.m. Everyone in attendance introduced themselves.

### II. Approval of Minutes #425

Jennifer Colsch moved to approve the minutes, seconded by Jean Wiesley. Motion carried.

### III. Cabinet Report – Bill Calhoun

President Ben Allen and the Lieutenant Governor have visited many Iowa communities to talk about the Governor’s STEM initiative. The reception has been very good.

The Enterprise Risk Management Council has identified ten most important risk management issues. Action plans are being implemented to address these concerns.

Approximately 800 students will graduate at UNI’s Saturday, December 15<sup>th</sup> commencement.

The UNI Presidential search committee has been meeting regarding the search process. The committee will be reviewing applications during the Winter break. On campus interviews for three to five candidates are scheduled to take place the last two weeks in January.

The Board of Regents approved the proposed zero percent tuition increase for in state undergraduate and graduate students and a 2.6% increase for out of state student tuition for the 2013-14 school year. This approval is contingent on the state legislature increasing funding 2.6 percent for the universities and allocating \$4 million to UNI in special funding.

Imagine the Impact Campaign has reached its goal of \$150M and closes at the end of December 2012. A scholarship fundraising initiative will begin in January 2013.

The Diversity Fair and University Town Hall meeting is scheduled for Wednesday, February 20<sup>th</sup>.

UNI Up Close, a special visit day for admitted high school students, will be held on UNI's campus on Friday, February 15 and 22, 2013.

IV. HR Report – Scott Klahsen

The P&S Coordinator search has concluded and Megan Combs has been hired. Megan will begin her duties on January 2<sup>nd</sup>.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Sara Eberle

The committee met with one individual to resolve an issue.

C. Policies and Procedures Committee – Eric O'Brien and Carol Fletcher

The committee has been meeting weekly on the Policies and Procedures handbook and is finished with Phase 1. The policy committee has approved Phase 1 and it's now at the Cabinet level.

The committee is working section by section on Phase 2 and meeting monthly with Human Resources staff with the holiday, leave and classification sections. Discussion followed regarding language about leaves and working with supervisors to supplement leaves with paid time off when necessary.

There was discussion regarding the posting of P&S position vacancies and the rationale behind exceptions to posting vacancies. Carol and Eric will follow up and more information will be shared at the January P&S Council meeting.

D. Employee Relations Committee – Jennifer Colsch

The nomination form for the Regents Staff Excellence Award is available on the P&S Council website. The deadline for nominations is Friday, April 19, 2013.

E. Salary and Fringe Benefits Committee – Eric Lukens

The committee met in early December and finalized the P&S benefits survey that will be posted online January 16<sup>th</sup> – 30<sup>th</sup>. Data from the survey will be compiled and information will be shared during the February council meeting.

VI. New Business

Terry Hogan, Vice President for Student Affairs was not able to attend the December 13<sup>th</sup> meeting, and rescheduled for the March 14<sup>th</sup> P&S Council meeting.

Eric Lukens, on behalf of the members of the Salary and Fringe Benefit committee, requested feedback on the issue of recommended methodologies for P&S salary increases for FY13 – FY15. Should increases be based half on employees' salaries and half on average salaries to provide greater benefit to those making less than the average salary while reducing raises for those making over the average salary? Concern was expressed

regarding employees who remain in the first quartile for a long time, given that the salary ranges generally increase at a rate similar to employee pay.

VII. Old Business – none

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Nevin Nolte. The meeting was adjourned at 2:17 p.m.

Respectfully Submitted,  
Sandy Law  
Human Resource Services