

## 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. 427  
Date of Meeting: January 10, 2013  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:05 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  
A 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

Michelle Byers  
Megan Combs  
Carol Fletcher  
Lisa Frush  
Amy Kliegl

### Proxy

Ashley Brickley  
Lisa Krausman  
Molly Rickert

### I. Welcome

Vice President Jocelyn Moeller called the meeting to order at 1:30 p.m.

### II. Approval of Minutes #426

Seth Bokelman moved to approve the minutes, seconded by Jean Wiesley. Motion carried.

### III. Cabinet Report – Bill Calhoun

The legislative session is beginning. There could be a proposal from the Board of Regents that will allocate funds for the universities based on resident enrollment. We will know more as the session progresses.

The Sue Follen Exemplary Service Award has been awarded to Mark Rowe-Barth. He is attending his division’s reception and awards ceremony right now.

UNI Up Close will be held on February 15 and 22.

### IV. HR Report – Michelle Byers

Megan Combs was introduced as the new P&S Employment Coordinator. She started on January 2<sup>nd</sup> and was previously employed at Allen Hospital. Scott Klahsen is now officially in the role of Merit Employee Coordinator.

A joint RFP process with Iowa for new software has been completed. A new website will be available for short coaching tips on topics such as time management, supervision, etc.

Their office is busy filling legislative requests for information.

Phase I of the P&S Policies and Procedures handbook has been approved by the cabinet.

V. Committee Reports

A. WWW Committee – Jenni Colsch

The committee is meeting this month to discuss upgrades to the site.

B. Employee Issues Committee – no report

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

Cabinet approved the Phase 1 P&S Policies and Procedure recommendations on January 7, 2013. The approved update included changes made by the University Policy Review Committee. These changes to date have not been approved by the P&S Council. Bill Calhoun extended his thanks to the committee for their dedication. He also offered his assistance as they continue the review process.

D. Employee Relations Committee – no report

E. Salary and Fringe Benefits Committee – Eric Lukens

The salary and fringe benefits survey will go live on January 16<sup>th</sup> and will be available for at least two weeks. It will be available to all P&S and Annual Appointment employees. He encourages everyone to participate. A copy of the results will be given to Bill to share with the cabinet.

VI. New Business

Mark reviewed the timeline for elections. The annual vote will be held in March with winners announced in April. New members will attend the May meeting and will officially take office in July. Officers are also elected at the July meeting. Positions open this year include two in Academic Affairs, one in the President's Office and two At Large. Mark suggested running at least two additional candidates for each spot. Seth Bokelman, Todd Thomas, Carla Kelley and Jean Wiesley volunteered to serve on the election committee.

The presidential search is in process. There were 40 applicants, and the field has been narrowed to nine. The committee will be interviewing each of them in Minneapolis this week-end. They plan to identify approximately four candidates to bring to campus with interviews starting the week of January 21<sup>st</sup>. There will be open forums for all employees to attend. The P&S staff has had good representation in the process. The committee's recommendation will be forwarded to the Board of Regents with an announcement expected in early February.

Jocelyn attended interview sessions for the Associate University Council position on behalf of the P&S council.

VII. Old Business - none

VIII. Adjournment

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

Respectfully Submitted,  
Jocelyn Moeller  
GBPAC

## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 428  
Date of Meeting: February 14, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:43 p.m.

### Members of the Council in Attendance:

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

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

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Megan Combs  
Carol Fletcher  
Lisa Frush  
Amy Kliegl  
Justin Szabo  
KaLeigh White

### Proxy

Ashley Brickley  
Karen Cunningham

### 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 #427

Todd Thomas moved to approve the minutes as amended, seconded by Nevin Nolte. Motion carried.

### III. Cabinet Report – Bill Calhoun

UNI Day at the Capitol in Des Moines was held on February 12<sup>th</sup>. On display were over 28 booths highlighting campus organizations. The presentations were well received and feedback was excellent.

President Allen addressed members of the Education Appropriations Subcommittee in Des Moines on February 12<sup>th</sup>. He highlighted UNI's impact on Iowa and the need for state appropriations to continue to offer students a high-quality educational experience.

UNI Up Close, a special visit day for admitted high school students, will take place on UNI's campus on Friday, February 15<sup>th</sup> and 22<sup>nd</sup>. Welcoming future students and their guests to campus is encouraged.

The Cabinet has been reviewing University policies during their weekly meetings. This is a very important process from a university risk management standpoint.

Regarding the Tuition Set Aside Program, the Board of Regents has requested the legislature include need based state support financial aid for in state students. The Governor has included \$5 million in his budget.

President Ben Allen and his wife Pat will be awarded Honorary Alumni status by the UNI Alumni Association at the UNI vs Denver basketball game.

Mark Rowe-Barth was recognized and thanked for his work on the UNI Presidential search committee and for the successful completion of the search that resulted in the naming of William Ruud as tenth University of Northern Iowa President.

#### IV. HR Report – Michelle Byers

Three sessions of Performance Appraisal training will be held beginning February 20<sup>th</sup>. Sessions will cover general coaching for successful performance appraisals for staff and student employees. All sessions are currently full, but interested participants can be placed on a waiting list.

The new online soft skills training system is called myquickcoach and more information will be coming soon.

Human Resources staff is currently working on a RFP for UNI's EAP vendor with an anticipated effective date of July 1, 2013.

Negotiations with AFSCME and United Faculty are ongoing. AFSCME negotiations will proceed to arbitration.

#### V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Sara Eberle  
The committee is working on one issue.

C. Policies and Procedures – Carol Fletcher  
The committee continues to work on Sections 9 & 10 of P&S Policies and Procedures and is also working with administration on the P&S Policies and Procedures approval process.

D. Employee Relations – Jennifer Colsch  
The committee will send a message to the campus community in March requesting nominations for the Staff Excellence award. This year Supervisory and Confidential employees are eligible to be nominated for this award.

E. Salary and Fringe Benefits Committee – Eric Lukens  
Results from the salary and fringe benefits survey have been compiled. There was a 30% participation rate. The survey showed a slight decrease in approval rates for salary and fringe benefits. There were a number of requests for discounts for wellness program participation.

The committee will focus on the top five concerns revealed in the survey and results will be posted on the P&S Council website the week of February 18<sup>th</sup>.

Mark Rowe-Barth will follow up with issues relating to communications regarding "Inside UNI" postings.

VI. New Business

Northern Iowa Student Government Vice President KaLeigh White shared updates and accomplishments of NISG.

- Make up Work Policy for Veterans
- Increase in student voter registration
- Monthly meetings with Faculty members
- Streamlining funding process with campus organizations
- NISG President Jordan Bancroft-Smithe met with Regents members regarding the tuition freeze and served on the Presidential Search committee
- Working on Recycle Mania event
- Working with the Department of Residence to expand healthy meal selections in Maucker Union for a reasonable price
- Working on the placement of a suggestion box in Maucker Union
- Working with diversity and campus life committees
- Working with Strategic Plan as it relates to the transition of NISG officers
- Working with Public Safety on crossing area improvements on 23<sup>rd</sup> Street near the Student Health Center

VII. Old Business

P&S Council Election Committee update – Seth Bokelman

A total of at least ten candidates will be needed for the election held in March. There are five vacancies on the council (two in Academic Affairs, one in the President's Division, and two At Large). Current council members volunteering to run are Mark Rowe-Barth and John Streicher (At Large), and Nevin Nolte and Jennifer Colsch (Academic Affairs). Election winners will be announced in April and take office in July.

Presidential Search update – Mark Rowe-Barth

Mark reported that the Presidential Search website is still active and explained that the search committee (along with the search firm) was charged with screening all candidates and narrowing the pool of candidates, ultimately forwarding vetted and acceptable finalists to the BOR for their final hiring decision. He was pleased to report that learning and collaboration happened among the employee groups who served on the committee, and is hopefully optimistic that communication channels have been opened up as we move forward, working together. On February 28<sup>th</sup> there will be a welcome reception for President Ruud and his wife Judy from 4:00 – 6:00 pm in the Gallagher Bluedorn Performing Arts Center Lobby.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Matt Copp. The meeting was adjourned at 2:43 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. 429  
Date of Meeting: March 14, 2013  
Place of Meeting: Presidential Room Maucker  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:09 p.m.

### Members of the Council in Attendance:

<u>P</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, AF&S – 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> John Streicher, Facilities Planning – 36201 AF
<u>X</u> Nadia Korobova, IP – 37424 AA	<u>X</u> Todd Thomas, Residence Administration – 36811 SA
	<u>X</u> Jean Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Therese Callaghan  
Megan Combs  
Carol Fletcher  
Doreen Hayek  
Scott Klahsen  
Cindy Webb

### Proxy

Holly Bokelman  
Ashley Brickley  
Karen Cunningham  
Lisa Krausman

### I. Welcome

President Mark Rowe-Barth called the meeting to order at 1:35 p.m.

### II. New Business

New Business was moved up to allow guest Terry Hogan, Vice President – Student Affairs, to speak at the beginning. He provided an update on five areas.

1. Finalizing positions and office moves – Dr. Leslie Williams is the new Dean of Students, Military/Veterans Student Services is now served by a full-time employee, SIAC and LGBT have new office spaces and Student Disability Services will be moving to Gilchrist.
2. Housing and dining services – finalists have been selected for the position of Asst VP – Dining Services, Karen Paulsen replaced Gary Daters who retired from the Business Manager position, Redeker renovations will be done by this fall and Panther Village Phase II will open.
3. Student Financial Aid – legislature is still debating. Funding will need to come from state aid rather than university set-aside. Tuition will lower by the amount of set-aside no longer used.
4. SIS – currently in post-implementation mode. Mike Holms is the project manager and Rachel Jones is the trainer. The IT staff is now located near the Registrar’s Office.
5. Enrollment – positive relationships are being built with Academic Affairs. CHAS has been a great model for starting new initiatives. Due to so many variables, it is difficult to make an enrollment projection. They are budgeting conservatively at the university level, estimating 12,000 – 12,200 for next year.

III. Approval of Minutes #428

Jenni Colsch moved to approve the minutes, seconded by Chris Conklin. Motion carried.

IV. Cabinet Report – Bill Calhoun

The campus reception for Bill and Judy Ruud at Gallagher-Bluedorn Performing Arts Center was well-attended. Mr. Ruud will be here next week to meet with legislators and to spend a day on campus.

The contract with the United Faculty has been ratified by the United Faculty and now goes to the Board of Regents. They agreed to a 2% salary increase in FY14 and a 2.25% increase in FY15.

The House leadership has approved the governor's budget recommendation of a 2.6% increase on the base plus \$4 million allocated to UNI, consistent with the Board of Regents request.

UNI's biggest uncertainty is enrollment. Everyone can play a part in recruiting students to UNI. Bill encourages everyone to interact with visiting students and their families to welcome them to campus.

V. HR Report – Michelle Byers

Performance appraisal training is being offered. Michelle completed "Train the Trainer" for the National Coalition Building Institute (NCBI). There are now 24-25 more individuals that can facilitate the workshops. Full day workshops are being offered now, with two available on April 11<sup>th</sup> and May 15<sup>th</sup>. They raise awareness of differences among co-workers and provide means for self-reflection.

An offer is close to being made for the Associate Counsel position. There will be 3-4 candidates brought to campus for the Associate Provost position. The start date is July 1<sup>st</sup>.

Bobbi Vandegrift shared that UNI is very close to being certified as a Blue Zones site. We only need 35 more employees to register. The website is [www.bluezonesproject.com](http://www.bluezonesproject.com). You must enter "UNI" as the organization code. The Rialto Dining Center has been named a Blue Zones restaurant, and the Piazza will be recognized soon.

VI. New Business Continued

Eric Lukens shared that any raises approved for FY14 will need to be made as a percentage increase and not as a dollar amount increase. This is due to a unique programming problem resulting from the FY13 increase that requires a minor percentage adjustment to base pay.

Eric presented a draft of the results from the UNI P&S Benefits Survey 2013. Discussion was had with minor changes suggested. Matt Copp moved to approve the draft of the UNI P&S Benefits Survey 2013 results with all suggested changes, seconded by Nevin Nolte. Eric will make the changes and publish the document on the council website. He'll provide a copy to the Cabinet.

Jean Wiesley stated that the Nominations Committee has gathered enough names for the upcoming council election. They will contact candidates for bios and additional information for the website. All P&S employees will be notified of the slate of candidates prior to the election being held at the beginning of April.

VII. Committee Reports

A. WWW Committee – Jenni Colsch

An upgrade will be made to the website. Discussion was had regarding what items should be archived on the site. It was decided to not obtain retroactive committee minutes. There may be specific documents from the committees that will be stored.

B. Employee Issues Committee – Sara Eberle

Sara is dealing with one issue.

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

Mark started by sharing that the Policies and Procedures Committee has been meeting almost weekly for quite a while now. They have also been meeting with Bill Calhoun, Michelle Byers, Tim McKenna and Michael Hager. They are working hard to move forward, and the council is very appreciative of their efforts. Tim has been invited to the April P&S Council meeting to discuss the process and share information from the Board of Regents' and Cabinet's perspectives.

Carol and Eric handed out two flow charts detailing the process of approving changes to P&S Policies and Procedures. The chart labeled #1 includes modifications from the University Policy Review Committee and will come back to the P&S Council for review. The chart labeled #2 excludes approval from the Board of Regents in the process. The BOR has indicated they only wish to review pay changes. More discussion will be had at next month's meeting. The committee requested that both flow charts be included as attachments to the minutes.

D. Employee Relations Committee – Jenni Colsch

The deadline for submitting nominations for the Board of Regents Staff Regents Excellence Award has been extended. Please consider nominating a co-worker. They will be forming the selection committee soon.

E. Salary and Fringe Benefits Committee – see New Business above (Item VI)

VIII. Old Business - none

IX. Adjournment

Jean Wiesley moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 3:09 p.m.

Respectfully Submitted,  
Jocelyn Moeller  
GBPAC



## Professional and Scientific Staff Council

### DIVISIONS

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

Meeting No. 430  
Date of Meeting: April 11, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:37 p.m.

### Members of the Council in Attendance:

Seth Bokelman, ITS – 37423 AA  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC- 36111 SA  
 Sara Eberle, RDC – 32201 AT  
 Carla Kelley, Internal Audit – 33215 PD  
 Nadia Korobova, IP – 33011 AA

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

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Megan Combs  
Emily Creighton  
Jacie Dahlstrom  
Carol Fletcher  
Amy Kliegl  
Tim McKenna  
Justin Szabo  
Bobbi Vandegrift  
Jason Vetter

### Proxy

Ashley Brickley  
Karen Cunningham  
Lisa Krausman  
Molly Rickert  
Cathy Wylam

- I. Welcome  
Vice President Jocelyn Moeller called the meeting to order at 1:30 p.m. Everyone in attendance introduced themselves.
- II. Approval of Minutes #429  
Eric Lukens moved to approve the minutes as amended, seconded by Jeanne Wiesley. Motion carried.
- III. Cabinet Report – Bill Calhoun  
Bill shared that President Allen’s last day will be May 24<sup>th</sup> and incoming President Ruud’s first day will be May 25<sup>th</sup>. A transition team has been working on a number of outreach opportunities and activities for President Ruud as he begins his Presidency.

President Allen has recently been meeting with legislators in his effort to continue support for UNI.

We have learned that the Senate did not approve a continued term for Board of Regents President Craig Lang and Robert Cramer, a recent Board nominee submitted by Governor Branstad. We will keep the council updated as we learn more about this process.

The Cabinet recently reviewed the P&S benefits survey and thanked the P&S Council's Salary and Fringe Benefits Committee and the Council for their work on this project.

IV. HR Report – Michelle Byers

A link to or hard copy of Fringe Benefits statements may be provided with salary letters this year. Staff was encouraged to access their statement of benefits which is available via Employee Self Service.

An EAP seminar "Resiliency: Prevail and Persevere!" will be held on April 17<sup>th</sup> for all interested employees.

Benefits open enrollment for Faculty and P&S staff will be held April 29<sup>th</sup> through May 29<sup>th</sup>. The benefits open enrollment period will be changing to the month of October for all employees starting in 2013. Faculty and P&S staff will have two opportunities for open enrollment this year only.

Effective July 1, 2013 there will be minor changes to Long Term Disability benefits. P&S employees currently have coverage that begins to phase in after one year of continuous employment and maximum benefit is 70% of salary to a limit of \$5,833 per month. LTD benefits for eligible employees will now be effective on their hire date instead of phasing in over five years. Coverage amount will be 66 2/3% of salary to a limit of \$6,666 per month. Eligibility changes that currently take place at age 65 will now change to a person's normal social security eligibility age.

V. Committee Reports

A. WWW Committee – Jean Wiesley

The committee met to discuss updating the P&S Council website. They plan to have all updates completed in August.

B. Employee Issues Committee – Lisa Krausman

The committee is not currently working on any issues.

C. Employee Relations Committee – Karen Cunningham

The Regents Staff Excellence Award selection committee is being formed. The deadline for nominations for this award is April 26<sup>th</sup>. Nominations are strongly encouraged.

D. Salary and Fringe Benefits Committee – Eric Lukens

Eric distributed copies of the draft letter to President Allen of P&S Council recommendations for the allocation of salary increases for FY14. There was a thorough discussion of the recommendations. Jeanne Wiesley moved to approve the recommendations for the allocation of salary increases for FY14, seconded by Seth Bokelman. Motion carried.

E. Policies and Procedures Committee – Carol Fletcher

Copies of past practice and proposed P&S Policy and Procedure flowcharts were distributed along with copies of the history/timeline of P&S Council. Carol gave an explanation of the flowcharts and there was discussion. Jenni will link the flowcharts to the P&S Council website.

Carol and Eric recommended that feedback regarding the proposed flowchart be discussed with constituents. Questions may be directed to Carol.

The Policies and Procedures committee will proceed with reviewing sections 4, 9, and 10. The committee will break until June 2013.

VI. New Business

Carol explained that P&S Policies and Procedures are reviewed regularly by the P&S Policies and Procedures Committee. They get suggestions from many sources including but not limited to administration, P&S staff and P&S Council. The P&S Policies and Procedures Committee consults with appropriate administration. In the past, once changes are approved by P&S Council they are then submitted to Cabinet. If approved by Cabinet would go to Board of Regents. Phase I approval was not handled this way which raised concerns and started discussion on the approval process. After the P&S Council approval of Phase I, it went to the Policy Review Committee which made changes. Phase I was then taken to Cabinet with these changes.

Tim McKenna explained the role of the Policy Review Committee. The committee was set up approximately 15 years ago to assist the Cabinet. Representatives from various campus divisions serve on the committee; however campus wide feedback is encouraged. The P&S Constitution still indicates that the P&S Policies and Procedures changes need to be approved by the Board of Regents. Currently, the Board of Regents has indicated they do not need to be involved in university policy changes unless it involves pay plan changes.

It was suggested that two informational forums be held in May.

Copies of the P&S benefits survey draft for 2012 were distributed. The committee plans to meet with HRS to review the survey results and work to implement the recommendations.

VII. Old Business

Seth Bokelman announced the election results. An email will be sent to announce those elected. Melanie Abbas, Kara Park and Shelley Pruess will begin their terms in July and Mark Rowe-Barth and Jenni Colsch will continue to serve on the P&S Council.

VIII. Adjournment

Chris Conklin moved to adjourn the meeting, seconded by Jenni Colsch. The meeting was adjourned at 2:37 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. 431  
Date of Meeting: May 9, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:35 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  
P Sara Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 33011 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

Sarah Bridges  
Michelle Byers  
Therese Callaghan  
Megan Combs  
Carol Fletcher  
Lisa Frush  
Doreen Hayek  
Amy Kliegl  
Michele Mullings-Shand  
Kara Park  
Shelley Pruess  
Anthony Smothers  
Justin Szabo  
Cindy Webb

### Proxy

Ashley Brickley  
Lisa Krausman

### I. Welcome

President Mark Rowe-Barth called the meeting to order at 1:30 p.m.

### II. Approval of Minutes #430

Jean Wiesley moved to approve the minutes, seconded by Nevin Nolte. Motion carried.

### III. Cabinet Report – Bill Calhoun

We continue to work with the legislature to gain additional support for UNI. The formula for distribution of funds within the regents system is 16% for UNI and 42% each for University of Iowa and Iowa State. A special committee has been appointed to investigate the distribution of appropriations. The committee will be meeting throughout the summer.

Price Laboratory school demolition will soon begin. The contractor will make 1,000 bricks available to anyone who wants one. The former pool has been renovated into the Child Care Center and the Fieldhouse is being rented to university/community groups interested in using the space.

The Class of 1963 is visiting on campus today, May 9<sup>th</sup>.

Because this is a critical time for prospective students as they make their college decision, the UNI Alumni Association is sponsoring advertisements in the state's major newspapers. The message will congratulate our graduating seniors and will include individual profiles of some of our students.

IV. HR Report – Michelle Byers and Cindy Webb

The end date for performance appraisal completion has passed and salary worksheets will be distributed the week of May 13<sup>th</sup>. Instructions for accessing fringe benefit statements will be sent along with salary increase letters this year.

Cindy Webb, Benefits Administrator, explained upcoming health premium rate increases. She said that for several years UNI has been able to absorb the increases in claims, however last year there were an unusually large number of high claims and the projections show an increase for the next plan year as well. Self-insured plans must strive to hold a balance of approximately three months of estimated claims in their health care plan reserves as protection to cover fluctuation in claim payments and expenses to operate the Plan.

Since 1978, the UNI Health plan design has remained unchanged. As a method to control the rising costs of the UNI Health plan, the University began offering additional health plan options in 2011. The UNI PPO plan became available to faculty and staff and the UNI Blue Advantage plan that was previously an option only for staff, also became an option for faculty. Along with these additional plan options, the University revised its employer paid premium structure in 2011 and the UNI PPO became the base plan for calculating the employer contributions. 2013 is the first year that the University's health plan premiums have seen a significant increase since 2007.

There was an inquiry regarding a feasibility study to consolidate benefit plans with Iowa State and the University of Iowa. Because of the uniqueness of each university it was determined that consolidating benefit plans would not be beneficial at this time.

A benefits open enrollment drop in session was held on May 7<sup>th</sup> and one will be held on Monday, May 13<sup>th</sup> in the Human Resources conference room to assist those who seek additional information.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Employee Relations Committee – no report

D. Salary and Fringe Benefits Committee – Eric Lukens

President Allen's response to the salary recommendation for the allocation of salary increases for FY14 letter has been emailed to constituents. Eric explained the .63% catch up and the average 2.63% salary increase for employees with a satisfactory and above performance appraisal.

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

Because the Phase I P&S Policies and Procedures update approval was not handled as they had in the past, two informational open forums were recently held about the P&S Policies and Procedures approval process. Based on feedback, Carol distributed P&S Policy and Procedures Committee's recommended flowchart (attached) for P&S policy and procedure approval process. The committee distributed a proposed letter (attached) to the Cabinet to help clarify the process.

Mark shared that he was comfortable with the flowchart process shared at the previous meetings, which stemmed from meetings he had with Bill Calhoun, Michael Hager, Michelle Byers, Tim McKenna, Jocelyn and P&P committee members. Mark has listened to viewpoints from the P&P committee and P&S staff who have voiced opinions that we should maintain the process used in the past. There is disagreement about the best way to move forward, which is why it is important for the Council to decide how they wish to proceed.

Eric O'Brien moved that the P&S Council approve the process outlined in the flowchart by the policies and procedures committee as the P&S Council's preferred process for changing policies and procedures. The motion was seconded by Nevin Nolte. The motion carried by vote of the following: Yes (Jennifer Colsch, Chris Conklin, Matt Copp, Sara Eberle proxy Lisa Krausman, Carla Kelley, Nadia Korobova, Eric Lukens, Jocelyn Moeller, Nevin Nolte, Eric O'Brien, John Streicher, Todd Thomas and Jeanne Wiesley); No (Seth Bokelman, Mark Rowe-Barth).

#### V. New Business

A. Health, Dental and Voluntary Life Insurance – Eric Lukens  
This agenda item was covered as part of the HR report.

B. University Relations - Inside UNI for Faculty and Staff  
Lindsay Cunningham and Kim Brislawn shared information about Inside UNI for Faculty and Staff, the communication platform that replaced UNI Online in January 2013. This website includes faculty and staff stories, accolades, campus announcements, the latest university news and is a one-stop shop for all business and organization links. Faculty and staff are encouraged to make Inside UNI for Faculty and Staff their home page.

Faculty and staff will receive two emails per week on Tuesdays and Thursdays with brief announcements that will direct them back to the Inside UNI for Faculty and Staff page. The format of this email is being updated.

University Relations encourages suggestions for ways to increase visits to the Inside UNI for Faculty and Staff page.

C. June meeting – Mark Rowe-Barth  
Mark was asked by the President's office to serve on a Presidential Transition Team. They met for the first time on May 8<sup>th</sup> with all constituent groups represented and had a productive first meeting. The team reviewed and brainstormed potential events, meetings, and key relationship building needs in an effort to launch a new era with incoming President Ruud.

President Ruud is scheduled to attend the June 13<sup>th</sup> P&S council meeting. To ensure an open and engaging conversation, Mark requested that each council member come prepared with a question.

To show appreciation and thank outgoing Council members Jocelyn Moeller, Nevin Nolte and John Streicher for their time, dedication and hard work, refreshments will be served during the June 13<sup>th</sup> council meeting.

#### VII. Old Business

A. Election numbers – Mark Rowe-Barth  
P&S staff voting in the recent election was shared. There were 171 total participants who voted in the At Large category. There were 72 total participants who voted in the Academic Affairs category. There were 17 total participants who voted in the President's category.

VIII. Adjournment

Eric Lukens moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 3:35 p.m.

Respectfully Submitted,  
Sandy Law  
UNI Human Resources

To: University of Northern Iowa Cabinet  
From: University of Northern Iowa P&S Council  
RE: P&S Policies and Procedures Approval Process  
Date: May 8, 2013

This letter is to request a formal Cabinet approval for our P&S Policies and Procedures Process. Attached is a flowchart outlining this process. In January 2013, you approved an update to our P&S Policies and Procedures that was not the same version approved by the P&S Council. This did not follow the process outlined in our Constitution or past practices of the Cabinet. As a university community, we are guided by eight core values including Accountability, Community and Excellence. To uphold the integrity, responsibility and highest ethical standards, the P&S Council feel we must follow our constitution and what past practices have established to provide a community that is ethical, caring and safe for P&S staff.

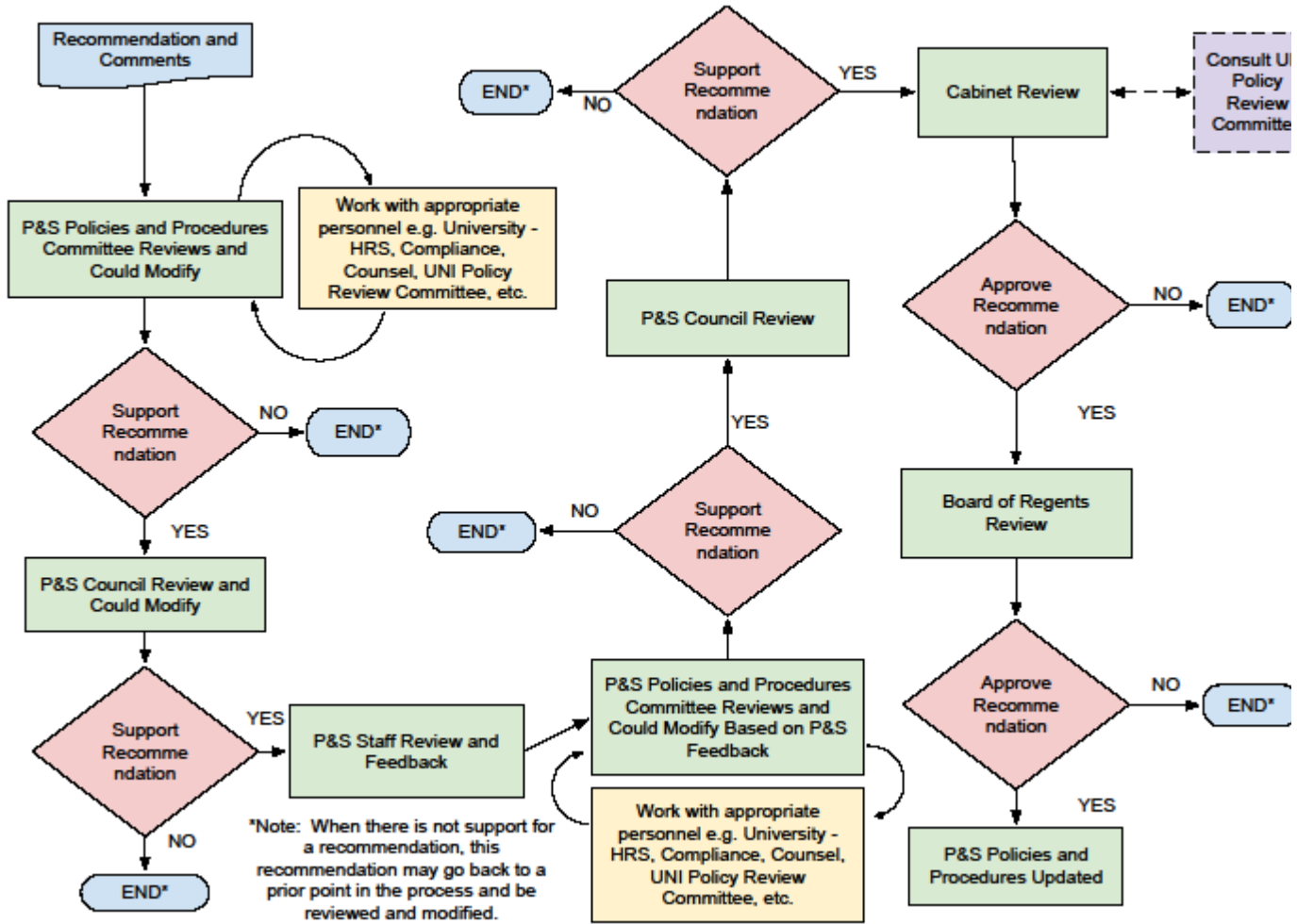
Our P&S Constitution requires us to "work with appropriate administration" which we have done and will continue to do. As the flowchart indicates by the yellow boxes, we consult and work with appropriate administration at two different points in our process. We would suggest including UNI Policy Review Committee as part of those review steps so their suggestions can be incorporated before P&S Council Approval. We have shared the history of P&S Policies and Procedures revisions with several Cabinet members which shows our commitment in working with administration within our process and our commitment to timely revisions.

P&S employees are vital to UNI's institutional mission serving students, faculty and the public. In virtually every department P&S employees contribute to UNI's Value of Excellence in teaching and learning, scholarship and creative work, and services. P&S Council is charged with representing P&S Staff and their best interest, and it is in P&S staff's best interest to maintain the P&S Policies and Procedures Process.

In closing, we request a formal Cabinet approval for our P&S Policies and Procedures Process as outlined in the attached flowchart. To help clarify or answer any questions, a representative from the P&S Policies and Procedures Committee would be available to meet with the Cabinet.



# P&S Policy and Procedure Flowchart



## 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. 432  
Date of Meeting: June 13, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:00 p.m.

### Members of the Council in Attendance:

Seth Bokelman, ITS – 37423 AA  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC- 36111 SA  
 Sara Eberle, RDC – 32201 AT  
 Carla Kelley, Internal Audit – 33215 PD  
 Nadia Korobova, IP – 33011 AA

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

### Ex-Officio Member

Bill Calhoun

### Others

Melanie Abbas  
Michelle Byers  
Therese Callaghan  
Carol Fletcher  
Lisa Frush  
Kara Park  
William Ruud  
Justin Szabo  
Leslie Williams

### Proxy

Ashley Brickley  
Neil Clopton  
Mike Weiglein

### I. Welcome

President Mark Rowe-Barth called the meeting to order at 1:30 p.m. Everyone present introduced themselves.

### II. Approval of Minutes #431

Jocelyn Moeller moved to approve the minutes, seconded by Jean Wiesley. Motion carried.

### III. Cabinet Report – Bill Calhoun

Bill shared highlights of the legislative session. UNI was given an increase of \$2.1M to the base budget and a \$10M one-time special appropriation. Our job is now to work with legislators to secure the \$10 million funding as part of our base budget. In addition we were provided funds for STEM and economic development initiatives. The legislature also provided \$1.5 million for planning funds for the Schindler Education Center remodel (note: the governor vetoed this).

### IV. HRS Report – Michelle Byers

HR staff continues to collect and process P&S performance appraisals. The date identified by the Cabinet for P&S salary increase letter distribution is June 19<sup>th</sup>.

Staff tuition reimbursement annual applications are due July 1<sup>st</sup>.

Kudos was given for the recent implementation of online processing of catastrophic leave donations. Coming soon will be online applications for other forms which may include Emeritus status and Staff Tuition reimbursements.

V. Committee Reports

A. WWW Committee - no report

B. Employee Issues Committee – no report

C. Employee Relations Committee – Jenni Colsch

The Regents Excellence Award committee has been formed and the Employee Relations Committee is working on the Meet the Pres event.

D. Policies and Procedures Committee – Eric O’Brien

The committee will be meeting soon with President Ruud. Mark Rowe-Barth, Carol Fletcher and Eric O’Brien are invited to the next Cabinet meeting to share and give an update on the committee’s progress.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

A. Conversation with UNI’s 10<sup>th</sup> President Bill Ruud

Mark Rowe-Barth introduced President William Ruud. President Ruud shared his vision and leadership practices. He encouraged staff to stay positive, be persistent and patient, to work hard, seek training opportunities and develop themselves. He encourages staff to feel comfortable raising and discussing issues with the assurance there will not be retaliation.

He shared plans for moving UNI forward by listening, learning and managing enrollment and budget. Five formal open houses for recruits and parents will be held in FY14 and this fall there will be a welcome back picnic for faculty and staff.

Discussion followed with council members sharing thoughts regarding what P&S staff does well and the challenges they face.

What staff does well

Develop students

Maintain good relationships with each other

Offer many opportunities to engage outside of the classroom

Leadership of Provost Initiatives

Ensure safety for students

Increase in services while number of staff is reduced

Staff tuition reimbursement (100% for undergraduates and 90% for graduate students)

Staff challenges

Diversify faculty and staff

Updated training

Poor assessment feedback

Feelings of inferiority when compared to University of Iowa and Iowa State University

Duplication of services (IT)

Inefficiency issues due to decentralization

Parking difficulties for visitors to campus

Maximizing participation in UNI activities

Promotion of on-campus conferences and camps

Disconnect of effective relationships between faculty and staff  
Practice of using long term interim directors vs. timely hiring of permanent directors

B. July officer election and committee leadership

Election of P&S Council officers will be held at the next council meeting on July 11<sup>th</sup>. Mark encouraged council members to consider chairing a committee and have in mind whom they may wish to nominate to serve as officers.

Mark reminded everyone that end of year committee reports are due in July and will be shared during the August meeting. Photos of new council members Melanie Abbas, Kara Park and Shelley Pruess will be taken during August or September meetings.

VII. Adjournment

Nevin Nolte moved to adjourn the meeting, seconded by Neil Clopton. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,  
Sandy Law  
UNI 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. 433  
Date of Meeting: July 11, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:05 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS - 36452  
X Seth Bokelman, ITS – 37423 AA  
X Jennifer Colsch, Continuing Ed – 37865 AA  
X Chris Conklin, ITS – 37839 AA  
P Matt Copp, RDC- 36111 SA  
P Sara Eberle, RDC – 32201 AT  
X Carla Kelley, Internal Audit – 33215 PD  
X Nadia Korobova, IP – 33011 AA

P Eric Lukens, ITS – 37434 AT  
X Eric O’Brien, AF&S – 37207 AF  
X Kara Park, Athletics Administration – 33372  
X Shelley Pruess, Maucker Union – 33743 AT  
X Mark Rowe-Barth, WRC – 33423 SA  
X Todd Thomas, Residence Administration – 36811 SA  
X Jean Wiesley, RDC – 32333 SA

### Others

Michelle Byers  
Therese Callaghan  
Megan Combs  
Jacie Dahlstrom  
Jocelyn Moeller  
Justin Szabo

### Proxy

Ashley Brickley  
Neil Clopton  
Karen Cunningham  
Susan Devine  
Carol Fletcher  
Nevin Nolte

#### I. Welcome

President Mark Rowe-Barth called the meeting to order at 1:30 p.m. Everyone present introduced themselves.

#### II. Approval of Minutes #432

Jean Wiesley moved to approve the minutes, seconded by Melanie Abbas. Motion carried.

#### III. Cabinet Report – no report

#### IV. HRS Report – Michelle Byers

UNI’s new Employee Assistance Program vendor is Employee and Family Resources, effective July 1, 2013. A series of employee and supervisory EAP online overviews are scheduled for July 24<sup>th</sup> and 29<sup>th</sup>. For additional information and/or to register for an overview, visit the HR benefits page.

Instructions for accessing fringe benefit statements were provided with salary letters. Staff were encouraged to access their statement of benefits using Employee Self Service. Health and dental changes will be reflected in the fringe benefits statements closer to the end of July in conjunction with July payroll processing.

#### V. Committee Reports

##### A. WWW Committee – Jenni Colsch

Information regarding new P&S Council members will soon be updated on the P&S Council website and information about committee chairs will also be posted after they are selected.

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

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

The committee continues their work on Policies and Procedures Phase 2 and should be ready to move forward in September.

D. Employee Relations Committee – Karen Cunningham

The committee is working to secure a faculty member to serve on the Regents Excellence Award committee. All other members of the committee have been selected.

E. Salary and Fringe Benefits Committee – no report

VI. New Business – Mark Rowe-Barth

Mark opened the floor for nominations for P&S Council President and Vice President. Those elected will begin their terms in August.

Nominations for P&S Council President were taken. Eric O’Brien moved to nominate Jean Wiesley and she accepted. Nominations ceased. Todd Thomas moved to close nominations, seconded by Neil Clopton. Motion carried. Jean Wiesley was elected President and accepted.

Nominations for P&S Council Vice President were taken. Melanie Abbas nominated herself. Jean Wiesley nominated Jenni Colsch and she accepted. Nominations ceased. Chris Conklin moved to close nominations, seconded by Seth Bokelman. Motion carried. A vote by ballot was taken. Melanie Abbas was elected Vice President and accepted.

Mark requested that all members send their top three committee preferences and the name of their proxy to Jean Wiesley before the August meeting. Discussion followed and those volunteering to chair committees are:

Jenni Colsch and Todd Thomas – WWW Committee

Sara Eberle – Employee Issues Committee

Eric O’Brien and Carol Fletcher – Policies and Procedures Committee

Eric Lukens – Salary and Fringe Benefits Committee

Mark Rowe-Barth and Karen Cunningham – Employee Relations Committee

Mark reminded everyone that volunteers do not need to be council members to serve on a committee.

Mark and Jocelyn met with President Ruud, Michael Hager, United Faculty and leadership representatives on June 27<sup>th</sup>. The FY14 budget was discussed. Detailed information can be found at: <http://www.uni.edu/president/fy-2014-budget-update>

There will be campus conversations next year to discuss a modified incremental budget system and offering incentives. Additional information will be provided as it becomes available.

VII. Old Business

Mark reminded committee chairs to submit their year-end committee reports to Jean Wiesley by the end of July so that reports may be added to the P&S Council website.

VIII. Adjournment

Todd Thomas moved to adjourn the meeting, seconded by Jean Wiesley. The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,  
Sandy Law  
UNI 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. 434  
Date of Meeting: August 8, 2013  
Place of Meeting: Maucker State College Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:10 p.m.

### Members of the Council in Attendance:

P Melanie Abbas, ITS - 36452  
P 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  
P Nadia Korobova, IP – 33011 AA

X Eric Lukens, ITS – 37434 AT  
X Eric O’Brien, AF&S – 37207 AF  
X Kara Park, Athletics Administration – 33372  
X Shelley Pruess, Maucker Union - 33743  
X Mark Rowe-Barth, WRC – 33423 SA  
P Todd Thomas, Residence Administration – 36811 SA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Gwenne Berry  
Michelle Byers  
Megan Combs  
Lisa Frush  
Carissa Johnson  
Molly Rickert  
Bobbi Vandegrift  
Paula VanZee

### Proxy

Holly Bokelman  
Ashley Brickley  
Lisa Krausman  
Nevin Nolte  
Cathy Wylam

### I. Welcome

President Jean Wiesley called the meeting to order at 1:30 p.m.

### II. Approval of Minutes #433

Mark Rowe-Barth moved to approve the minutes, seconded by Sarah Eberle. Motion carried.

### III. Cabinet Report – Bill Calhoun

Bill thanked outgoing P&S Council President Mark Rowe-Barth and Vice President Jocelyn Moeller for their leadership the past year.

The Board of Regents met on August 7<sup>th</sup> and 8<sup>th</sup>. President Ruud will share a Powerpoint presentation regarding the university budget. One of the more compelling slides indicates that 62% of UNI alumni are in state residents, a far greater percentage than either University of Iowa or Iowa State.

President Ruud indicated that the Cabinet will be renamed the “Executive Management Team” and the Cabinet will be expanded to include additional members of the university leadership, including representatives of employee groups.

The Cabinet is still reviewing the fall enrollment projections. The Admissions Office is focusing efforts on those students who are still undecided even at this late date. President Ruud and his wife Judy have been traveling around the state to many events. In addition, President Ruud has met with representatives from Iowa's major newspapers and is maintaining a high profile.

IV. HR Report – Michelle Byers

The former Nepotism policy has been renamed "Conflict of Interest in Employment (Nepotism)". Additional information can be found at: <http://www.uni.edu/policies/403>.

August 1<sup>st</sup> was the effective date for benefits changes for faculty and staff made during the benefits open enrollment period in May.

Center for Energy & Environmental Education's Local Food Program Manager Rachel Wobeter and Human Resource Services is partnering with the Iowa State Extension office to offer a Workplace Local Food Box program. Additional information can be found at: <http://www.vpaf.uni.edu/hrs>

A full day NCBI Workshop will be held on September 13<sup>th</sup> from 8:00 am – 3:30 pm.

Open forums for University Relations Director candidates are presently being held.

The Employee Wellness Fair will be held on Wednesday, October 30<sup>th</sup> from 10:00 am– 2:00 pm in Maucker Union.

V. Committee Reports

Each committee chair gave a brief overview of committee responsibilities. Additional information may be found at: <http://www.uni.edu/pscouncil/committees>

A. WWW Committee – Jenni Colsch

The committee has been working on web updates including setting meeting dates and calendar updates. Photos will be taken of new P&S Council members at today's meeting and posted to the council website.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee - Eric O'Brien

The committee continues work on Phase 2 and is ready for Phase 3. Committee members will meet with Human Resource Services staff on September 11<sup>th</sup>.

D. Employee Relations Committee – Mark Rowe-Barth

Staff Excellence Award recipients have been chosen and their names will be announced at the Board of Regents event in September. Award recipients will be receiving a congratulatory call from President Ruud before the event.

Planning has commenced for the annual P&S Meet the Pres Event. More details will be forthcoming.

E. Salary and Fringe Benefits Committee – Eric Lukens

The committee has submitted their FY13 year-end report. They are currently working on recommendations from the benefits survey taken in January 2013.

VI. New Business



Compliance and Equity Management Associate Director Gwenne Berry shared that the Office of Civil Rights had recently issued a Dear Colleague Letter (DCL) related to the Title IX of the Education Amendments of 1972. In summary, we are being reminded that students who are pregnant are covered under that piece of legislation, and therefore cannot be excluded from participating in any part of our educational program (academic or extracurricular). They must be treated in the same way that we treat similarly situated students who have temporary medical conditions. And, we must excuse absences because of pregnancy or childbirth for as long as the student's physician deems it medically necessary. When the student returns to school, they must be allowed to return to the same academic or extracurricular status as before they began their medical leave. The intention is to keep students in school and help them secure an education for a better future.

If you have questions, please contact Leah Gutknecht, Assistant to the President for Compliance and Equity Management, and Title IX Coordinator, 3.2846; or Ashley Brickley, Coordinator of Student Disability Services, 3.2676

The full DCL and pamphlet may be viewed at:

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201306-title-ix.html>

Jean Wiesley encouraged all P&S Council members, if they have not already done so, to read through P&S Policies and Procedures. She reminded members to be in attendance at all P&S Council meetings or to designate proxies, also to update their proxy information. She encouraged members to regularly share information with their proxy and to invite them to monthly meetings. Jean has scheduled all Council meetings through July 2014 on members' calendars. She also reminded members to complete their committee selections as soon as possible using Google docs.

Cathy Wylam reminded everyone of the October 15<sup>th</sup> deadline to complete their payroll deduction authorization form. The link for the online form can be accessed through E business. Questions regarding this process may be directed to Cathy (3-6038) or by email at [cathy.wylam@uni.edu](mailto:cathy.wylam@uni.edu).

Eric O'Brien inquired about the possibility of identifying P&S Council voting members with name placeholders that could be used during council meetings. Discussion followed with agreement that all P&S Council members and proxies have first priority for seating at the table during council meetings. Additional information about this topic will follow.

#### VII. Old Business

Jean reminded all of year end committee reports that are due in two weeks. Discussion followed regarding the value of keeping former committee reports available. Jenni Colsch suggested that 2010-2012 reports be placed in a shared folder that would be available to council members. Additional information will follow.

#### VIII. Adjournment

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

Respectfully Submitted,  
Sandy Law  
UNI 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. 435  
Date of Meeting: September 12, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:28 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AA  
 Seth Bokelman, ITS – 37423 AA  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC- 36111 SA  
 Sara Eberle, RDC – 32201 AT  
 Carla Kelley, Internal Audit – 33215 PD  
 Nadia Korobova, IP – 33011 AA

Eric Lukens, ITS – 37434 AT  
 Eric O’Brien, AF&S – 37207 AF  
 Kara Park, Athletics Administration – 33372 PD  
 Shelley Pruess, Maucker Union – 33743 AT  
 Mark Rowe-Barth, WRC – 33423 AT  
 Todd Thomas, Residence Administration – 36811 SA  
 Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Michelle Byers  
Carol Fletcher  
Lisa Frush  
Julia Heuer  
Sandy Nordahl  
Justin Szabo

### Proxy

Ashley Brickley  
Lisa Krausman  
Linda Nielsen  
Nevin Nolte  
Molly Rickert

#### I. Welcome

President Jean Wiesley called the meeting to order at 1:30 p.m.

#### II. Approval of Minutes #434

Chris Conklin moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

#### III. Cabinet Report – Bill Calhoun

Bill distributed the Fall 2013 enrollment report. Although enrollment is down from last year by 114 students, new student enrollment increased by 3%.

The Alumni Relations Director search is in process with five candidates coming to campus.

On Saturday, September 28<sup>th</sup>, UNI is hosting a Panther Open House for perspective students and their families. Volunteers are welcome and encouraged to participate. Jenny Connolly in the Admissions office may be contacted for additional information.

On September 9<sup>th</sup>, the Cabinet comprised of approximately 45 UNI representatives met for the first time. The FY 2015 Appropriations request handout was distributed. The request was presented on September 10<sup>th</sup> at the Board of Regents meeting held at UNI. See attachment for details.

#### IV. HR Report – Michelle Byers

Employee Benefits and Wellness Coordinator Bobbi Vandegrift has resigned effective September 6<sup>th</sup>. She offered to extend her resignation date and will be working on a part time basis until a potential realignment of duties can take place and a search is underway.

Benefits open enrollment for health, dental and flex spending will be held October 18<sup>th</sup> through November 18<sup>th</sup>. During this time period, open enrollment will take place for all employee groups. This will change Faculty and P&S staff open enrollment from a plan year to a calendar year making all benefit plan changes effective January 1<sup>st</sup> every year.

Free flu shots for faculty and staff will begin on September 19<sup>th</sup>. Nine clinics will be held in various locations with the final clinic to be held on October 30<sup>th</sup>.

A free biometric health screening for all employees will be held on Friday, September 27<sup>th</sup>.

The UNI Wellness Fair will be held on Wednesday, October 30<sup>th</sup> from 10:00 am – 2:00 pm at Maucker Central.

Veterans Day is on Monday, November 11<sup>th</sup>. An email will be sent to supervisors outlining the manner in which time off requests for that day is to be handled for veterans.

A new background check vendor is in the process of being implemented. Due to the discount of available through a purchasing consortium contract with this vendor, savings of approximately \$15-\$20 per background check and approximately \$2-\$3 per motor vehicle report will be realized by campus.

Part of the discussion at the September 11<sup>th</sup> P&S policies and procedures committee meeting focused on the importance of annual performance appraisals for P&S staff. Performance appraisal training for supervisor is offered annually. Administration is supportive of emphasis being placed on supervisors to complete performance appraisals for all employees on an annual basis. To help streamline and support this process, a high priority for HRS is the development of the Position Management System, which will utilize workflow for position creation and position description update forms, performance appraisal forms and the resulting salary increase process as well as performance tracking.

#### V. Committee Reports

##### A. WWW Committee – Jenni Colsch

Photos of new council members and the list of proxies and committee information has recently been added to the P&S Council website.

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

The committee has been working with individuals regarding two issues.

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

The committee has been meeting weekly and making good progress for the Phase II updates. Michelle Byers met with the committee on Wednesday, September 11, 2013 to discuss several of the committee's suggested changes for Sections 1 – 8. The committee is still waiting for HRS's feedback on the committee's completed updates to Sections 9 & 10. Eric and Carol will meet with President Ruud on October 1 to discuss P&S Policies and Procedures and the approval process.

D. Employee Relations Committee – Mark Rowe-Barth

The committee has been planning the Meet the Pres Event that will be held on Wednesday, November 20<sup>th</sup> from noon to 1:00 p.m. The location will be announced at a later date.

Jenni Colsch announced the 2013 Regents Excellence Award winners. Recipients are Mary Baumann (P&S), Beth Kuehl (P&S), Daniel Schofield (P&S) and Donna Uhlenhopp (Merit Supervisory and Confidential). They were honored during the Board of Regents luncheon on September 11<sup>th</sup>. Congratulations to all four Regents Excellence Award recipients!

E. Salary and Fringe Benefits Committee – no report

VI. New Business

Jean summarized several meetings she has been involved with during the last month.

On August 21 she met with the Department of Management including Advisers to Governor Branstad. Budget development was discussed.

On August 22<sup>nd</sup> she participated in an informational meeting with President Ruud and Vice President Hager regarding budget numbers for appropriations.

On September 9<sup>th</sup> she attended the Cabinet meeting. Each Division Vice President provided an update. Admissions have set as their goal to admit 2,000 new freshmen in FY15. President Ruud remarked that it is up to all UNI employees to recruit and retain students.

On September 10<sup>th</sup> Jean met with three new Board of Regents members. They are interested in talking with various campus groups. Ideas on recruitment and budget are encouraged.

Jean and Melanie Abbas have been invited to Associate Counsel interviews.

Jean has also been invited to a Focus Group with a marketing firm. Discussion followed regarding using up "I AM" campaign items as a new campaign slogan will soon be rolled out.

Jean encouraged everyone to contact her with ideas they may have for the Cabinet.

Todd Thomas suggested inviting recently hired University Relations Director Scott Ketelsen to a P&S Council meeting. Additional speakers of interest are Provost Gloria Gibson and Dean of Library Services Christopher Cox.

Military and Veteran Student Services Coordinator Julia Heuer was introduced. She distributed fliers with details about the 4<sup>th</sup> annual State-wide Military and Veterans Conference and Employment Fair scheduled for September 23<sup>rd</sup> from 8:00 – 5:30 p.m. in Maucker Union. The conference is held annually to promote Military Culture Awareness and participation is free to UNI staff. Registration deadline is September 18<sup>th</sup>. Additional information may be found at: <http://www.uni.edu/military/conference-2013>

VII. Old Business

Jean thanked committee chairs who prepared and submitted year end reports. She distributed 2013-2014 P&S Council committee assignments.

VIII. Adjournment

Todd Thomas moved to adjourn the meeting, seconded by Mark Rowe-Barth. The meeting was adjourned at 2:28 p.m.

Respectfully Submitted,  
Sandy Law  
UNI 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. 436  
Date of Meeting: October 10, 2013  
Place of Meeting: Maucker State College Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:30 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AA  
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  
P Carla Kelley, Internal Audit – 33215 PD  
P Nadia Korobova, IP – 33011 AA

X Eric Lukens, ITS – 37434 AT  
X Eric O’Brien, AF&S – 37207 AF  
A Kara Park, Athletics Administration – 33372 PD  
X Shelley Pruess, Maucker Union – 33743 AT  
X Mark Rowe-Barth, WRC – 33423 AT  
X Todd Thomas, Residence Administration – 36811 SA  
X Jeanne Wiesley, RDC – 32333 SA

### Others

Michelle Byers  
Chris Case  
Amy Kliegl  
Justin Szabo

### Proxy

Ashley Brickley  
Lisa Krausman  
Linda Nielsen  
Nevin Nolte  
Molly Rickert  
Paula VanZee

#### I. Welcome

President Jean Wiesley called the meeting to order at 1:30 p.m.

#### II. Approval of Minutes #435

Jenni Colsch moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

#### III. Cabinet Report

Jean Wiesley reported the following information for Bill Calhoun regarding proposed FY15 tuition and fees:

No increase for resident undergraduate tuition

2% increase in resident graduate tuition

2.5% increase for nonresident undergraduate and graduate tuition

A mandatory fee increase of 6.17% (\$64 increase). Even with the increase, UNI’s fees are significantly lower than UI and about level with ISU.

The first prospective student campus open house weekend was a success. Over 345 students and family members attended.

President Ruud’s installation was a hallmark event in the life of the university. Bill thanked all who helped to make it a success.

Jorden Bancroft-Smith has been hired part time to coordinate activities around the high school football playoffs to be sure UNI staff are purposefully engaging students, parents and teachers from participating high schools when they visit campus.

IV. HR Report – Michelle Byers

Benefits open enrollment for all faculty and staff will be held October 18 – November 18. Staff will be receiving postcards with pertinent information and are encouraged to share open enrollment information with family members.

The Savvy Social Security Seminar held in late September was very well attended. An additional session will be held on November 6<sup>th</sup> from 3:30-4:30 pm in CBB 109. Registration may be made online at: [https://cgi.access.uni.edu/cgi-bin/training/train\\_enroll.cgi?admin\\_group=HRTD](https://cgi.access.uni.edu/cgi-bin/training/train_enroll.cgi?admin_group=HRTD)

Flu shot participation has been high and is ongoing. The last clinic will be held in the Maucker Ballroom during the Wellness Fair on Wednesday, October 30<sup>th</sup>.

The Benefits Specialist position has been advertised and applications will be accepted through Monday, October 21<sup>st</sup>.

V. Committee Reports

A. WWW Committee – Todd Thomas

Jenni Colsch and Todd met to look at what was needed to upgrade the existing P&S website. Thanks to some very helpful work from ITS, the site has been upgraded and has the new UNI theme. Todd and Jenni will look at the various pages on the site to see what needs to be fixed and/or improved. They are also open to feedback on improving the site. The new site should go live before the start of the Spring semester.

B. Policies and Procedures – Eric O'Brien

Carol Fletcher, Jean Wiesley, Melanie Abbas, Mark Rowe-Barth, Tim McKenna and Bill Calhoun recently met with President Ruud to discuss the P&S Policies and Procedures approval process. President Ruud shared that it is important for employee groups to have policies and procedures in place and to regularly review them.

A draft of the flow chart will be distributed to representatives of all employee groups to request feedback and comments. P&S Policies and Procedures from University of Iowa and Iowa State will also be reviewed.

C. Employee Relations Committee – Mark Rowe-Barth

The committee will meet next week to make final plans for the Meet the Pres event which will take place on Wednesday, November 20<sup>th</sup> at noon in Maucker Union Ballroom C.

D. Employee Issues Committee – Sara Eberle

The committee is working with an individual on an issue.

E. Salary and Fringe Benefits Committee – Eric Lukens

Recommendations of the survey assigned to members will be shared during the next P&S Council meeting.

VI. New Business

Rod Library Dean Chris Cox shared a PowerPoint presentation. Topics of the presentation included the following:

- Rod Library's collection consists of approximately 1.2 million print volumes, online databases, electronic journals and eBooks. All resources can be retrieved using OneSearch, a new research discovery tool to discover what the Library houses.

- With the AskUs Knowledgebase, users can live chat or text a librarian.
- The Special Collections and University Archives department is the caretaker of UNI's historical collections. The merger of UNI Museums and the library brings together high quality artifacts with information resources and expert assistance.
- The new learning commons offers collaborative study space and access to new technologies.
- A new role for the library is digital publishing services. The Digital Media Hub provides space for projects and supports student digital media creation. The Hub includes laptops, desktop software, cameras and green screen technology.
- Quiet study spaces are housed on upper floors furnished with study carrels, tables and upholstered furniture.
- In early November, a draft of changes from the Library's feasibility study will be ready for viewing.
- Phase II will include a west entrance to the Library and café space.
- The Center for Excellence in Teaching and Learning/liberal Arts Core offices will be located on the third floor at the end of the current renovation project.
- The Library has been involved in many community outreach events. Additional information may be found at <http://www.library.uni.edu/blogs/basye>

Jean Wiesley reported that she and Melanie Abbas recently met with a group of employees and discussion centered on salary issues.

Jean and Melanie also met with three council members from Iowa State. They are experiencing many of the salary issues seen at UNI and wish to collaborate with representatives from UNI and University of Iowa to see if changes can be made.

Jean reported that Iowa State University hosted a day long professional development conference for all P&S employees and over 600 staff attended. They discussed the possibility of rotating an annual professional development conference among the three state universities.

Jean recently attended a Focus Group with a marketing firm. Discussion topics included marketing, retaining and recruiting. University Relations Director Scott Ketelsen will provide updates at the November P&S Council meeting.

## VII. Adjournment

Eric O'Brien moved to adjourn the meeting, seconded by Mark Rowe-Barth. The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,  
Sandy Law  
UNI 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. 437  
Date of Meeting: November 14, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 2:54 p.m.

### Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AA  
 Seth Bokelman, ITS – 37423 AA  
 Jennifer Colsch, Continuing Ed – 37865 AA  
 Chris Conklin, ITS – 37839 AA  
 Matt Copp, RDC- 36111 SA  
 Sara Eberle, RDC – 32201 AT  
 Carla Kelley, Internal Audit – 33215 PD  
 Nadia Korobova, IP – 33011 AA

Eric Lukens, ITS – 37434 AT  
 Eric O’Brien, AF&S – 37207 AF  
 Kara Park, Athletics Administration – 33372 PD  
 Shelley Pruess, Maucker Union – 33743 AT  
 Mark Rowe-Barth, WRC – 33423 AT  
 Todd Thomas, Residence Administration – 36811 SA  
 Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Proxy

Neil Clopton  
Lisa Krausman  
Nevin Nolte

### Others

Bruce Bowler  
Michelle Byers  
Therese Callaghan  
Megan Combs  
Lisa Frush  
Scott Ketelsen

### I. Welcome

President Jean Wiesley called the meeting to order at 1:30 p.m.

### II. Approval of Minutes #436

Seth Bokelman moved to approve the minutes, seconded by Chris Conklin. Motion carried.

### III. Executive Management Team Report – Bill Calhoun

Bill reported that there were approximately 1,250 in attendance during the recent prospective student campus open house and that new student applications are trending higher than at this time last year. Jean Wiesley reported that on-campus housing applications are higher than at this time last year as well.

Bill emphasized the importance of extending a welcome and helping hand to parents and students who are touring campus.

Bill shared that UNI has been selected as a Military-Friendly University in Military Advanced Education's (MAE) 2013 Guide to Military Friendly Colleges and Universities.

The “Road to the Dome” will be held during the high school football playoffs at the UNI Dome the weekend of November 15<sup>th</sup>. It is expected that there will be 20,000 – 30,000 additional people on campus during this weekend.

Tuition rates and fees are set for FY15. The rates are on the docket for approval during the December Board of Regents meeting.

IV. HR Report – Michelle Byers

On Tuesday, December 10<sup>th</sup>, UNI will host a free educational forum on the Affordable Care Act (ACA). Sessions will be offered at 3 and 7 p.m. and are open to faculty, staff, students and the community. Health and Human Services regional director Stephene Moore will present information on the ACA and navigating the [health insurance marketplace](#). A Q&A session will follow the presentation.

Michelle referenced the article in the recent Northern Iowan which indicated that ACA will have an impact on the number of hours student employees may work. As restated to the Northern Iowan, the ongoing review of student employee work hours is not a result of ACA. In part, it is being considered in order to be consistent with UofI and ISU.

The Wellness Fair held on October 30<sup>th</sup> was very successful. Because flu shots ran out early, there are plans for an increase in vaccinations next year. The Wellness quiz continues to be available online. Successful completion of the quiz qualifies employees to receive a UNI string bag.

Benefits open enrollment for health, dental, vision and flex spending accounts is available through 5:00 pm on Monday, November 18<sup>th</sup>. There has been positive feedback about the open enrollment website. There was discussion about the pros and cons of the IRS' recent ruling of unused flex spending monies up to \$500 to be carried over to the next calendar. At this time the existing 2 ½ month grace period is not being replaced by the new carryover option. Comments and feedback are welcome.

The Holiday Reduced operations information and schedule is available on the Human Resource Services website at <http://www.vpaf.uni.edu/hrs/news/reducedoperations.shtml>

Departments were reminded that communication with their staff is necessary regarding their plans for reduced operations.

Nominations for Administration and Finance Exemplary Service Award will be accepted through December 2<sup>nd</sup> and nominations for the Eunice Dell award will be accepted through December 11<sup>th</sup>.

MyQuickCoach, a new e-learning resource available to all UNI faculty and staff, is now available for access through your MyUNIverse portal. Michelle shared that in one hour of operation over 100 log-ins were recorded. Suggestions and comments about this new resource are welcome.

V. Committee Reports

A. WWW Committee – Todd Thomas

Todd displayed the P&S Council website upgrades. He requested that all council members verify information and provide feedback on content that may need editing. The new website will then go live shortly afterward.

B. Employee Issues Committee – Sara Eberle

The committee is working on one issue. Sara distributed an updated version of the Employee Issues Committee statement for the P&S Council website. Instead of listing possible areas of discrimination, the statement will now link directly to UNI's 13.02 Discrimination and Harassment Policy.

C. Policies and Procedures Committee – Eric O'Brien

Eric reported that the committee set an informal goal to finish updates and revisions for all of Phase II by the end of this calendar year.

D. Employee Relations Committee – Mark Rowe-Barth

Mark reminded everyone to attend the Meet the Pres event scheduled for Wednesday, November 20<sup>th</sup> from noon to 1:00 p.m. in Maucker Union Ballroom C. Staff Excellence Award certificates will be presented to recipients and pictures will be taken and posted on the P&S Council website.

E. Salary and Fringe Benefits Committee – Nadia Korobova

Nadia reported for committee chair Eric Lukens that the committee met and discussed recommendations from the benefits survey from FY13. They have researched certain benefits and compared them to local employers and peer institutions. Generally the findings have been very positive.

Another point of discussion concerns the 3 to 1 ratio for conversion of sick leave to vacation. Survey results revealed comments about the ratio being unfair. The 3 to 1 conversion is rooted in state law and encourages appropriate use of sick leave.

Eric will send an update to P&S employees by email detailing the findings from the committee. The email will need to be approved by P&S Council members before being sent.

VI. New Business

University Relations Director Scott Ketelsen was introduced. Scott shared about his career working fifteen years in the private sector and eight years at the University of Iowa before coming to UNI in September 2013.

The Photojournalist and Graphic Designer positions were recently filled. After the Public Relations Manager position is filled, University Relations staffing will be at 100%.

The highest priority of current University Relations projects is enrollment related. The challenge is getting the message to critical masses about choosing UNI. University Relations is working closely with the media to build relationships. Scott shared that he recently traveled with President Ruud to western Iowa and met with officials in Council Bluffs and Sioux City. There are also plans to partner with two community colleges in western Iowa. A strategic target is the Minneapolis area as it has a large alumni base and in state tuition is the same as UNI.

The majority of advertising campaigns are Google ads and there has been an increase in applications from using them. University Relations is also advertising via television and using a mobile application.

University Relations is in the process of putting together a 6-8 member student group to assist with communication processes. Referrals for candidates for this student group are welcome.

President's Report – Melanie and Jean

In October and November, Melanie attended the Cabinet meetings on Jean's behalf. The October meeting was held at the Business & Community Services building. The main topics presented were:

1. Room resource use across campus and the relationship to class scheduling. A committee is being formed and names have been forwarded from the P&S Council for representation.
2. An enrollment management presentation. A committee has been formed to create a position description for a new VP of Enrollment Management.

The November Cabinet meeting was held at UNI-CUE. Main topics presented were:

1. Services offered by UNI-CUE
2. History of UNI Faculty Governance

Three P&S policies are currently being reviewed. Jean will forward details by email to all P&S Council members for their input. The policies are as follows:

- 13.19 Retaliation and Misconduct Reporting
- 13.21 Procedure for Youth Activities, Pre-Collegiate Programs and Camps
- 13.22 Protection of Children in the Workplace

Jean announced that Provost Gloria Gibson will share at the December P&S Council meeting.

VIII. Adjournment

Todd Thomas moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 2:54 p.m.

Respectfully Submitted,  
Sandy Law  
UNI 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. 438  
Date of Meeting: December 12, 2013  
Place of Meeting: Maucker Presidential Room  
Meeting Convened: 1:30 p.m.  
Meeting Adjourned: 3:00 p.m.

### Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AA  
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 – 33011 AA

X Eric Lukens, ITS – 37434 AT  
X Eric O’Brien, AF&S – 37207 AF  
X Kara Park, Athletics Administration – 33372 PD  
X Shelley Pruess, Maucker Union – 33743 AT  
X Mark Rowe-Barth, WRC – 33423 AT  
X Todd Thomas, Residence Administration – 36811 SA  
X Jeanne Wiesley, RDC – 32333 SA

### Ex-Officio Member

Bill Calhoun

### Others

Megan Combs  
Jacie Dahlstrom  
Gloria Gibson  
Monica Johnson  
Justin Szabo

### Proxy

Ashley Brickley  
Neil Clopton  
Karen Cunningham  
Lisa Krausman

### I. Welcome

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

### II. Approval of Minutes #437

Jenni Colsch moved to approve the minutes, seconded by Chris Conklin. Motion carried.

### III. Executive Management Team Report – Bill Calhoun

The Iowa Board of Regents approved a resident tuition undergraduate freeze for FY15 for all Iowa’s public universities, contingent upon a 4% increase in state appropriations and for UNI, a \$10M increase in the base budget. The proposal now heads to the state legislature.

At the last Board of Regents meeting, it was announced that student indebtedness at UNI has decreased 10-15% from last year.

Participation in NCBI all day diversity monthly workshops is encouraged.

Division Vice Presidents will have their budget requests completed by the end of January. There will be a special budget retreat in February to discuss these requests.

Student applications are up 7% to 8%, as are admittances. Housing applications are up 5%.

Bill thanked all for their efforts and hard work in making UNI a great university.

IV. HRS Report – no report

V. Committee Reports

A. WWW Committee – Jenni Colsch and Todd Thomas

Since the new website has launched, Todd and Jenni have received some feedback and implemented changes. They continue to welcome feedback on the P&S Council website.

B. Employee Issues Committee – Sara Eberle

The committee is currently working on one issue.

C. Policies and Procedures Committee – Eric O'Brien

The committee recently met with Jerry Smith, Chair of the Faculty Senate, regarding policies and procedures. Among the many things discussed were the Faculty Senate role in policy review and their involvement in the proposal of the proposed Policy on Policies. Additionally we have two half day sessions scheduled during finals week to try and complete the remaining Phase 2 changes to the P&S Policies document.

D. Employee Relations Committee – Mark Rowe-Barth

Mark thanked all for their participation in the Meet the Pres Event held on November 20<sup>th</sup>. The event was very successful with 122 attending, up from past years. The committee plans to meet in early January.

E. Salary and Fringe Benefits Committee – Eric Lukens

Concern has been expressed and discussion followed regarding how P&S pay matrixes are calculated (low to high spread). The findings show that the spread is larger at UNI than pay matrixes at the University of Iowa and Iowa State. Jean will schedule a meeting with the committee and HRS staff to discuss and results will be shared at a future P&S Council meeting.

VI. New Business

Jean introduced Gloria Gibson, Executive Vice President and Provost. Gloria shared about President Ruud's acclimation to campus and to Academic Affairs. President Ruud has engaged and visited with a wide variety of faculty and staff across campus departments and divisions. One of his priorities is enrollment initiatives and that he is strategic in this effort. Formal open houses for recruits and parents have proven to be effective and hopefully enrollment numbers will increase.

The current curriculum review process is underway and is a two year process, but Faculty Senate is discussing how the completion of the process can be expedited. The Faculty Senate is also working on a process to monitor the "health" of academic programs.

UNI student retention rates are improving. Faculty and staff work hard to ensure student success. Interventions such as Map-Works and ALEKS have also been helpful.

The upcoming Regents Efficiency and Transformation Review will explore all areas of campus. Their review will likely lift up efficiencies UNI has already been involved in such as sustainability, technology, purchasing and curriculum. Additional information may be found at:  
<http://www.regents.iowa.gov/rfp/rfpcover.html>

Question and answer time followed. There was discussion regarding the campus climate, the new Interactive Digital Studies major, and interdisciplinary and multidisciplinary work. The roles of Merit, P&S staff and Faculty were discussed. Programs during Faculty orientations to assist with

communication and improve relationships between employee groups will be explored. A meeting between Faculty Senate and P&S Council members may also be helpful.

VII. Other New Business

Jean recently participated in a HRS focus group with Strategic Planning Consultant Kevin James and other representatives from a cross section of employee groups and numerous departments across campus. They exchanged ideas regarding enhanced communications, consistencies in hiring practices and job classifications.

Terry Hogan, Vice President for Student Affairs, recently attended a STEM conference in Chicago. He presented models for retention and recruitment.

Jean reported that there is good representation on the Space Utilization task force.

VIII. Adjournment

Eric Lukens moved to adjourn the meeting, seconded by Seth Bokelman. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,  
Sandy Law  
UNI Human Resource Services