

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. 439
Date of Meeting: January 9, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 1:58 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
P 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
P 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

Michelle Byers
Megan Combs
Amy Kliegel
Gordon Krueger
Anthony Smothers
Justin Szabo

Proxy

Ashley Brickley
Neil Clopton
Karen Cunningham
Lisa Krausman
Molly Rickert
Carolyn Young

I. Welcome

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

II. Approval of Minutes #437 and #438

Mark Rowe-Barth moved to approve the minutes, seconded by Kara Park. Motion carried.

III. Executive Management Team Report – Bill Calhoun

Governor Branstad’s budget will be released next week. Phone calls were made to the Governor’s office on January 6th & 7th in support of a 4% increase in state appropriations and for UNI, a \$10M increase in the base budget.

Applications for new students continue to trend ahead of last year at this time. Housing applications for new students are up as well.

Bill announced that P&S Council member Matt Copp was awarded the Sue Follon Exemplary Service Award at the Student Affairs annual luncheon held on January 9th. Congratulations, Matt!

IV. HR Report – Michelle Byers

Human Resource Services staff participated in Strategic Planning on January 8th and 9th. Working with strategic planning consultant Kevin James, data was used from focus groups and interviews. The process will be finalized in two to three weeks.

Benefits Specialist first round interviews will conclude on January 10th. Additional information may be available within the next two weeks.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – no report

D. Employee Relations Committee – Karen Cunningham

The committee recently met to begin forming a selection committee for the Board of Regents Staff Excellence Award. April 1, 2014 will be the deadline for nominations.

E. Salary and Fringe Benefits Committee – Eric Lukens

Eric distributed a draft of the committee statement regarding the benefits survey that will be posted to the P&S website. A few minor revisions were made. Eric moved to approve the statement for posting, seconded by Carla Kelley. Motion carried.

VI. New Business

Jean encouraged council members to begin thinking of election of officers. The election will be held in March. There will be five outgoing members this year - Sara Eberle, Matt Copp, Carla Kelley, Todd Thomas and Chris Conklin. Jean stated that if council members are serving their first term and wish to renew they are encouraged to do so. Council members who plan to nominate were encouraged to speak to candidates before nominating them to determine their interest in serving.

The nominating committee consists of one member from each division. Seth Bokelman, Nadia Korobova, Todd Thomas, Kara Park and Mark Rowe-Barth volunteered to serve on the committee.

Due to the holiday break there were no updates to the President's report.

Jean reported that the Policies and Procedures Committee has been meeting regularly and are almost finished working on three policies they have been reviewing.

Jean has scheduled a meeting with the Salary and Fringe Benefits Committee and Human Resources staff to discuss pay matrixes.

VII. Old Business

There was discussion regarding speakers who may be interested in sharing during future P&S Council meetings. Troy Dannen, Leslie Prideaux, Glenn Gray and NISG President Tom Madsen were mentioned. Jean will follow up.

VIII. Adjournment

Shelley Pruess moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 1:58 p.m.

Respectfully Submitted,
Sandy Law
Human Resource Services

Professional and Scientific Staff Council

DIVISIONS

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Meeting No. 440
Date of Meeting: February 13, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:45 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

Sonya Block
Janessa Boley
Michelle Byers
Megan Combs
Lisa Frush
Jodi Gibbs
Anthony Smothers

Proxy

Ashley Brickley
Lisa Krausman

I. Welcome

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

II. Approval of Minutes #439

Seth Bokelman moved to approve the minutes, seconded by Eric O’Brien. Motion carried.

III. Executive Management Team Report – Bill Calhoun

Governor Branstad’s budget released in January includes a 4% base budget increase for the Regents Universities. For UNI it also includes an additional \$4M for FY15 with an additional commitment for \$4M more in FY16. \$2M has also been allocated for planning renovations to Schindler Hall.

Division Vice Presidents recently submitted information to President Ruud regarding their budget requests for ‘15. Discussions will continue the week of February 17th.

Spring ‘14 enrollment was down by 200 students, however Fall ‘14 enrollment applications are up 10% over last year. In addition, Fall ‘14 housing applications are up 3.7%.

700 students will be attending UNI Up Close this Friday, February 14th.

President Ruud has called for the formation of the Scholarship Task Force to examine all aspects of the awarding of scholarships at UNI. This review will include scholarships awarded from the general fund as well as the Foundation. Processes, notification dates and all procedures will be included in this review which is expected to be done within the next month.

UNI Day at the Capitol is scheduled for February 24th. Last year was the first year for this program and it was well received.

UNI Alumni Events are scheduled for Washington D.C., Phoenix and Des Moines. In addition, the UNI Foundation will be hosting a reception prior to the debut performance on Broadway of the musical "The Bridges of Madison County." UNI graduate, former College of Business Dean and Bridges of Madison County author Robert Waller will be the special guest at this New York City reception.

IV. HR Report – Michelle Byers

Human Resource Services Benefits Specialist Jesse Lahmann was recently hired and began her new position on February 10th.

Human Resource Services recently developed a new website focusing on hiring for athletic and academic camps (seasonal employment). All camp directors and administrative staff supporting camps should review this information now in preparation for 2014 camps.

Flexible spending account participants now have the opportunity to use their smartphone/tablet to review their FSA account and file claims. ASIFlex's mobile app allows participants to submit a claim using a device's camera. No more scanning, copying or mailing claim forms! The free app is available on the App Store for Apple devices and the Google Play for Android devices.

Performance appraisal training for supervisors who are new to conducting performance appraisals or who want to enhance their overall performance management skills will take place February 13th through March 10th. Check HR's website for session availability.

Assistant Vice President for Facilities Planning forums are currently being held.

Michelle is serving on the Records Retention Policy Committee which will establish a retention policy and update the record retention schedule.

Human Resource Services staff participated in Strategic Planning in January and has completed mission, vision and values statements. Additional information will be available next month.

V. Committee Reports

A. WWW Committee – Todd Thomas and Jenni Colsch

Todd reported that the committee recently developed a web form for P&S Council nominations.

Nominations can now be made from the website located at: <http://www.uni.edu/pscouncil/nomination>

In addition, the committee updated and published the Past Regents Award Winners page. It can be accessed at: <http://www.uni.edu/pscouncil/previous-regent-winners>

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

The committee read through all policies and procedures and is ironing out inconsistencies in language. Michelle Byers is currently reviewing two sections.

There was discussion regarding how employees can review minimum qualifications for job classifications.

D. Employee Relations Committee – Mark Rowe-Barth

Mark distributed a draft of a letter written by the committee to the Executive Management Team. The letter requests consideration of adding a monetary stipend of \$1,000 per recipient of the Regents Staff Excellence Award. Discussion followed. A motion was made by Chris Conklin, seconded by Shelley Pruess and carried, to forward the letter to the Executive Management Team. Jean Wiesley will follow up.

Mark discussed the possibility of the P&S Council hosting an annual new employee luncheon. The luncheon would serve to welcome and mentor new P&S employees. Approximately 50 P&S employees (excluding temps) are hired each year. It was determined that \$500 remains in the P&S Council budget line. There may be expenses from other committees that will need to be paid this fiscal year and all anticipated expenses should be forwarded to Jean. After all expenses are considered a determination will be made

whether to proceed with an annual new employee luncheon. Mark has reserved in advance the University Room for April 30th should the event take place.

Mark also shared that Sharon Silva in the Provost's office is working with HRS to begin a faculty staff welcome committee. If you are interested in being a part of this conversation, please let Mark know ASAP.

E. Salary and Fringe Benefits Committee – Eric Lukens

Eric further discussed the memo that will be sent to P&S employees regarding the results of the salary and fringe benefits survey.

The committee recently met with Human Resources staff to discuss pay matrices. Discussion followed concerning pay matrix ranges being large, the need for additional and smaller ranges, and that raises have not kept up with inflation. It was explained that the current pay matrices are a result of the compensation and classification study in the mid 80's. Michelle Byers and Jean Wiesley will follow up on this issue.

VI. New Business – Jean Wiesley

P&S Council nominations are open from February 12th through March 14th. Ten candidates are needed for this year's election. A flowchart was distributed outlining the P&S Election timeline. It will be available on the P&S Council website for viewing. Newly elected council members will be announced at the April P&S Council meeting.

The Iowa Board of Regents has contracted with DeLoitte to conduct an efficiency study of the entire Regents System. This will be an aggressive study beginning in March 2014 and ending in September 2014.

The scheduling Committee co-chaired by Registrar Phil Patton and Associate Provost Nancy Lippens is reviewing class scheduling for all academic classes. The committee seeks to determine if the current schedule makes classes available when students need and want them. Efficient and effective utilization of facilities is being examined. Other possible times for classes are also being considered. This committee is expected to meet throughout the spring semester before completing a report.

Royall & Company has been hired by UNI and is currently working with University Relations. They will be performing a targeted recruitment effort focusing on Fall 2014 undecided freshmen and transfer students.

Nike Fleming was hired as Associate Counsel and began her position on February 4th.

VII. Adjournment

Seth Bokelman moved to adjourn the meeting, seconded by Jenni Colsch. 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. 441
Date of Meeting: March 13, 2014
Place of Meeting: Maucker Elm Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:46 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
P 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
Michael Hager
Monica Johnson
Amy Kliegel
Bruce Rieks

Proxy

Ashley Brickley
Karen Cunningham
Lisa Krausman
Mike Weiglein

I. Welcome

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

II. Approval of Minutes #440

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

III. Executive Management Team Report – Bill Calhoun

Fall '14 enrollment applications are up over last year by 11% for freshmen and 10% for transfer students. In addition, Fall '14 housing applications are up 2.7%.

The Office of University Relations is working with Royall Consulting services. Royall and Company will be performing a targeted recruitment effort focusing on custom communications to prospective students.

The search committee chaired by Pat Gaedelman is moving ahead with the search process for the newly created Assistant Vice President for Enrollment Management position.

Lindsay Cunningham began her new position as Interim University Public Relations Manager on March 3rd.

Phil Simpson will join the UNI team on May 1st as Assistant Vice President for Facilities Planning/Campus Architect.

There will be an open forum on Monday, April 7th with DeLoitte Consulting regarding the Iowa Board of Regents efficiency study. Participation in this forum is encouraged.

IV. HR Report – Megan Combs

The final session of performance appraisal training for supervisors will take place on April 1st. Check HR's website for availability.

The Live Healthy Iowa is currently in Week 7 of the 10 week wellness challenge. 109 employees are participating.

The upcoming EAP webinar "Get Motivated" (focus on exercise) will take place on March 25th and "Credit Reports and Scores" on April 23rd. Check HR's website to register for these webinars.

The final biometrics health screen for FY14 will be held on May 16th. Registrations through May 8th will be accepted and the link may be found on HR's website.

The policy on background checks and the hiring of seasonal employees has recently been approved.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

The committee has completed a document and it will be presented at the April council meeting.

D. Employee Relations Committee – Mark Rowe-Barth

After consideration of the amount of funds remaining in the P&S Council budget, it was decided not to proceed with plans for a new employee luncheon for P&S staff. Mark and Karen Cunningham will follow up with Sharon Silva regarding the possibility of joining efforts in a faculty and staff welcome event. They will provide an update during future council meetings.

E. Salary and Fringe Benefits Committee – Eric Lukens

The salary recommendation letter was discussed and will be brought to the council for a vote at the next meeting.

There was discussion regarding results of the salary and fringe benefits survey relating to WRS membership fees for faculty and staff.

VI. New Business

A. Preliminary FY15 budget presentation – Michael Hager

Michael stated that this presentation is an attempt to encourage additional campus involvement and to make the budget process as transparent as possible. A budget presentation was held with the Cabinet on March 2nd, and an additional presentation will be held with the Faculty Senate on March 24th. Open Forum presentations will take place on March 25th and 26th.

Copies of a draft of UNI's FY15 budget planning were distributed. The draft is based on the Governor's recommendation. Michael explained that until there is legislative input, it won't be known what the appropriations will be. The FY15 budget overview was explained and requests were discussed. There was additional discussion regarding one time funding requests.

Michael stated that support from legislators in counties in addition to Black Hawk would be helpful and comments from Faculty and staff regarding the budget draft are welcome. Information and updates from the House and Senate will be shared as soon as they take place.

Michael thanked ITS staff for all their extra work on the current Identity Theft investigation.

B. Salary Recommendation to President Ruud – Jean Wiesley

The P&S salary recommendation letter that will be submitted to President Ruud requests a salary increase of 2.25%. This will be discussed in more detail at April's council meeting.

C. President's Report – Jean Wiesley

Follow up work has been done by staff in HRS after meeting with members of the salary and fringe benefits committee in January. Wording changes have been shared with members of the salary and fringe benefits committee. Comments will be sent to Lisa Frush and Michelle Byers for continued discussion. We appreciate the work that has been done to improve the HRS website and pay matrices.

The letter from the P&S Council requesting a stipend for Regent Staff Excellence award winners was given to Bill Calhoun to present to members of the EMT. Discussion on this request will take place at an April EMT meeting.

March 3, 2014 Cabinet Meeting

The preliminary FY 15 budget was presented to the Cabinet for review and comment. Budget presentations will be given to the membership of all employee groups and two open forums during the month of March.

Tax/Identity theft information continues to be disseminated to members of the university community. An open forum was held March 11th and EAP sessions on March 12th. Please continue to monitor the website for updated information.

The Scholarship Task Force has met and is gathering information from members of the university community. Any comments or questions should be directed to Shashi Kaparathi and Brenda Buzynski.

Seven policies were presented for review and approval. Three of these policies were approved to move forward to the EMT. The International Travel Safety policies for faculty and staff and for students, Retaliation and Misconduct reporting and Class Attendance policies need further review and will be brought back to the Cabinet.

VII. Old Business

A. Election Committee update – Mark and Todd

To date, four nominations have been received. The deadline for submissions will be delayed due to the additional nominations required. Jean will send out a reminder email to all P&S employees. Anyone interested in serving on the council is encouraged to submit their name. A nomination form is available on the P&S Council website.

VIII. Adjournment

Jenni Colsch moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 2:46 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
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PD – President’s Division

Meeting No. 442
Date of Meeting: April 10, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:58 p.m.

Members of the Council in Attendance:

P 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
A 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

Others

Michelle Byers
Megan Combs
Gordon Krueger
Tony Smothers
Justin Szabo
Brittany Warren

Proxy

Ashley Brickley
Karen Cunningham
Kevin Quarnstrom

I. Welcome

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

II. Approval of Minutes #441

Mark Rowe-Barth moved to approve the minutes, seconded by Todd Thomas. Motion carried.

III. Executive Management Team Report – Bill Calhoun

The Senate recently submitted their education budget and it reflected the Governor's budget. For UNI it meant a 4% increase and a special appropriation of \$4 million. This is good news, however additional work needs to be done in the House and UNI will continue lobbying efforts.

The enrollment update as of 3/31/14:

Undergraduate applications for Fall are up 25%, Admits are up 15.7%, and housing contracts are up 3.3%. This is all good news and thanks to all involved!

Weekend open houses have been very successful despite challenging weather conditions at times. High school sophomores and juniors and their families have been invited to Spring events.

Deloitte Consulting is on campus the week of April 7th to begin their Efficiency Review at UNI. Prior to this visit they were supplied with a great deal of information about UNI’s processes and procedures as well as other information requested. During the visit Deloitte will meet with many individuals and conduct a forum that will present information about the review. Additional information will be shared as it is available. Bill thanked everyone for their assistance in gathering the requested information and for their participation in meetings.

The Scholarship Task Force has provided their review and recommendations about making the scholarship award process more effective and efficient. The Executive Management Team is reviewing these recommendations and will respond in the near future. Bill thanked members of the Task Force for their efforts and their valuable input.

UNI authorities continue to work with law enforcement agencies and the IRS regarding the data breach. The campus community will be informed throughout spring and summer as additional information is known.

IV. HR Report – Michelle Byers

The identity theft call center volume has subsided to the extent that scheduling volunteer shifts was no longer necessary. Incoming calls are currently being routed to HR staff. The identity theft investigation is ongoing and additional information will be reported as it is known.

Four performance appraisal training sessions were recently held. The deadline for completion of performance appraisals is May 23rd. Michelle encouraged earlier submissions if possible.

Michelle and Lisa have been meeting with Sharon Silva to pilot a Welcomer program for UNI faculty and staff. The Welcomer program is not a formalized orientation, but is an informal way for new hires to establish a social network on campus and within the Cedar Valley community. Twelve individuals have already expressed interest in volunteering as a welcomer for the six month pilot program. Sharon Silva is the program contact and steering committee chair.

The Staff Tuition Reimbursement Program currently has remaining funds for use. UNI staff are encouraged to submit an application and semester request for tuition reimbursements if they have intentions of taking classes.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee - no report

C. Policies and Procedures Committee – Eric O'Brien

Eric distributed handouts detailing the overview of P&S Policies Phase II changes.

The main focus for the P&S Policies and Procedures review include

- Clarification of wording to help everyone understand the policies and procedures
- Elimination of redundancies in sections of the document
- Update references to appropriate department, division, Executive Management Team, etc.

The suggested revisions include

- Clarification of the classification/reclassification process
- Clarification of promotion opportunities and the use of the pay grade matrix
- Changed "staff" and "personnel" to P&S "employee" for consistency throughout the document
- Clarification of the need to post all positions, however posting can be done just internally or externally/internally

Changes to the policies include

- Clarification of a position that is eligible for Continuous Service Status by adding a Career Appointment which includes: Probationary status, Career status and Continuing service status
- Addition of a deadline to start the hiring process for an Acting appointment

Future review needs

- Although we encourage a future thorough review and discussion of the P&S Grievance section, the only change made to this section was to make P&S "employee" reference consistent.

There was discussion about the two levels (three and five years) of probationary and continuing service status. The committee is recommending consistency and suggests five years for everyone. The timeline starts at the new fiscal year and may need to be changed to one year after the start date. Appointment and service status vs. provisional status was clarified. The committee recommended one year of probationary status. A presentation on Phase II will be given during the May P&S Council meeting and a vote will be taken during the June meeting.

D. Employee Relations Committee – Mark Rowe-Barth

The committee has received two nominations for the P&S Regents Staff Excellence Award. Another reminder will be sent to all employees encouraging nominations. The committee is currently organizing a selection committee for the award event.

Jean will forward the monetary award letter to the Executive Management Team for consideration.

E. Salary and Fringe Benefits Committee – Eric Lukens

Eric distributed copies of the draft letter to President Ruud of P&S Council recommendations for the allocation of salary increases for FY15. The letter detailed the 2.25% average salary increase per P&S employee and there was a discussion of recommendations. Eric O'Brien moved to approve (with changes) the recommendation for the allocation of salary increases for FY15, seconded by Matt Copp. The final letter will be sent to President Ruud on April 11th.

Eric Lukens recommended that in the future it would be helpful to complete the salary recommendation letter during March's P&S Council meeting.

VI. New Business – Jean Wiesley

A. Records Retention

Jan Hanish is currently reviewing the records retention policy. There was discussion about the archival of P&S Council's constitution, agendas, minutes and annual committee reports. Jean will follow up with Jan regarding this matter and Melanie Abbas will be contacted about questions regarding the imaging process.

B. President's Report

On April 4th, Jean met and was one of several UNI employees who had lunch with Governor Branstad while he was visiting UNI. Funding was discussed and the Governor reinforced that the additional \$4M funding request is still in his budget. He also stated again the need for adjusting the formula for how funding dollars are allocated. He gave high praise to the work being done in the College of Education, STEM initiatives, military and veterans and diversity awareness.

On April 9th, Jean met with Deloitte representatives and areas highlighted were:

- An explanation of the structure of the P&S Council and how members are elected
- Program cuts at UNI affect all employees, not just one employee group. Many P&S employees have been affected by past cuts.

- Discussions that have happened with HR and Salary and Fringe Benefits Committee have produced positive outcomes. The P&S Council recommends a complete review and update of the salary matrices. Deloitte agreed this would be a good efficiency measure.
- Many qualified employees have been lost to the private sector and to University of Iowa, particularly in IT due in part to salary issues.
- Professional development is not equitable in all departments due to departmental funding levels.
- Appreciation for the increased information sharing since President Ruud arrived on campus. There is still room for improvement between departments to be aware of work happening on campus.

VII. Old Business

P&S Council Election Committee update – Seth/Todd/Nadia/Mark/Kara/Jean

Two additional candidates in the Student Affairs division and one additional candidate in the President's division are needed before this year's election can be held. Everyone was encouraged to recruit coworkers to run in this year's election.

VIII. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 2:50 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. 443
Date of Meeting: May 8, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:00 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 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

Others

Michelle Byers
Megan Combs
Carol Fletcher
Kelly Flege
Lisa Frush
Matt Gordon
Doreen Hayek
Scott Ketelsen
Amy Kliegl
Patrick Luensmann
Sharon Silva
Tony Smothers
Jim Volgarino
Brittany Warren

Proxy

Holly Bokelman
Neil Clopton
Lisa Krausman
Molly Rickert

- I. Welcome
President Jean Wiesley called the meeting to order at 1:30 p.m.
- II. Approval of Minutes #442
Chris Conklin moved to approve the minutes, seconded by Shelley Pruess. Motion carried.
- III. Executive Management Team Report – Scott Ketelsen
Scott reported on the most recent news of the Performance-Based Revenue Model Task Force. Members of the model task force are Chair David Miles, Katie Mulholland, Len Hadley, Cara Heiden and Mark Oman.

During the April 2014 meeting, the Performance-Based Revenue Model Task Force discussed concepts and metrics for performance-based funding. They articulated the values and assumptions that will inform their recommendations, what they have learned through the process and potential changes to the four funding models they are considering. They will present their recommendations during the June '14 Board of Regents meeting. The legislature will have until January 2015 to decide. The final model will affect UNI, University of Iowa and Iowa State in FY16.

IV. HRS Report – Michelle Byers

Employee Wellness is offering a free Biometric Health screening to all employees on Friday, May 16th. This will be the final screening for FY14. Access the online registration form by Friday, May 9th to register. All employees who attend the screening will be entered into a drawing for a Sonicare toothbrush.

National Bike to Work week will be held May 12 – 16. UNI employees who commute by bicycle during Bike to Work week may post a photo with their bike and helmet to the [UNI Employee Wellness Facebook](#) page to be entered to win a new bike helmet and water bottle.

The upcoming [Burst Your Thirst Challenge](#), a hydration and physical activity challenge, will take place June 18 - July 30. Teams of 2-10 employees may participate. Additional information will soon be made available.

UNI received the Healthy Iowa Award on April 16th in Des Moines. This award recognizes schools, businesses, individuals, colleges and universities that create and support wellness and sustainability.

P&S Performance appraisals are due in Human Resources May 23, 2014.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – Lisa Krausman
The committee is currently working on one issue.

C. Employee Relations Committee – Mark Rowe-Barth
Mark encouraged all P&S employees to consider becoming a Welcomer. Additional information about the program can be obtained by contacting Sharon Silva.

There are twelve nominations for the Regents Staff Excellence Award and a decision will be made in the coming month regarding the choice of recipients for this award.

D. Salary and Fringe Benefits Committee – Neil Clopton
President Ruud accepted the committees' recommendation regarding FY15 salary increases and this information has been posted on the P&S Council website.

E. Policies and Procedures Review – Carol Fletcher
The overview of P&S Policies Phase II changes was discussed. Jenni Colsch moved, seconded by Todd Thomas, to approve the committee's recommendation for P&S staff feedback at open forums. Motion carried. After open forums are held, P&S Policies Phase II changes will come back to the P&S Council for approval before moving to the UNI Policy Review Committee.

There was discussion regarding probationary vs. career and continuous service status relating to layoff procedures.

VI. New Business

A. Welcome Project – Sharon Silva

Sharon shared details from a newly printed brochure regarding the UNI Welcome Project. She informed the council that the steering committee and the pilot group of Welcomers is established. The pilot group will begin serving in early June and the welcomers commitment to the program will last approximately three months. All employee groups (Faculty, P&S and Merit) were encouraged to participate. Additional information can be obtained by contacting Michelle Byers, Lisa Frush or Sharon Silva. Orientation for all Welcomers will be held on Tuesday, May 20th at 3:00 in Maucker Oak room.

- B. TIER (Transparency and Inclusiveness in the Efficiency Review) Update – Kelly Flege
In March, Deloitte requested a considerable amount of data from all Regents institutions and there will likely be additional data requests in the near future.

Deloitte visited the UNI campus on May 5th and 6th and met with President Ruud, various campus representatives and Sounding Board groups. They shared what they have observed and their list of opportunities for additional review from Phase I. They thanked members of university community for their contributions to the Board's efficiency review.

Deloitte's summer work will focus on the administrative analysis scheduled for Phase II. They request continued input from university communities and the public over the summer months. All are encouraged to continue to submit comments on the TIER websites which can be accessed at www.regents.iowa.gov.

When faculty, students and staff return to campus in the fall, Deloitte's academic review will become a greater priority to ensure the appropriate level of faculty engagement in the TIER review.

Kelly encouraged staff to read weekly updates occurring with TIER by logging on to their web page at: <http://www.regents.iowa.gov/TIER/tier.htm> and clicking on the most recent updates posted every Wednesday afternoon. She also encouraged all to read FAQ's that were generated from campus open forums.

Employees are encouraged to work with Jean Wiesley (P&S), Susie Baker (Merit AFSCME) or Julie Jacobson (SCMP) with their suggestions and comments related to TIER.

VII. Old Business

P&S Council elections have concluded. Jean will contact all those nominated before results of the election are announced. All newly elected council members will be invited to June's P&S Council meeting and will begin their terms in July.

Jean attended a TIER sounding board meeting on May 6th. Representatives from Deloitte presented a high level overview of the process to date. More detailed information to the University Community will be presented at a date to be determined.

Melanie and Jean will attend a retreat with President Ruud on May 12th and will share details at the June 12th council meeting.

UNI SCMP President Julee Jacobson recently contacted Jean to report that attendance at monthly SCMP meetings has been very low in recent years. They discussed the idea of the SCMP group joining with P&S Council. Jean will follow up with Julee to let her know that P&S Council meetings are open for all to attend and that representatives from SCMP are welcome at P&S Council meetings.

VIII. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Sandy Law
Human Resource Services

Professional and Scientific Staff Council

DIVISIONS

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

Meeting No. 444
Date of Meeting: June 12, 2014
Place of Meeting: Maucker Oak Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:17 p.m.

Members of the Council in Attendance:

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

A 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

Others

Megan Anderson
Michelle Byers
Carol Fletcher
Matt Gordon
Sean Hartnett
Amy Kliegl
Jesus Lizarraga
Rick Seeley
Justin Szabo

Proxy

Ashley Brickley
Karen Cunningham
Molly Rickert

I. Welcome – Jean Wiesley
Jean called the meeting to order at 1:30 p.m. She thanked outgoing members Chris Conklin, Matt Copp, Sara Eberle, Carla Kelly and Todd Thomas for their service on the P&S Council. Refreshments were served in their honor.

II. Approval of Minutes #443
Sarah Eberle moved to approve the minutes, seconded by Matt Copp. Motion carried.

III. Executive Management Team Report – Bill Calhoun
The Performance Based Funding Task Force recommendations were discussed at last week’s Board of Regents meeting and were adopted with minor changes by the Board. The EMT will be meeting soon to discuss exactly what this will mean for UNI. More will be shared as it is known.

Fall new student enrollment still looks strong. Applications are up 27%; admits up 18%, orientation commitments up 7.5% and housing contracts up 3.1%.

The TIER Phase 1 report is to be released on Wednesday. Phase 2 will be conducted throughout the summer. Jean encouraged everyone to read TIER updates. There will be an Efficiency and Transformation Study open forum on Monday, June 16th from 3-4:30 p.m. at Gallagher-Bluedorn PAC. The forum will be live streamed as well.

P&S salary letters are scheduled to be sent out on June 23rd.

IV. HRS Report – Michelle Byers

The pilot group of Welcomers met for orientation on May 20th and seventeen recently hired staff have been paired with Welcomers. They have scheduled a mixer at the College Hills Arts Festival to be held June 21st.

Michelle shared that 100% of P&S performance appraisals are accounted for, something that is not known to have occurred this early in the year. Salary letters that will be sent on June 23rd will include directions on viewing employees' fringe benefit statements. Fringe benefit statements will be available for viewing with the updated July 1st salary data after June 30th.

The Employee Wellness Fair will take place on Wednesday, November 5th from 1:00 – 4:00 p.m. in Maucker Union Expansion. All are encouraged to attend.

V. Committee Reports

A. WWW Committee - Jenni Colsch

The member list on the P&S Council website has been updated and is now sortable by term date.

B. Employee Issues Committee – no report

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

An open forum for staff feedback on Phase II changes is scheduled for June 17th at 11:30 in Maucker Union Oak room. An online survey will be available for comments until July 15th.

D. Employee Relations Committee – Karen Cunningham

Regents Staff Excellence Award nominations have been sent to the selection committee. A decision will be made on June 27th regarding award recipients.

E. Salary and Fringe Benefits Committee – no report

VI. New Business

During the July 10th council meeting, officer elections will take place. Mark Rowe-Barth volunteered to facilitate the meeting. Jean and Melanie have offered their names as candidates for office for the coming year. Jean announced new members to the council. They are as follows:

Brittany Warren and Sean Willet (Student Affairs)
Holly Bokelman (Academic Affairs)
Brooke Croshier-Sidebotham (President's Division)
Rick Seeley (At Large)

Jean reminded council members to be thinking about the committee(s) where they wish to serve, also their proxy name. She will send out an email requesting proxy information and committee choices so that committee assignments can be determined. Committee chairs will be discussed at the July meeting. She requested that all committee chairs send her their year-end reports for posting.

VII. Adjournment

Todd Thomas moved to adjourn the meeting, seconded by Jenni Colsch. The meeting was adjourned at 2:17 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. 445
Date of Meeting: July 10, 2014
Place of Meeting: Maucker Oak Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:13 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AA
X Holly Bokelman, CSBS - 33584 AA
X Seth Bokelman, ITS – 37423 AA
X Jennifer Colsch, Continuing Ed – 37865 AA
P Brooke Croshier-Sidebotham, F&O - 36636 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
P Shelley Pruess, Maucker Union – 33743 AT
X Mark Rowe-Barth, WRC – 33423 AT
X Rick Seeley, ITS – 37218 AT
X Brittany Warren, DS – 32677 SA
X Jeanne Wiesley, RDC – 32333 SA
X Sean Willett, WRS -33435 - SA

Ex-Officio Member

Bill Calhoun

Others

Megan Anderson
Charity Eckhardt
Lisa Frush
Matt Gordon
Carissa Johnson

Proxy

Ashley Brickley
Neal Pruess
Kyle Steinacher
Paula VanZee

I. Welcome

Facilitator Mark Rowe-Barth called the meeting to order at 1:30 pm. Everyone present introduced themselves.

II. Approval of Minutes #444

Jean Wiesley moved to approve the minutes as amended, seconded by Eric Lukens. Motion carried.

III. Executive Management Team Report – Bill Calhoun

The EMT met on Monday, July 7th. Regarding Performance Based funding, the final distribution will be approved/decided by the Iowa Legislature. Sashi Kaparthi is working with a Board of Regents committee to finalize the actual benchmarks that will be used.

TIER Phase 1 funding is now complete. During Phase 2, Deloitte will conduct a more detailed analysis of the selected opportunities. This will include developing a business case of the costs, benefits, and estimated implementation timeframe for each opportunity to further gauge the potential to increase efficiency and effectiveness.

Deloitte Consulting will return to each university beginning the week of June 16th to initiate Phase 2 work and hold additional public forums to obtain input from stakeholders at each university. There will be a greater focus on the administrative analysis over the summer while most of the work in the Academic area will occur in the Fall of 2014 when faculty, students and staff return to campus.

As part of the Efficiency and Transformation Study, the P&S Council has requested a pay matrix review.

Fall FY15 enrollment applications are trending up. Orientation commitments are up 5% and housing deposits are up 3%.

Matthew Kroeger will join the UNI team on July 31st as Associate Vice President for Enrollment Management.

IV. HRS Report – Lisa Frush

The UNI Wellness Fair will be held on Wednesday, November 5th from 1:00 – 4:00 pm in Maucker Union.

This fall, in advance of benefits open enrollment, Human Resources will launch a campaign to educate faculty and staff regarding benefits plans available. The campaign will include group informational sessions, webinars, direct mail pieces, emails, etc. Also, this will be the first year employees will make open enrollment benefit elections using the eBusiness self-service benefits module.

V. Committee Reports

A. WWW Committee – Jenni Colsch

The P&S Council meetings for the 2014-15 academic year will be added to the UNI calendar and to the P&S Council website.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

The committee met recently to tie up loose ends. Eric reminded everyone of the Open Forum for staff feedback on Phase II changes scheduled for July 16th from 11:30 – 12:30 in Maucker Oak Room.

D. Employee Relations Committee – Mark Rowe-Barth

Three Staff Excellence Award recipients have been chosen and their names will be announced during next month's P&S Council meeting.

E. Salary and Fringe Benefits Committee – Eric Lukens

The salary adjustment letter has been received from President Ruud. Eric explained the allocation of salary increases for FY15 and how the "off the top" percentage is allocated.

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.

Mark opened the floor for nominations for P&S Council President. Jean Wiesley stated her willingness to serve an additional year as President. No other nominations were received and nominations ceased. Eric Lukens moved to close nominations, seconded by Melanie Abbas. Jean Wiesley was elected President and accepted.

Mark opened the floor for nominations for P&S Council Vice President. Melanie Abbas stated her willingness to serve an additional year as Vice President. No other nominations were received and nominations ceased. Eric O'Brien moved to close nominations, seconded by Eric Lukens. Melanie Abbas was elected Vice President and accepted.

Jean reminded Council members to send the name of their proxy and email information to her. She stated that one council member is needed to serve as chair or co-chair for all committees.

Council members who will chair committees are:

Employee Issues Committee – Seth Bokelman

Policies and Procedures Committee – Eric O'Brien

Employee Relations Committee – CoChairs Mark Rowe-Barth and Karen Cunningham

Salary and Fringe Benefits Committee – Eric Lukens

WWW Committee – Jenni Colsch

Jean attend the TIER Open Forum on June 16th, also was present on June 27th when Senator Harkin's aide was at UNI.

Eric O'Brien announced that Amy Thielen from Minnesota (Food Network) will be coming to UNI on September 4th. UNI students have made and posted a video on YouTube in advance of this event.

VII. Old Business

Jean reminded everyone that year end committee reports are due. She has received three of the five committee reports.

VIII. Adjournment

Eric Lukens moved to adjourn the meeting, seconded by Jenni Colsch. The meeting was adjourned at 2:13 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. 446
Date of Meeting: August 14, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:28 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AA
P Holly Bokelman, CSBS - 33584 AA
P Seth Bokelman, ITS – 37423 AA
X Jennifer Colsch, Continuing Ed – 37865 AA
X Brooke Croshier-Sidebotham, F&O - 36636 PD
X 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 Rick Seeley, ITS – 37218 AT
X Brittany Warren, DS – 32677 SA
P Jeanne Wiesley, RDC – 32333 SA
P Sean Willett, WRS -33435 - SA

Ex-Officio Member

Bill Calhoun

Others

Megan Anderson
Michelle Byers
Carol Fletcher
Justin Szabo

Proxy

Ashley Brickley
Chris Conklin
Rachel Cook
Paula VanZee
Karla Whitney

I. Welcome

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

II. Approval of Minutes #445

Chris Conklin moved to approve the minutes as amended, seconded by Shelley Pruess.

III. Executive Management Team Report – Bill Calhoun

Associate Vice President of Enrollment Management Matt Kroeger reported that freshman and transfer enrollment is up, however returning student enrollment is down from last year. Overall enrollment looks to be relatively flat.

The areas that Deloitte will focus on during TIER Phase 2 include:

- **Sourcing & Procurement** to analyze further improvements to purchasing practices
- **Academic Programs** to strengthen academic programs to achieve maximum competitiveness, to broaden non-traditional student access through Distance Education, and to better support institutional research practices and capabilities
- **Information Technology Services** to examine ways to optimize how IT services are provided
- **Facilities** to explore ways to more effectively use university infrastructure and reduce utility consumption

- **Finance** to determine ways to simplify the delivery of finance services
- **Human Resources** to optimizing how HR services are provided
- **Strategic Space Utilization** to improve building usage rates
- **Student Services** to create a common application portal and standardize “manual” calculation of Regent Admission Index

For FY16, the Board of Regents has requested that UNI identify and prepare an appropriation request of 1.75%. They also requested that the budget request include a 1.75% tuition increase for FY16 after two years of no increases.

IV. HRS Report – Michelle Byers

Because of unexpected delays, it does not appear the implementation of the eBusiness self-service benefits module will make it in time for this fall's open enrollment benefit elections. At this point, the anticipated roll out is January 2015.

Locations have been secured for interactive workshops scheduled in September as part of the My Choices...My Benefits educational campaign. The workshops are designed to increase knowledge of our health plan options and resources, raise awareness of ways to reduce health claim costs and demonstrate how self-insured plans work.

V. Committee Reports

A. WWW Committee – Jenni Colsch

Jenni is currently updating the committee member list.

B. Employee Issues Committee

The committee is continuing to work on one issue and the individual has been referred to Human Resource Services.

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

The open forum for staff feedback on Phase II changes was held on July 16th. Survey results revealed that staff are 50/50 in favor of moving to career status between probation and continuing service. The general consensus is that probationary status should be limited to two years or less.

Discussion followed. The question is whether to leave probationary to continuous status as is or to move to career status after two years' service before moving to continuing service. It was agreed that if career status is used, it should begin at employee's two year anniversary.

The committee will discuss the matter further and provide additional information during September's meeting.

D. Employee Relations Committee – Mark Rowe-Barth

Mark announced Regents Staff Excellence Award recipients Heather Soesbe, Kristin Woods and Ladene Bowen. They will be recognized during the Meet the Pres event in October. Potential dates for this event will soon be announced.

E. Salary and Fringe Benefit Committee – no report

VI. New Business

Melanie read the letter of support from President Ruud regarding the monetary award request for the P&S Staff Excellence award. It was not approved but will be looked at in regards to monetary awards for all employment groups.

Melanie read the monthly President's report from Jean Wiesley. The following was reported:

At the Sounding Board presentation on August 1st, Wave 1 of Sourcing and Procurement Business case is being implemented on all three campuses. The Academic study will begin this fall. Updates are available on the Board of Regents website. There will be another Town Hall meeting this fall, most likely the first week in September. An announcement will be made to the UNI campus when this is scheduled.

At the Cabinet meeting on August 11th, Academic Affairs reported:

- initiatives in academics include work on retention, living learning communities and looking to add a Bachelor of Applied Science degree
- Matt Kroeger has been hired as Associate Vice President of Enrollment Management

Administration and Finance reported

- approval has been received for Schindler's renovation, however the \$2M planning money was vetoed by Governor Branstad, therefore donations are being sought
- Café Bistro will be opening in the Library this fall
- West parking lot south of McLeod is now paved
- Lighting for intermural fields west of the Dome is installed.
- Baker demolition update – the main sidewalks will be open before the first day of class
- Dome scoreboard is installed and work on transformers continues
- Interviewing firms for space utilization
- FY15 budget book is available online
- Harvest Festival will be held from 3-5 pm on September 4th. Food Network's Amy Thielen will be present.

Student Affairs reported

- Student services offices will be open extended hours during move in. Details can be found on the Welcome Week website
- Many volunteers have signed up to help with Move In Crew
- Academic buildings will be open over move in weekend
- Panther Kick off is Sunday, August 24th at 5 pm at McLeod Field

President Ruud invited all faculty and staff and their families to a picnic on August 28th from 4:30-6:30 pm on the north lawn of the President's home.

VII. Old Business

Copies of the listing of P&S Council's proxies and committee members were distributed.

IX. Adjournment

Mark Rowe-Barth moved to adjourn the meeting, seconded by Chris Conklin. The meeting was adjourned at 2:28 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. 447
Date of Meeting: September 11, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:35 p.m.
Meeting Adjourned: 3:06 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AA
 Holly Bokelman, CSBS - 33584 AA
 Seth Bokelman, ITS – 37423 AA
 Jennifer Colsch, Continuing Ed – 37865 AA
 Brooke Croshier-Sidebotham, F&O - 36636 PD
 Nadia Korobova, IP – 33011 AA
 Eric Lukens, ITS – 37434 AT

Eric O’Brien, AF&S – 37207 AF
 Michelle Van Dorn, Athletics Sports Info – 35455 PD
 Shelley Pruess, Maucker Union – 33743 AT
 Mark Rowe-Barth, WRC – 33423 AT
 Rick Seeley, ITS – 37218 AT
 Brittany Warren, DS – 32677 SA
 Jeanne Wiesley, RDC – 32333 SA
 Sean Willett, WRS -33435 - SA

Ex-Officio Member

Others

Leah Gutknecht
Julee Jacobson

Proxy

Ashley Brickley
Chris Conklin
Rachel Cook
Paula VanZee
Karla Whitney

- I. Welcome
President Jean Wiesley called the meeting to order at 1:35 p.m.
- II. Approval of Minutes #446
Eric O’Brien moved to approve the minutes, seconded by Shelley Pruess.
- III. Executive Management Team Report – Jean Wiesley
Bill Calhoun was out of town for this meeting and submitted his report via email. His update was a report on the Cabinet meeting and is covered in the President’s report.
- IV. HRS Report – Cindy Webb
Upcoming Wellness and Well-being workshops are being planned. Free flu vaccines for employees have been schedule and will be emailed to staff in the next week with the first one being available on Wednesday Sept 24th. The first biometric screening of the year has been scheduled for Friday, Sept 26th starting at 7am.

UNI will be participating in the Healthiest State Walk on Wednesday, October 8th. The annual employee benefits fair is coming up on Wednesday November 5th in the Maucker Union from 1-4 p.m. This week the redesigned Human Resources and Benefits web sites were placed online.

Starting this month Benefits staff has scheduled 15 sessions called My Choices My Benefits for staff to learn more about their benefit plans and options. The sessions will not present information on costs for next year as they won’t have that information until mid to late October.

V. Committee Reports

A. WWW Committee – Jenni Colsch

Jenni had some updates on committee members and proxies since last month. Jean asked new members to send photos to Jenni to post.

B. Employee Issues Committee - Seth Bokelman

Seth reported there was nothing to report.

C. Policies and Procedures Committee – Eric O'Brien

Eric reported that two members on the committee, Jason Vetter and Carol Fletcher, have attended their last meeting and asked to be removed from the committee. As of last month, the committee had gone through the results from the feedback received. That information will be sent on to Michelle Byers, however, no personally identifiable information will be included to maintain anonymity.

The group is having continued discussion on going straight from probationary to continuing service status. Eric also mentioned this would be his last report as he would like to step down from the committee also.

D. Employee Relations Committee – Mark Rowe-Barth

Mark reported that the Meet the Pres event has been scheduled for Monday October 27th at noon in the Maucker Union Ballrooms B & C. The committee has two meetings scheduled for Sept 22nd and Oct 13th to prepare for the event. There will be refreshments and punch available to staff, they can bring their own lunch. The President will recognize the Regent Staff Excellence Award recipients and answer questions provided at this event.

E. Salary and Fringe Benefit Committee – Eric Lukens - no report

VI. New Business

Health and Safety Committee Report – Eric Lukens

Eric mentioned there has been a lot of discussion on job related stress issues. He reminded staff to let people know about the services available including EAP. Current statistics show that 12% of UNI employees have used those services which appears to be above average, however, the particular situations for the use are not included, so it is undetermined how much of this is due to stress on the job.

Presidents Report – Jean Wiesley

TIER update – three business cases presented for review:

- Establish Clear Policies for P&S Search Committees
- Create Common Application Portal
- Standardize RAI admission calculation

Thank you for feedback. This has been forwarded on to Deloitte.

The Cabinet Meeting was held on September 8, 2014

- Update on the Performance Based funding model. A motion was presented at yesterday's BOR meeting to implement this model. This will result in an additional \$6.6 million to UNI, some of which will replace the \$4.0 million onetime funding that we lose after this current year. All metrics used to calculate funding use a three year rolling average.

- Update on TIER/with Kelly Flege. Starting next week the timeline for the remaining eight business cases will be publicized to team leads, managers and Sounding Boards. Town hall meetings anticipated to be scheduled October 22-23. University presidents will provide feedback at BOR meeting this week.
- Board of Regents Meeting Preview – Proposed sale of 50 acres to Cedar Falls Schools.
- Searches are beginning for the Executive Vice President and Provost and VP for University Advancement & President of the Foundation. If you know anyone interested in either position, please encourage them to apply.
- Campus Master Plan. Phil Simpson presented three models for moving forward with a facilities campus master plan. It was suggested that a module using a task force structure that includes members of all employee groups be used to develop this plan. Final task force reports are scheduled for March 2015.
- Enrollment updated provided by Matt Kroeger. Official counts are being taken this week and official count will be released Wednesday. This count is 11,928.
- Online training for new policies was presented by Leah Gutknecht.
- Voice Over IP Phones. Update presented by Shashi Kaparthy and Aaron Howard. The university is upgrading the phone system to new technology in which we will no longer need to maintain two parallel data and voice infrastructures. New phones are included in this update. It takes about 10-15 minutes to change out each phone. An online training video is available.
- The Student Employee Policy is posted on the policies website for review. This policy is going to EMT for final approval. Other policies under review are listed on this website.
- Peer Institution report was presented by Michael Licari. The new peer institutions have been identified.

Online Training – Leah Gutknecht

Leah came to talk about three items.

1. New policy – An email was sent out today on our annual policy notifications to make sure they are reviewed. The newly revised policy merges the old discrimination and sexual misconduct policies and applies to all faculty, staff, and students.
2. New web page layout - The policy was presented via the university's web page. Demonstrated the locations for reporting incidents and contact information which is also now available on the UNI mobile apps.
3. Online training opportunities – Leah announced that we will be receiving a couple emails from President Ruud in the next week on training that we need to attend with a goal to have all faculty

and staff completed by May 2015. There are two courses, one estimated at 30 minutes on preventing discrimination and the second 15 minutes related to Title IX compliance. The training will be rolled out to student employees later this semester.

VII. Old Business

None

VIII. Adjournment

Eric O'Brien moved to adjourn the meeting, seconded by Jenni Colsch. The meeting was adjourned at 3:06 p.m.

Respectfully Submitted,
Melanie Abbas
ITS Information Systems

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. 448
Date of Meeting: October 9, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:54 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AA
A Holly Bokelman, CSBS - 33584 AA
P Seth Bokelman, ITS – 37423 AA
X Jennifer Colsch, Continuing Ed – 37865 AA
X Brooke Croshier-Sidebotham, F&O - 36636 PD
X Eric Lukens, ITS – 37434 AT
X Nevin Nolte, ITS – 37228 AA
X Eric O’Brien, AF&S – 37207 AF

X Shelley Pruess, Maucker Union – 33743 AT
X Mark Rowe-Barth, WRC – 33423 AT
X Rick Seeley, ITS – 37218 AT
X Michelle Van Dorn, Athletics Sports Info – 35455 PD
X Brittany Warren, DS – 32677 SA
X Jeanne Wiesley, RDC – 32333 SA
X Sean Willett, WRS -33435 – SA

Ex-Officio Member

Bill Calhoun

Others

Megan Anderson
Michelle Byers
Lisa Frush
Julee Jacobson

Proxy

Ashley Brickley
Chris Conklin
Matt Gordon
Stephanie Miller
Paula VanZee

I. Welcome

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

II. Approval of Minutes #447

Eric O’Brien moved to approve the minutes as amended, seconded by Rick Seeley. Motion carried.

III. Executive Management Team Report – Bill Calhoun

Bill distributed a spreadsheet that illustrated the proposed student fees for FY '16. These proposed fees will be presented to the Board of Regents this fall. He mentioned that in FY '15 UNI had the lowest total cost of attendance (tuition, fees, room, board and additional expenses) of the three state universities.

The Cabinet met on October 6th and information is detailed below in the President’s report.

IV. HRS Report – Michelle Byers

An email was sent today to deans, directors and department heads detailing 2014/15 holiday reduced operations. The reduced operations period will begin December 25, 2014 and end January 4, 2015. The eleven day period includes three university holidays (December 25, 26 and January 1), four weekend days, and four work days (December 29, 30, 31 & January 2).

320 flu shots have been administered since September. There will be a slight delay in upcoming clinics due to shipment delays. The next scheduled flu clinic will be held on October 16th in CBB and WRC and clinics will take place through Tuesday, October 28th.

Benefits open enrollment will be a couple weeks later this year due to a delay with the State of Iowa open enrollment period. It is anticipated that the 30 day open enrollment period will begin the end of October. An increase in premiums is expected due to an increase in claims.

V. Committee Reports

A. WWW Committee – no report

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

Eric stated that the committee members will change 100% in the next month due to Carol Fletcher, Jason Vetter and Eric leaving the committee. A meeting is planned for goal setting. Nevin Nolte has volunteered to serve on this committee.

D. Employee Relations Committee – Mark Rowe-Barth

The Meet the Pres event scheduled for October 27th has been rescheduled for Monday, December 8th at noon in Maucker Union Ballrooms B & C.

E. Salary and Fringe Benefits Committee – Eric Lukens

The committee will be working on goal setting and will research the funeral leave benefit. It is a concern for employees in certain situations (such as loss of spouse) that three days may not be sufficient. Further, there is concern from some employees that their supervisors may be unwilling to extend the leave beyond three days, as the funeral leave must come from sick leave, but the extended leave might need to come from vacation, which is subject to supervisor approval. Eric will research this topic and report findings during a future meeting. The committee will also revisit results of the last survey.

VI. New Business

Presentation by Jeneane Beck, State Relations Officer

Jeneane shared Powerpoint slides that she recently presented to the President's Cabinet. Discussed were details regarding performance based funding (see Jean's President report below).

In addition Jeneane shared details regarding the timeline and how Board of Regents appropriation requests are processed. She encouraged participation in the legislative process and provided a listing of legislative contacts. The following representatives may be contacted (use personal email only).

Contacts

To find your local Senator or Representative: <https://www.legis.iowa.gov/legislators>

To email your state senator or representative: <https://www.legis.iowa.gov/>

Iowa House switchboard: 515-281-3221

Iowa Senate switchboard: 515-281-3371

To find legislative updates regarding UNI: <http://www.uni.edu/govrel/legislative-update>

Jeneane Beck

UNI State Relations Officer

Cell phone: 515-971-2563

E-mail: jeneane.beck@uni.edu

Jeneane encouraged attendance at an upcoming Performance Based Funding information session scheduled for Tuesday, October 21st at 3:30 p.m. at Curris Business Building room 109.

President's Report – Jean Wiesley

Jean shared that she recently attended two Sounding Board meetings and the Town Hall meeting. Information on the eight remaining business cases for the administrative side of the efficiency study was presented to the UNI community and to the Board of Regents. The BOR will be voting on these business cases in mid-November. Feedback is encouraged prior to that time and can be submitted online from the UNI homepage, directly to Kelly Flege or to Jean.

News from the Cabinet meeting on held on 10.6.14:

- Lee VanOrsdale, Dean of Library at Grand Valley State gave a short presentation on how they have transformed their library to a learning commons. Since this transformation they are tracking usage and tying this to recruitment and retention. Early numbers show a positive correlation. It was noted that Library Dean Chris Cox shared his interest in moving the Rod Library in the same direction.
- TIER Review
- Performance Based Funding: The funding model has been approved by the Board of Regents. Legislators don't need to approve this model however they are the appropriators so they approve funding which may or may not be in line with the PBF model. The goal of this model is that Iowa tax payer dollars will more closely follow Iowa students. If the legislators don't follow this model, UNI has asked for additional funding to be added to our base.
- Enrollment Update: 2300 applications/1700 offers of admission/217 commitments/160 housing contracts are the numbers as of September 30th for Fall 2015.
- Admissions Study Team Update: Matt Kroeger met with colleagues and the BOR to look at additional information, more than the RAI calculation for admitting students. UNI is not contracting with Royall this year, but are using some of those same strategies for recruiting students.
- Academic Master Plan Update: A small task force has met a few times to define and tighten their process. The goal is to have a plan in place by the end of calendar 2015.
- Policies: Policies submitted for review are:
 - UNI Mission Statement – Revised to comply with Iowa Administrative code
 - Faculty Participation in University Planning and budget – Came forward from Faculty Senate. There are a few procedural issues being addressed and this will be brought to Cabinet again for final review.

Fraternity and Sorority Extension and Expansion – Clarifies process for future requests

Policies submitted for deletion: All were approved for deletion
Appointment of Board of Regents Members
Committee Minutes – Process no longer being used
Unemployment Compensation – Defined by Iowa Law
Public Information Services Photo Policy – No longer being used

Philip Simpson, Assistant Vice President Facilities Planning, has been invited to the November 13th P&S Council meeting, and Matthew Kroeger, Associate Vice President Enrollment Management, has been invited to the December 11th P&S Council meeting.

Bill also shared that a committee has been reviewing information regarding the selection of new Peer Universities. Any changes in these peers would have to be approved by the Board of Regents.

Jenni Colsch encouraged attendance at the Beyond Your Bachelor's: UNI Graduate Programs Open House on Wednesday, November 5, from 5 to 7 p.m. Graduate faculty advisors, students and support staff will be on hand to answer questions about graduate programs available on campus and at a distance.

VII. Adjournment

Rick Seeley moved to adjourn the meeting, seconded by Shelley Pruess. The meeting was adjourned at 2:54 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. 449
Date of Meeting: November 13, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 2:29 p.m.

Members of the Council in Attendance:

X Melanie Abbas, ITS – 36452 AA
X Holly Bokelman, CSBS - 33584 AA
X Seth Bokelman, ITS – 37423 AA
A Jennifer Colsch, Continuing Ed – 37865 AA
X Brooke Croshier-Sidebotham, F&O - 36636 PD
X Eric Lukens, ITS – 37434 AT
X Nevin Nolte, ITS – 37228 AA
X Eric O’Brien, AF&S – 37207 AF

P Shelley Pruess, Maucker Union – 33743 AT
P Mark Rowe-Barth, WRC – 33423 AT
P Rick Seeley, ITS – 37218 AT
X Michelle Van Dorn, Athletics Sports Info – 35455 PD
X Brittany Warren, DS – 32677 SA
X Jeanne Wiesley, RDC – 32333 SA
X Sean Willett, WRS -33435 – SA

Ex-Officio Member

Bill Calhoun

Others

Megan Anderson
Michelle Byers
Matt Gordon
J.C. Last
Justin Szabo

Proxy

Ashley Brickley
Neal Pruess
Dennis Reimer

I. Welcome

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

II. Approval of Minutes #448

Brittany Warren moved to approve the minutes, seconded by Nevin Nolte. Motion carried.

III. Executive Management Team Report – Bill Calhoun

Bill thanked Michelle for sending the recent inclement weather memo.

Bill reported that the Board of Regents met last week and voted to move forward with Deloitte's recommendations for a restructuring plan that could cut up to 250 administrative and information technology positions at the Regents universities. The job cuts are expected to occur through normal attrition and retirements over the next two years at University of Iowa, Iowa State and the University of Northern Iowa. The expected savings would help pay for a plan to freeze tuition rates for resident undergraduates for a third straight year. More will be known the first week of December.

New student applications are up from last year.

The performance based funding proposal approved by the Board of Regents has increased interest in colleges and universities attracting Iowa students.

Bill encouraged all to "like" We Are OneUNI on Facebook and said to watch for an announcement on December 2nd.

IV. HRS Report – Michelle Byers

Approximately 45 flu shots remain for UNI Faculty and staff and may be received at the Student Health Center walk-in flu clinic on Thursday, November 20th from 1:00-4:30 p.m.

Benefits Open Enrollment will continue through December 1, 2014. Faculty, staff and Merit AFSCME open enrollment informational sessions are being held during the month of November and employees are encouraged to attend. No registration is required.

All staff must re-enroll online in the Flexible Spending Account for 2015 if they wish to participate. For the plan year 2015, the health care FSA maximum employee contribution limit increased from \$2,500 to \$2,550.

V. Committee Reports

A. WWW Committee – Jean Wiesley

The committee will meet November 18th to review the current website and identify areas that need to be updated. Marty Mark, Interim CIO reported a security breach with Drupal website and encouraged employees who work with these Drupal sites to change their password.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

The policies and procedures committee has been considering different ways to present the P&S Policies that are more user friendly for employees. It was noted that the current policies are not searchable and are linked from multiple locations. The policy review committee recognizes that all employee groups desire representation regarding policy changes. When policies are reviewed, it begins with the originating body and is forwarded to all bodies directly affected. There was a great deal of discussion with Michelle about why some policies listed an originating body and a date that they approved it, and others did not. It was clarified that adding this approval date from the P&S Council could be an option if we would choose to pursue that. Eric Lukens made a motion to direct the Policies and Procedures Committee to split the current P&S Policies into ten separate policies along the current heading lines and host them with other UNI policies on the UNI Policies webpage while referencing the date of approval by the P&S Council. The motion was seconded by Seth Bokelman. Motion carried unanimously.

D. Employee Relations Committee – Ashley Brickley

Ashley encouraged attendance at the Meet the Pres Event that will be held on Monday, December 8th at noon in Maucker Union Ballrooms B&C.

E. Salary and Fringe Benefits Committee – Eric Lukens

The committee met on Tuesday and will bring forward the P&S pay matrix and the salary compression issue to President Ruud on November 17. Discussion followed regarding turnover rates of P&S employees as it relates to the current matrix and salary compression. It was decided that when United Faculty presents their proposal in late November would be a good

time to bring forward P&S pay matrix and salary compression issues to the University President. If there are additional items to add before the meeting, please contact Jean Wiesley.

VI. New Business – Jean Wiesley

Assistant VP Facilities Planning Philip Simpson was not able to attend this month's meeting. Jean will work with Philip to reschedule.

Jean attended the Faculty presentation on performance based funding. A presentation was given by Tim Kidd, Joe Gorton and Scott Peters detailing the PBF model and concerns with how this may affect UNI. Concerns were related to enrollment, budget and competition with Iowa, Iowa State, and community and private colleges.

During the Cabinet meeting, the following was discussed:

- TIER – The last BOR meeting tied tuition freeze to TIER savings. Business cases RAI has a due date of 12.15.14, Common Portal 2.1.15 and HR10 due 3.1.14. The BOR is negotiating with DeLoitte on the remaining business cases that had been presented.
- Potential tuition freeze – NISG President Kevin Gorton made a statement that UNI students would rather see a small increase each year rather than stick a future class with a large increase. This stance is consistent with UNI's view. The Board will vote in December on tuition for FY16.
- Schindler Redesign – The design phase is underway with a target completion date of January 2017.
- Policies – Six policies were presented for review. Five were passed to EMT with no comment. The Policy on Policies had quite a bit of comment and discussion at the Cabinet meeting. This policy is being forwarded to EMT.

Jean met with Laura Terlip's graduate class. This class is conducting a research project to determine levels of employee recognition across campus. Employees were invited to take a survey to give input on practices in their departments and divisions. Representatives from each employee group were invited to attend one class session and provide additional feedback on things we believe are working and not working. The class intends to hold some focus groups to gather additional information and will then compile a report to be presented to President Ruud.

Jean encouraged all to attend upcoming Provost Search interviews.

VII. Adjournment

Brittany Warren moved to adjourn the meeting, seconded by Eric Lukens. The meeting was adjourned at 2:29 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. 450
Date of Meeting: December 11, 2014
Place of Meeting: Maucker Presidential Room
Meeting Convened: 1:30 p.m.
Meeting Adjourned: 3:00 p.m.

Members of the Council in Attendance:

Melanie Abbas, ITS – 36452 AA
 Holly Bokelman, CSBS - 33584 AA
 Seth Bokelman, ITS – 37423 AA
 Jennifer Colsch, Continuing Ed – 37865 AA
 Brooke Croshier-Sidebotham, F&O - 36636 PD
 Eric Lukens, ITS – 37434 AT
 Nevin Nolte, ITS – 37228 AA
 Eric O’Brien, AF&S – 37207 AF

Shelley Pruess, Maucker Union – 33743 AT
 Mark Rowe-Barth, WRC – 33423 AT
 Rick Seeley, ITS – 37218 AT
 Michelle Van Dorn, Athletics Sports Info – 35455 PD
 Brittany Warren, DS – 32677 SA
 Jeanne Wiesley, RDC – 32333 SA
 Sean Willett, WRS -33435 – SA

Others

Megan Anderson
Michelle Byers
Jocelyn Moeller

Proxy

Karen Cunningham

I. Welcome

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

II. Approval of Minutes #449

Mark Rowe-Barth moved to approve the minutes, seconded by Shelley Pruess. Motion carried.

III. Executive Management Team Report – Jean Wiesley

Bill Calhoun was out of town for this meeting and submitted his report via email. Documents that support UNI’s performance based funding position were reviewed and discussed. Information in the documents will be used with legislators and advocates. Jean will forward copies of the documents to all those interested in receiving them.

IV. HRS Report – Michelle Byers

Michelle reported that 729 of the 750 flu vaccines ordered for faculty and staff were administered this fall.

Benefits open enrollment ended on December 1st. Health and dental enrollment changes and premium changes will be reflected on December 2014 paychecks. Michelle described how this year's open enrollment showed signs of heightened awareness for employees to compare UNI health insurance plans to determine the best plan for their current needs. There was a high volume of changes this year, likely due to the health educational sessions, the open enrollment informational sessions and the web site resources.

The maximum tax-deferred contributions allowed by the IRS for calendar year 2015 have increased. The SRA maximum will be \$18,000. Employees 50 or older may take advantage of the "catch-up provision" and may defer additional amounts. The older than 50 "catch-up" maximum is \$6,000. The Human Resources reception area is currently being renovated to better serve staffing needs. Plans are for the renovation to be completed by early January 2015.

HRS continues to work with Deloitte on the business cases resulting from the Board of Regents efficiency study.

V. Committee Reports

A. WWW Committee – Jean Wiesley

The committee recently reviewed the P&S Council website and updated all areas. Rick Seeley and Michelle Byers will be assisting with content management.

B. Employee Issues Committee – no report

C. Policies and Procedures Committee – Eric O'Brien

The committee recently met with University Counsel Tim McKenna to discuss breaking down existing P&S policies into ten policies. The committee will continue to work on the best way to proceed.

D. Employee Relations Committee – Mark Rowe-Barth

Mark thanked all for their participation in the Meet the Pres event held on December 8th. The program included an address by President Bill Ruud and 2014 Regents Staff Excellence Award recipients Ladene Bowen, Heather Soesbe and Kristin Woods were recognized. There were 97 in attendance and feedback was very positive on the event's success. If you have any comments, suggestions or ideas regarding this event, please send a note to Mark or Karen so that they can make a note for next year.

E. Salary and Fringe Benefits Committee – Eric Lukens and Jean Wiesley

The Salary and Fringe Benefits Committee along with Jean recently met with President Ruud and Vice President Hager. The main topic of discussion/concern related to the need for a P&S pay matrix review. Eric and Jean informed the council the meeting went as expected. During the meeting, Vice President Hager asked for the committees' thoughts on implementing a vesting period in TIAA CREF. There was discussion in the council regarding the role TIAA CREF may play in employee retention and recruitment. At UNI, there is no vesting period with the TIAA CREF plan whereas IPERS has a vesting period.

VI. New Business

Facilities Planning Overview – Philip Simpson

Philip was introduced by Jean Wiesley. He provided details on his background, that he came from the University of Colorado in Boulder, Colorado where he was in charge of the facilities planning group. He came to UNI in April 2014 and since September has been working on the Facilities master plan. He shared that 2015 will be spent developing plans and in 2016 the adoption process will take place. The total process is expected to last 1½ years.

Enrollment trends are an important part of facilities planning and a ten to twenty year window is being studied. A space needs analysis is being investigated and it has been determined that space is not being used very effectively. Philip stated that UNI is a campus large enough for 14,000 students.

Six task forces have been assembled. These consist of Academic, Community Partnerships, Campus Life, Open Spaces/Athletics, Transportation and Sustainability. Facilities Planning will be receiving analytical analysis and land use topography. Capital needs will be the last piece of the master plan.

Architects are currently working on the Schindler Education Center renovation. Current needs outweigh the \$21,400,000 budgeted amount for this renovation and ideas are being considered for

the best approach. The entire building will not be able to be vacated during the renovation process that will begin in 2015. It is expected that the renovation will be complete by January 2017.

Philip encouraged attendance at informational meetings that will be held in mid-January.

President's Report – Jean Wiesley

During the December 8th Cabinet meeting, the following was discussed:

- TIER – Four RFP's for consulting services are out. These RFP's cover sourcing and procurement, HR & FN01 shared services, Academic Affairs and IT. Each institution also has the opportunity to submit proposals for handling each business case internally.
- Performance Based Funding – continue to be many questions as no decisions have been made on funding.
- HLC Assessment Academy – A plan has been created to assess student learning, particularly in the liberal arts core.
- Space needs Analysis – Consultants have been on campus and preliminary results are compiled
- DSA Scholarship Changes – This scholarship has been changed from a two year, total of \$3000 to four year, total of \$6000. Applicants are up 31%, offers of admission up 27%. Approximately 700 students have paid the admissions acceptance fee.
- Ebola Planning update – Shelley Matthews is leading the campus on developing a plan if a person with Ebola comes to campus.
- Policies:
 - Use and security of protected health information – moved forward with no comment
 - Board of Regents, State of Iowa – moved forward that we do not need this policy as it is covered by BOR policies
 - Curriculum Management and Change – moved forward with no comment
 - Policies marked for deletion were approved

Tim McKenna received Jean's request to have policy changes noted when the notice for review goes out. He will be talking with the Executive Management Team to determine the best method to accomplish this request.

Jean thanked all involved in the successful Meet the Pres Event held on December 8th. She also thanked outgoing council member Sean Willett for serving on the P&S Council. Sean will be leaving UNI soon for another position.

VII. Adjournment

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

Respectfully Submitted,
Sandy Law
Human Resource Services