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:
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
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

Others
Megan Anderson
Michelle Byers
Jocelyn Moeller

Others
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