

**Supervisory and Confidential Merit Personnel Minutes**  
**July 17, 2007**  
**Curriss Business Building, Room 319**

Representatives in attendance: Sandra Scobee, Jane Close, Claudia Meyer, and Doug Widen

Other Representatives: None

Following is a list of all UNI-SCMP members, with those present indicated in bold:

Acklin, Janet	Grant, Michele	Oltman, Barbara
Althof, Margaret	Groen, Yvonne	Osuna, Roman
Andersen, Kim	Habinck, Tresa	Pakala, Lynn
Anderson, LeRoy	Hall, Ronald	Perry, Donald
Baldwin, Sherri	Hansen, Amanda	Peterson, Kristina
Bartlett, Mary-Sue	Headington, Diane	<b>Rathe, Marsha</b>
Becker, Penny	Hesse, MaryAnn	Reid, Keith
Bishop, Sheri	Hills, Marlene	Rohwedder, Chris
Brodie, Carol	<b>Jacobson, Julee</b>	Rossman, Amanda
<b>Chapin, Linda</b>	Johannes, Joan	Schwanz, Kathleen
Cheeseman, Dianne	Kehoe, Barbara	<b>Scobee, Sandra</b>
<b>Close, Jane</b>	Kensinger, Janis	<b>Scoggins Rose, Nancy</b>
Corson, Margaret	Kester, Judith	Shepard, Barbara
Corwin, Leroy	Keys, Mary	Stapleton, Larry
Counsell, Corleen	Kidder, Glee	Thomas, Ricky
Dally, James	Kirchmann, William	Truex, Rita
Davison, Diane	Kirk, Christopher	Uehle, Shirley
Dean, MaeLynne	Kjeld, Ann	Uhlenhopp, Donna
Dieken, Judy	Law, Sandy	Ungs, Fonda
Diercks, David	Main, Doug	Wagner, Coleen
Dix, Belinda	Marra, Stephanie	Watson, Jennifer
<b>Elbert, Irene</b>	Maury, Tammy	Welch, Keith
Farland, Bonnie	McDivitt, Cheri	Welter, Patricia
Fauchier, Wayne	McKernan, Pamela	<b>Widen, Douglas</b>
Frisch, Dawn	McNamee, James	Winters, Darlene
Goecken, Wilhelm G. III	<b>Meyer, Claudia</b>	Witham, Nancy
Goodman, Mary	Nedrow, Cheryl	Witt, Janet
	Neff, Brenda	Young, Rebecca
		<b>Ziegenhorn, Cindy</b>

**I. Introductions/Announcements**

Chair Sandra Scobee called the meeting to order at 1:30 p.m.

**II. Approval of Minutes**

Minutes from the June 19, 2007 meeting were approved. (Chapin/Jacobson)

**III. Personnel Changes – Sandra Scobee**

Tessa Dierickx resigned her position as Food Service Supervisor. Diane Juel has been reclassified to P&S.

Claudia Meyer will provide the monthly personnel change reports.

**IV. HRS Update – No Report**

**V. P & S Council Meeting – Sandy Law by Sandra Scobee**

RAGBRAI Report – Jon Buse

Plans for the RAGBRAI overnight stay in Cedar Falls on July 25<sup>th</sup> were presented. Included were the estimate of 40,000 people arriving that day, locations of campgrounds, changes and closures of roads and traffic. For specific information, go to [www.cedarfallsragbrai.org](http://www.cedarfallsragbrai.org)

New member lists and updated P&S Constitution can be found on the P&S website. [http://www.uni.edu/ps\\_council/](http://www.uni.edu/ps_council/)

**VI. EAP Update – No Report.**

**VII. CURAF Update – No Report.**

**VIII. Parking Deck Committee – No Report.**

**IX. Old Business**

**A. MPAC – Yvonne Groen – No Report**

**B. RISCAC – Jane Close**

Topics discussed at the RISCAC meeting on June 21<sup>st</sup> included Phased Retirement, upgrades for job classifications, the RISCAC website, safety and security since the Virginia Tech tragedy, University of Iowa's research into sick leave policies, Extra-Meritorious Awards awarded at the University of Iowa, and election of officers.

Chair – Jane Close, University of Northern Iowa

Vice-Chair – Eileen Sullivan, University of Iowa

Secretary – Lynnette Hauser, Iowa State University

**C. University Council – Sandra Scobee**

University Council did not meet, but a Thank You Reception for local legislators was held on June 27<sup>th</sup>. All the local legislators attended.

#### **D. Workplace Giving Committee – Nancy Scoggins Rose**

The committee has met twice. The first meeting was to establish the purpose of the committee, which is to provide leadership in developing policies and procedures that would help govern workplace giving on the UNI campus. Pat Geadelmann and Tom Schellhardt are co-chairs. A proposed policy would limit workplace giving to one time period in the fall. The University of Iowa does all their giving online and UNI may move towards that method, eliminating packets and volunteers to distribute and collect them. If more than one organization is allowed to solicit, it is proposed that all be at the same time. Members raised several questions regarding workplace giving. If you have suggestions or concerns, please forward them to Nancy at [Nancy.Scoggins@uni.edu](mailto:Nancy.Scoggins@uni.edu) so she can carry them forward to the committee.

#### **E. VP-ESS Search Committee – Cindy Ziegenhorn**

The President has announced his choice for new VP-ESS, Dr. Terrence Hogan, from Ohio University. His start date is August 13<sup>th</sup>. More information on Dr. Hogan can be found at <http://www.uni.edu/essvp/bios.shtml>

### **X. New Business**

#### **A. Review of SCMP Classifications – Sandra Scobee/Jane Close**

Review of SCMP supervisory classifications was discussed at the last RISCAC meeting. Each institution is to determine if there is interest in presenting classifications to the Board of Regents for review and possible upgrade to next pay level. Classifications for review will be submitted to the Board of Regents through RISCAC.

Criteria may include a major change of duties, which would be likely since the comparable worth study was done in the 1980's, and documentation of recruitment and retention problems in the classification. A representative sample of the class will complete the job study.

#### **B. Emergency Leave Accumulations – Marsha Rathe**

Effective February 8, 2006, employees can carry over up to a maximum of 80 hours of emergency leave. However, the leave is calculated on last in/first out. This means the most recently accrued emergency leave is used first. For example, an employee has 63 hours of emergency leave in 2007. The hours accrue on your employment anniversary date which hasn't been passed yet for 2007. The employee uses 44 hours of emergency leave, the 40 from 2006 and 4 that were carried over from 2005. Expected total for available emergency hours would be 19, but once the anniversary date is passed and the 40 hours for 2007 are accrued, the total will only be 40 hours because the other 19 are from 2005 and cannot be carried forward to 2007, only to the "next year". Last in, First out.

The bargaining unit has a grievance pending on this issue. SCMP members should examine their own emergency leave totals to determine if they have been affected by the last in/first out policy and contact an executive board member if they have.

#### **C. Format of SCMP Minutes – Sandra Scobee**

Information to be included in the minutes will be what directly affects members along with links for those who want more information. Contact any board member with preferences in regard to content of the minutes.

**D. Other New Business – Julee Jacobson – Bad Weather Policy**

Some employees were paid for the last snow day as if they had been at work, while others were not, and time sheets were not accurately submitted. Policy 4.07 Weather/Working Conditions is not being administered equitably across campus. Deans, Directors, Department Heads, and anyone who supervises employees needs to be educated on the policy and how it should be administered. Julee and Claudia will draft a letter and present it at the next meeting.

**XI. Next meeting:** Next meeting date and location to be announced.

**XII. Adjournment**

The meeting adjourned at 3:00 p.m.

Respectfully submitted,  
Cindy Ziegenhorn