

**Unapproved**  
**Supervisory and Confidential Merit Personnel Minutes**  
**August 21, 2007**  
**Curris Business Building, Room 319**

Representatives in attendance: Sandra Scobee, Jane Close, Doug Widen and Yvonne Groen

Other Representatives: Jan Hanish, Michelle Byers, Dave Zarifis and Nick Bambach

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

Acklin, Janet	Grant, Michele	Oltman, Barbara
Althof, Margaret	<b>Groen, Yvonne</b>	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	Rathe, Marsha
Becker, Penny	Hesse, MaryAnn	Reid, Keith
Bishop, Sheri	Hills, Marlene	Rohwedder, Chris
Brodie, Carol	Jacobson, Julee	Rossmann, Amanda
Chapin, Linda	Johannes, Joan	Schwanz, Kathleen
Cheeseman, Dianne	Kehoe, Barbara	<b>Scobee, Sandra</b>
<b>Close, Jane</b>	Kensinger, Janis	Scoggins Rose, Nancy
Corson, Margaret	Kester, Judith	<b>Shepard, Barbara</b>
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	<b>Law, Sandy</b>	Ungs, Fonda
Diercks, David	Main, Doug	Wagner, Coleen
Dix, Belinda	Marra, Stephanie	Watson, Jennifer
Elbert, Irene	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	Meyer, Claudia	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. Jan Hanish and Dave Zarifis talked to our group at the beginning of the meeting. See below for their discussions.

**II. Approval of Minutes**

Minutes from the July 17, 2007 meeting were approved. (Law/Close)

**III. Personnel Changes – No Report.**

**IV. HRS Update – Nick Bambach**

Nick informed the group that Robin Gurien has left the University. She has taken a position with the Orange County Schools in California as Director of Training. Nick mentioned there will be no SOAR training sessions this fall.

Nick reported there are currently five construction bids for the Gilchrist Hall Renovation. Work is estimated to be completed by the end of summer in 2008.

**V. P & S Council Meeting – Sandy Law**

As reported in the minutes of the August 9<sup>th</sup> meeting, for FY 2008, Carol Fletcher will serve as President of the P & S Council and Rick Seeley will serve as Vice President.

**VI. EAP Update – No Report.**

**VII. CURAF Update – No Report.**

**VIII. Parking Deck Committee – Margaret Corson (Presented by Yvonne Groen)**

As noted in UNI Online July 11 and August 15<sup>th</sup>: The Commons A & B parking lots will be closed from approximately March 2008 through June 2009 for the construction of the parking deck and transit facility. Twenty-third Street between Merner Avenue and Campus Street will also be closed during that time. A free, high-frequency shuttle service from outlying lots to central campus will be offered.

This committee will no longer be meeting.

**IX. Old Business**

**A. MPAC – Yvonne Groen**

The following items were discussed at the MPAC meeting on June 13, 2007:

Regents Award for Merit Staff, ERIP Subcommittee Report, Phased Retirement, Possibilities of Advancement of Merit Staff, Chair Report for University Meetings, MEMFIS Vacation/Sick Leave Balances, Northern Iowans, and Parking Concerns.

The minutes can be found at:

<http://www.vpaf.uni.edu/hrs/merit/mpac/documents/06132007.pdf>

**B. RISCAC – Jane Close**

The next RISCAC meeting will be held in Urbandale on September 13<sup>th</sup>. The review of SCMP classifications will be discussed. Information obtained regarding phased retirement will also be passed on to the Council.

**C. Survey Results – Review of SCMP Classifications – Sandra Scobee/Jane Close**

Responses were received from the following classifications for SCMP: Secretary IV, Food Service Supervisor, and Office Coordinator I. The Public Safety (Police) Lieutenants have chosen to wait until the outcome of the arming issue before deciding on whether to pursue the review of their classification. This matter will be discussed further at the RISCAC meeting on September 13<sup>th</sup>.

**D. Workplace Giving Committee – No Report.**

**E. Emergency Leave Accumulations – No Report.**

**F. Bad Weather Policy – No Report.**

**X. New Business**

**A. Critical Incident Training – Jan Hanish/Dave Zarifis**

Jan and Dave informed the members of critical incident training which will be implemented at the University. The initial training may begin as early as the third week of September. It will be a work in progress and will evolve as time progresses. Members are encouraged to e-mail Jan ([jan.hanish@uni.edu](mailto:jan.hanish@uni.edu)) with any suggestions or ideas on training topics.

**B. Arming of Regents Sworn/Certified Police Officers – Dave Zarifis**

Dave made a presentation to the members regarding the issue of arming the University Public Safety Officers. You may review the document at:

[http://www.vpaf.uni.edu/vpaf/documents/arming\\_report\\_73107.pdf](http://www.vpaf.uni.edu/vpaf/documents/arming_report_73107.pdf)

Dave encouraged the members to review at least the first 11 pages.

The UNI-SCMP members will be contacted for their input so a tally count can be given to the President of our group's consensus on this matter by September 5th. Personal comments or questions may also be directed to President Allen directly. ([ben.allen@uni.edu](mailto:ben.allen@uni.edu))

**XI. Next meeting:** September 18 at 1:30 p.m.  
College Eye Room, Maucker Union

**XII. XII. Adjournment**

The meeting adjourned at 3:10 p.m.

Respectfully submitted,  
Yvonne Groen