

Supervisory and Confidential Merit Personnel Minutes
January 15, 2008
Curriss Business Building, Room #323

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

Other Representatives: Michelle Byers and Nick Bambach

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

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

I. Introductions/Announcements

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

II. Approval of Minutes

Minutes from the November 20, 2007 meeting were approved. (Law/Welch)

III. Personnel Changes – Sandra Scobee

Yvonne Groen has gone back to her maiden name of Yvonne Buehner.

IV. HRS Update – Nick Bambach

Nick mentioned the Critical Incident Training Team. If there is an immediate threat, the individual should contact Public Safety. If there is a concern that is not immediate, staff should contact Human Resources, students should contact Jon Buse, Dean of Students, and faculty should contact the Provost Office.

Nick reminded the members of the retirement reception for Eileen Dams of Human Resources on Tuesday, January 29th from 2:00 PM to 4:00 PM at the Commons Georgian Lounge. Eileen has been employed at UNI for 25 years. Interviews should be conducted the end of January for Eileen's replacement.

Buck Consultants has been selected to review the University's health and dental plan.

The members discussed the Training Advisory Committee. Committee members will consist of director level and above. The focus will initially be leadership and management training.

Members also discussed the retirement open house scheduled for Diane Headington of Business Operations. Diane's open house will be held on Thursday, January 31st from 1:30 PM to 4:30 PM at Campbell Hall Dining. Diane is retiring after 35 years at UNI.

V. P & S Council Meeting – Sandy Law

Cabinet Report/Budget Update – Bill Calhoun

Bill encouraged attendance at "Service Speaks" presentations to be held on campus January 16th & 17th.

At the December meeting of the University Council, President Allen announced the University's next campaign with a focus on building the University's endowment, the theme is "Imagine the Impact." More information about this campaign will be forthcoming.

The University is in the process of preparing for re-accreditation which will take place in 2010.

A final decision has been made on the FY09 budget and Vice Presidents will be notifying directors with information.

VI. EAP Update – No report. The next meeting is scheduled for April, 2008.

VII. CURAF – No Report.

VIII. RISCAC – Jane Close

RISCAC met through Iowa Communications Network (ICN) transmission on January 10th.

Buck Consultants is reviewing the P & S salaries at the University of Iowa.

The search for the Executive Director of the Board of Regents is being conducted. The position should be filled by May 1st.

The University of Iowa presented their proposed Parental Leave Policy. They will keep us informed on this matter.

IX. Old Business

A. MPAC (Merit Personnel Advisory Council) – Yvonne Buehner

Yvonne summarized the minutes of the November 14, 2007 MPAC meeting. Items discussed were phased retirement, early retirement and professional development and advancement opportunities for Merit staff.

No meetings were held in December, 2007 or January, 2008.

B. SCMP Reclassifications – Sandra Scobee

Some members are still interested in pursuing the SCMP reclassification issue. There may be meetings in the near future to discuss this further.

C. Welcoming Committee – Sandra Scobee

Members discussed a welcoming committee for new SCMP members. Sandra suggested the SCMP group have their own web page similar to what P & S Council has for their group. The page should link to Human Resources. Nancy Scoggins Rose has volunteered to create and maintain this page.

D. Other Old Business

1. Provost Search

Nick Bambach informed the members resumes are being looked at currently.

2. Workplace Giving

Nancy Scoggins Rose mentioned the committee will meet again in the spring. The goal is to allow on-line giving. Any 501(c)(3) organization is allowed on campus for workplace giving.

X. New Business

A. Chair Reports

1. University Council – Sandra Scobee

A copy of the December 5th meeting materials can be found at:

http://www.uni.edu/pres/council/uni_council_12-5-07.pdf

2. Campus Advisory Group – Sandra Scobee

Concerns of the group at this time are: replacing the Dean for the College of Social & Behavioral Sciences, community college issues as many students come to UNI after attending community college, and an honor system among the students.

3. Faculty Senate Agenda – Sandra Scobee

The Faculty Senate meeting was held January 14th. Sandra mentioned agenda items of Critical Incident Training, Campus Police carrying firearms, graduation with honors draft, enhancing the Professional Development Assignment Committee, and an Emeritus Status request for Lucille Lettow.

4. Board of Regents Meeting – Yvonne Groen

Cindy Ziegenhorn supplied a summary of the highlights of the December 4, 2007 meeting. Items discussed were approval of tuition and fees for 2008-2009, personnel transactions relating to UNI, and President Allen's appointment to the Iowa Department of Economic Development Board of Directors as an ex officio member. The link to agendas and minutes can be found at:

<http://www2.state.ia.us/regents/Meetings/DocketMemos/memos.html>

The luncheon to honor the Regents Staff Excellence recipients is scheduled for the May meeting which will be held at UNI.

The next meeting of the Board of Regents will be held on February 7, 2008 at Iowa State University.

B. Executive Board Meetings – Sandra Scobee

The members discussed Executive Board meetings for SCMP. Anyone can attend these meetings. A notice will be added to the agenda when those meetings are scheduled. The Executive Board meeting will follow the regular SCMP meeting.

C. SCMP Issues/Goals for 2008 – Sandra Scobee

Sandra asked members what issues and goals they would like to see for 2008 within our SCMP group. Additional speakers were discussed to join our meetings.

XI. Next meeting: February 19, 2008 at 1:30 p.m.
Curris Business Building, Room #323

XII. Adjournment
The meeting adjourned at 2:25 p.m.

Respectfully submitted,
Yvonne Buehner