

Supervisory and Confidential Merit Personnel Minutes
May 20, 2008
Curris Business Building, Room #323

Representatives in attendance: Sandra Scobee, Doug Widen and Yvonne Buehner

Other Representatives: Nick Bambach and Beth Kuehl

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

I. Introductions/Announcements

Chair Sandra Scobee called the meeting to order at 1:30 p.m. UNI-SCMP members introduced themselves to Beth Kuehl, HRMS Administrator of Human Resource Services.

II. Approval of Minutes

Minutes from the April 15, 2008 meeting were approved. (Law/Widen)

III. Personnel Changes – Sandra Scobee

Marsha Rathe has left the University for other employment.

IV. HRS Update – Nick Bambach

UNI will be a smoke-free campus effective July 1st.

Human Resource Services will be moving back to Gilchrist Hall the second week in July. The conference room at Human Resource Services will be used as a call center for critical incidents.

Sarah Peakin, Benefits Specialist, will be leaving the University due to her husband taking other employment.

V. P & S Council Meeting – Sandy Law

Sandy reported on the May 8, 2008 P & S Council Meeting.

Cabinet Report/Budget Update – Bill Calhoun

There was good news from the legislative sessions this year. Salaries were fully funded and \$4 million was appropriated for the Math/Science Initiative. Funds were also appropriated for the electrical distribution loop.

The P & S salary distribution recommendation was approved by the Cabinet.

The annual retirement breakfast was held on May 3rd in the Commons and sixteen retirees were honored.

Old Business – P & S Policy Changes Review

For the past 25 years, a number of on-campus groups have attempted to consolidate, simplify and clarify P & S Policies. The latest review has been completed by Tim McKenna, Nick Bambach, Leah Gutknecht, Michelle Byers and Lisa Frush.

Primary changes to the P & S Policies were discussed. It was suggested that a group of P & S employees should evaluate all proposed changes, comparing them to the original document. Carol Fletcher will send out a notice for those interested to serve on this committee.

VI. EAP Update – Sandy Law

Sandy handed out the minutes from the April 21, 2008 EAP Committee Meeting.

VII. Old Business

A. Election Progress – Sandra Scobee

The request for nominations has been sent out. The ballot needs to be available to SCMP members between May 22nd and May 31st for election of the new officers.

B. SCMP Logo and Website Progress – Sandra Scobee

Sandra suggested a committee be formed to work on this issue. It was felt the SCMP group might become better known to the campus community with their own website. Another reason was to make the web page easier to find. If a committee is formed, Beth Kuehl offered to serve as ex officio.

The members discussed the advantages and disadvantages of leaving the SCMP web page under the Human Resources website. This will need to be discussed further.

C. SCMP Reclassification Update – Sandra Scobee

No more information on this issue at this time.

D. Pay for Exceptional Performance – Sandra Scobee

Sandra presented a draft of a letter to the members. The intent was to send the letter to Tom Schellhardt, Vice President for Administration and Finance, to make sure Department Heads are aware of this item. After further discussion, the matter was tabled and this matter will not be pursued at this time.

E. RISCAC Presentation to the Board of Regents – Doug Widen

Doug informed the members he was not able to speak at the Board of Regents meeting due to a change in the schedule. The document was given to the Regents members for their consideration.

VIII. New Business

A. Invitation (President Allen) – Sandra Scobee

President Allen will be unable to speak to the SCMP members in June. Sandra sent a note to President Allen inviting him to meet with the SCMP members at least once a year.

B. Compensatory Time Payout Memo – Sandra Scobee

There were questions on this matter. It was suggested Linda Gruetzmacher, Payroll Manager, be a guest at one of our meetings. She would be able to answer questions on this subject.

IX. Other

A. Compliance/Equity Presentation – Sandra Scobee

Leah Gutknecht will be a guest at the June meeting. There will be a 10-minute review, followed by questions and answers.

B. FY09 Meeting Dates – Yvonne Buehner

Yvonne informed the members the location of the meetings for July through December, 2008 will be at Curris Business Building, Room #323. The location for some of the meetings may be changed to Gilchrist Hall at a later date.

X. Adjournment

The meeting was adjourned at 2:25 PM.

Respectfully submitted,
Yvonne Buehner