

**Supervisory and Confidential Merit Personnel Minutes**  
**August 19, 2008**  
**Curris Business Building, Room 323**

Representatives in attendance: Irene Elbert, Jane Close and Yvonne Buehner

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

**1. Call to Order**

Chair Irene Elbert called the meeting to order at 1:30 p.m.

**2. Introduction of Members**

**3. Minutes of July 15, 2008 Meeting**

Minutes from the July 15, 2008 meeting were approved. (Law, Close)

**4. Personnel Changes**

Claudia Meyer will include these changes with her report at the September 16, 2008 meeting.

**5. Human Resource Services Update (Nick Bambach)**

Nick reported contract negotiations will begin soon for United Faculty and AFSCME.

The Cabinet has decided that the policy for pre-employment checks will now include checks for criminal background for part-time and full-time employees.

Nick asked the members if they had heard any feedback regarding the smoking policy. None were noted. Nick said signs are to be posted regarding the policy.

A replacement for Sarah Peakin, Benefits Specialist, is in process. The candidate has been presented an offer and has accepted.

A position to be filled in Human Resource Services is the Employee Disability and Leave Coordinator. This position will cover FMLA, Catastrophic Leave, Workers Compensation, and ADA.

**6. P & S Council (Sandy Law)**

Elections were held in July for P & S Council President and Vice President. Carol Fletcher was elected President and Jason Vetter was elected Vice President for 2008-2009.

The Meet the Pres Event has been set for October 14<sup>th</sup> from noon to 1:00 pm in Maucker Union, Ballroom C. Refreshments will be served. Three Regents Staff Excellence Award winners will be announced during this event.

There was discussion about promoting the Staff Training Grant which allows full funding of tuition reimbursement for UNI employees who take advantage of the program. P & S Compensation & Classification Coordinator Lisa Frush noted that the Staff Training Grant is fully explained to candidates in HR benefit briefings to assist with promoting the program.

For more information on the Staff Training Grant see:

<http://www.uni.edu/pres/policies/475.shtml>

**7. Old Business**

**a. Review of President Allen's Visit**

The main issues that were covered at President Allen's visit were budget, merit increases, phased retirement and the issue of half of the SCMP employees hitting the ceiling as far as raises.

Information was given to President Allen regarding phased retirement from the Ad Hoc Committee and the merit increases. The SCMP group may want to follow up with President Allen regarding these matters. In the meanwhile, the members should try to come up with solutions regarding the problem areas in these matters.

It was suggested the Ad Hoc Committee should meet again regarding phased retirement.

**b. SCMP Website**

A meeting will be held with the Webmaster, Claudia Meyer, to discuss correcting the current website information and future plans for the website.

**c. Review of Classifications**

Food Service Supervisors and Secretary IV's will be approached one more time to see if they want to pursue reviewing those classifications.

**d. Compensatory Time Payout**

Linda Gruetzmacher, Payroll Manager, will be attending the September 16<sup>th</sup> meeting. She will be able to answer questions regarding the compensatory time payout. If members have any other items they would like to discuss, please let Irene Elbert know in advance of the meeting.

**8. New Business**

**a. Regents Staff Excellence Awards**

The selection process for the Regents Staff Excellence Awards has usually been done in the Spring. The SCMP group will follow P & S and the selection will now be done in the Fall. The Supervisory and Confidential Merit Personnel award is presented in the odd years. It was decided to initiate the process in the Spring with setting up the committee and preparing applicants information. The final selection process would then be done in the Fall.

**b. Parking Deck**

Once the Parking Deck is finished a groundbreaking ceremony will be planned. It is projected to be finished in the Summer of 2009.

**c. SCMP Visibility**

Several areas were discussed regarding SCMP visibility. It was suggested information should be posted on UNI-Online including meeting dates and a link to the minutes.

New members should receive a personal invitation to their first meeting.

Changing the name to Supervisory and Confidential Council was suggested. Also, the positions of the Board should be changed from Chair and Vice Chair to President and Vice President. This would mean changing the constitution, giving the members an advance notice of the change and then voting on this change.

**d. Gilchrist Hall**

The Gilchrist Hall Rededication will be held on October 17<sup>th</sup> from 2:00 to 4:00 p.m.

Tours will be given of Gilchrist Hall and other buildings during Family Weekend on Saturday, September 20<sup>th</sup> from 10:00 a.m. to noon.

Now that the offices have returned to Gilchrist Hall, a “Green Team” has been formed. Julie Tyler is the Chair.

**9. Adjourn**

The meeting adjourned at 2:35 p.m.

**10. Next Meeting**

September 16, 2008, 1:30 p.m.

Curriss Business Building, Room #323

Respectfully submitted,  
Yvonne Buehner