

Supervisory and Confidential Merit Personnel Minutes
May 16, 2006
Curris Business Building, Room 323

Representatives in attendance: Linda Chapin, Sandra Scobee, Barb Shepard, Doug Widen,
Cindy Ziegenhorn

Other Representatives: Nick Bambach

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

Acklin, Janet	Hackenmiller, Tessa	Osuna, Roman
Althof, Margaret	Hall, Ronald	Pakala, Lynn
Anderson, LeRoy	Hansen, Amanda	Perry, Donald
Baldwin, Sherri	Hart, Patricia	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	Rossman, Amanda
Chapin, Linda	Johannes, Joan	Schwanz, Kathleen
Cheeseman, Dianne	Juel, Diane	Scobee, Sandra
Close, Jane	Kehoe, Barbara	Scoggins-Rose, Nancy
Corson, Margaret	Kensinger, Janis	Shepard, Barbara
Corwin, Leroy	Kester, Judith	Stapleton, Larry
Dally, James	Keys, Mary	Thomas, Ricky
Davison, Diane	Kidder, Glee	Truex, Rita
Dean, MaeLynne	Kirchmann, William	Uehle, Shirley
Dieken, Judy	Kirk, Christopher	Uhlenhopp, Donna
Diercks, David	Kjeld, Ann	Ungs, Fonda
Dix, Belinda	Law, Sandy	Wagner, Coleen
Duggan, Yvonne	Main, Doug	Watson, Jennifer
Elbert, Irene	Marra, Stephanie	Welch, Keith
Farland, Bonnie	McDivitt, Cheri	Welter, Patricia
Fauchier, Wayne	McKernan, Pamela	Widen, Douglas
Frisch, Dawn	McNamee, James	Winters, Darlene
Goecken, Wilhelm G. III	Meyer, Claudia	Witham, Nancy
Goodman, Mary	Nedrow, Cheryl	Witt, Janet
Grant, Michele	Neff, Brenda	Young, Rebecca
Groen, Yvonne	Oltman, Barbara	Ziegenhorn, Cindy

I. Introductions/Announcements

Chair Linda Chapin called the meeting to order at 1:32 p.m.
Members present introduced themselves.

II. Approval of minutes

Minutes from the April 18, 2006, meeting were approved as written. (Shepard, Chapin)

III. Personnel Changes - Cindy Ziegenhorn

Jessica Bormann resigned as Food Service Supervisor at Piazza.

IV. HRS Update – Nick Bambach

Lisa Frush has been hired to replace Kim Schares as P & S Employment Coordinator. She will begin work on June 5th.

V. P & S Council Meeting – Sandy Law – report given by Cindy Ziegenhorn

The P & S Staff Council met on May 11th.

Tom Schellhardt reported that Ben Allen will begin his presidency at UNI on June 5th. The cabinet is working on details of the transition.

The Cabinet has been working on a revenue enhancement to make up for the \$4.3 million current legislative shortfall. A tuition surcharge will likely be implemented. The student government must be notified by May 19th concerning this issue.

The VPAF office will be moving to the CET building soon.

Nick Bambach reported the new P & S Employment Coordinator is Lisa Frush, who will begin her position on June 5th. Lisa is a UNI alumna with ten years of HR experience.

On July 1, 2007, the AFSCME and United Faculty contracts expire.

There was a discussion regarding the value of staff training grant monies as a very important benefit for UNI employees. The staff training grant budget is currently \$50,000 per year, an increase of \$14,000 from a year ago. It was noted that the increase has not kept up with tuition increases, but is a valued benefit for employees and an attractive benefit to potential employees.

No Staff Excellence Award nominations were received by the submission due date. After discussion it was decided that the committee will go through the process once again in August in order to receive nominations for this award given each year during the Board of Regents meeting in October.

VI. EAP Update – Cindy Ziegenhorn

The EAP committee met on April 24th.

The programs held in early March for those employees affected by the Gilchrist fire were discussed. Two programs were held for employees and one was given for department heads, deans, and supervisors. Comments from participants have all been positive with the general theme that the facilitator, Stephanie Lawrence, spoke directly to the issues at hand and provided useful information to help in moving forward.

A second program covering the issue of parenting troubled teens was also facilitated by a counselor from Allen EAP. As a result of these two programs, a support group has been formed from the participants in attendance. Please be alert to co-workers or fellow employees who could benefit from a group such as this and feel free to refer them to Deedra Dahlager. Deedra.Dahlager@uni.edu or 273-7162.

The first quarter of 2006 had 140 total visits. Most common presenting problems were 1) Stress, 2) Emotional/medical, and 3) Job/Career and Marital/Relationship. Client Satisfaction Survey results from 5 EAP users self-identified as UNI employees were 4 strongly agree that UNI does a good job promoting EAP and 1 who disagreed with no explanation in the comments section.

Allen EAP is in the process of creating two new posters to highlight the services provided by EAP. They should be out next month. Deedra will distribute them on campus via the head secretaries mailing list.

The next EAP meeting will be July 24th.

VII. Curaf Update – Keith Welch – No Report

VIII. Old Business

A. Campus Advisory Group CAG Update – Linda Chapin

The CAG will be the framework to move the Campus Conversations forward. Those task forces that will continue toward implementation are: Leadership, Communication, Diversity, and Continuous Improvement.

The Center for the Enhancement of Teaching and Learning will be administered by the Faculty Senate.

The Campus Meeting Place will not move forward due to financial obstacles.

Menu of Perks was tabled due to objections from United Faculty.

Student Employment: no conclusion. Waiting for more information from Tim Bakula.

The CAG would need to pick a protocol based on campus culture and needs. CAG would also be the leaders in permeating this across campus. One idea would be to form sub groups to try to reach staff in each governance group.

Campus Conversation outcomes and recommendations can be found on line at www.uni.edu/conversation/. The committees have completed their charge unless more is requested from them at a later date.

B. UNI-SCMP 2006-07 Executive Board Election Update – Sandra Scobee

There have been five nominations received for the two At Large positions available in July. A notice will be sent to SCMP members via My UNIverse on May 18th. Members may vote from May 18th until May 31st. The results of the election will be available as soon as possible after the 31st, with the information sent to members by e-mail.

C. RISCAC Website

RISCAC is investigating the possibility of hosting their web site at UNI. Linda will work with Nick once she receives a copy of the web site, to see if it will be possible for HR to host and maintain this site. Information on the RISCAC web site would include current officers and contact information, including term expiration dates. It would also include copies of RISCAC meeting minutes.

IX. New Business

A. Future Governance Groups – Linda Chapin

Jeff Funderburk, Vice President of United Faculty, has suggested an ongoing series of meetings that would include Dr. Allen and representatives of AFSCME, Faculty, Merit Personnel Advisory Committee, NISG, P&S Council, SCMP, and United Faculty, to discuss common issues. The goal of the meetings would be to facilitate better communication, and

offer another opportunity for the new President to interact with the various governance organizations in a fairly informal fashion. These meetings would begin next fall after classes begin. The Executive Board agreed this is a good idea and Linda informed Jeff Funderburk that we would like to participate.

X. Next meeting: June 20th, 2006, at 1:30 p.m. in the Curris Business Building, room 319.

XI. Adjournment

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,
Cindy Ziegenhorn