

Supervisory and Confidential Merit Personnel Minutes
August 15, 2006
Curris Business Building, Room 323

Representatives in attendance: Cindy Ziegenhorn, Jane Close, Sandra Harberts, Doug Widen and Yvonne Groen

Other Representatives: Nick Bambach and Michelle Byers

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

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

I. Introductions/Announcements

Chair Cindy Ziegenhorn called the meeting to order at 1:30 p.m. Members present introduced themselves.

II. Approval of Minutes

Minutes from the July 18, 2006 meeting were approved. (Close, Law)

III. Personnel Changes – Sandra Harberts

No changes to report.

IV. HRS Update – Nick Bambach

On July 1, 2007 the AFSCME and United Faculty contracts expire. Most of the negotiations occur in January and the contracts should be settled by April of 2007.

Nick invited us to stop by and welcome Lisa Frush, the new P & S Coordinator.

The search for Jan Flick's replacement continues. Human Resources hopes to have an offer to a candidate by mid-September. Jan's retirement reception will be held on Tuesday, August 29th from 2:00 p.m. to 4:00 p.m. in the Commons Georgian Lounge.

V. P & S Council Meeting – Sandy Law

The FY 2007 budget was approved at the last Board of Regents meeting. The FY 2008 and FY 2009 budgets are currently being reviewed by the Board of Regents.

The Cabinet retreat was held on July 25th and 26th. This was the Cabinet's first retreat with President Allen. Topics of discussion were current and upcoming events and future plans. Ongoing budget pressures present challenges and opportunities. An Energy Conservation committee of 20-25 members will be formed in September. Their charge will be to identify ways to save energy costs and educate the campus community on how to implement changes. This committee will report directly to President Allen.

President Allen will be installed as UNI's ninth President on September 29th.

The Staff Excellence Award nomination form will be posted to My UNlverse soon. Nomination deadline for the award is September 15th and selection of award winners will be completed by September 25th.

The "Meet the Pres" event will take place the week after homecoming this year.

VI. EAP Update – No Report.

VII. CURAF Update – No Report.

VIII. Multimodal Committee Report – Margaret Corson

There have been no meetings since June 22nd. The next meeting will be held Thursday, August 17th. President Allen will be attending that meeting.

IX. Old Business

A. Supervisor Levels Concern – Jane Close

The members discussed the matter that a supervisor in plant services is required to be three grades above those supervised and whether the same holds true for the clerical staff. The members reviewed a report generated by Human Resources that shows the employee's grade in comparison to the grade of their supervisor for the UNI-SCMP employees. Human Resources was supplied information from the departments regarding supervisor positions at the time Oracle was implemented. It is possible the departments did not interpret the questions uniformly which would result in this report having inconsistencies. The department's organizational chart may very well reflect variances from the report.

Jane supplied additional reports that reflect the Merit System classifications and the definition of "pay for lead worker status".

The members discussed, at length, how to investigate this matter further and gather more accurate information. It was decided to direct this matter to RISCAC and see if the other universities have the same concerns before the next RISCAC meeting on October 4th. Jane will draft a report to present.

B. Campus Communication – Cindy Ziegenhorn

Work is continuing on furthering campus communication among employee groups. Groups included are P & S, MPAC, Faculty Senate and SCMP. One of the goals of this group is to identify campus-wide issues and provide a means for speedy communication across campus. A second goal is to share facts regarding particular issues. The first meeting will probably not be set up until some time in September because of the start of the fall semester.

C. Welcome Committee for President Allen – Mary-Sue Bartlett

The installation events for President Allen will begin on Thursday, September 28th with "A Bash with Ben" barbeque for students from 11:00 a.m. to 1:30 p.m. in the Memorial Garden outside Maucker Union. From 3:00 p.m. to 4:30 p.m. there will be a faculty and staff reception in the Commons Ballroom. The installation ceremony will be at 11:00 a.m., Friday, September 29th in the Gallagher-Bluedorn Performing Arts Center. The Jebe Hall is reserved for overflow.

X. New Business

A. Other Group Reports

1. Board of Regents Minutes – Cindy Ziegenhorn

Cindy covered the highlights of the August 8th and 9th Board of Regents Meeting agenda. Items of interest are:

A request for approval to proceed with the Electrical Distribution Loop System Load-Break Switches Phase 1 project. This will improve safety and reliability of the system. The components are 27 to 41 years old and obsolete. FY 2006 General Assembly appropriated \$3 million. The anticipated cost is \$8.5 million.

The Board is looking at preliminary legislative discussion topics for 2007.

The FY 2007 budgets were reviewed and approved.

A revision to the Policy Manual, Chapter 4, 4.17(B) to eliminate the waiver of liability requirement for former employees to access their TIAA-CREF retirement accounts. This revision was considered at the June meeting.

2. Faculty Senate – Cindy Ziegenhorn

The Faculty Senate minutes are not current on their website. Minutes have not been posted for any meetings in 2006. The Senate meets twice a month. Dena Snowden will work with Cindy on supplying minutes from those meetings.

3. MPAC (Merit Personnel Advisory Committee) – Yvonne Groen

The members of the Merit Personnel Advisory Committee are Dave Pruin, Keith Kressin, Kathy McCombs, Nancy Wegand, Katrinka Smith, Cathy Pearson and Mary Friedrich. Yvonne covered highlights of their meeting minutes for July 11, 2006.

Dave Pruin met with AFSCME Local President Susie Baker. They discussed trends in the Physical Plant. There has been an increase of approximately 55% in managerial staff, with an approximate decrease of 25% in Merit employees. At the same time, there has been an increase of responsibility, with 566,824 more square footage of space on campus to maintain. Custodial numbers were not included, but staffing levels are still down.

Dave Pruin contacted Nick Bambach regarding an annual award for Merit staff similar to what is done for SCMP and P & S employees.

Nancy Wegand drew up a list of questions about early retirement for Nick Bambach as a basis for discussion. It was decided that Nancy Wegand and Dave Pruin will draw up new suggestions for early retirement plans, collaborating with the other Regent schools.

Kathy McCombs raised questions about why there are so few choices for long-term care insurance. Kathy McCombs and Susie Baker will check into this further.

Cathy Pearson noted that a large number of the employees needing donations to cover catastrophic leave are custodians. This raises questions about safety on the job for custodians and others and the impact of the job on physical health.

XI. Next meeting: September 19, 2006, at 1:30 p.m.
Curris Business Building, Room 323

XII. Adjournment
The meeting adjourned at 2:43 p.m.

Respectfully submitted,
Yvonne Groen