

**Supervisory and Confidential Merit Personnel Minutes**  
**September 19, 2006**  
**Curriss Business Building, Room 323**

Representatives in attendance: Cindy Ziegenhorn, Jane Close, and Yvonne Groen

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

Acklin, Janet	<b>Groen, Yvonne</b>	Oltman, Barbara
Althof, Margaret	Hall, Ronald	Osuna, Roman
Anderson, LeRoy	Hansen, Amanda	Pakala, Lynn
Baldwin, Sherri	Harberts, Sandra	Perry, Donald
<b>Bartlett, Mary-Sue</b>	Hart, Patricia	Peterson, Kristina
Becker, Penny	Headington, Diane	Rathe, Marsha
Bishop, Sheri	Hesse, MaryAnn	Reid, Keith
Brodie, Carol	Hills, Marlene	Rohwedder, Chris
<b>Chapin, Linda</b>	Jacobson, Julee	Rossman, Amanda
Cheeseman, Dianne	Johannes, Joan	Schwanz, Kathleen
<b>Close, Jane</b>	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	<b>Law, Sandy</b>	Watson, Jennifer
Duggan, Yvonne	Main, Doug	Welch, Keith
<b>Elbert, Irene</b>	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	<b>Ziegenhorn, Cindy</b>

**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 August 15, 2006 meeting were approved with corrections. (Chapin, Close)

**III. Personnel Changes – Cindy Ziegenhorn**

No changes to report.

**IV. HRS Update – Sandy Law**

Cindy Webb has been appointed Benefits Administrator to replace Jan Flick. Her first day in this position will be Monday, September 25<sup>th</sup>. A search will begin for Cindy's previous position, Benefits Generalist.

**V. P & S Council Meeting – Sandy Law**

Bill Calhoun will be representing the Cabinet at P & S Council meetings. He shared that the Cabinet retreat with President Allen held in July went well and that Dr. Allen is in the process of formulating his vision for UNI.

Bill encouraged attendance at President Allen's installation ceremony on September 29<sup>th</sup>. The McLeod Center grand opening will take place on November 18<sup>th</sup> and he encouraged attendance at this event.

He shared news regarding the budget. UNI enrollment is slightly lower this fall due to a large graduating class and a larger than normal entering class of transfer students last year. However, the state had a surplus of money this year and the Governor appropriated a portion of the surplus to each Regents institution.

The Board of Regents will be more aggressive in advocating for increased funding this year. In order to take advantage of strategic opportunities, President Allen is considering a more centralized budgeting process.

Nick Bambach reported the United Faculty and AFSCME contracts will expire in July 2007. Negotiations for the 2007-2009 contract for both will take place in the late fall, early winter timeframe. Negotiations on Regents Appendix M will take place in December 2006.

Seth Bokelman reported all P & S Council committees, the list of Council members, as well as the Regents Staff Excellence Award information has been updated and posted on the P & S Council website.

Susan Reinart and Lisa Kremer reported the committee has been working on the Regents Staff Excellence Award event "Meet the Pres" that will take place at noon on October 10<sup>th</sup>.

There was discussion about how many individuals one person can nominate for the Regents Staff Excellence Award. There was also a question regarding how to find out the number of persons nominated. Answers to these questions will be provided at the next Council meeting.

Jason Vetter stated the Salary and Fringe Benefits Committee met and will be working on the following issues this year. 1) Tuition benefits, 2) Early retirement, 3) Phased retirement, 4) Dental benefits, and 5) Salary allocations.

Jason has been in contact with P & S employees at the other Regents institutions to discuss issues they are currently working with.

Regarding new business, the Council discussed P & S employee orientation. A list was distributed that detailed information and material currently discussed during orientation for new P & S employees. It was suggested that a program/luncheon for P & S employees be held quarterly, similar to orientation for new faculty. Carol Fletcher will work with the Employee Relations Committee to explore this idea and others that may be suggested.

There was discussion regarding the proposed new 2007 academic calendar. Information Technology would prefer that the May term start one week later to better fit their work schedule. Carol Fletcher is the contact for other concerns regarding the new academic calendar.

It was announced that Seth Bokelman will serve on the new Energy Conservation Committee.

Doug Case has been approached about the possibility of an advertising board to be added to the University web. This board would be available for University employees to place and read ads on-line.

Susan Reinart volunteered to host the next P & S Council meeting at the new McLeod Center and provide a tour of the new facility.

#### **VI. EAP Update – Sandy Law**

Sandy Law handed out the EAP report for Chris Rohwedder. The meeting was held on Monday, July 24<sup>th</sup>, 2006. The report reflected % of UNI employees and family members utilizing EAP. UNI is in the top three of organizations utilizing the program.

David Towle reported that psychiatric services are going to be available beginning this fall (approximately 6 hours per week – Wednesdays from 11:00 a.m. to 5:00 p.m.) The psychiatrist will begin in September and will provide initial consultations and prescribe medications, as well as provide follow-up services for our students.

#### **VII. CURAF Update – No Report.**

#### **VIII. Multimodal Committee Report – Cindy Ziegenhorn**

Cindy Ziegenhorn presented the Multimodal Committee Report for Margaret Corson. The Multimodal Committee last met on August 17, 2006. President Allen spoke to the group. He had been reviewing the background and activity for the project to gain an understanding of where it now stands. Based on input from the campus community, a need was expressed for increased parking on the northeast side of campus. How this could be complemented by improving transit service in that area is a consideration. Federal Transit Authority grant funding involves having an approved transit component as part of the project plan. New plans need to be developed, based on ideas and recommendations put forward by campus constituents and the Committee. President Allen is hopeful there will be a

convergence of viewpoints as to what will meet the needs of the campus and be acceptable. He reminded us that any plan put forward by UNI needs to be approved by the Board of Regents. Any plan for the NE side of campus should involve consultation with and support from the city.

## **IX. Old Business**

### **A. Campus Advisory Group – Cindy Ziegenhorn**

The Campus Advisory Group met at the President's house on September 12<sup>th</sup>.

The President discussed budgets for FY07 and FY08. For FY07, enrollment was lower than predicted, but out of state enrollment was up slightly. For FY08, the budget will be a challenge unless UNI gets what the Board of Regents asks for. The President feels he needs to rebuild the relationship of UNI with the Board of Regents.

Campus Conversations is moving forward. The President plans to meet with the task forces.

There will be no skywalk between the Library and ITTC.

Ways to advertise the McLeod Center were mentioned.

The President indicated that the arsonist(s) from last Homecoming is (are) known, but there isn't enough proof yet to make any arrests. Talks continue with the insurance company, with progress being made.

### **B. RISCAC Update – Cindy Ziegenhorn**

There was an ICN conference of RISCAC members held on September 13<sup>th</sup>.

Kaela Bozeman of Iowa State University will update the RISCAC web page with the new representatives. UNI will host and maintain the website if it is approved by Nick Bambach of Human Resource Services and Vice President for Administration and Finance Tom Schellhardt.

Janet Duncan presented the proposal for changes in the Merit Rules regarding Extra-Meritorious Pay for Merit Non-bargaining employees. Changes include two types of awards: Exceptional Performance Awards and SPOT Awards. Proposed is an increase from 5% to 10% of annual salary for exceptional performance awards and SPOT awards of up to \$75 each. The goal is to present the document at the October 4<sup>th</sup> meeting with the Board Office personnel.

The Board of Regents Staff Excellence Award is administered differently at each institution. A document is being prepared to present at the next RISCAC meeting in October.

UNI presented a pay grade concern regarding pay grades of supervisors and those they supervise. Each institution will research conditions on their campuses, with discussion planned at the morning meeting on October 4<sup>th</sup>.

The current bargaining contract expires June 30, 2007. Open communication between the Board Office personnel and RISCAC representatives will be a goal during the negotiation period.

Changes in the Phased Retirement benefit to take effect July 1, 2007, include eligibility for Phased Retirement being the same for merit, P & S, and faculty (15 years employment and 57 years old), former employees can have access to their TIAA/CREF funds, regardless of age, and are no longer required to sign a waiver when considering convertibility of TIAA/CREF funds, and changes to the fifth year of the phased retirement program. Departmental approval is still required for an employee to participate in the program.

The performance appraisal issue will not be carried forward. Salary increases are tied to performance appraisals at Iowa State University and in some areas of the University of Iowa, but not at the University of Northern Iowa.

The University of Iowa has a contract with the e-learning tool Skillsoft that will expire in 2007. The other institutions have been invited to share in the opportunity. Iowa State University hasn't heard anything regarding their participation. UNI's cabinet tabled the matter due to budgetary constraints.

## **X. New Business**

### **A. Other Group Reports**

#### **1. Board of Regents Minutes – Cindy Ziegenhorn**

The Board of Regents will be meeting at UNI on September 27<sup>th</sup> and 28<sup>th</sup>.

The Department of Chemistry has changed its name to Department of Chemistry and Biochemistry.

#### **2. Faculty Senate – Cindy Ziegenhorn**

Cindy will report on the Faculty Senate next month.

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

At last month's meeting it was reported that there was a decrease of 30% of Merit employees in the Physical Plant. That percentage was corrected to 25%.

Dave Pruin confirmed that Nick Bambach will forward a proposal to create a merit staff award similar to what SCMP and P & S employees currently receive.

A subcommittee has been formed that will research and propose options for early retirement. Older information (1995 – 2000) regarding early retirement proposals on the Iowa Board of Regents website has been located. Other Iowa Regents institutions will be contacted to seek their collaboration in this project.

Regarding communication with other groups, Dave Pruin will request a representative from MPAC attend these meetings when issues affecting merit staff are on their agendas.

There will be an addition to the MPAC Constitution to add the office of Secretary.

**B. Other New Business**

The new academic calendars for 2006 – 2012 were passed out to the members. Beginning in 2007, Thanksgiving break will be the entire week instead of three days as previously scheduled. This is in alliance with the University of Iowa and Iowa State University.

The members discussed a Campus Climate Survey. This might be an appropriate time to conduct such a survey with the new President and search for the Provost in the near future. It was suggested the Chairs of the different committees meet to discuss this and other matters such as early/phased retirement.

Mary-Sue Bartlett encouraged everyone to attend the installation of President Allen on Friday, September 29<sup>th</sup> at 11:00 a.m.

**XI. Next meeting:** October 17, 2006, at 1:30 p.m.  
Curris Business Building, Room 323

**XII. Adjournment**  
The meeting adjourned at 2:40 p.m.

Respectfully submitted,  
Yvonne Groen