

Supervisory and Confidential Merit Personnel Minutes
October 17, 2006
Curriss Business Building, Room 323

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

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 September 19, 2006 meeting were approved. (Law, Chapin)

III. Personnel Changes – Sandra Harberts

No changes to report.

IV. HRS Update – No report.

V. P & S Council Meeting – Sandy Law

Bill Calhoun reported because of the negative effect that the Fall 2006 decrease in enrollment had at the University of Northern Iowa, a slight internal reallocation (approximately 0.2 – 0.4%) for this fiscal year might be necessary.

Bill spoke about the UNI parking deck and transit stop that is being considered. Based on parking task-force input, a plan is being developed for the two-level parking structure. The site being considered is the Commons parking lot. There are currently 243 parking spaces in this lot. The deck would add an additional 266 parking spaces. It would include removal and relocation of the houses along 23rd Street adjacent to the Commons lot. (Four houses owned by the University.) The plan will address some of the long-standing parking needs on the north side of campus, maintain the Panther Shuttle, meet Federal Transit Administration (FTA) transit requirements, and operate without any new fees or increases in current fees. The proposal must be approved by the Board of Regents. An opportunity for input will follow, and open forums will soon be scheduled to discuss issues involved with the parking deck and transit stop.

President Allen is focusing on enrollment management, which has been given high priority. Dr. Allen has been working with the UNI Foundation to move forward plans regarding his vision for UNI.

The McLeod grand opening will be held on Wednesday, November 18th.

The Meet the Pres Event on October 10th was well attended with 100 in attendance. Brenda Buzynski and Jon Buse were honored as recipients of the 2006 Staff Excellence Award. The UNI-SCMP members questioned why there were only two recipients this year. In the past, there have been three recipients.

Carol Fletcher announced the Campus Conversation Advisory Group and President Allen have been meeting with Campus Conversation Committee Chairs to review the Campus Conversation outcome. The initiative will continue and will be prioritized in line with President Allen's UNI vision.

VI. EAP Update – No Report.

VII. CURAF Update – No Report.

VIII. Multimodal Committee Report – Margaret Corson

Cindy presented a report, supplied by Margaret, of the Multimodal Committee Meeting held on October 12th. Morris Mikkelsen presented the overview of the parking deck project. The Committee was reminded that these are pretty basic planning approaches and that very specific planning of the deck, transit stop, routes, parking program, etc., would not really take place until the Board of Regents approves moving forward. For now, the idea was based on sets of assumptions to test the concept and the viability of the plan.

General information has been sent to the Board of Regents to see what kind of questions they may still have.

General points from Morris's presentation:

Proposal addresses the concerns and issues brought up by the campus in an effort to use this project to address long standing concerns on the north/northeast side of campus (and fit within the campus master plan).

The parking program will not change dramatically. Specific numbers are not etched in stone because when the project is approved decisions will be made with campus input. For now, this is a concept to see how the plan might play out.

No reliance on added fees for anyone.

There will be approximately 266 new spaces.

Cost is approximately \$6-7 million – and will be determined as more specific numbers become available when the project is moved to the actual planning stage.

Proposal is based on using the land as a match as well as UNI being the grantee. The appraisal of the land came back as adequate to support the required cost. These will be decisions from the Board of Regents.

This same presentation will be communicated to campus soon to receive and respond to campus-wide input before the proposal goes to the Board of Regents. Jan Hanish will work on setting up informational sessions.

The Committee will remain in place as a resource as planning goes forward. After the campus sessions, the Committee will get back together to go over any feedback received during those sessions.

IX. Old Business

A. Campus Advisory Group – Cindy Ziegenhorn

The Campus Advisory Group met on October 3rd.

The group was provided with an Academic Calendar proposal update which includes the entire Thanksgiving week off for students. There was some discussion on the Fall portion of the calendar as to when faculty would be required to report. There were pros and cons mentioned regarding faculty gathering prior to classes beginning. Students are in favor of the changes and faculty felt the details could be worked out.

The President wants a Campus Conversation update for himself, the new members of the Campus Advisory Group, and as a review for the rest of the members of the Campus Advisory Group.

Strategic Alignment of Resources means trying to think creatively when allocating funds. A central budget would give flexibility for initiatives. The President was a little surprised as to how independent each area of the University is regarding budgeting. The Board of Regents loves the Iowa State model where colleges are “taxed” ½% to a central pool directed by a committee that provides funding for cross departmental initiatives.

The President’s Installation Speech can be viewed at this website:

<http://www.uni.edu/pres/speeches/installation.shtml>

Due to the length of the meeting, items not discussed were a University Energy Conservation Committee scheduled to meet on October 3rd and an update on Gilchrist Hall.

B. RISCAC Update – Cindy Ziegenhorn

RISCAC met in Urbandale on October 4th. The 9:30 meeting was only RISCAC members. The following items were discussed.

The Extra-Meritorious Pay Proposal will require a Merit Rule change. This proposal will allow departments more flexibility in rewarding deserving employees by allowing SPOT awards of up to \$75. It was agreed to ask the Board of Regents staff if the Merit Rules change should be only for non-bargaining staff or for all merit staff and how to accomplish the change.

The Supervisory Pay Grade Review raised the question of the difference between administrative and functional supervision. Why supervisors in plant services are required to be three pay grades above those they supervise when no other classification has that requirement. If Lead Worker status assures an employee of one pay grade above those supervised, why shouldn’t functional supervisors be at least one pay grade above those they supervise? This discussion will be introduced at the 11:00 meeting.

Kaela handed out hard copies of the new RISCAC website.

The University of Iowa will propose one Regents Staff Excellence Award be designated to Supervisory and Confidential personnel. Currently, the awards can go to P & S or SCMP, but usually go to P & S because of University of Iowa requirements regarding involvement in the community.

Contract negotiations were discussed with concern that our group doesn’t become a “bargaining chip” during negotiations this time.

Proposed changes to the by-laws were discussed, including a name change from “Regents Interinstitutional Supervisory and Confidential Advisory Council” (RISCAC) to “Regents Supervisory and Confidential Council” (RSCC).

The 11:00 meeting included RISCAC members, Human Resource representatives, and Marcia Brunson and Tom Evans from the Board Office.

There was discussion regarding the Extra-Meritorious Pay Proposal. It was noted that the proposal follows the pilot program for P & S employees recently made permanent at University of Iowa. According to Tom Evans, the first step is to determine interest on each campus. If the interest exists, then convince the Board Office of the merits of the proposal, and finally present the proposal to the Board of Regents. Iowa State University is working on a proposal for their P & S staff with their next step creating guidelines for use and implementation.

Regarding the supervisory pay grades issue, Marcia Brunson stated that when the comparable worth evaluation studies were done, every position was evaluated using a point system and 36 factors. The current pay grades were derived from that study. The point scores are not available since they belong to the company that did the study. However, the letter grades are available in Board minutes from that time. These minutes are not on the web, but kept in the Board Office.

Contract negotiations were discussed. According to Tom Evans, they represent all the Regents institutions in the negotiations and don't carry much weight even though the Regents employees are a considerable percent of the state employee group.

The name change from RISCAC to RSCC wasn't opposed by the Board Office.

It was agreed to continue to meet with the Board Office personnel twice each year.

C. Conversation with Carol Fletcher – Cindy Ziegenhorn

The "Coke Fund" or in our case, the "Pepsi Fund" was discussed. Carol thinks the contract spells out specifically how the money is to be used. If that is the case, the next contract would need to be modified to include award money for the Regents Staff Excellence Awards. She thought the contract has three more years to go, but this is not too soon to begin work on a proposal to the Cabinet. If we decide to form a committee to draft a proposal, she would be willing to have a representative of the P & S Council sit on the committee.

The P & S Council is aware of the difference between the dental benefits for P & S, which follow the faculty benefits and the merit benefits. She said they have discussed the discrepancies and were told by Human Resources that there are disadvantages to picking and choosing between P & S/Faculty and P & S/Merit. It would be possible to lose more than is gained. She is interested in how the decision was made to go with part of the benefits from one group and part from another. Cindy Ziegenhorn will ask Nick Bambach about this at the next UNI-SCMP meeting.

Cindy asked if their group had been discussing early retirement and she said they had. Jason Vetter is Chair of their Benefits Committee and has been looking into the early retirement history. Cindy mentioned the MPAC is researching and collecting data to support the idea that early retirement programs are of benefit to the University. Also, Dave Pruin from MPAC plans to initiate a meeting with other campus organizations to discuss issues pertaining to all, with early retirement being one of those issues.

X. New Business

A. Other Group Reports

1. Board of Regents Minutes – Cindy Ziegenhorn

Cindy noted three items of interest from the Board of Regents meeting held on September 27th and 28th.

The Board was to receive the report on modifications made to the tuition assistance programs in place at the universities. An interinstitutional work group believes it would be possible to modify the existing programs with similar basic requirements and benefits as follows:

Eligibility: Nontemporary/permanent employee with a continuous appointment for one year or longer

Coursework: Work related with approval of the supervisor unless the employee is pursuing an undergraduate degree.

Reimbursement: Up to four credit hours per term at the same rate as the institution's resident tuition within the budget of the institution.

Reimbursement priority: Regent institutions, institutions of higher education with partnership agreement with Regent institutions, external accredited institutions.

The Board discussed an easement with the City of Cedar Falls. This proposed Agreement between the University of Northern Iowa and the City of Cedar Falls will benefit both parties. The City will design and construct a four acre permanent pond within the existing storm water detention basin located on City property north of the University's Physical Education Center (PEC)/Wellness Center parking lot. The pond will be a permanent water feature within the detention basis and will provide recreational, educational, and research opportunities for UNI students, faculty, staff and visitors.

John Konefes, Joe Bolick and Jeremiah Treloar from the Iowa Waste Reduction Center conducted a presentation featuring the VirtualPaint spray paint simulator developed by IWRC with assistance from Southwest Research Institute. Topics to be covered during this presentation include: partnerships with local, regional, and national organizations to develop enhanced painter training; student involvement at the IWRC; future endeavors by the IWRC in training; and the commercialization of the VirtualPaint.

2. Faculty Senate – Cindy Ziegenhorn

The Faculty Senate meeting of September 11, 2006, included comments by President Allen, who talked about communication on campus, enrollment trends, the personnel decisions he is facing, and the FY2008 budget. Chair Cindy Herndon discussed making the book the President is encouraging department heads to read, Good to Great: Why Some Companies Make the Leap and Others Don't, available from the Senate. The Senate responded to a draft of the revision to the Student

Conduct Code, an extensive revision which was approved by the Cabinet and is available on-line. Interim Provost Lubker would like to form a task force made up of members of Faculty Senate, the University Curriculum Committee, and the Liberal Arts Core Committee to look for ways to improve and make more efficient our curricula and liberal arts core. The annual report of the Military Science Liaison and Advisory Committee was presented by Kenneth Atkinson, Chair of that Committee, and LTC Chris Lukasiewicz. Marilyn Story, Department of Design, Textiles, Gerontology, and Family Studies, was approved for emeritus status.

The agenda for the September 25, 2006, meeting includes appointing a faculty member to the GBPAC Committee, election of a representative to the LAC Committee, interruption of classes by Public Safety Personnel, the academic calendar, and support for international faculty at UNI, and consideration of a task force to study the UNI curriculum as proposed by Interim Provost Lubker.

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

The Merit Personnel Advisory Committee met on September 12th. President Allen was a guest.

Dave Pruin initiated a discussion reviewing the proposal to award a merit employee annually similar to what is currently done for P & S staff and biannually for SCMP staff. Baker indicated making this award is not a contract issue since the award is non-monetary. President Allen will help pursue the establishment of this award.

The Committee discussed the reestablishment of early retirement. The overall goals are to bring the issue to the forefront of attention and show how both the retiring employee and the University will benefit. For merit positions, salary savings would be achieved by hiring replacement staff with less seniority on lower steps of the pay scale. Early retirement could become a recruiting tool, improve morale of affected employees, create more opportunities for younger staff, and create a younger work force.

President Allen indicated the major consideration with early retirement is providing health insurance coverage. Of particular concern would be the period between the time the employee would leave UNI and when Medicare coverage would commence.

The next steps are to:

1. Determine guidelines (age 57/58 and years of service);
2. Identify those eligible within the next 5 to 7 years;
3. Project a percentage of merit staff that would want this option; and
4. Determine cost and salary/savings projections.

Other points discussed included the reestablishment of a budget line specifically to fund early retirements. Nancy Wegand closed the discussion by emphasizing the desire to keep early retirements in the spotlight both at UNI and the other universities.

The Committee members discussed problems the University of Iowa was experiencing with the early retirement program was that nurses were leaving and replacements were being hired at higher rates.

B. United Way Campaign – Cindy Ziegenhorn

The United Way campaign kicks off on October 23rd at an event scheduled from 7:30 to 8:30 a.m.

C. Meet the Pres – Cindy Ziegenhorn

President Allen discussed the budgets, enrollment, and announced the winners of the Regents Staff Excellence Awards: Jon Buse, VP-ESS Office and Brenda Buzynski, President's Office.

Per the request of President Allen, Dean Jim Lubker has agreed to serve another year as Acting Provost until the summer of 2008.

D. Other New Business

1. University Council – Cindy Ziegenhorn

The President has formed a group called the University Council which will have four one-hour meetings with administrators and campus leaders to enhance communication on campus. The President will comment on specific University items for 35-40 minutes with the remainder of the hour reserved for questions. Meeting topics will vary and include University-wide issues such as enrollment, budgets, graduation rates, and survey reports. Information on this Council will eventually be available on the web at the President's home page. The first meeting is on Friday, October 27th at 8:00 a.m.

2. Smoking Policy Change – Cindy Ziegenhorn

To accommodate the needs and interests of both smokers and non-smokers at UNI, the UNI Cabinet has approved a revised smoking policy (Policy 8.10) which will designate one smoke-free entrance for each University building. The smoke-free entrance will typically be the handicapped-accessible entrance. The policy revision came as a result of requests made to the University Health and Safety (H & S) Committee from UNI students, faculty and staff. The complete smoking policy can be found at <http://www.uni.edu/pres/policies/810.shtml>.

XI. Next meeting: December 5, 2006, at 1:30 p.m.
Curris Business Building, Room 323

XII. Adjournment

The meeting adjourned at 2:56 p.m.

Respectfully submitted,
Yvonne Groen