

Supervisory and Confidential Merit Personnel Minutes
December 5, 2006
Curriss Business Building, Room 323

Representatives in attendance: Cindy Ziegenhorn, Jane Close, 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	Headington, Diane	Peterson, Kristina
Becker, Penny	Hesse, MaryAnn	Rathe, Marsha
Bishop, Sheri	Hills, Marlene	Reid, Keith
Brodie, Carol	Jacobson, Julee	Rohwedder, Chris
Chapin, Linda	Johannes, Joan	Rossman, Amanda
Cheeseman, Dianne	Juel, Diane	Schwanz, Kathleen
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
Dierickx, Tessa	Law, Sandy	Wagner, Coleen
Dix, Belinda	Main, Doug	Watson, Jennifer
Duggan, Yvonne	Marra, Stephanie	Welch, Keith
Elbert, Irene	Maury, Tammy	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 October 17, 2006 meeting were approved. (Chapin, Bartlett)

III. Personnel Changes – Sandra Harberts (Presented by Cindy Ziegenhorn)

Sandra Harberts supplied Cindy with the following personnel changes. Tammy Maury is working in Health, Physical Education and Leisure Services as a Clerk IV. Patricia Hart from Institutional Research is moving from Secretary III to P&S Coordinator II.

IV. HRS Update – Nick Bambach

Nick Bambach informed the Committee members that Human Resources is involved in the planning for the possible Pandemic Flu event. Human Resources will determine how to handle the matters should this occur. Some of the questions to consider are:

1. How will it affect the Human Resources office?
2. Will people work from home when this occurs?
3. Will benefit issues arise?
4. Will pay issues arise?

Nick discussed the contract negotiations procedure. He will be traveling to Des Moines every weekend in January of 2007. The AFSCME contract expires July 1, 2007. The section of the contract that affects the Regents is Appendix M. On October 26th, the United Faculty Bargaining Team presented its initial proposal to the Board of Regents' negotiating team. On Thursday, November 14th the Board's team presented its response. Proposals are to be presented by December 13th. Nick estimates the negotiations should be complete by the middle of March, 2007. The contract is for two years.

V. P & S Council Meeting – Sandy Law

Before the meeting was held, Bill Calhoun gave the P&S Council members a complete tour of the new McLeod Center.

Bill Calhoun reported the first meeting of the Administrative Council was held two weeks ago and it went well. Enrollment management was discussed and this issue will be the focus of the taskforce. University-wide response will be considered.

A slight internal budget reallocation of \$350,000 - \$500,000 for this year will likely take place.

Nick Bambach reported the AFSCME contract expires on July 1, 2007. Negotiations for the new 2007-2009 contract will begin on December 10th on Appendix M, the Regents section of the contract.

The United Faculty bargaining team met for the first time on November 10th to begin Collective Bargaining sessions which will also run through the end of January. Nick will be attending all sessions of this team as well.

Meetings have begun to address the possible Pandemic Flu event and Human Resources will be involved in the plan of action for this possible future event.

Lisa Kremer reported from the Employee Relations Committee. The reception for all new P&S staff will be held in conjunction with the next P&S Council meeting on Thursday, December 14th.

Jason Vetter reported from the Salary and Fringe Benefits Committee. The committee has been gathering information about Early Retirement programs and UNI tuition benefits. Reports will be available for P&S Council review within the next few months.

There was a discussion regarding the \$2,000 maximum payout of sick leave after employees' termination of employment. Some employees would prefer to have a choice to apply the payout to future insurance premiums or Cobra payments. It was suggested that the Board of Regents office may be of assistance with addressing this issue.

VI. EAP Update – No Report.

VII. CURAF Update – No Report.

VIII. Parking Deck Committee – Margaret Corson (Presented by Cindy Ziegenhorn)

The Multimodal Committee, which has transformed into the Parking Deck Committee, met on Thursday, November 2nd for an update following the two campus-wide informational meetings on October 30th and 31st facilitated by Jan Hanish and Morris Mikkelsen. The same information was presented to the Facilities Planning Advisory Committee on October 26th which gave its nod of approval to the project, and to students/student leaders in the residence hall system and Northern Iowa Student Government on November 1st. Dr. Hanish and Mr. Mikkelsen reported that overall, there was a positive response to the information presented. The next step is to send the proposal to the Board of Regents, hopefully for consideration at the December 11th and 12th meeting, requesting permission to proceed with this scope and location. The next meeting of the Parking Deck Committee will depend on the response from the Board of Regents.

The Parking Deck and Transit Stop Proposal can be viewed as a PowerPoint presentation at: http://www.vpaf.uni.edu/fs/planconstruct/documents/parking_deck2006.ppt

IX. Old Business

A. Campus Advisory Group – Cindy Ziegenhorn

The next meeting is scheduled for December 13th. There was no November meeting because of the President's scheduling conflicts.

B. RISCAC Update – Cindy Ziegenhorn

The next RISCAC meeting is scheduled for February 28th at Tama City Hall.

X. New Business

A. Other Group Reports

1. Board of Regents Minutes – Cindy Ziegenhorn

Item 7e of the November Agenda is to consider approving the revisions to the policy manual. Chapter 10 is a new chapter to replace part of Chapter 4 regarding appeals by employees to the Board. It addresses single appeals, appeals for denial of tenure, and all other appeals. The full text can be found in Attachment F of the Agenda dated November 8-9, 2006 at:

<http://www2.state.ia.us/regents/Meetings/DocketMemos/06Memos/nov06/november2006docket.htm>

Item 11c under Capital Improvement Business Transactions for UNI notes that the University plans to bid the asbestos removal contract for Gilchrist Hall in February 2007 with completion scheduled for June 2007. The University has settled claims for electronic equipment and furnishings and two personal property claims have been paid.

2. Faculty Senate – Cindy Ziegenhorn

At the October 9th Faculty Senate meeting, the motion to approve the proposed academic calendar passed with 8 yeas, 6 nays, and 2 abstentions. The Senate selected faculty representatives to serve on the GBPAC Committee (Ronnie Bankston) and the Liberal Arts Core Committee (Maria Basom). The Senate voted to forward a resolution encouraging the Provost's committee looking at international faculty at UNI to work on the concerns noted.

At the October 23rd Faculty Senate meeting, Provost Lubker announced there would no longer be a Convocation in the fall due to the expense involved. They may try something else to mark the beginning of the school year.

The procedure for interrupting classes by Public Safety was presented by Dave Zarifis and after much discussion, the motion was made and passed to receive the Procedures for Compliance with UNI Policy 7.09 Cooperation with Law Enforcement Officer on Campus.

The agenda for the November 11th meeting included formation of a task force to study UNI curriculum as proposed by Interim Provost Lubker, emeritus requests, a name change for the Department of Communicative Disorders, the Faculty Senate Speakers Series Committee, and changes to the Liberal Arts Core courses.

The agenda for the November 27th meeting was very short, including an emeritus request, committee report, and Liberal Arts Core changes.

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

The Committee discussed the award for merit staff. There were shared e-mails from Nick Bambach, Dave Pruin and Susie Baker. Nick Bambach's e-mail informed Dave Pruin that the request for an award should go through AFSCME, starting with the president of the local. Dave Pruin forwarded the e-mail to AFSCME President Baker. Baker will put this on the agenda for the Labor Management Committee to discuss. She shared there is a discussion to put a monetary award with the P&S and Merit Supervisory awards. This would completely change the award, and it would now become a bargaining issue. It will be kept on the agenda and the progress will be followed.

The Committee discussed early retirement. Dave Pruin summarized his conversation with Board of Regents member Jenny Connolly regarding reinstating early retirement including salary savings figures. Her reactions were positive.

The ERIP subcommittee met on October 18th. Dave Pruin, Keith Kressin and Mary Friedrich distributed a draft of a letter directed to Merit employees at the other Regents' institutions. Friedrich suggested rewriting the last paragraph to clarify that we need action and feedback from these individuals, specifically, what are we asking them to do? This letter will first be distributed by e-mail, and later will be followed up with a hard copy letter.

Data received from Michelle Byers in Human Resources reveals that approximately 23% of current Merit employees at UNI would be eligible to take early retirement within the next seven years. The subcommittee will create a survey intended to measure the interest level of the employees in taking early retirement.

B. Campus Meeting – Cindy Ziegenhorn

A Campus Meeting, arranged by Dave Pruin of MPAC, has been scheduled for Thursday, December 7th. Those expected to attend are the Chairs and Vice Chairs of MPAC, Faculty Senate, P&S Council, and SCMP. Topics on the agenda are ERIP (Early Retirement Incentive Program), parking, Regents Award for merit personnel, and updates on meetings with President Allen and Nick Bambach.

C. Contract Negotiations – Jane Close

Jane shared information she received regarding the proposal highlights between AFSCME and the State of Iowa. The Union presented their contract proposals on November 15th and the State presented theirs on November 29th. They are as follows:

AFSCME IOWA COUNCIL 61 Initial Proposal Highlights 2007 - 2009

Recognition and Union Security – Change 780 hours to 4 months that a temporary employee can work

Wages and Fringe Benefits – Wages July 1, 2007, 5% across the board plus steps
Wages July 1, 2008, 5% across the board plus steps

Health Insurance – Current contract language

Dental Insurance – Add open enrollment

Life Insurance – Increase base amount to a maximum of \$50,000.

Holidays – Add Christmas Eve

Appendix R – Clerical Bargaining Unit – Comp Time carryover of 40 hours

STATE OF IOWA INITIAL PROPOSAL HIGHLIGHTS 2007 - 2009

Recognition and Union Security – Eliminate electronic communications, written reprimands will no longer be removed from personnel files after a year

Wages and Fringe Benefits – Wages July 1, 2007, 1%
Wages July 1, 2008, 1%
Eliminate 4.5% step increases and renegotiate the percentage

Health Insurance - \$250 emergency room co-payment
Elimination of Plan 3+
Change drug card program to \$10/\$25/\$40
Elimination of double spouse no cost for insurance
Change out of pocket maximum on Iowa Select from \$800 to \$1,500
for family for all Managed Care Plans
Office visits will be changed from \$10 to \$25
Introduce a health deductible of \$250/\$500
Iowa Select will change from 90/10 to 80/20 in network and
80/20 to 70/30 out of network

Dental Insurance – No open enrollment

Life Insurance – No increase

Holidays – No Christmas Eve

Appendix M – Regents – Change layoff unit from institution-wide to departments

The contract changes, including pay increases, will only cover the “confidential” employees within our group. The AFSCME contract pay increases are usually an indication of what will be legislated for “supervisory” employees.

D. Other New Business

1. University Council – Cindy Ziegenhorn

The next meeting of the University Council is Thursday, December 7th. Topics include Campus Update and University Budget. More information about the University Council and the October 27, 2006 presentation is available at:

<http://www.uni.edu/pres/council/index.shtml>

2. Sue Follon Exemplary Service Award – Cindy Ziegenhorn

The ESS Division deadline for nominations is December 8th for the Sue Follon Exemplary Service Award.

XI. Next meeting: January 16, 2007, at 1:30 p.m.
Curris Business Building, Room 323

XII. Adjournment
The meeting adjourned at 2:23 p.m.

Respectfully submitted,
Yvonne Groen