

Supervisory and Confidential Merit Personnel Minutes
March 20, 2007
Curris Business Building, Room 319

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	Grant, Michele	Oltman, Barbara
Althof, Margaret	Groen, Yvonne	Osuna, Roman
Andersen, Kim	Hall, Ronald	Pakala, Lynn
Anderson, LeRoy	Hansen, Amanda	Perry, Donald
Baldwin, Sherri	Headington, Diane	Peterson, Kristina
Bartlett, Mary-Sue	Hesse, MaryAnn	Rathe, Marsha
Becker, Penny	Hills, Marlene	Reid, Keith
Bishop, Sheri	Jacobson, Julee	Rohwedder, Chris
Brodie, Carol	Johannes, Joan	Rossman, Amanda
Chapin, Linda	Juel, Diane	Schwanz, Kathleen
Cheeseman, Dianne	Kehoe, Barbara	Scobee, Sandra
Close, Jane	Kensinger, Janis	Scoggins-Rose, Nancy
Corson, Margaret	Kester, Judith	Shepard, Barbara
Corwin, Leroy	Keys, Mary	Stapleton, Larry
Counsell, Corleen	Kidder, Glee	Thomas, Ricky
Dally, James	Kirchmann, William	Truex, Rita
Davison, Diane	Kirk, Christopher	Uehle, Shirley
Dean, MaeLynne	Kjeld, Ann	Uhlenhopp, Donna
Dieken, Judy	Law, Sandy	Ungs, Fonda
Diercks, David	Main, Doug	Wagner, Coleen
Dierickx, Tessa	Marra, Stephanie	Watson, Jennifer
Dix, Belinda	Maury, Tammy	Welch, Keith
Elbert, Irene	McDivitt, Cheri	Welter, Patricia
Farland, Bonnie	McKernan, Pamela	Widen, Douglas
Fauchier, Wayne	McNamee, James	Winters, Darlene
Frisch, Dawn	Meyer, Claudia	Witham, Nancy
Goecken, Wilhelm G. III	Nedrow, Cheryl	Witt, Janet
Goodman, Mary	Neff, Brenda	Young, Rebecca
		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 February 20, 2007 meeting were approved. (Law, Jacobson)

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

Cindy informed the members there is one new UNI-SCMP member. Corleen Counsell is a Food Service Supervisor in Piazza.

IV. HRS Update – Nick Bambach

Nick noted the items he was going to discuss are listed as agenda items to follow. He will add any comments he might have as those items are discussed.

V. P & S Council Meeting – No report.

VI. EAP Update – No Report.

VII. CURAF Update – No Report.

VIII. Parking Deck Committee – No Report.

IX. Old Business

A. Campus Advisory Group – Jane Close

Jane Close reported on the Campus Advisory Group which met on February 27th. The following items were discussed at the meeting:

ESS Task Force Decision

- Created an information management council
- Advising and Academic Affairs need further study
- Who will provide the leadership of the newly formed unit?

Budget

- President meets regularly with 5-6 local legislators who want to help UNI
- Governor's budget is better than last year's and is the best one in the past 5-6 years, optimistic that it will continue to be okay
- Cigarette tax will underpin much of the Governor's budget
- One-time funding may be replaced with permanent funding over a three-year period.

Search Updates

- College of Education Dean – important to the future of COE
- VP for Educational Student Services – possibly search to be done by July 1
- Provost – most important search, to begin this summer. Susan Koch's resignation presents a problem with transition

Other Misc. Items

- IT discussion of needs
- BCS opening in March – County Extension from Iowa State has moved out of the plan and has left a funding shortfall
- 23rd & Merner parking lot concerns – federal dollars have a window that needs to be met
- Gilchrist Hall – 18 months before it reopens
- Liberal Arts Core Task Force presents a good opportunity for NISG to be involved
- Energy Committee – audits being done, night class schedules being studied
- Student load scams/kickbacks – Senator Grassley working on this
- John Fritch, Communication Studies, to replace Jeff Copeland in this group.

B. Board of Regents Minutes – Cindy Ziegenhorn

The Board of Regents met at UNI on March 13, 2007.

Randy Pilkington presented a report on the Institute for Decision Making. IDM serves economic development organizations, chambers of commerce, and community planning groups with planning, research, and implementation assistance for their communities and regions.

The AFSCME agreement was on the agenda to be ratified. The agreement provides a 3% across-the-board increase in each year of the two-year agreement, continuation of the step increases valued at 4.5% for eligible employees in each year of the agreement, and no changes in health insurance plans or contribution rates. It is estimated the agreement will cost statewide approximately 5.72% in the first year and 5.78% in the second year. This covers 7,000 Board of Regents merit employees.

The contract with the UNI United Faculty was also on the agenda to be ratified. Their agreement provides a 3% increase on July 1, 2007 and a 4% increase on July 1, 2008. The University will continue to pay 100% of single health insurance coverage and 75% of family coverage. Other cost items such as part-time salaries, travel expenditures, and summer salaries were increased at the same level as the across-the-board amounts. The estimated cost of the agreement to the University is 4.6% in FY 2008 and 4.8% in FY 2009.

The ERIP for the Iowa Braille and Sight Saving School was approved. The goal is to reallocate resources to programs and services by redesigning and refocusing the responsibilities of employees. Of the 94 current employees, (8) merit, (3) faculty, and (1) administrator are eligible for the proposed ERIP.

Benefits of the retirement plan include:

- Cash benefit equal to 30% of employees FY 2007 budgeted salary
- Payment of accrued vacation
- Payment of accrued sick leave not to exceed \$2,000
- Contribution toward employee's health insurance until Medicare eligible age is reached equal to employer's contribution, had the retiree remained employed full-time
- Employee must be age 57 by June 30, 2007 and have a minimum of 15 years of service at an Iowa Board of Regents institution by June 30, 2007.
- The application window is March 16, 2007 through April 30, 2007. Retirement must commence in June 2007.

The schematic design for the renovation of Gilchrist Hall was presented and the budget for the Science Buildings Renovation–Phase 1 was revised. The budget was increased by \$738,000, reflecting additional funding from the Department of Defense (\$538,000) for equipment to support the nanoscience and nanotechnology education in the College of Natural Sciences and the Roy J. Carver Trust (\$200,000) for development of a physics teaching laboratory.

The name of the Department of Communicative Disorders was changed to the Department of Communication Sciences and Disorders.

Proposed parking fee increases for UNI were presented. According to the proposal, “A” stickers will increase from \$120 to \$126. “B” stickers will increase from \$69 to \$72. “G” reserved permits will increase from \$315 to \$336. Penalties will also increase. Improper display of parking permit will increase from \$2 to \$5, the same as failure to display. Illegal parking will increase from \$10 to \$12. Illegal parking in a service vehicle zone or a tow zone will go from \$20/\$10 to \$25 for either type of violation. The towing has been enforced in the “G” lot parking area.

Since the Board of Regents meeting, the governor has appointed four new members to the Board. New appointees are former Attorney General Bonnie Campbell, Farm Bureau President Craig Lane, President of the Hall-Perrine Foundation Jack Evans, and Chief Financial Officer of Countryside Renewable Energy David Miles.

Those replaced on the Board include Tom Bedell, who resigned in December, Teresa Wahlert, who did not apply for reappointment, Mary Ellen Becker, and Amir Arbisser.

The Board of Regents minutes can be found at this site:
<http://www2.state.ia.us/regents/Meetings/meetings.html>

C. Faculty Senate Report – Cindy Ziegenhorn

The Faculty Senate met on February 12, 2007. Interim Provost Lubker discussed the President’s Enrollment Council. The Council has been given a five point charge: 1) to develop a vision/philosophy for UNI’s enrollment management process; 2) to improve freshman recruitment; 3) to improve transfer recruitment; 4) to improve graduate student recruitment; and 5) to improve retention and graduation rates for current students, particularly minority students. President Allen also asked that a comprehensive review of campus advising be undertaken and a University philosophy for advising be developed.

Chair Herndon has been contacted by Elizabeth Peirce about speaking to Faculty Senate about PIRG (Student Public Interest Research Group) at UNI. Iowa PIRG runs social activist campaigns on issues that students, faculty, and administrators care about. Major campaign issues here at UNI include the Student Debt Alert, Make Textbooks Affordable, and Campus Climate Challenge with a number of events set up this semester to draw attention to these issues.

Faculty Senate is discussing the new capstone experience model and its place in the Liberal Arts Core.

D. MPAC Report (Merit Personnel Advisory Committee) – Yvonne Groen

Yvonne presented the members with copies of the minutes from the MPAC meetings for February 14th and March 7th, 2007. Rather than a lengthy summarization, the minutes may be found at: <http://www.vpaf.uni.edu/hrs/merit/mpac/index.shtml>

E. University Council – Cindy Ziegenhorn

The University Council had its third meeting on March 6th. The President congratulated Susan Koch on her new position and thanked her for her service to the University.

The search for the Dean of the College of Education will move forward. The deadline for applications was March 2nd. The goal is to have candidates selected by early April.

The search committee for the Vice President for Educational and Student Services is in place with the goal of the new Vice President on board by Fall 2007.

The ESS Task Force is moving forward with the reorganization. The first meeting of the Enrollment Management Council will be March 14th.

Brenda Buzynski is now working on special projects, including the Enrollment Management Council and a few others. Jennifer Yarrow will be doing the scheduling for the President.

The Energy Conservation/Sustainability Committee was formed last fall because of the energy surcharge on students, but the issue is much larger. The twenty-eight person committee was broken into sub-committees. Their goals are to educate the campus on energy reduction, develop University energy policies, and prepare action plans to present to President Allen.

Annette Lynch is working with a Department of Justice grant on gender violence that must involve the other universities – demonstrating to others our strengths. Also, with regard to science education, a task force has been created. This is an effort by the Board of Regents to determine how the Regents' institutions can better serve the State of Iowa by increasing the performance of Iowa students in math and science. UNI has been asked to lead that task force – recognizing UNI as a leader.

At the March 13th Board of Regents Meeting at UNI, the Gilchrist Hall schematics will be presented. The President also mentioned there is good news on the bond ratings.

The President said he is having weekly conference calls with the Board of Regents and their lobbyists. The governor's budget is the best in the last few years, but still will mean \$3.5 million one-time money will have to be made up. The economic development is going well. The electrical distribution project will continue.

President Allen, Interim Provost Lubker and/or Pat Geadelmann have been meeting every 2 weeks with our local legislators, keeping them informed.

President Allen, Interim Provost Lubker, and Interim VP-ESS Hanish have been visiting community colleges to build relationships with their administrators and to provide two-way communication on issues of interest to both.

The new Business and Community Services Building will be dedicated in the Fall.

Morris Mikkelsen reported on the Facilities Planning Advisory Committee. This committee looks at the 5-year capital plan and also at space usage. The power point presentation is available from the President's web page. Phil Patton, Registrar, reported on space utilization – how well we use the classroom seats and spaces. The conclusion was the student body has space to grow.

F. Fair Share – Cindy Ziegenhorn

The Fair Share proposal would not affect SCMP members since we are not part of the bargaining unit. This would affect public school teachers. It was noted there has not been much activity on the proposal lately.

G. Phased Retirement Committee – Jane Close

Jane Close reported on the Retirement Programs Committee that met on March 8th. Members of the committee are: Jane Close, Keith Kressin, Jason Vetter, Susie Baker, Carol Cooper and Frank Thompson.

Keith reported there are currently 30 employees on phased retirement. (3 P&S, 1 Merit Supervisory, and 26 Faculty.) Reports of problems encountered from the three staff members were discussed. All three reported that their job responsibilities changed minimally and they continue to do full time jobs on reduced schedules (26 hours). Flexible work schedules are often needed in order to complete work on time.

A comparison between phased and regular retirement programs can be found at:

<http://www.vpaf.uni.edu/hrs/benefits/retirement/index.shtml>

H. Vacation/Sick Leave/Comp Time Update – Cindy Ziegenhorn

If sick leave is used BEFORE 40 hours in pay status are accumulated during a work period, the sick leave counts as part of hours worked and time over 40 hours in pay status can be counted as comp time. If sick leave is used AFTER 40 hours in pay status are accumulated during a work period, comp time is not earned unless the sick leave was scheduled at least 16 hours in advance.

There is concern among members that this policy is not enforced uniformly across campus departments. A memo to DDD's might be an answer, with a note to share this information with supervisors and timecard approvers. It was also suggested to place a clarification/reminder on UNI Online so employees are aware of the policy.

X. New Business

A. Job Category Review – Cindy Ziegenhorn

In the new bargaining contract, there is a provision for eight Regents job classifications to be reviewed. Since the Bargaining Unit will choose classifications under their jurisdiction, Supervisory classifications wouldn't be under consideration. This is a RISCAC issue since it affects all the Regents institutions. Research will be conducted to determine how this review process is initiated and conducted.

The RISCAC meeting was postponed until March 28th because of weather conditions. There will be an update at the next meeting.

B. Meeting with the President – Cindy Ziegenhorn

The meeting is scheduled for June 19th, at 1:30 during our regular meeting time. President Allen will be with us for approximately 30 minutes. We need suggestions for topics to be discussed – things we want him to know about our group, issues we are interested in, etc. We will provide the President with our list of topics prior to the meeting.

Cindy will send an e-mail out requesting information for discussion and RSVP of attendance to know how many to expect at that meeting for seating.

C. VP-ESS Search Committee – Cindy Ziegenhorn

The search committee has been selected. The President chose Cindy to serve on the committee. The list of committee members can be found at:

<http://www.uni.edu/unionline/public/469.html>.

D. Weather-related Cancellations – Cindy Ziegenhorn

Normal activities were canceled Friday, March 2nd, due to severe weather. According to policy, merit staff who didn't come in to work are expected to use accrued personal leave (vacation), comp time, or leave without pay.

E. Other New Business

Human Resources is hosting a benefits open house for all UNI employees on March 28th and 29th.

XI. Next meeting: April 17, 2007, at 1:30 p.m.
Curris Business Building, Room 319

XII. Adjournment
The meeting adjourned at 3:00 p.m. (Jacobson, Groen)

Respectfully submitted,
Yvonne Groen