

Supervisory and Confidential Merit Personnel Minutes
April 17, 2007
Curriss Business Building, Room 319

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

Other Representatives: 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	Rossmann, 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 March 20, 2007 meeting were approved with corrections to the Vacation/Sick Leave/Comp Time Update. (Shepard, Scobee)

III. Personnel Changes – Sandra Scobee

No changes to report.

IV. HRS Update – Michelle Byers

Michelle stated there was nothing to report at this time for Human Resources.

V. P & S Council Meeting – Sandy Law

Cabinet Report/Budget Update – Bill Calhoun

The McLeod Center won the Cedar Valley Chamber Award for “tourism attraction of the year”.

News from the legislature is that the salary and appropriation bills are moving forward. The next two to three weeks will be a critical time.

Enrollment statistics for Fall 2007 look positive with the number of freshman enrollments ahead of the trend from past years. The Department of Residence reported that room occupancy is higher than what it has been in previous years.

Summer construction projects on campus will be numerous with twelve projects planned. Many sidewalks will be closed, particularly in the central campus area west of the Union and south of ITTC. University Avenue from College Street to Hudson Road will be closed on the north side of University Avenue. Patience and helpfulness during construction will be appreciated, especially to visitors on campus who may need help with directions.

Input is needed regarding preliminary designs for the parking deck. A total of three campus information sessions will be held. On Tuesday, April 17th, sessions will be from 9:30 to 11:00 a.m. and from 2:00 to 3:30 p.m. On Wednesday, April 18th one session will be held from noon to 1:30 p.m. All sessions will take place in the CME meeting room. The proposal can be found at: www.vpaf.uni.edu/fs/planconstruct/documents/parking_deck2006.ppt

The Board of Regents has asked President Allen to chair the initiative on Math and Science Education. Dr. Allen will be working with the other Regents institutions and community colleges on this initiative.

Human Resources Report – Nick Bambach

Human Resources is currently working on an on-line application process to add to the HR website.

In FY2008, Human Resources will be meeting to discuss a few design changes to the health insurance plan for Administrators, P & S, Faculty and Supervisory employees.

WWW Committee – Seth Bokelman

On-line voting for incoming P & S Council members is taking place this week. Everyone was encouraged to vote.

Salary and Fringe Benefits Committee – Don Williams and Carol Fletcher

The committee considered six options for the salary increase proposal. The proposal states that of the money used for salary increases (allocated by the State of Iowa), 50% will be for satisfactory performance and 50% for meritorious service.

After Sandy presented the P & S Council Report, the members discussed their disappointment with the Parking Survey that was presented. One question regarding the “G” parking permit requires an answer asking the minimum amount you would pay for the “G” parking permit, while the previous question was answered that you would not buy a “G” parking permit. The members felt this was misleading. Several people complained about this question. The survey may be redone.

Jane Close presented the salary bills to the members for their viewing. The bills can be found at the website: www.legis.state.ia.us/asp/Cool-ICE/DisplayBills.htm The Senate bill is SSB1345. The House bill is HSB297. Lines 7-1 through 7-11 in both bills apply to exempt merit personnel.

VI. EAP Update – No Report.

VII. CURAF Update – No Report.

VIII. Parking Deck Committee – No Report.

IX. Old Business

A. Campus Advisory Group – Cindy Ziegenhorn

The last meeting was February 27th. The next meeting date is not known.

B. Board of Regents Minutes – Cindy Ziegenhorn

The Board of Regents will meet May 1st in Iowa City. Julie Sexton, Chair of RISCAC, will present on behalf of the Supervisory and Confidential Merit Personnel. She will remind them of who we are, our place in the University system (our value to the Regents institutions), and make a request to keep the benefits for supervisory at least equal to that offered to merit staff under the bargaining agreement.

The Board of Regents Minutes can be found at:

<http://www2.state.ia.us/regents/Meetings/meetings.html>

C. Faculty Senate Report – Cindy Ziegenhorn

The Faculty Senate met on March 26th. Interim Provost Lubker stated there is a search committee for the Associate Provost position, making it a 3-year renewable term appointment. This is so the new Provost will be able to help decide if he/she wants that person to continue in the position and that person will be able to decide if he/she wants to continue working with the new Provost at the end of three years. The position will be full-time, hopefully beginning June 1st, leaving 2 weeks between Susan Koch's effective resignation date of May 15th and the effective date of the new position.

Something similar will be done for the Dean of the Graduate College, but that process has not begun.

The Senate discussed and passed a policy on personal electronic devices in the classroom. The Honor Code Task Force Chair Otto MacLin and committee members reported on the University of Northern Iowa Academic Integrity Program Constitution and Bylaws, which passed.

The Industrial-Organizational Emphasis 5th Year Program Proposal was discussed and approved.

D. MPAC Report (Merit Personnel Advisory Committee) – No Report.

E. University Council – Cindy Ziegenhorn

The next University Council meeting is scheduled for April 19, 2007.

F. RISCAC – Cindy Ziegenhorn

RISCAC met on March 28th at Tama City Hall. The name change issue was tabled for further thought. Three options under consideration are: RSCC (pronounced "risk"); Regents SC Council; and Regents SC Advisory Council. This will be voted on at the next meeting and will need 2/3 majority to pass.

The process for determining which job classifications we might suggest for review was discussed.

The question was raised regarding the effect of Fair Share on our group. Since we are not eligible to belong to a bargaining unit, Fair Share will not affect any of us, confidential or supervisory.

Merit Position Expectations have been implemented at the University of Iowa. Expectations for P & S were implemented two years ago. The expectations do not have to be in a job advertisement, but must be included in the job description. These are common sense concepts such as "demonstrates respect for all members of the University community....", "welcomes.....diversity.....", "seeks opportunities to enhance one's knowledge, skills, and abilities.....", and "uses resources responsibly". The University of Iowa feels the document is a positive tool for performance review, evaluation, and goal-setting. It is felt this will create a good working environment and good relationships within the work place, which all contribute to better productivity.

Julie Sexton, from the University of Iowa, will make the presentation before the Board of Regents at their May meeting on the University of Iowa campus. She will advocate for increases in pay and benefits comparable to those achieved by the bargaining unit.

The Early Retirement Plan offered to the IBSSS was discussed.

G. Phased Retirement Committee – Jane Close

The committee will be meeting next week. They will be studying phased retirement first and then review the ERIP.

X. New Business

A. 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 half an hour. The members discussed topics to be covered. We will provide the President with our list of topics prior to the meeting. The following four items were agreed upon by members to be discussed:

1. Status of Campus Conversations
2. Campus climate
3. Communication with employees
4. Phased retirement

If President Allen doesn't have enough time to cover all the items, possibly he could come back at another time.

B. VP-ESS Search Committee – Cindy Ziegenhorn

The search committee has met twice. The advertisement has been created and approved and where it will be posted has also been decided. The posting is in progress. Applications are due by May 16th, with the current time line (subject to revision) calling for on-campus interviews the last part of June with top candidates forwarded to President Allen on July 2nd. Further information can be found at: www.uni.edu/essvp/index.shtml

C. Election for UNI-SCMP Executive Board Members – Sandra Scobee

Sandra informed the members the due date for nominations is May 15th. The ballots will be available on-line on May 22nd.

D. Regents Award for Excellence – Cindy Ziegenhorn

The committee for reviewing nominations and choosing the SCMP recipient for the Regents Award for Excellence has been chosen. The first call for nominations has appeared on UNI Online and paper copies of the explanation of the award and the nomination form have been sent to each department of the University. Two more notices will appear in UNI Online, one today and one on Thursday. The Thursday notice will point out the last chance for nominations.

- XI. Next meeting:** May 15, 2007, at 1:30 p.m.
Curris Business Building, Room 323

XII. Adjournment

The meeting adjourned at 2:35 p.m.

Respectfully submitted,
Yvonne Groen