

**Supervisory and Confidential Merit Personnel Minutes**  
**September 18, 2007**  
**College Eye Room, Maucker Union**

Representatives in attendance: Jane Close, Claudia Meyer and Yvonne Groen

Other Representatives: Michelle Byers

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

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

**I. Introductions/Announcements**

Vice Chair Jane Close called the meeting to order at 1:30 p.m.

**II. Approval of Minutes**

Minutes from the August 21, 2007 meeting were approved. (Ziegenhorn/Scoggins Rose)

**III. Personnel Changes – Claudia Meyer**

Membership changes for August, 2007 are: Linda Chapin and Belinda Dix have been reclassified to bargaining unit classifications. Rebecca Young has resigned. New members are Brian Corwin and Matthew Weltzin, both Food Service Supervisors.

Membership changes for September, 2007 are: Wayne Fauchier transferred from Office of Compliance and Equity to Sociology, Anthropology and Criminology. Amanda Rossman was promoted to P & S.

**IV. HRS Update – No Report.**

**V. P & S Council Meeting – No Report.**

**VI. EAP Update – No Report.**

**VII. Parking Deck Committee – No Report. This will be removed from the agenda.**

**VIII. Old Business**

**A. MPAC (Merit Personnel Advisory Council) – Yvonne Groen**

Yvonne summarized the minutes of the MPAC meeting of August 8, 2007. The minutes can be found at: <http://www.vpaf.uni.edu/hrs/merit/mpac/documents/08082007.pdf>

**B. RISCAC – Jane Close**

Jane informed the members of two items discussed at the RISCAC meeting held on September 13, 2007.

The first is review of supervisory classifications. After discussion with the other institutions, the classifications selected for review were Secretary IV's, Food Service Supervisors and Office Coordinator I's. This item is on hold until after October 7<sup>th</sup>, the AFSCME contract deadline for submitting classifications.

The second item was the discussion of emergency leave accumulations. Jane explained to the other institutions how the accumulations are based on the employment anniversary date and that a "last in/first out" method is used in the calculations. The bargaining unit has filed a grievance on this matter and it is currently at Step 3. (President Allen will assign someone to hear the grievance.)

**C. Workplace Giving Committee – Nancy Scoggins Rose**

Nancy informed the members that, at its September meeting, the Workplace Giving Committee determined that separate campaigns will be conducted from September 15<sup>th</sup> to November 15<sup>th</sup> by Cedar Valley United Way, Iowa Shares, and Community Health Charities of Iowa. The committee will meet again next spring to review the workplace giving process and whether UNI should move to “on-line” giving similar to that done at the University of Iowa.

**D. Emergency Leave Accumulations – Jane Close**

As stated in Item B, this grievance is at Step 3.

**E. Bad Weather Policy – Julee Jacobson**

Julee and Claudia Meyer will draft a letter to Nick Bambach encouraging him to add a note to the Weather/Working Conditions Policy #4.07 stating that falsifying timesheets is a violation of the Fair Labor Standards Act. On the last snow day the University experienced, there were variances in the handling of timecards between the different departments.

**F. Other Old Business – Ad Hoc Retirement Study Group – Jane Close**

Jane presented a document summarizing the facts gathered on phased retirement by the Ad Hoc Retirement Study Group. The members discussed the document and agreed they would like the Ad Hoc Committee to meet and determine how to proceed with this matter and who should be the representatives.

**G. Provost Search – No report.**

**IX. New Business**

**A. Board of Regents Meeting – Cindy Ziegenhorn**

Cindy discussed items of the Board of Regents meeting on September 18<sup>th</sup> and 19<sup>th</sup>, in Council Bluffs. The agenda items can be found at:

<http://www2.state.ia.us/regents/Meetings/DocketMemos/07Memos/sep07/september2007docket.htm>

**B. Other New Business – “Meet the Pres”**

Members questioned whether SCMP employees were invited to the “Meet the Pres” event hosted by the P & S Council to be held on October 16<sup>th</sup>. Sandra Scobee will confirm that we are invited and notify members.

Cindy Ziegenhorn mentioned that our SCMP employee has been selected for the Regents Staff Excellence Award. The employee has not been notified at this time, awaiting the selection of the two P & S recipients.

**X. Next meeting:** October 16, 2007 at 1:30 p.m.  
319 Curris Business Building

**XI. Adjournment**

The meeting adjourned at 2:30 p.m.

Respectfully submitted,  
Yvonne Groen