

Supervisory and Confidential Merit Personnel Minutes
October 16, 2007
319 Curris Business Building

Representatives in attendance: Sandra Scobee, Claudia Meyer, Doug Widen and Yvonne Groen

Other Representatives: Michelle Byers and Nick Bambach

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	Jacobson, Julee	Rohwedder, Chris
Bishop, Sheri	Johannes, Joan	Schwanz, Kathleen
Brodie, Carol	Kehoe, Barbara	Scobee, Sandra
Cheeseman, Dianne	Kester, Judith	Scoggins Rose, Nancy
Close, Jane	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	Meyer, Claudia	Widen, Douglas
Goecken, Wilhelm G. III	Nedrow, Cheryl	Winters, Darlene
Goodman, Mary	Neff, Brenda	Witham, Nancy
Grant, Michele	Nelson, Stacey Edward	Witt, Janet
Groen, Yvonne	Oltman, Barbara	Ziegenhorn, Cindy

I. Introductions/Announcements

Chair Sandra Scobee called the meeting to order at 1:30 p.m.

II. Approval of Minutes

Minutes from the September 18, 2007 meeting were approved with one correction noted. (Law/Ziegenhorn)

III. Personnel Changes – Claudia Meyer

One membership change for October, 2007 was reported. Kathryn Kreimeyer is a Food Service Supervisor in Commons Catering.

IV. HRS Update – Nick Bambach/Michelle Byers

Nick reported the University will be hiring a consultant to review the University's health plan. It has been several years since this has been done. This matter arose during the faculty negotiations. Six companies have responded to the Request for Proposal. The consultant will be selected within the next month or so.

Nancy Scoggins Rose will be our representative on the Committee to select a consultant.

The consultant will be reviewing what services are provided not who will provide the services.

Michelle Byers informed the members that the new Training and Career Development Coordinator should be hired by the middle of November.

V. P & S Council Meeting – Sandy Law

Cabinet Report/Budget Update – Tuition and mandatory fee proposals for FY 2009 have been submitted to the Board of Regents office and are docketed for the October 2007 Board of Regents, State of Iowa meeting. Undergraduate and graduate resident tuition is proposed to increase 3.2%. This equates to an increase of \$171 for undergraduate residents and \$200 for graduate residents. Non-resident undergraduate and graduate tuition is proposed to increase by 2.2%. The proposed undergraduate non-resident tuition will increase by \$300 and graduate non-resident tuition will increase by \$320. Total mandatory fees are proposed to increase by 1.67%. Final approval of all increases rests with the Board.

Salary and Fringe Benefits – Jason Vetter reported the Phased Retirement report from last month continues to be reviewed. The committee discovered gray areas concerning guidelines/deadlines with the phased retirement application process. The committee also reports that currently there is not a group or individual overseeing the process. The committee will gather more information and work with Human Resources on a recommendation.

New Business – Terry Hogan, Vice President of Educational & Student Services, reported that the ESS Division is proceeding with the search for the Director of Admissions. It is hoped that this position will be filled by July 2008.

VI. EAP Update – No Report.

VII. CURAF – No Report.

VIII. Old Business

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

Yvonne summarized the minutes of the MPAC meetings of September 12 and October 10, 2007. The minutes can be found at:

<http://www.vpaf.uni.edu/hrs/merit/mpac/documents/09122007.pdf> and
<http://www.vpaf.uni.edu/hrs/merit/mpac/documents/10102007.pdf>

B. Emergency Leave Accumulations – Nick Bambach

The calculation for the emergency leave accumulations will be changed. Instead of the “last in, first out” calculation, it will be the “first in, first out” calculation. The Office of Business Operations hopes to have this completed by the end of October.

C. Bad Weather Policy – Claudia Meyer

Claudia Meyer read a draft of a letter to be sent to Human Resources encouraging them to change the wording in Policy #4.07 – Weather/Working Conditions. After discussion among the members, it was decided Nick Bambach will send a reminder out to Dean, Directors and Department Head’s of the correct procedure to follow with regards to inclement weather.

D. Provost Search

The search committee is developing the position description. The position is not quite ready for advertisement at this time. There will be a new title with this position – Executive Vice President and Provost. This title signifies who would be in charge in President Allen’s absence.

E. Other Old Business – Sandra Scobee

Classification Review – At this time, there is no new information on this matter.

Regents Staff Excellence Award – Irene Elbert is the recipient of this year’s award for Supervisory and Confidential Merit Personnel.

IX. New Business

A. Board of Regents Meeting – Cindy Ziegenhorn

The Board of Regents will meet on Wednesday, October 31st.

B. Other New Business – Sandra Scobee

Sandra noted the Presidential Forum to be held on Tuesday, November 6th.

X. Next meeting: November 20, 2007 at 1:30 p.m.
College Eye Room, Maucker Union

XI. Adjournment

The meeting adjourned at 2:15 p.m.

Respectfully submitted,
Yvonne Groen