

**Supervisory and Confidential Merit Personnel Minutes  
November 20, 2007  
College Eye Room, Maucker Union**

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

Other Representatives: Michelle Byers, Lori Hoffmann and Nick Bambach

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

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

**I. Introductions/Announcements**

Chair Sandra Scobee called the meeting to order at 1:30 p.m. Members introduced themselves to the new Training and Career Development Coordinator, Lori Hoffmann.

**II. Approval of Minutes**

Minutes from the October 16, 2007 meeting were approved. (Law/Ziegenhorn)

**III. Personnel Changes – Sandra Scobee**

Barb Kehoe, Office Coordinator I in Alumni Relations, has retired.

**IV. HRS Update – Nick Bambach/Michelle Byers/Lori Hoffmann**

Nick informed the members Eileen Dams will be retiring February 1, 2008.

Nick also mentioned the consultant to review the University's health plan will be decided upon soon.

Nick and Lori commented on the Training Advisory Committee. The committee will include Directors on campus. They will give their input on what areas they feel need training. This will include areas within their departments and divisions.

**V. P & S Council Meeting – Sandy Law**

Cabinet Report/Budget Update – Bill Calhoun reported the Cabinet is meeting about the allocation of the FY 2008 budget with decisions expected soon. The state's revenue projections for 2009 are uncertain at this time, making it difficult to anticipate appropriations for the Regents universities. Because of this, we hope to continue to grow our enrollment, as we did this year.

The Provost Search is underway and plans are for the position to be filled by July 1<sup>st</sup>.

Employee Relations Committee – Lisa Kremer reported the Meet the Pres event was a success with 120 in attendance. Staff honored with Regents Staff Excellence awards were Carol Fletcher, Jean Carlisle and Irene Elbert.

Old Business – Susan Reinart reported that the Smoking Policy Committee is currently planning on-campus forums. The University of Iowa will be smoke free beginning January 1, 2008. The committee plans to study hot topics with this issue.

**VI. EAP Update – Sandy Law**

The EAP Committee met on Monday, October 29, 2007. The minutes were passed out to the members.

**VII. CURAF – No Report.**

## **VIII. Old Business**

**A. MPAC (Merit Personnel Advisory Council) – No Report.**

### **B. SCMP Reclassifications – Sandra Scobee**

The other two universities have decided not to pursue the SCMP reclassifications. The members agreed this would be difficult to accomplish without the support of the other universities. Sandra will contact the individuals who were interested in a reclassification and let them know the SCMP group will not be pursuing this further. Possibly, they could have their individual job descriptions reviewed. Michelle Byers said the individuals could contact Liz Cook of Human Resources with questions on how to proceed with job description reviews.

### **C. Critical Incident Training Sessions – Sandra Scobee**

Sandra mentioned critical incident training sessions have taken place and will continue in the future. They are working on a method to alert individuals when an emergency occurs.

A Core Committee has been formed to address issues that rise to a threat level. If an employee has a concern, they should contact Michelle Byers or Nick Bambach in Human Resources.

## **IX. New Business**

### **A. December Meeting**

The members agreed to cancel the December, 2007 meeting.

**X. Next meeting:** January 15, 2008 at 1:30 p.m.  
Curris Business Building, Room #323

### **XI. Adjournment**

The meeting adjourned at 2:00 p.m.

Respectfully submitted,  
Yvonne Groen