

**Supervisory and Confidential Merit Personnel Minutes**  
**October 21, 2008**  
**Curris Business Building, Room 323**

Representatives in attendance: Irene Elbert, Claudia Meyer and Yvonne Buehner

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

**1. Call to Order**

Chair Irene Elbert called the meeting to order at 1:30 p.m.

**2. Introduction of Members**

**3. Minutes of September 16, 2008 Meeting**

Minutes from the September 16, 2008 meeting were approved. (Law, Ziegenhorn)

**4. Personnel Changes (Claudia Meyer)**

Claudia reported two personnel changes. Margaret Althof has retired and Lisa O'Neill is a Clerk IV in Alumni Relations.

**5. Human Resource Services Update (Nick Bambach)**

AFSCME contract negotiations will begin in December.

Interviews for the Employee Disability & Leave Coordinator are currently being conducted. The search for Judy Erickson's replacement will start soon.

**6. P & S Council & "Meet the Pres" (Sandy Law)**

Cabinet Report/Bill Calhoun

Because of the enrollment increase and the resulting increase in tuition revenue, the Cabinet will begin discussions about allocations and reallocations to fund strategic University initiatives. Discussion will begin in late October.

WWW Committee/Seth Bokelman

The P & S Council website has been recently updated with names of committee and member information and council meeting minutes.

New Business

First Year Experience self-study surveys have been distributed to staff and students. Results of the study will compliment the accreditation process in three years.

"Meet the Pres"

The "Meet the Pres" event took place on October 14<sup>th</sup>. President Allen addressed participants on current issues, answered questions, and presented Staff Excellence Awards to David Kohrs, Joan Thompson and Juanita Wright.

**7. University Council Report (Irene Elbert)**

For a summary of the University Council meeting which met on October 1, 2008, see the following link: [http://www.uni.edu/pres/council/uni-council\\_10-1-08.pdf](http://www.uni.edu/pres/council/uni-council_10-1-08.pdf)

**8. Old Business**

**a. Meeting with Board of Regents Executive Director Robert Donley (Irene Elbert)**

RISCAC will be requesting a meeting with Board of Regents Executive Director Robert Donley. The purpose of the meeting is to establish a relationship and open communication channels with the Board of Regents staff.

**b. SCMP Group Name Change (Irene Elbert)**

The members will be asked to vote on a name change for our group to Supervisory and Confidential Council.

**c. SCMP Constitution Changes (Irene Elbert)**

The Constitution changes include changing offices held from Chair, Vice Chair, Secretary, Treasurer and Election Chair to President, Vice President, Secretary and two additional representatives. Another change is officers will select proxies to serve in their absence. If a representative is absent from three meetings without proxy in any consecutive twelve months, the President may declare a seat vacant.

A question was raised whether the election chair should be eliminated. This will be discussed further at the next meeting.

**9. New Business**

**a. Clerk IV Evaluations**

Jane Close will report on this matter at the next meeting.

**b. Secretary IV and Food Service Supervisor Surveys (Irene Elbert)**

Irene contacted the above classifications by e-mail to see if they had an interest in pursuing a review of their classification. There was a low response so Irene may contact the same individuals by campus mail.

**c. SCMP Employees Who Have Reached Ceiling in Salary Increases (Yvonne Buehner)**

At the RISCAC Meeting in September, a committee was formed to investigate the matter of the number of SCMP employees who have reached the ceiling as far as their salary increases are concerned. Yvonne will be gathering thoughts on what other options might be possible for monetary or non-monetary compensation to these employees other than salary increases.

One item discussed was the extra-meritorious pay benefit. It is felt there are many that are not aware this option is available.

The information Yvonne gathers will be shared with the RISCAC committee.

**10. Adjournment**

The meeting adjourned at 2:20 p.m.

**11. Next Meeting**

November 18, 2008, 1:30 p.m.

Curriss Business Building, Room #323

Respectfully submitted,  
Yvonne Buehner