

Supervisory and Confidential Council Minutes
February 17, 2009
Curris Business Building, Room 323

Representatives in attendance: Irene Elbert, Jane Close, Donna Uhlenhopp and Yvonne Buehner

Other Representatives: Michelle Byers and Nick Bambach

Following is a list of all Supervisory and Confidential Council members, with those present indicated in bold:

Acklin, Janet
Anderson, LeRoy
Baldwin, Sherri
Bartlett, Mary-Sue
Becker, Penny
Bishop, Sheri
Brodie, Carol
Buehner, Yvonne
Burvee, Jackie
Cheeseman, Dianne
Close, Jane
Corson, Margaret
Corwin, Brian
Corwin, Leroy
Counsell, Corleen
Dally, James
Davison, Diane
Dean, MaeLynne
Diercks, David
Elbert, Irene
Farland, Bonnie
Fauchier, Wayne
Frisch, Dawn
Goecken, Wilhelm G. III
Goodman, Mary
Grant, Michele
Habinck, Tresa

Hall, Ronald
Hansen, Amanda
Hesse, MaryAnn
Hills, Marlene
Jacobson, Julee
Johannes, Joan
Kester, Judith
Keys, Mary
Kidder, Glee
Kirchmann, William
Kirk, Christopher
Kjeld, Ann
Lansink, Bridgett
Law, Sandy
Main, Doug
Marra, Stephanie
Maury, Tammy
McCabe, Karen
McDivitt, Cheri
McKernan, Pamela
McNamee, James
Meyer, Claudia
Nedrow, Cheryl
Neff, Brenda
Nelson, Stacey Edward
Oltman, Barbara
O'Neill, Lisa

Osuna, Roman
Pakala, Lynn
Perry, Donald
Peterson, Kristina
Reid, Keith
Richmond, Brent
Rohwedder, Chris
Schwanz, Kathleen
Scobee, Sandra
Shepard, Barbara
Stapleton, Larry
Thomas, Ricky
Truex, Rita
Uehle, Shirley
Uhlenhopp, Donna
Ungs, Fonda
VanGerpen, Duane
Wagner, Coleen
Welch, Keith
Welter, Patricia
Weltzin, Matthew
Whitney, Karla
Widen, Douglas
Winters, Darlene
Witham, Nancy
Witt, Janet
Ziegenhorn, Cindy

1. **Call to Order**
Chair Irene Elbert called the meeting to order at 1:30 p.m.
2. **Introduction of Members**
The members introduced themselves. Irene Elbert welcomed Donna Uhlenhopp as our new S & C Council representative. Donna will be filling the vacancy resulting from a previous resignation.
3. **Minutes of January 20, 2009 Meeting**
Minutes from the January 20, 2009 meeting were approved.
(Law, Close)
4. **Personnel Changes (Irene Elbert)**
Bridgett Lansink, Food Service Supervisor in Commons Catering, is our newest member.
5. **Human Resource Services Update (Nick Bambach and Michelle Byers)**
Nick and Michelle informed the members both the United Faculty and AFSCME contracts are close to being settled.
6. **P & S Council – No Report**
7. **Campus Advisory Board (Irene Elbert)**
Irene reported on the Campus Advisory Board meeting of January 26, 2009. These are some of the items that were discussed:
 - 1) How to protect financial aid and campus safety.
 - 2) The Revenue Estimating Conference in March will determine some decisions.
 - 3) Projected enrollment for FY10? The prediction for Fall of 2009 is down by 300 – 400.
 - 4) Board of Regents strategic plan wants affordability and maintaining quality with less.
8. **Health and Safety Committee (Irene Elbert)**
Irene reported on the Health and Safety Committee which met on January 29, 2009. The purpose of the Committee is to provide health and safety awareness programs and to respond to concerns. If you have an immediate concern contact Wendel Reece, University Safety Manager. Also inform Kathy Green, Chair of the Committee.
9. **University Council (Irene Elbert)**
You can view the items from the University Council meeting of February 9, 2009 at:
http://www.uni.edu/president/council/uni-council_2-4-09.pdf
10. **Old Business**
 - a. **Assignment of Proxies for Representatives (Irene Elbert)**
The following proxies have been assigned for S & C Council representatives:
Irene Elbert – Cindy Ziegenhorn
Jane Close – Brent Richmond
Yvonne Buehner – Sandy Law
Claudia Meyer – To be assigned
Donna Uhlenhopp – To be assigned

b. Cost Savings Initiatives (Irene Elbert)

Irene read the input received from our request for cost savings initiatives to the members. This list will be forwarded to President Allen from our members of the Supervisory and Confidential Council. (See Attached)

11. New Business

a. New Representative (Irene Elbert)

Donna Uhlenhopp will fill the vacancy for Supervisory and Confidential Council Representative. Donna's term will expire June 30, 2011.

b. Cost Savings Staffing Options (Stephanie Marra)

Stephanie Marra initiated a discussion between the members regarding their thoughts on furloughs vs. layoffs. The members had a lengthy discussion expressing ideas, thoughts and concerns. It was determined the item would be added to the Cost Savings Initiatives as a suggestion and see if further action is taken on the idea.

12. Adjournment

The meeting adjourned at 2:25 p.m.

13. Next Meeting

March 24, 2009, 1:30 p.m.
Curris Business Building, Room #323

Respectfully submitted,
Yvonne Buehner

COST SAVINGS INITIATIVES – SUPERVISORY AND CONFIDENTIAL COUNCIL MEMBERS

FEBRUARY 17, 2009

- We had three phones disconnected from our departmental offices for savings of \$78 per month.

To cut expenses in the kitchen, (and help our landfills) we are no longer using plastic tableware, foam plates, and paper napkins. Staff donated used silverware (everyone washes their own), we each purchased inexpensive dishes, and we are bringing our own napkins or using paper towels.

- One department has been taking steps toward "working green", but they have also resulted in cost savings.
 1. Powering off lights when room isn't in use.
 2. Powering off computers at the end of the day.
 3. Using recycled paper (paper printed on one side) in one tray of our copier. Staff prints to this tray as a default, only printing on "clean" paper when absolutely necessary.
- Since our office moved to Gilchrist, we have paid another department to use their copier rather than buy or lease our own, which can be costly for a good one and also can involve hefty maintenance contract fees. Our staff enters a code when we run copies, and we are charged monthly on a journal entry from the other department. While this arrangement may not be convenient or cost effective for high volume depts., it works with our more limited copy needs. (For occasional larger copy runs, we use Print Services.) Planning ahead for us to use the other department's copier was premised on it's being located in the workroom that our two offices share.
- One significant expense that could be reduced is print cartridges. Right now we send them for recycling and never see them again. If Campus Supply could coordinate the refilling of the cartridges and have them available for us to repurchase it would save about 35% on each cartridge. There is a local vendor in Waterloo - Cartridge World - who can do this for UNI. One example they have provided to us is cost of \$165 refilled instead of \$251.99 for new cartridge. I do not think each department should handle this individually with the vendor. It would be much more efficient if Campus Supply gathered them from departments, had the vendor pick them up, refill them, and return to Campus Supply for resale to departments. It will only work if all (or most) departments participate in this cost saving effort. There will be times when new ones will need to be purchased, if Campus Supply does not have a used one in stock.

- I think we should mention the early retirement option in our list of cost-savings ideas to the president. We have always been told that early retirement is a tool used to manage personnel. Now is the time!

It might make sense to offer early retirement to those employees who would qualify. Most of the employees who would qualify for an early retirement package would be earning the higher wages in their classification. They would be the long-time employees.

An early retirement package would have to be attractive - possible items to be included might be health insurance, life insurance, full or partial continued contributions to the employee's TIAA/CREF fund. These are just ideas. The cost of the benefits in the package would offset to a certain extent the salary savings, but the savings could be significant if the employee isn't replaced immediately due to the hiring freeze.

- DOR should pay for the MAU natural gas. It is currently paid out of the fuel account.
- Vacate House 26 and move Environmental Health & Safety back to the Physical Plant where there are empty offices.
- Vacate the trailers by the BRC.
- Limit the number and age of refrigerators used by employees on campus. There are a lot of them and many of them are old and not energy efficient.
- Encourage phased retirement. Isn't it better to cut several salaries by 25% than to lay off employees? Either way, there would be work that won't get done.
- It has always bothered me the amount of hard plastic containers used in food service vendors like CHATS. Without taking into account cost and sanitation, as well as display options, it seems that paper, waxed paper bags, or cardboard might be cheaper and more environmentally friendly at the same time.
- I think the entire food service area could be looked at for cost savings ideas and it would be a long discussion. I am sure there is a lot of food waste and that is money wasted. Also look at staffing needs and ways to reduce number of staff needed in various areas.
- Seems like we need an "Energy Police" force responsible for checking buildings to make sure lights, equipment, etc. are not left on after meetings and at night creating more expense. Could a person within each department or office be assigned this duty and report findings to make people aware of what they should be watching out for?

- I think it is a waste of time, effort, and wages for housekeeping to empty wastebaskets when partially full. I believe they should only be emptied when full or containing messy items. Perhaps each office could also have one large bin or barrel for recyclables that the staff empty into as needed so that housekeepers just need to empty that one barrel instead. This might free up housekeeping staff for other duties and be a cost savings to the University in the long run.
- I think the S& C Council should discuss whether or not S&C employees would be willing to put forward a resolution to support a furlough of state employees in lieu of laying people off should that become necessary in the current budget scenario. I feel that a furlough is not likely to happen unless it is initiated by employee groups from a "groundswell" before the fact, rather than being an edict from upper management in an emergency budget scenario. Having seen that layoffs usually don't really save the state much money by the time people are bumped around, and having seen the chaos and morale issues that arise, I feel a furlough is an option that employees should at least have a chance to discuss before departments are told to cut whatever percent of their budgets. Since the SC Council has the least power to be heard on campus, by my reasoning it is the best group in which to start these discussions. My personal feelings are that I would support a furlough of state employees for up to two weeks if all employee groups including faculty would be equally affected. I also feel that accruals for benefits, such as vacation and sick leave accruals, should not be affected.