

**(APPROVED)**  
**Supervisory and Confidential Council Minutes**  
**September 21, 2010**  
**Gil 025, 2 p.m.**

S&C Council Representatives in attendance: Joseph Tyler, Donna Uhlenhopp, Karla Whitney, and Janet Witt

Other Representatives: Michelle Byers

Others in attendance: Shirley Uehle, Coleen Wagner

**1. Call to Order**

Vice Chair Karla Whitney called the meeting to order at 2:05 p.m.

**2. Minutes of July 20, 2010, Meeting**

Minutes of the July 20, 2010, meeting were approved. (Tyler/Witt)

**3. Personnel Changes**

Becky Kriz, Secretary 1, Human Resources is a new member of the S&C group. Matthew Weltzin, Food Service Supervisor, Commons Catering and Sandra Scobee, President's Office, have left the group.

**4. P & S Council/Human Resources Update (Michelle Byers)**

Michelle Byers reported that the P&S Council continues to review their policies, which are 30-40 years old. The P&S staff will meet with President Allen on October 1, in the University Room of the Maucker Union. Convocation will be held September 22. A survey was sent last spring to the P&S staff regarding budget cut policies. A follow-up survey may be forthcoming if there are budget cuts this year.

As part of the Threat Assessment Team, Human Resources (HRS) was made aware of the possibility of protests/counter protests regarding the Laramie Project. Their office is working on updating their emergency planning document. Both United Faculty and AFSCME will begin negotiations for the new contracts soon. Open enrollment period for confidential employee health benefits is coming soon. September and October are big reporting months for HRS.

**5. Update on Review of Clerk IV and Secretary IV positions**

UNI has preliminary recommendations for the review of the Clerk IV and Secretary IV positions to go back into the bargaining unit. These were forwarded to the Board of Regents office and UNI is awaiting their decision. It looks like the effective date may be January 1, 2011. No employees have been notified that they will move back into the bargaining unit. HRS has communicated with the supervisors and deans who would be affected by the change.

It was asked why only these two categories are being reviewed. One individual felt it was discriminatory. It was explained that the AFSCME union choose to have these classifications reviewed. A drop in clerical numbers has been seen, possibly due to things being more electronic than in the past. What once used to be a supervisory position may no longer be. Any union cannot have employees in their bargaining unit if those employees have supervisory authority over someone else in that bargaining unit. However, if an employee is not supervising other employees, then they need to be moved back into the bargaining unit. Approximately 2/3 of the individuals reviewed at the three regent institutions do not supervise anyone. UNI will need to distinguish between the classifications of non-supervisory and supervisory. The definition of supervisory is that the employee must administratively supervise another employee, which includes hiring, training, disciplining the employee(s) that they oversee. For a confidential classification, that employee must have direct access to information that can be used in

bargaining that makes them confidential so they cannot be in the bargaining unit. The recommendation to the Board of Regents may or may not be challenged.

Further, it was questioned if the P&S employees must go through this review. Michelle explained that P&S employees have no union to make such a request, so they are not being reviewed. A position description questionnaire would need to be completed and then approval would have to be given up through the channels. Then a P&S evaluation committee would review the request, which is handled on an individual basis. If anyone thinks their position could be P&S, anyone can ask to be reviewed. This process is a fairly detailed review.

Michelle explained that the union has no say over supervisory employees. All non-supervisory and non-confidential employees need to be in the bargaining unit. Employees would not lose any pay if moved back into the bargaining unit. Michelle explained the language in the contract regarding an employee moving back into the bargaining unit. Those employees who moved out of the bargaining unit prior to July 1, 2003, would not lose their credit for seniority. She felt that this language only pertains to someone who is making a conscious decision her/himself to move back into the bargaining unit. It is intended that notification will be given to employees who will move back into the bargaining unit 30 days in advance of the move.

#### **6. Proxies**

Proxies for the current year are as follows:

Karla Whitney – proxy for Irene Elbert  
Bonnie Farland – proxy for Donna Uhlenhopp  
Wayne Fauchier – proxy for Karla Whitney  
Brent Richmond – proxy for Joe Tyler  
Shirley Uehle – proxy for Janet Witt

#### **7. Health & Safety Committee Meeting**

Janet reported on the recent Health & Safety Committee meeting. Employees are reminded that during a fire alarm, they all are to evacuate the building. Building inspections will be conducted in the new future by the Jason Kiser. All employees are to report to public safety any employees that are seen smoking on university property. Exterior sidewalks are technically not considered university property.

#### **8. Academic Year Planning**

Ideas for academic year planning for the S&C meetings should be sent to Irene.

#### **9. Next Meeting**

October 19, 2010, 2 p.m., Gil 025.

#### **10. Adjournment**

The meeting adjourned at 2:52 p.m.

Respectfully submitted,  
Donna Uhlenhopp