Supervisory and Confidential Merit Personnel Minutes
April 15, 2008
Curris Business Building, Room #323

Representatives in attendance: Sandra Scobee, Jane Close, Claudia Meyer, and Yvonne Buehner

Other Representatives: Nick Bambach

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

Acklin, Janet Habinck, Tresa
Althof, Margaret Hadd, Ronald
Andersen, Kim Hansen, Amanda
Anderson, LeRoy Headington, Diane
Baldwin, Sherri Hesse, MaryAnn
Bartlett, Mary-Sue Hills, Marlene
Becker, Penny Jacobson, Julee
Bishop, Sheri Johannes, Joan
Brode, Carol Kester, Judith
Buehner, Yvonne Keys, Mary
Cheeseman, Dianne Kidder, Glee
Close, Jane Kirchmann, William
Corson, Margaret Kirk, Christopher
Corwin, Brian Kjeld, Ann
Corwin, Leroy Law, Sandy
Counsell, Corleen Main, Doug
Dally, James Marra, Stephanie
Davison, Diane Maury, Tammy
Dean, MaeLynne McDivitt, Cheri
Dieken, Judy McKernan, Pamela
Diercks, David McNamee, James
Elbert, Irene Meyer, Claudia
Farland, Bonnie Nedrow, Cheryl
Frisch, Dawn Neff, Brenda
Goecken, Wilhelm G. III Nelson, Stacey Edward
Goodman, Mary Olman, Barbara
Grant, Michele Osuna, Roman
Habinck, Tresa
Hall, Ronald
Hansen, Amanda
Headington, Diane
Hesse, MaryAnn
Hills, Marlene
Jacobson, Julee
Johannes, Joan
Kester, Judith
Keys, Mary
Kidder, Glee
Kirchmann, William
Kirk, Christopher
Kjeld, Ann
Pakala, Lynn
Perry, Donald
Peterson, Kristina
Rathe, Marsha
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
Watson, Jennifer
Welch, Keith
Welter, Patricia
Weltzin, Matthew
Widen, Douglas
Winters, Darlene
Witham, Nancy
Witt, Janet
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 January 15, 2008 meeting were approved. (Close/Law)

III. **Personnel Changes – Claudia Meyer**  
Brent Richmond and Duane VanGerpen are additions to UNI-SCMP. They are both Parking and Transportation Supervisors. There is one deletion, Nancy Scoggins Rose is now Professional and Scientific staff.

IV. **HRS Update – Nick Bambach**  
Beth Kuehl, HRMS Administrator, started employment on February 29, 2008. Beth is replacing Eileen Dams.

Nick mentioned Buck Consultants has been reviewing the UNI Health Plan. This plan has not been reviewed for 15 – 20 years. Changes to the health plan design, if any, would come as a result of a collective bargaining process between administration at UNI and the United Faculty.

V. **P & S Council Meeting – Sandy Law**  
Sandy reported on the most recent P & S Council Meetings.

February 14, 2008 Meeting:
**Human Resources Report**  
There was a discussion regarding disability services available on campus. The Student Disability Services Coordinator is Jill Smith. The Faculty and Staff Student Services Coordinator is Eunice Dell. Eunice will be located within the Human Resource Services Department when Gilchrist Hall is reopened in the late summer of 2008.

Nick talked about the critical incident team meetings that are held periodically. P & S and Merit staff are encouraged to contact Human Resource Services if they feel threatened by another individual or there is a heightened level of concern. For immediate threats, employees should contact the Public Safety office.

**New Business**  
Steve Pavelec, of Facilities Planning, reported that UNI parking rates will be raised slightly for FY09. Progress continues on the campus emergency notification system. Currently, cost estimates are being requested for five additional locations of exterior lighting throughout the campus. A small test of the emergency notification system was made last week and a larger test will be conducted soon.

March 13, 2008 Meeting:
**Cabinet Report/Budget Update**  
Board of Regents members Jack Evans and Bonnie Campbell were recently on campus for new member orientation. They spent time with students and faculty and toured Baker Hall.

**WWW Committee**  
Seth Bokelma reported the new members of P & S Council are Cindy Webb, Traci Brown, Carol Fletcher, Paul Huber and Joey Zimmerli.
New Business
Each year the Board of Regents sets aside time for non-organized employee groups to speak to the Board. Carol Fletcher will present this year at the Board of Regents meeting at UNI on May 1, 2008. She read aloud the draft of her presentation on P & S pay policies and compensation.

VI. EAP Update – No Report. The Committee will meet again on April 21, 2008.

VII. Old Business

A. SCMP Logo and Web Site Progress – Sandra Scobee
Nancy Scoggins Rose submitted a version of the SCMP home page for the board members to review. Nancy is no longer a member of SCMP, so this matter will need to be discussed further regarding implementation and maintenance of the web page.

B. SCMP Reclassification Update – Sandra Scobee
A replacement will need to be found to replace Nancy Scoggins Rose for reviewing the Secretary IV classifications. If no one is interested in pursuing this, the matter may be dropped.

The review of Food Services Supervisor classifications is still pending.

C. MPAC Update – Yvonne Groen
Yvonne updated the members on the status of MPAC. She read a letter from Dave Pruin, Chair of MPAC. It stated that President Allen has decided to disband the Merit Personnel Advisory Committee (MPAC). The hope is to fill the gap with a more active labor/management committee. This committee will probably meet quarterly or when the Union requests that they meet.

D. Provost Search – Sandra Scobee
The current search for the Executive Vice President and Provost has been closed. The goal is to have this filled before the Spring 2009 semester begins. James Lubker continues to serve as interim.

E. Regents Staff Excellence Award – Sandra Scobee
The recipients of this award will be recognized at the May 1st Board Meeting luncheon at the University of Northern Iowa. Irene Elbert was selected from the Supervisory and Confidential Merit Personnel group.

The selection process for the next award for the P & S staff will be done in the fall instead of the spring. It was suggested the SCMP group follow the same timetable. Sandra Scobee will investigate the guidelines to see if there are any restrictions to the selection process.

F. Chair Reports – Other Campus Meetings – Sandra Scobee
University Council – This meeting discussed reaccreditation. (See link below)
http://www.uni.edu/pres/council/uni-council_2-6-08.pdf

Faculty Senate – Matters discussed were the UNI Alert System and the Student Information System.
VIII. New Business

A. RISCAC Presentation to the Board of Regents – Jane Close
Doug Widen will make the presentation regarding salaries on behalf of RISCAC at the Board Meeting on May 1st.

Jane Close will be arranging a meeting for the RISCAC group in June. Election of officers will be on the agenda.

B. Pay for Exceptional Performance – Sandra Scobee
The members discussed this benefit. See Regents Merit System Rules 3.39(10).

3.39(10) Pay for exceptional performance. An employee may be given pay for exceptional performance, not to exceed 5 percent of an employee’s current annual salary, at the written request of the employee’s department head with appropriate administrative approval and the prior approval of the resident director. The request will describe the nature of the exceptional job performance for which additional pay is requested, indicate the amount proposed, and specify the source of funds. The award may be based on sustained superior performance or an exceptional achievement or contribution during the period since the employee’s last performance review. To qualify for an exceptional performance award, an employee must have a cumulative performance evaluation exceeding standards and have no individual rating below satisfactory. Payment will be made as a lump sum award and will not change the employee’s established salary rate. No employee will be eligible for more than one award a year.

IX. Other

A. SCMP Board Elections – Sandra Scobee
Ballots for the SCMP Board elections need to be available no later than May 22nd. Claudia Meyer is the election chair. Positions to be filled this year are to be within the confidential and non-clerical personnel.

B. Upcoming Meetings – Sandra Scobee
May 20, 2008 – Leah Gutknecht, Compliance and Equity Management
June 17, 2008 – President Ben Allen

X. Adjournment
The meeting was adjourned.

Respectfully submitted,
Yvonne Buehner