

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:

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|-------------------------|-----------------------|-----------------------|
| 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 | Richmond, Brent |
| Becker, Penny | Jacobson, Julee | Rohwedder, Chris |
| Bishop, Sheri | Johannes, Joan | Schwanz, Kathleen |
| Brodie, Carol | Kester, Judith | Scobee, Sandra |
| Buehner, Yvonne | Keys, Mary | Shepard, Barbara |
| Cheeseman, Dianne | Kidder, Glee | Stapleton, Larry |
| Close, Jane | Kirchmann, William | Thomas, Ricky |
| Corson, Margaret | Kirk, Christopher | Truex, Rita |
| Corwin, Brian | Kjeld, Ann | Uehle, Shirley |
| Corwin, Leroy | Law, Sandy | Uhlenhopp, Donna |
| Counsell, Corleen | Main, Doug | Ungs, Fonda |
| Dally, James | Marra, Stephanie | VanGerpen, Duane |
| Davison, Diane | Maury, Tammy | Wagner, Coleen |
| Dean, MaeLynne | McDivitt, Cheri | Watson, Jennifer |
| Dieken, Judy | McKernan, Pamela | Welch, Keith |
| Diercks, David | McNamee, James | Welter, Patricia |
| Elbert, Irene | Meyer, Claudia | Weltzin, Matthew |
| Farland, Bonnie | Nedrow, Cheryl | Widen, Douglas |
| Frisch, Dawn | Neff, Brenda | Winters, Darlene |
| Goecken, Wilhelm G. III | Nelson, Stacey Edward | Witham, Nancy |
| Goodman, Mary | Oltman, Barbara | Witt, Janet |
| Grant, Michele | Osuna, Roman | 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 Bokelman 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