Supervisory and Confidential Merit Personnel Minutes  
May 20, 2008  
Curris Business Building, Room #323

Representatives in attendance: Sandra Scobee, Doug Widen and Yvonne Buehner

Other Representatives: Nick Bambach and Beth Kuehl

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

Acklin, Janet
Althof, Margaret
Andersen, Kim
Anderson, LeRoy
Baldwin, Sherri
Bartlett, Mary-Sue
Becker, Penny
Bishop, Sheri
Broder, Carol
Buehner, Yvonne
Cheeseman, Dianne
Close, Jane
Corson, Margaret
Corwin, Brian
Corwin, Leroy
Counsell, Corleen
Dally, James
Davison, Diane
Dean, Mae Lynne
Dieken, Judy
Diercks, David
Elbert, Irene
Farland, Bonnie
Frisch, Dawn
Goecken, Wilhelm G. III
Goodman, Mary
Grant, Michele
Habinck, Tresa
Hall, Ronald
Hansen, Amanda
Hesse, Mary Ann
Hills, Marlene
Jacobson, Julee
Johannes, Joan
Kester, Judith
Keys, Mary
Kidder, Glee
Kirchmann, William
Kirk, Christopher
Kjeld, Ann
Law, Sandy
Main, Doug
Marra, Stephanie
Maury, Tammy
McDivitt, Cheri
McKernan, Pamela
McNamee, James
Meyer, Claudia
Nedrow, Cheryl
Neff, Brenda
Nelson, Stacey Edward
Oltman, Barbara
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
Van Gerpen, 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. UNI-SCMP members introduced themselves to Beth Kuehl, HRMS Administrator of Human Resource Services.

II. Approval of Minutes
Minutes from the April 15, 2008 meeting were approved. (Law/Widen)

III. Personnel Changes – Sandra Scobee
Marsha Rathe has left the University for other employment.

IV. HRS Update – Nick Bambach
UNI will be a smoke-free campus effective July 1st.

Human Resource Services will be moving back to Gilchrist Hall the second week in July. The conference room at Human Resource Services will be used as a call center for critical incidents.

Sarah Peakin, Benefits Specialist, will be leaving the University due to her husband taking other employment.

V. P & S Council Meeting – Sandy Law
Sandy reported on the May 8, 2008 P & S Council Meeting.

Cabinet Report/Budget Update – Bill Calhoun
There was good news from the legislative sessions this year. Salaries were fully funded and $4 million was appropriated for the Math/Science Initiative. Funds were also appropriated for the electrical distribution loop.

The P & S salary distribution recommendation was approved by the Cabinet.

The annual retirement breakfast was held on May 3rd in the Commons and sixteen retirees were honored.

Old Business – P & S Policy Changes Review
For the past 25 years, a number of on-campus groups have attempted to consolidate, simplify and clarify P & S Policies. The latest review has been completed by Tim McKenna, Nick Bambach, Leah Gutknecht, Michelle Byers and Lisa Frush.

Primary changes to the P & S Policies were discussed. It was suggested that a group of P & S employees should evaluate all proposed changes, comparing them to the original document. Carol Fletcher will send out a notice for those interested to serve on this committee.

VI. EAP Update – Sandy Law
Sandy handed out the minutes from the April 21, 2008 EAP Committee Meeting.
VII. Old Business

A. Election Progress – Sandra Scobee
The request for nominations has been sent out. The ballot needs to be available to SCMP members between May 22nd and May 31st for election of the new officers.

B. SCMP Logo and Website Progress – Sandra Scobee
Sandra suggested a committee be formed to work on this issue. It was felt the SCMP group might become better known to the campus community with their own website. Another reason was to make the web page easier to find. If a committee is formed, Beth Kuehl offered to serve as ex officio.

The members discussed the advantages and disadvantages of leaving the SCMP web page under the Human Resources website. This will need to be discussed further.

C. SCMP Reclassification Update – Sandra Scobee
No more information on this issue at this time.

D. Pay for Exceptional Performance – Sandra Scobee
Sandra presented a draft of a letter to the members. The intent was to send the letter to Tom Schellhardt, Vice President for Administration and Finance, to make sure Department Heads are aware of this item. After further discussion, the matter was tabled and this matter will not be pursued at this time.

E. RISCAC Presentation to the Board of Regents – Doug Widen
Doug informed the members he was not able to speak at the Board of Regents meeting due to a change in the schedule. The document was given to the Regents members for their consideration.

VIII. New Business

A. Invitation (President Allen) – Sandra Scobee
President Allen will be unable to speak to the SCMP members in June. Sandra sent a note to President Allen inviting him to meet with the SCMP members at least once a year.

B. Compensatory Time Payout Memo – Sandra Scobee
There were questions on this matter. It was suggested Linda Gruetzmacher, Payroll Manager, be a guest at one of our meetings. She would be able to answer questions on this subject.

IX. Other

A. Compliance/Equity Presentation – Sandra Scobee
Leah Gutknecht will be a guest at the June meeting. There will be a 10-minute review, followed by questions and answers.

B. FY09 Meeting Dates – Yvonne Buehner
Yvonne informed the members the location of the meetings for July through December, 2008 will be at Curris Business Building, Room #323. The location for some of the meetings may be changed to Gilchrist Hall at a later date.
X. **Adjournment**
   The meeting was adjourned at 2:25 PM.

Respectfully submitted,
Yvonne Buehner