

Supervisory and Confidential Merit Personnel Minutes
June 17, 2008
Curris Business Building, Room #319

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

Other Representatives: Nick Bambach, Michelle Byers and Leah Gutknecht

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

Acklin, Janet	Habinck, Tresa	Pakala, Lynn
Althof, Margaret	Hall, Ronald	Perry, Donald
Andersen, Kim	Hansen, Amanda	Peterson, Kristina
Anderson, LeRoy	Hesse, MaryAnn	Reid, Keith
Baldwin, Sherri	Hills, Marlene	Richmond, Brent
Bartlett, Mary-Sue	Jacobson, Julee	Rohwedder, Chris
Becker, Penny	Johannes, Joan	Schwanz, Kathleen
Bishop, Sheri	Kester, Judith	Scobee, Sandra
Brodie, Carol	Keys, Mary	Shepard, Barbara
Buehner, Yvonne	Kidder, Glee	Stapleton, Larry
Cheeseman, Dianne	Kirchmann, William	Thomas, Ricky
Close, Jane	Kirk, Christopher	Truex, Rita
Corson, Margaret	Kjeld, Ann	Uehle, Shirley
Corwin, Brian	Law, Sandy	Uhlenhopp, Donna
Corwin, Leroy	Main, Doug	Ungs, Fonda
Counsell, Corleen	Marra, Stephanie	VanGerpen, Duane
Dally, James	Maury, Tammy	Wagner, Coleen
Davison, Diane	McCabe, Karen	Welch, Keith
Dean, MaeLynne	McDivitt, Cheri	Welter, Patricia
Dieken, Judy	McKernan, Pamela	Weltzin, Matthew
Diercks, David	McNamee, James	Widen, Douglas
Elbert, Irene	Meyer, Claudia	Winters, Darlene
Farland, Bonnie	Nedrow, Cheryl	Witham, Nancy
Frisch, Dawn	Neff, Brenda	Witt, Janet
Goecken, Wilhelm G. III	Nelson, Stacey Edward	Ziegenhorn, Cindy
Goodman, Mary	Oltman, Barbara	
Grant, Michele	Osuna, Roman	

I. Introductions/Announcements

Chair Sandra Scobee called the meeting to order at 1:30 p.m. UNI-SCMP members introduced themselves to guest speaker, Leah Gutknecht of Compliance and Equity Management.

II. Compliance and Equity Management Presentation – Leah Gutknecht

Leah summarized the different areas that require the services of Compliance and Equity Management. Their office touches about every department on campus. Some of their work is done on an annual basis and some is sporadic. They work with searches including Merit, P & S, and Faculty and help with the hiring process. There is one employee who focuses solely on searches. Annually, they work on the Affirmative Action Plan and administer the Discrimination and Harassment Policy. They work with administration for recruitment and follow-up on internal and external complaints. Sometimes they are involved with lawsuits through the Attorney General's Office. An area they would like to be able to devote more time to is "Diversity Matters".

The members followed up with a Question and Answer session. Items that were discussed from that session were:

1. There are between 250 and 300 searches per year.
2. There are between 20 and 25 formal cases per year. (A formal complaint becomes a case)
3. Incident reports are concerns that are entered into a log but may be resolved and may or may not turn into formal complaints.
4. Effective July 1, 2008, the statute of limitations to file a formal complaint in the State of Iowa is 300 days. If issues continue to occur, the timetable is extended.
5. A formal complaint is originally filed in writing. Then it is followed up verbally with the individual who filed the complaint and who the complaint is filed against. Others who might know of the situation are also contacted. Compliance and Equity Management reports to the President's Office as sometimes they need access to certain records to investigate the complaints.

III. Approval of Minutes

Minutes from the May 20, 2008 meeting were approved. (Widen/Law)

IV. Personnel Changes – Judy Kester

Karen McCabe has been added as a Clerk III in Human Resource Services.

V. HRS Update – Nick Bambach

Nick informed the members Human Resource Services will be moving to Gilchrist Hall the week of July 7th. There will be three events for the re-opening of Gilchrist Hall, one for students, one for staff, and one open to the public that will include the Dedication Ceremony.

A recycling committee has been formed called the "Green Team".

Nick mentioned signage will be important to let people know where you are currently, when you will be moving, and to what location.

Michelle mentioned Lisa Frush is back on a part-time basis.

Two searches are currently being conducted, one to replace Sara Peakin as Benefits Specialist and a new position of P & S Employment Coordinator.

VI. P & S Council Meeting – Sandy Law

Sandy reported on the June 12, 2008 P & S Council Meeting.

Cabinet Report/Budget Update – Bill Calhoun

The next Board of Regents meeting will be at Iowa State University. Bonding for Sabin Hall at UNI is an agenda item.

Budget planning will be discussed at the upcoming Cabinet retreat.

The state's new smoking policy will take effect on July 1, 2008. The Smoking Policy Committee, chaired by Jim O'Connor, will interpret the policy and its effect on the UNI campus. Kathy Green is heading up the campus' smoking cessation efforts.

HR Report – Nick Bambach

Nick addressed the timekeeping process due to the cancellation of UNI normal work activities on June 10th and 11th. For Merit staff, if an employee is absent from work due to a weather related emergency or if normal work activities on the campus have been canceled, they may use vacation, earned compensatory time or leave without pay to cover the absence. Employees have the option to request that time missed be made up in the same work week. P & S staff would typically treat an absence due to a weather related emergency or cancellation of campus work activity as vacation unless other arrangements have been made with their supervisor. Specific questions related to the recording of absence time may be directed to Payroll. General questions related to the University Policy or the AFSCME Collective Bargaining Agreement may be directed to Human Resources. (This information was forwarded to the Deans, Directors and Department Heads by e-mail on June 10, 2008)

New Business

Seth Bokelman thanked outgoing P & S Council members Carol Fletcher, Lisa Kremer, Susan Reinart, Gale Secor and Rick Seeley for their service.

VII. EAP Update – No Report.

VIII. Old Business

A. Election Results – Sandra Scobee

Irene Elbert and Amanda Hansen have been elected for a three-year term as Executive Board members for UNI-SCMP. Their term begins on July 1, 2008.

B. RISCAC – Jane Close

The RISCAC meeting that was scheduled for Thursday, June 19th has been canceled due to the flooding problems.

IX. New Business

A. Compliance and Equity Management Presentation – See Agenda Item II.

X. Other

A. Guest Speakers – Sandra Scobee

President Allen will be the guest speaker at the July 15, 2008 meeting. The members should present their suggestions for topics of discussion to the Executive Board members. Topics will be selected to present to President Allen for his preparation. Items that were discussed last year with President Allen should also be reviewed in case we need to follow-up.

Linda Gruetzmacher, Payroll Manager, will be the guest speaker at the September 16, 2008 meeting. Linda would also like to prepare for the meeting by knowing the topics of discussion. Please present your questions to the Executive Board members.

B. Executive Board Meeting

The Executive Board members will meet directly after the regular meeting. Sandra invited the members to attend, if interested.

XI. Adjournment

The meeting was adjourned at 2:30 p.m.

XII. Next Meeting: July 15, 2008, 1:30 p.m.
College Eye Room, Maucker Union

Respectfully submitted,
Yvonne Buehner