Supervisory and Confidential Merit Personnel Minutes
August 19, 2008
Curris Business Building, Room 323

Representatives in attendance: Irene Elbert, Jane Close 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  Pakala, Lynn
Althof, Margaret  Hall, Ronald  Perry, Donald
Anderson, LeRoy  Hansen, Amanda  Peterson, Kristina
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
Conwin, 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  McCabe, Karen  Welch, Keith
Diercks, David  McDivitt, Cheri  Welter, Patricia
Elbert, Irene  McKernan, Pamela  Weltzin, Matthew
Erickson, Judy  McNamee, James  Whitney, Karla
Farland, Bonnie  Meyer, Claudia  Widen, Douglas
Frisch, Dawn  Nedrow, Cheryl  Winters, Darlene
Goeckeen, Wilhelm G. III  Neff, Brenda  Witham, Nancy
Goodman, Mary  Nelson, Stacey Edward  Witt, Janet
Grant, Michele  Oltman, Barbara  Ziegenhorn, Cindy
1. **Call to Order**
   Chair Irene Elbert called the meeting to order at 1:30 p.m.

2. **Introduction of Members**

3. **Minutes of July 15, 2008 Meeting**
   Minutes from the July 15, 2008 meeting were approved. (Law, Close)

4. **Personnel Changes**
   Claudia Meyer will include these changes with her report at the September 16, 2008 meeting.

5. **Human Resource Services Update (Nick Bambach)**
   Nick reported contract negotiations will begin soon for United Faculty and AFSCME.
   The Cabinet has decided that the policy for pre-employment checks will now include checks for criminal background for part-time and full-time employees.
   Nick asked the members if they had heard any feedback regarding the smoking policy. None were noted. Nick said signs are to be posted regarding the policy.
   A replacement for Sarah Peakin, Benefits Specialist, is in process. The candidate has been presented an offer and has accepted.
   A position to be filled in Human Resource Services is the Employee Disability and Leave Coordinator. This position will cover FMLA, Catastrophic Leave, Workers Compensation, and ADA.

6. **P & S Council (Sandy Law)**
   Elections were held in July for P & S Council President and Vice President. Carol Fletcher was elected President and Jason Vetter was elected Vice President for 2008-2009.
   The Meet the Pres Event has been set for October 14th from noon to 1:00 pm in Maucker Union, Ballroom C. Refreshments will be served. Three Regents Staff Excellence Award winners will be announced during this event.
   There was discussion about promoting the Staff Training Grant which allows full funding of tuition reimbursement for UNI employees who take advantage of the program. P & S Compensation & Classification Coordinator Lisa Frush noted that the Staff Training Grant is fully explained to candidates in HR benefit briefings to assist with promoting the program. For more information on the Staff Training Grant see: [http://www.uni.edu/pres/policies/475.shtml](http://www.uni.edu/pres/policies/475.shtml)

7. **Old Business**
   a. **Review of President Allen’s Visit**
      The main issues that were covered at President Allen’s visit were budget, merit increases, phased retirement and the issue of half of the SCMP employees hitting the ceiling as far as raises.
Information was given to President Allen regarding phased retirement from the Ad Hoc Committee and the merit increases. The SCMP group may want to follow up with President Allen regarding these matters. In the meanwhile, the members should try to come up with solutions regarding the problem areas in these matters.

It was suggested the Ad Hoc Committee should meet again regarding phased retirement.

b. SCMP Website
A meeting will be held with the Webmaster, Claudia Meyer, to discuss correcting the current website information and future plans for the website.

c. Review of Classifications
Food Service Supervisors and Secretary IV’s will be approached one more time to see if they want to pursue reviewing those classifications.

d. Compensatory Time Payout
Linda Gruetzmacher, Payroll Manager, will be attending the September 16th meeting. She will be able to answer questions regarding the compensatory time payout. If members have any other items they would like to discuss, please let Irene Elbert know in advance of the meeting.

8. New Business

a. Regents Staff Excellence Awards
The selection process for the Regents Staff Excellence Awards has usually been done in the Spring. The SCMP group will follow P & S and the selection will now be done in the Fall. The Supervisory and Confidential Merit Personnel award is presented in the odd years. It was decided to initiate the process in the Spring with setting up the committee and preparing applicants information. The final selection process would then be done in the Fall.

b. Parking Deck
Once the Parking Deck is finished a groundbreaking ceremony will be planned. It is projected to be finished in the Summer of 2009.

c. SCMP Visibility
Several areas were discussed regarding SCMP visibility. It was suggested information should be posted on UNI-Online including meeting dates and a link to the minutes.

New members should receive a personal invitation to their first meeting.

Changing the name to Supervisory and Confidential Council was suggested. Also, the positions of the Board should be changed from Chair and Vice Chair to President and Vice President. This would mean changing the constitution, giving the members an advance notice of the change and then voting on this change.
d. Gilchrist Hall
The Gilchrist Hall Rededication will be held on October 17th from 2:00 to 4:00 p.m.

Tours will be given of Gilchrist Hall and other buildings during Family Weekend on Saturday, September 20th from 10:00 a.m. to noon.

Now that the offices have returned to Gilchrist Hall, a “Green Team” has been formed. Julie Tyler is the Chair.

9. Adjourn
The meeting adjourned at 2:35 p.m.

10. Next Meeting
September 16, 2008, 1:30 p.m.
Curris Business Building, Room #323

Respectfully submitted,
Yvonne Buehner