

**Supervisory and Confidential Merit Personnel Minutes**  
**September 16, 2008**  
**Curris Business Building, Room 323**

Representatives in attendance: Irene Elbert, Jane Close and Yvonne Buehner

Other Representatives: Linda Gruetzmacher, Michelle Byers and Nick Bambach

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

**Acklin, Janet**

Althof, Margaret

Anderson, LeRoy

Baldwin, Sherri

Bartlett, Mary-Sue

Becker, Penny

Bishop, Sheri

Brodie, Carol

**Buehner, Yvonne**

Burvee, Jackie

Cheeseman, Dianne

**Close, Jane**

Corson, Margaret

Corwin, Brian

Corwin, Leroy

Counsell, Corleen

Dally, James

Davison, Diane

Dean, MaeLynne

Diercks, David

**Elbert, Irene**

Erickson, Judy

Farland, Bonnie

Frisch, Dawn

Goecken, Wilhelm G. III

Goodman, Mary

Grant, Michele

Habinck, Tresa

Hall, Ronald

Hansen, Amanda

Hesse, MaryAnn

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

McCabe, Karen

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

VanGerpen, Duane

Wagner, Coleen

Welch, Keith

Welter, Patricia

Weltzin, Matthew

Whitney, Karla

Widen, Douglas

Winters, Darlene

Witham, Nancy

Witt, Janet

**Ziegenhorn, Cindy**

**1. Call to Order**

Chair Irene Elbert called the meeting to order at 1:30 p.m.

**2. Welcome to Linda Gruetzmacher, Payroll Manager**

**3. Introduction of Members**

**4. Linda Gruetzmacher**

Linda explained to the members there is much that goes on behind the scenes in the Payroll Department. Following are a few things she discussed.

Timecard Managers – Every office has one or two of these. They assist in the approval flow and are able to complete timecards for others. They can create old timecards for two weeks. After that, they need to contact Payroll for assistance. Getting timecards approved timely is important so accruals are calculated correctly.

Personnel Action Forms (PAF's) – Linda encouraged the members to process PAF's as soon as they are aware of the action, don't wait for the deadline. Late PAF's cause many problems for Payroll.

Linda discussed vacation and sick leave balances. Usage shows up timely but accruals are one month behind. In order to calculate sick leave conversion, all timecards need to be submitted timely.

The Payroll Department is sometimes asked for assistance in figuring what pay will be if an employee wants to add a SRA (Supplemental Retirement Annuity), go from full-time to part-time, or changing exemptions. The Payroll Department will help with those estimations.

If a SCMP employee accrues a compensatory time (comp time) balance of 80 hours or more, it will be paid out on the next monthly payroll check. Merit employees can have a maximum of 120 hours of comp time. For Merit, whatever balance exists at June 30<sup>th</sup> is paid out. SCMP employee balances can carryover to the next fiscal year. These balances are determined by the Department of Administrative Services.

Linda informed the members of the Payroll staff responsibilities:

Sherry Baldwin – Student payroll assignments and timecards, direct deposits, and special checks for students.

Tresa Habinck – Merit payroll, vacation and sick leave balances, workers compensation adjustments, W-4's, catastrophic leave, and special checks for merit staff.

Jan Rogers – International students and staff, taxation, payroll reconciliation, and labor distribution adjustments.

The Payroll Department is adding a new P & S position, Payroll Coordinator. This position will assist Linda by processing monthly and bi-weekly payroll, PAF's, processes done before and after payroll, documentation and training.

**5. Minutes of August 19, 2008 Meeting**

Minutes from the August 19, 2008 meeting were approved. (Ziegenhorn, Law)

**6. Personnel Changes (Irene Elbert)**

There are two new members. Jackie Burvee, Clerk IV (Business Operations) and Karla Whitney, Secretary IV (College of Social and Behavioral Sciences).

**7. Human Resource Services Update (Nick Bambach)**

Nick mentioned the policy for pre-employment checks will now include checks for criminal background.

Michelle informed the members of new staff in Human Resource Services. Justin Ruegg has been hired as P & S Employment Coordinator. Bobbi Petersma has been hired as Benefits Specialist. They are in the search process for the Employee Disability & Leave Coordinator. Judy Erickson will be retiring the end of October.

Michelle explained the Vacation Donation Program for Flood & Tornado Victims which has been distributed. The University of Iowa initiated the program. The program will help employees who need to take time off for the tornado or flood disasters. This will be retroactive to May 25, 2008. The program will continue on a monthly basis through December 31, 2008. If the employee received Disaster Recovery Assistance through the Unemployment Office, they are not eligible for this benefit.

**8. P & S Council (Sandy Law)**

Cabinet Report/Budget Update – Bill Calhoun

Bill reported that Fall University enrollment at UNI has increased by 2.4%. Iowa State and the University of Iowa also reported enrollment increases.

On September 30<sup>th</sup>, Community College Presidents will be meeting on campus.

“Imagine the Impact” volunteer training sessions will soon take place. The United Way campaign will also take place this Fall.

Employee Relations – Tony Smothers

The Meet the Pres Event will be held on October 14<sup>th</sup> from noon to 1:00 p.m. in Maucker Union, Ballroom C. Refreshments will be served. President Allen will speak and three Regents Staff Excellence Award winners will be announced during this event.

**9. Old Business**

**a. SCMP Website and Visibility**

Claudia will be contacting Beth Kuehl for assistance in correcting the problem with our current website.

Irene will send a welcome letter to new members through e-mail.

**10. New Business**

**a. RISCAC Meeting 9/11/08 – Tama City Hall (Jane Close)**

Jane reported that RISCAC met on September 11<sup>th</sup> at Tama City Hall.

The University of Iowa discussed the matter of AFSCME wanting to review Clerk IV classifications. This was discussed at a Labor Management meeting. It is not a formal action at this time. AFSCME wants to review how many Clerk IV's supervise other merit employees. If they don't supervise other merit employees, AFSCME wants them to become part of the bargaining unit. A Committee has been formed to review this matter.

Another issue discussed at RISCAC was the number of SCMP employees who have hit the top of the ceiling regarding salary increases. A committee was also formed to investigate this matter further.

A meeting will be set up to meet with Executive Director Robert Donley. A representative from each University will attend. The goal is to improve communication with the Board of Regents staff.

The University of Iowa staff had several options to work in pay status during the flood in June. Some of our employees were concerned that vacation was the only option available. If that scenario comes up at UNI again and the employee does not want to take vacation, the employee should ask permission to stay in pay status and see what is available for options.

Following are the RISCAC officers for FY09:

Heather Schnoebelen, Chair (University of Iowa)  
Sally Evans, Vice Chair (Iowa State University)  
Yvonne Buehner, Secretary (University of Northern Iowa)

**b. Campus Advisory Group Meeting 9/11/08 (Irene Elbert)**

There was general conversation with President Allen regarding many topics. Some of the topics included communication, affordability, reciprocity, sustainability, accreditation, energy issues, green initiatives, role of athletics, relationship with community colleges, and the Sabin Hall Renovation.

**c. Name Change for SCMP Group**

The members are considering a new name for our group, Supervisory and Confidential Council. Offices held would be President and Vice President instead of Chair and Vice Chair.

**d. Constitution Changes**

Changes to the Constitution were discussed. One change would be having three officers and two representatives. (President, Vice President, Secretary and two representatives)

Another change discussed was having the SCMP representative assign a proxy to attend meetings when they cannot.

Jane will work on the changes listed above. We will discuss at the next meeting and then proceed with notifying all members for a vote.

**11. Adjournment**

The meeting adjourned at 3:15 p.m.

**12. Next Meeting**

October 21, 2008, 1:30 p.m.

Curriss Business Building, Room #323

Respectfully submitted,  
Yvonne Buehner