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# Creating a web page for the Professional and Scientific Council at the University of Northern Iowa

Rochelle Lee Gehrke Loonan

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# Creating a web page for the Professional and Scientific Council at the University of Northern Iowa

## Abstract

A web site was created for the Professional and Scientific Council at the University of Northern Iowa. This site can be visited at **www.uni.edu/ps_council**. This site was created as a resource for the Professional and Scientific Staff. It includes links to payroll and benefits, along with background of the council, listing of the council members and information on meetings and monthly events.

The methodology used to create the site will be addressed which will include discussion of why to build a site, categories of sites, planning the site, the design process, design principles and the presentation of information on the web page. The project will be briefly discussed along with what is contained in the Appendices. Conclusions and recommendations will be given on good and bad design features, costs of building a site and ideas will be given on how to market the site.

Creating a web page for the Professional and Scientific

Council at the University of Northern Iowa


A Graduate Project

Submitted to the Division of Educational Technology

Department of Curriculum and Instruction

in Partial Fulfillment

of the Requirements for the Degree

Masters of Arts

UNIVERSITY OF NORTHERN IOWA


by

Rochelle Lee Gehrke Loonan

July 1999

This project by: Rochelle Lee Gehrke Loonan

Titled: Creating a Web Page for the Professional and Scientific Council at the University of Northern Iowa

has been approved as meeting the requirement for the Degree of Master of Arts.

_July 30, 1999_

Date Approved

Graduate Faculty Reader

Dr. Sharon Smaldino

_July 30, 1999_

Date Approved

Graduate Faculty Reader

Dr. Robert Hardman

_9-14-99_

Date Approved

Head-Department of Curriculum and Instruction

Dr. William Callahan

# Abstract

A web site was created for the Professional and Scientific Council at the University of Northern Iowa. This site can be visited at *www.uni.edu/ps_council*. This site was created as a resource for the Professional and Scientific Staff. It includes links to payroll and benefits, along with background of the council, listing of the council members and information on meetings and monthly events.

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## Table of Contents

## Introduction

A web site was created for the Professional and Scientific Council at the University of Northern Iowa. This site can be visited at *www.uni.edu/ps_council*. This site was created as a resource for the Professional and Scientific Staff. It includes links to payroll and benefits, along with background of the council, listing of the council members and information on meetings and monthly events.

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## Methodology

Microsoft FrontPage 98 was the tool used in creating this web page. FrontPage98 is a "web site creation and management tool that requires no programming knowledge but is robust enough for experienced Web site developers" (Getting Started with FrontPage 98, 1997, p. 4). It has everything that is necessary to create and build a web site.

It was then uploaded to the university server using a program called WS_FTP. This software is free and easy to use. It actually takes the pages that have been created and "moves" a copy of them to the web.

The contents of the site consist of links to other sites, pages created specifically for the council, email links and a suggestion form along with several graphics, tables and links within the site.

When creating a new site, there are several things that need to be taken into consideration. First, there must be a reason to build the site. Next, it should be decided as to what type of site would be built. Then the goals must be set for the site. The basic design process, design principles and how to

arrange information on the page and within the site
must be carefully thought about and applied.

## Why build a site

"The very first question you need to ask yourself
before you go any further is why? Why do you want to
build this site? What do you mean to accomplish?" says
Will-Harris (1999, p. 2). He says that you need to ask
yourself what you want people to do when they come to
your site. Do you want them to learn more about a
topic? Buy a product? Hire you? Communicate more
easily? Be motivated to do something?

## Categories of sites

Will-Harris (1999) categorizes sites into three
areas. One is a content site. This is a site of
information. A commerce site is one that has a purpose
of selling something. An interaction site is one that
deals with the communication between people. He also
says that it is becoming very common for sites to
include all three of these areas. If all three of
these areas are used, priorities will need to be set
to determine which aspect is most important and how
they will work with each other.

"It is vital to remember that a good site isn't just about what you want. It has to be about what your site visitors want-otherwise they have no reason to visit, or at least no reason to visit again", says Will-Harris (1999, p. 10). He suggests putting yourself in the visitor's shoes and asking: "What do I need to know? What do I want to know? What is the problem I need a solution to?" He says, "your answers to these questions will help you determine the information you need to provide the right content for your web site" (p. 11).

Planning the site

Regarding planning, Will-Harris (1999) suggests that the goals be written on paper or a computer screen. He says to keep them short and make sure they are specific. While working on the planning of the site, he suggests to look around at other sites that are built and take a look at their effectiveness. Will-Harris (1999) says it is easiest to think of a site as having three sections: organization, content, and appearance. The site needs to be organized so visitors can find their way around. It is common to

start with a home page, which can include an introduction, table of contents, and links to other sections in the site. Also, how to navigate effectively through the information in the site needs to be considered.

Lynch and Horton (1999) also agree that the first step in designing a web site is to make sure a set of goals have been defined and it is known what needs to be achieved with the web site. They say that without a purpose and objectives the project will begin to drift off course. They stress that "careful planning and a clear purpose are the keys to success in building web sites, particularly when you are working as part of a development team" (Lynch & Horton, 1999, p. 1).

Will-Harris (1999) suggests, "take the time to think it through thoroughly before you start. It takes less time to do it right the first time than to have to redo it later" (p. 47).

Before beginning to build the web site, the target audience should be identified says Lynch and Horton (1997). They believe that the "knowledge,

background, interests and needs of users will vary
from tentative novices who need careful structured
introduction to expert 'power users' who may chafe at
anything that seems to patronize them or delay their
access to information" (p. 6). They advise that a
well-designed site will be able to adapt to every type
of visitor.

Lynch and Horton (1997) think that a brief
outline of the information the site will include
should be created. They say "you should also begin to
identify all of the content information and graphic
resources you will need to collect or create to
achieve the goals you have set for you web site"
(Lynch & Horton, 1997, p. 2).

Will-Harris (1999) recommends that the content of
the site can be done after the purpose has been
developed and the site has been organized. When
creating the content, make sure that the visitors
always know where they are in the site at all times.
This is also a good time to think about how the
visitors will be able to provide feedback. He suggests

putting normal contact information on every page of the site, so if someone prints a page they will have the information.

The appearance of a web page, probably most importantly the home page, gives visitors their first impression of the site, says Will-Harris. It gives them a feeling of what the company or organization is all about. "It's also important that the look of your site is consistent throughout. Backgrounds, colors, navigation buttons all need to present your site visitor with a uniform appearance-this helps build a 'brand' so your site is recognizable" advises Will-Harris (1999, p. 45).

## The Design Process

If a web page has already been created, and it just needs some updating, there are some things that can be done to design or redesign it. Williams (1994) gives the following redesign tips.

She says to start with a center of interest, a place that the viewer's eye should go first. Using strong contrasting objects will make this happen.

Williams (1994) also says that objects or information should be put into groups. She suggests putting those things that are alike close to each other and those that are not alike or in the same group farther away from each other.

Create solid arrangements on the page using solid lines or edges, says Williams (1994). She believes that repetition can also be created or found in what already exists on the page.

Above all, she remarks, make sure the items on the page contrast each other. She says that you can do this by making certain items larger, bolder, smaller or duller.

Mackenzie (1999) suggests to "get to the point on the first page, or at least give people an idea of what your site is about" (p. 1). He says that when someone goes to a site, they go there for a reason and it should be easy for them to find what they are looking for. He suggests presenting a way to search the site or at least a way to contact someone if they can not find what they are looking for.

## Design Principles

There are six major design principles according to Albright, Simonson, Smaldino, and Zvacek (1999). They are balance, center of interest, emphasis, unity, contrast and rhythm.

Albright et al (1999) says that balance is created on a page from left to right and from top to bottom. There is formal and informal balance. "Formal balance means that objects of equal size and importance are placed at equivalent distances from the center of the visual" (Albright et al, 1999, p. 195). In contrast to formal balance, informal balance is "more interesting to create and to view. Several small images can be used to balance one large object or words can be used to balance pictures. Small, brightly colored objects will balance larger, duller items" (Albright et al, 1999, p. 195).

According to Albright et al (1999) the center of interest is the visual focal point. It is in the center or near the center of the screen or page.

Albright et al (1999) says that emphasis is much the same as center of interest. It is using a

technique to cause an object to be noticed. Albright et al (1999) lists several ways to do this including using pointers such as arrows, using color, using large objects at the center of interest, and using different shapes.

"Unity means that a visual holds together to convey a purpose" (Albright et al, 1999, p. 196). He says that it can be overlapping items, a single background, a border around elements of display or repetition of shapes.

Contrast is characteristics that cause an object to stand apart and be noticed. "Most often, contrast is achieved by the use of light or dark valued objects. Shapes, forms and textures can be used to create contrasts and make one object stand out while others seem to recede in a display" (Albright et al, 1999, p. 196).

Rhythm according to Albright et al (1999) is defined as repetition through diversity. It leads the viewer's eye through different objects on the page. It

can also lead the viewer's eye to certain areas of the page.

Try to remember to use some tools in moderation, suggests Mackenzie (1999) "Some common things that get overused are excessive graphics, frames, background images, bevels, and other graphic tricks" (p. 5). He says that too many "toys" will make pages slower to load, may make it harder to maneuver through the site and may just end up not looking good.

Presentation of Information

There are three categories of how the information can be presented on the page according to Lamb (1998). These categories are aimed at teachers or others in the field of education, that are designing web pages, but the concepts can be applied to anyone designing a web page. The categories are choosing information, selecting links and organization of the page.

Lamb (1998) says that in choosing information for the page, there are four things that need to be considered. The information needs to be compared, selected, organized and expressed.

There are a couple of things to think about when comparing information. "How is the information from different resources alike and different? Why? Compare and contrast sources types of information" (Lamb, 1998, p. 182).

When selecting information for the web page, a couple of things need to be considered. "What information is useful? Eliminate extra information and keep the most powerful ideas. Be sure to site your sources" (Lamb, 1998, p. 182).

When organizing information for the web, keep the following things in mind. Lamb (1998) suggests asking, "What's the best way to arrange the information? Identify key ideas. Cluster information together into categories. Determine a logical order of presentation" (p. 182).

When expressing the information on the page, consider the following ideas. "What's the best way to communicate the ideas to others? Synthesize the information into new words, develop a picture, create

a chart, design a timeline, or make a video" (Lamb,
1998, p. 182).

When selecting links, there are five things that
Lamb (1998) says to remember. Pay attention to the
accuracy of the links, the usefulness of the links,
the critical thinking aspect, the involvement of the
links, and keep in mind the multiple intelligences.

When looking at the accuracy of the links, make
sure the information is accurate says Lamb (1998). She
says to make sure it is frequently updated and
continuously updated. She also says to make sure the
resources are credible and the resources are
documented.

When deciding on the usefulness of the links,
Lamb (1998) says to make sure the information can be
understood. Make sure the information in the link is
significant and that the information is comprehensive.

Lamb (1998) addresses the critical thinking
aspect. She asks, "Does the site challenge students
(or whoever the audience is) to think critically,

reflect on their learning, and address high level thinking skills" (p. 183).

Lamb (1998) also suggests to be sure that the students are actively involved in using the site. She says to be sure that they are engaged in learning and be sure that the site uses the intelligences of its users.

When organizing the site, Lamb (1998) says to look carefully at several different pieces of the site. Look at the titles, headings, chunks of information, footers, disclaimers, credits, and contact information.

Lamb (1998) suggests to always include a formal title. She says to make the title clear and descriptive and to make it visually pleasing. She suggests including it at the top of each page to identify the content.

Lamb (1998) says to use headings and subheadings to identify the content and to emphasize sections. She advises to relate the heading directly to the content and to make the heading motivate and draw interest.

Put information into pieces or chunks rather than a large paragraph is another suggestion of Lamb (1998). Separating paragraphs with spaces and using indentation to show levels of importance is also a good idea. She also recommends using tables and links to organize important areas.

For the footer, a line at the end of the document can be used, and then the information that would be found on a title page can be listed. "Include the author and or webmaster on each page. Include names, addresses, email and institution. The date of origin and updates should be included and annotated" (Lamb, 1998, p. 192).

Some sort of disclaimer can be included on the page. "You may wish to remind users that you aren't responsible for dated and inaccurate information. In addition, you could include a note about copyright and the use of information" (Lamb, 1998, p. 192).

Lamb (1998) suggests that it is " a good idea to include a page or area for credits and acknowledgements. You'll want to include resources

used in the project and give credit for audio,

animations and graphics used" (p. 192). She also

suggests that it is a good idea to thank any

supporters of the web site.

And lastly, include contact information somewhere

on the site says Lamb (1998). Some different options

that can be used are email addresses, comment forms or

guest books.

## The Project

### The site

The web site project was created out of a need to

have all the resources for the Professional and

Scientific staff in one convenient place. This gives

the employees quick and easy access to information

they may need. The council members now manage the

information on the site.

The site includes a main page, or home

pages, which lists links to information the employees

may need. Some of the links are contained within the

site and others lead to different web sites such as

the Human Resources site. See Appendix A for a print

out of the main page of the site.

Each page in the site is equipped with navigational buttons to take the user to different pages within the site or to other links. The navigational buttons appear on the left-hand side of most pages and the main links are on the bottom of the majority of the pages.

Description of the appendices

The pages that are printed in Appendix A are contained within the site. These are all of the pages that were created for this project. The links to pages on the web, such as the link to the main University of Northern Iowa home page, are not printed in Appendix A.

In Appendix B, the documentation for the site is listed. It was very important to have everything very well documented because the person that created the site would not be the one to manage the site. Also, the site managers may change so the information needed to be readily available and easy to read.

Appendix C shows the logos that were created for the site. At the time the site was published, a logo was not placed on the main page. The council had

suggested having a logo contest to introduce the site

to the employees. The logos created and shown in

Appendix C are there for future use if desired.

## Conclusions and Recommendations

Below are a couple of useful checklists of things

to do when creating a web page and things not to do.

Keep in mind that good design can be subjective and

not everyone may agree with what is listed.

### Good Design Features

Williams (1999) says that it is "easy to make a

very nice clean, professional-looking web page, even

if you don't have much design experience" (p. 1). She

lists several features of good design and bad design.

Here is a list of the good design features:

#### Text
- Background does not interrupt the text
- Text is big enough to read, but not too big
- The hierarchy of information is perfectly clear
- Columns of text are narrower than in a book to make reading easier on the screen

#### Navigation
- Navigation buttons and bars are easy to understand and use
- Navigation is consistent throughout the site
- Navigation buttons and bars provide the visitor with a clue as to where they are, what page of the site they are currently on
- Frames, if used, are not obtrusive

- A large site has an index or site map

### Links
- Link colors coordinate with page colors
- Links are underlined so they are instantly clear to the visitor

### Graphics
- Buttons are not big and dorky
- Every graphic has an alt label
- Every graphic link has a matching text link
- Graphics and backgrounds use browser-safe colors
- Animated graphics turn off my themselves

### General Design
- Pages download quickly
- First page and home page fit into 640 x 460 pixel
- All of the other pages have the immediate visual impact within 640 x 460 pixels
- Good use of graphic elements (photos, subheads, pull quotes) to break up large areas of text
- Every web page in the site looks like it belongs to the same site; there are repetitive elements that carry throughout the pages

### Bad Design Features

Williams (1999) says "it is easy to make a dorky web page. Often the difference (between a good web page and a bad web page) even for beginning designers, is simply a matter of eliminating certain features that are guaranteed to make a page look amateurish" (p. 1). Following is the list of bad design features:

### Background
- Default gray color

• Color combinations of text and background that make the text hard to read

• Busy, distracting backgrounds that make the text hard to read

Text

• Text that is too small to read

• Text crowding against the left edge

• Text that stretches all the way across the page

• Centered type over flush left body copy

• Paragraphs of type in all caps

• Paragraphs of type in bold

• Paragraphs of type in italic

• Paragraphs of type in all caps, bold and italic all at once

• Underlined text that is not a link

Links

• Default blue links

• Blue link borders around graphics

• Links that are not clear about where they will take you

• Links in body copy that distract readers and lead them off to remote, useless pages

• Dead links (links that don't work anymore)

Graphics

• Large graphic files that take forever to load

• Meaningless or useless graphics

• Thumbnail images that are nearly as large as the full-sized images they link to

• Graphics with no alt labels

• Missing graphics, especially missing graphics with no alt labels

• Graphics that don't fit on the screen (assuming a screen of 640 x 460 pixels)

Tables

• Borders turned on in tables

• Tables used as design elements, especially with extra large (dorky) borders

Blinking and animations

• Anything that blinks, especially text

• Multiple things that blink

• Rainbow rules (lines)

• Rainbow rules that blink or animate

• "Under construction" signs, especially of little men working

• Animated "under construction" signs

• Animated pictures for email

• Animations that never stop

• Multiple animations that never stop

Junk

• Counters on pages-who cares

• Junky advertising

• Having to scroll sideways (640 x 460)

• Too many little pictures of meaningless awards on the first page

• Frame scroll bars in the middle of the page

• Multiple frame scroll bars in the middle of a page

Navigation

• Unclear navigation; over complex navigation

• Complicated frames, too many frames, unnecessary scroll bars in frames

• Orphan pages (no links back to where they came from, no identification)

• Useless page titles that don't explain what the page is about

General Design

• Entry page or home page that does not fit within standard browser window (640 x 460 pixels)

- Frames that make you scroll sideways
- No focal point on the page
- Too many focal points on the page
- Navigation buttons as the only visual interest, especially when they're large (and dorky)
- Cluttered, not enough alignment of elements
- Lack of contrast, (in color, text, to create hierarchy of information, etc.)
- Pages that look okay in one browser but not in another

Costs of the site

Will-Harris (1999) addresses the cost of the site, which depends on who builds it, who will host the site and how it is marketed. If someone is building a site themselves, the costs will be minimal but the time it takes to learn how to build the site and the time to create the content and design it need to be considered. When someone hosts a site, the charges are usually around $30 per month.

Williams and Tollett (1998) say that when comparing the web to print media, the costs of developing a web site are surprisingly low. "Companies and individuals who previously couldn't afford even low-budget publishing now have beautiful, full-color web sites that contain much more information than they could have hoped to fit into a twelve-page brochure"

(Williams & Tollett, 1998, p. 90). They stress that

the minimal cost of creating a web page gives more

freedom to design the pages in the most effective way.

Williams and Tollett (1998) say there are

advantages to using the web to advertise. They write:

Web site hosts allow up to a certain amount of

storage on their servers for a fixed monthly fee.

This is like a commercial printshop saying 'We'll

print your recipe book this month for $30. Use as

many colors and pages as you like. Change the

recipes every day if you want, and we'll reprint

it for you everyday for free.' p. 91.

Marketing the site

Marketing the site is very important. According

to Will-Harris (1999) a couple of simple things that

can be done are making sure the site is listed on the

most-used search engines and that the web address of

the site appears on all letters and publications about

the company or organization.

Willliams and Tollett (1998) suggest to "cross-

market your site by using traditional media to greatly

increase the chances of making your address known to

your target audience. Include it in print ads, radio, and tv commercials. Trade links with other sites that have some connection to you or that have an overlapping customer base" (p. 274). They also suggest that it may be worth while to advertise on someone else's web page.

One other thing that Williams and Tollett (1998) suggest is that after the site has been registered, search for it. Keep a record of how long it took to get to the site and which search engines displayed the site first. Also make note of which ones did not work.

A couple other options, according to Williams and Tollett (1998) is to write a press release about the web site. Another one is to submit the site for an award. Doing these things will get publicity and are good marketing tools for the site.

Lynch and Horton (1999) suggest having a local non-profit organization or school events page on the web site. "The cost in server space is usually very trivial, and highly publicized local events featuring a web page hosted within your site will boost local

awareness of your web presence. Site sponsorship might also interest local broadcast media as an interesting story angle" (Lynch & Horton, 1999, p. 9).

Using the good and bad design features lists could be helpful in reviewing the web page components. The methods that are chosen for marketing and the costs involved in the site depend on the business or organization that is having the site created.

The Professional & Scientific Council will promote the web page to the P&S employees by having a logo contest. The council will rely on feedback of the employees to monitor the effectiveness of the site. Since this is a site that is used internally by the university, there will be minimal costs involved in both maintaining the site, which will be done by the employees, and marketing the site.

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Appendix A

Pages within the P&S Council web site

# University of Northern Iowa

# P&S Council

## Monthly Events

### P&S Ice Cream Social

### March 31, 1999 - 2:00pm - North of Mauker Union

### Event 2, Date, Time, Place

### Event 3, Date, Time, Place

### Event 4, Date, Time, Place

### Event 5, Date, Time, Place

## Hot Topic

**Council Elections**

**Meet the Prez - Topic Ideas**

**Policies & Procedures Revisions**

**Etc, etc, etc**

**Top of Page      HRS Home Page      UNI Home Page**

# Professional & Scientific Council

## Mission ▬▬▬ Statement

A Professional and Scientific Council was established in 1978 for the purpose of studying, formulating, and recommending to administrative officers of UNI policies of interest to Professional and Scientific employees. The Council, consisting of representatives elected by division members, meets monthly during University office hours. Meetings are open to the public unless voted into executive session. Minutes from each P & S Council meeting are distributed to all P & S staff members. The minutes include a list of current council officers and representatives. Meeting notices and current membership lists are posted on the UNI WWW site.

**P&S Council Home Page**    **P&S Information**    **HRS Home Page**    **UNI Home Page**

# Professional & Scientific Council

## Meeting Schedule

| February 11, 1999 | August 12, 1999 |
|---|---|
| March 11, 1999 | September 9, 1999 |
| April 8, 1999 | October 14, 1999 |
| May 13, 1999 | November 11, 1999 |
| June 10, 1999 | December 9, 1999 |
| July 8, 1999 | January 13, 2000 |

**P&S Council Home Page**    **P&S Information**    **HRS Home Page**    **UNI Home Page**

# Professional & Scientific Council

## Council Members

### President:  Doreen Hayek

### Vice President:  Darrell Fremont

| Members | Department | Phone Number | Division Represented | Term Expires | Proxy |
|---|---|---|---|---|---|
| JoAnn Anderson-Wright | Academic Achievement | 32346 | I | 1999 | Kathy Peters |
| Cindy Angel | IDM | 36943 | I | 2000 | Maureen Daley |
| Bill Bonwell | Facilities Planning | 32611 | AF | 2000 | Steve Pavelec |
| Denise Bouska | Controllers Office | 36842 | AF | 1999 | Linda Gruetzmacher |
| Ron Camarata | Biology Greenhouse | 32247 | I | 2001 | Billie Hemmer-Callahan |
| Jean Carlisle | Development | 32487 | UA/EAP | 2001 | Keevan Kosidowski |
| Maxine Davis | IRTS | 33339 | I | 1999 | Matt Kolasch |
| Darrell Fremont | ITS-PS | 36140 | I | 2001 | Dennis Reimer |
| Doreen Hayek | ITS-TS | 37300 | AT | 2001 | Patti Rust |
| Nancy Lindgard | Residence | 36191 | ESS | 2001 | Lyn Redington |
| Brian Looby | Controllers | 32164 | AF | 1999 | Bill McKinley |

| | Office | | | | |
|---|---|---|---|---|---|
| Doug Lovejoy | Facilities Planning | 32611 | AF | 2000 | Steve Cutsforth |
| Shelley Milks | Admissions | 32281 | ESS | 2000 | TyAnn Sheldon |
| Jim Olson | IWRC | 38905 | I | 2000 | Chris Horan |
| Carolyn Young | Residence | 32205 | ESS | 1999 | Margaret Empie |

Divisions:

AF - Administration & Finance          EAP - Exec Asst to the President

AT - At Large                          UA - University Advancement

ESS - Educational & Student Services   I - Instructional

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# Professional & Scientific Council



## Committees 1999

### ○ Communications Committee ○

Committee Members

Darrell Fremont (Chair); Jeanie Fisher,
Nancy Lindgard, Doug Lovejoy

This committee shall primarily be responsible for the maintenance of the P&S Council WWW site, updating, revising and adding information as necessary. The committee shall also coordinate other communications for the P&S Council, as necessary.

### ○ Employee Relations Committee ○

Committee Members

Jean Carlisle (Chair); Cindy Carlson, Billie Hemmer-Callahan,
Steve Larson, Shelley Pruess, Patti Rust.

This committee shall explore, promote and coordinate activities that enhance interaction and communication within the Professional and Scientific staff membership. The committee shall also identify appropriate promotions and coordinate information from the Council to our constituents. Potential activities and programs will be presented to the Council for approval.

### ○ Employee Rights Committee ○

Committee Members

Brian Looby (Chair); JoAnn Anderson-Wright, Cindy Angel,
Bill Bonnwell, Maureen Daley, Margaret Empie.

This committee shall champion the role of the P&S Council relative to employee rights issues by a) advocating and monitoring proper adherence to the P&S Policies and Procedures for P&S employees; b) providing a confidential forum for P&S employees

relative to employee rights issues; and c) providing guidance for P&S employees relative to employee rights issues. The committee shall keep the Council informed of any employee rights issues and problems.

---

## O    Policies and Procedures Committee    O

### Committee Members

Ron Camarata (Chair); JoAnn Anderson-Wright, Denise Bouska,
Maxine Davis, Jim Egli, Dennis Hayes.

This committee shall regularly assess the value and effectiveness of the P&S policies and procedures and their implementation and shall work with appropriate personnel to develop and recommend any revisions or strategies that best serve the interests of the employees and the University. These recommendations will be presented to the Council for approval.

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## O    Salary and Fringe Benefits Committee    O

### Committee Members

Shelley Milks (Chair); Cindy Angel, Drake Martin,
Jim Olson, Becky Woodrick, Carolyn Young.

This committee shall regularly assess the implementation of the P&S policies and procedures as related to salary, fringe benefits, and promotions, and shall work with appropriate personnel to develop strategies to best serve P&S employees. These policies and recommendations will be presented to the Council for approval and/or discussion.

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**Additional University Committee's on which P&S employees serve (committee term in parentheses):**

O    Council on Use of Recreational and
     Athletic Facilities Committee:

     Cindy Angel (1998-2000).

O    Intercollegiate Athletic Advisory Committee:

     Marty Mark (1995-98) and Bill McKinley (1997-2000).

O    Parking Appeals Committee:

     Roger Bauman (exp. FY2002), Chuck Neil (exp. FY99) and
     Shelley Pruess (exp. FY2002).

- O   Parking Policy Committee:

  Dave Andersen (no term length).

- O   Reconciliation Committee:

  Doreen Hayek (no term length).

- O   University Health and Safety Committee:

  Mike Broshears (no term length).

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# Professional & Scientific Council

## Meeting Minutes

| | |
|---|---|
| **February 11, 1999** | **August 12, 1999** |
| **March 11, 1999** | **September 9, 1999** |
| **April 8, 1999** | **October 14, 1999** |
| **May 13, 1999** | **November 11, 1999** |
| **June 10, 1999** | **December 9, 1999** |
| **July 8, 1999** | **January 13, 2000** |

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# University of Northern Iowa

# P&S Information

**P&S Policies & Procedures**

**Role of P&S Council in Employee Rights Issues**

**P&S Pay Matrix**

**P&S Benefits**

**Payroll**

**Opportunities**

**P&S Council Home Page**

**Top of Page    HRS Home Page    UNI Home Page**

# Professional & Scientific Council

## Employee ⬤ Rights Issues

## The Role of the P&S Council

The Constitution of the P&S Council states that the Council shall "promote communication amongst University Professional and Scientific employees and ensure a medium for discussion of and action on mutual problems and concerns." The Constitution lists the Policies and Guidelines Committee as the standing committee which shall "regularly assess the value and effectiveness of the P&S policies and guidelines and their implementation and shall work with appropriate personnel to develop and recommend any revisions or strategies that best serve the interests of the employees and the University." Accordingly, the Policies and Guidelines Committee has outlined below their perceptions of the role of the P&S Council relative to employee rights issues. The full P&S Council voted its approval of this document and its contents.

Note that concerns about employee CIVIL rights should be addressed in the Office of Affirmative Action Programs. Employee civil rights would include all aspects of alleged discrimination in the workplace which may be based on an employee's race, color, national origin, gender, religion, disability or age.

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The role of the P&S Council relative to employee rights issues includes:

1. Advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees.

2. Provide a confidential forum for P&S employees relative to employee rights issues.

3. Provide guidance for P&S employees relative to employee rights issues.

Details about each role:

   1. Advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees.

      a. The Council will advocate and promote the policies and procedures included in the P&S Employee Handbook.

b. The University administration will consult with the P&S Council when forced separation of personnel is required as a result of operational conditions, as noted in the P&S Employee Handbook. Specifics follow:

1. The University will make sincere efforts to retain the P&S employee in its employment as outlined in Section V. A. - Reduction in Force Proceedings; Reduction in Services. According to Section V. E. - Notification of Non-Reappointment with Staff Reduction, the affected P&S employee will be informed and involved in the stages of discussion about the potential reduction in services.

2. Prior to any written notification of nonreappointment, University administration will consult with the P&S Council regarding the pending forced separation and will inform the affected employee that such consultation will take place.

3. According to Section V. B. - Reduction in Staff, when the University makes the decision that forced separation of personnel is required in order to further reduce services, University administration will consult with the P&S Council. The consultation will include discussions about the reasons for the reduction in services, options that have already been considered for the retention of the P&S employee, and additional new options for the retention of the P&S employee.

4. The P&S Council will work with the University administration to ensure that the rights of the P&S employee are not violated and that the P&S employee is treated in a fair, professional manner according to the P&S Employee Handbook and the UNI strategic plan.

5. Prior to separation from University service with reduction in force proceedings (Section V. C. - Order of Staff Reduction), the Human Resource Services department will work with the affected P&S employee to facilitate reassignment to an open P&S position (according to provisions in Section V. C. 2. and V. C. 3).

6. After separation from University service with reduction in force proceedings (Section V. C. - Order of Staff Reduction), the Human Resource Services department will work with the affected P&S employee to ascertain which P&S positions are open and will also facilitate applicable placement prior to the initiation of normal

recruitment procedures to fill the vacant P&S position
(according to Section V. C. 2.; Section V. C. 3. and
Section V. F. - Recall).

c. At a P&S employee request, employee rights issues involving P&S
policies and procedures will be investigated (ie., talk to supervisors)
to determine if P&S Policies and Procedures had been followed.

d. At a P&S employee request, Council members may attend any of
the complainant's hearings which have been set to discuss/review a
P&S employee rights issue. Council members will not attend the
hearings to represent the employee, but rather to ensure that P&S
policies and procedures are followed.

2. Provide a confidential forum for P&S employees relative to employee rights
issues.

a. P&S employees who believe their rights have been violated may
request a meeting with the P&S Policies and Guidelines committee.

b. Employee rights issues that P&S employees bring to the
committee will not be investigated (ie., talk to supervisors) if the
issues do not involve P&S Policies and Procedures. Those
employees, if they desire, will be given the opportunity to discuss
their situation with the committee. If requested, the committee will
provide guidance for the P&S employee.

3. Provide guidance for P&S employees relative to employee rights issues. The
guidance may include:

a. Determine if the issue is covered by the P&S Policies and
Procedures.

b. Determine which policy or procedure applies to the issue.

c. Help the employee determine options.

d. Review with the employee the timelines and deadlines that may
affect resolution of their issue.

e. Help the employee determine solutions without filing a grievance.

f. Inform the employee about precedents that may apply to their
issue.

g. Suggest legal counsel as appropriate.

h. Ensure the employee understands the role of the P&S Council and
the Policies and Guidelines Committee is to provide guidance and

not to resolve the problem. The employee must make final decisions about the action they will take and make all arrangements for resolution.

---

Additional:

1. The Policies and Guidelines committee will report to the P&S Council any employee rights issues brought to its attention. Specific names and details will not be provided to the Council unless the employee requests the information be given to the Council. At the completion of all steps in an employee rights issue, specifics about the case may be reported to the Council.

2. A list of internal "facilitators" will be compiled for P&S employees to utilize for the facilitation of employee rights issues in the informal stages of a grievance or complaint.

3. Employee rights issues that appear to follow the P&S Policies and Procedures, but show a need to change a policy or procedure may result in a proposal from the Policies and Guidelines committee to the P&S Council to discuss and change the policy or procedure.

September, 1997

**P&S Counci Home Page**     **P&S Information**     **HRS Home Page**     **UNI Home Page**

# Professional & Scientific Council

**opportunities**

**Employment**

**Training & Development**

⬆ *Click on "employment" for* ⬆

⬆ *Click on "training & development" for* ⬆

*P&S Employment Opportunities*

*P&S Training Opportunities*
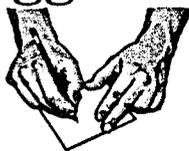
**P&S Council Home Page**   **P&S Information**   **HRS Home Page**   **UNI Home Page**

# Professional & Scientific Council

## Suggestions

- **WRITE** - If you wish to write to a P&S Council member about a P&S issue, you may use this suggestion form to do so.

- **ANONYMOUS** -You may either type in your email address in the FROM: area or you may leave it "anonymous" so that the P&S Council doesn't know who is sending the comment.

- **FORM** -The suggestion form will be automatically forwarded to the current President of the P&S Council.

- **MEMBERS** -If you wish to send an email message to a specific P&S Council member, you may go to the Members page which has links to all Council members email.

**Click here to go to the suggestion form**

**P&S Council Home Page**   **P&S Information**   **HRS Home Page**   **UNI Home Page**

Appendix B


Documentation of the P&S Council web site

## General Instructions

Using **WS_ftp** to access the files:

| | |
|---|---|
| Profile name: | pandssun |
| Host: | iscssun.uni.edu |
| Host Type: | auto detect |
| Userid: | pands |
| Password: | c0unci1 (notice it spells council but the 0 is a zero and the 1 is the number one) |

After you type in this information in the dialog box click on OK.

**Downloading Files:** The remote system (on the right hand side of the dialog box in WS_ftp, is where the files are store on the server.) To download these to a file on your computer, simply select the files on the right that you would like to download, and click on the arrow that points to the left. You need to make sure that you are in the correct folder before you download the files. You will know what folder you are in by the menu box at the top of each side of the dialog box. WS_ftp automatically replaces files that you download or upload without giving you a warning message so be careful.

**Uploading Files:** Once you are ready to upload a file, you simply select the file on the left-hand side of the dialog box, the local system, you wish to upload and click on the arrow pointing to the right. The file is uploaded when you see a message saying it was successful in the message box at the bottom of the screen. You may also hear the train whistle sound effect, verifying that the file was uploaded.

**Revising Files:** To revise a file, you need to open the page that you would like to work on in a web page software program. The program used to create these files was FrontPage98. Tables were used to create most of the items that may need to be changed. When revising a table, you just need to select the words you want to revise and type over them. When revising a title or phrase this way, you will not erase the link that has already been established.

### Monthly Events Box on index.html:

There is room for five events in this box. Each event has a link to an event description page. Make sure that for each event there is the name of the event, the date, the time and the location. If a description of the even is needed, the name of the event has a link to an event description page corresponding to that event. For example the event listed on the first line has a description page called event1.html. Then you will need to go in to the event1.html document and update it with the description of the event.

### Hot Topic Box on index.html:

This box should be used as a text box. The hot topic should fit in the box. To replace the text you select the words to the previous hot topic and just type over it. Remember to save the document before you upload it or the changes will not take effect. If you need a link for a description of the hot topic, then you can use the one that has already been created called hottopic.html.

## General Instructions

Using **WS_ftp** to access the files:

| | |
|---|---|
| Profile name: | pandssun |
| Host: | iscssun.uni.edu |
| Host Type: | auto detect |
| Userid: | pands |
| Password: | c0uncil (notice it spells council but the 0 is a zero and the 1 is the number one) |

After you type in this information in the dialog box click on OK.

**Downloading Files:** The remote system (on the right hand side of the dialog box in WS_ftp, is where the files are stored on the server.) To download these to a file on your computer, simply select the files on the right that you would like to download, and click on the arrow that points to the left. You need to make sure that you are in the correct folder before you download the files. You will know what folder you are in by the menu box at the top of each side of the dialog box. WS_ftp automatically replaces files that you download or upload without giving you a warning message so be careful.

**Uploading Files:** Once you are ready to upload a file, you simply select the file on the left-hand side of the dialog box, the local system, you wish to upload and click on the arrow pointing to the right. The file is uploaded when you see a message saying it was successful in the message box at the bottom of the screen. You may also hear the train whistle sound effect, verifying that the file was uploaded.

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# University of Northern Iowa - Professional and Scientific Council Web Page
Created by Shelly Loonan, Spring 1999, http://www.uni.edu/ps_council

Main page:      http://www.uni.edu/ps_council/index.html*
       Includes:      monthlyevents.gif* – word art of the words Monthly Events
               event1.html*, event2.html*, event3.html*, event4.html*, event5.html*
               hottopic.gif* – word art of the words Hot Topic
       Hot Topic:      http://www.uni.edu/ps_council/hottopic.html* currently not being used
               hottopic.gif* – word art of the words Hot Topic

Mission button on main page: http://www.uni.edu/ps_council/mission.html*
       Includes:      book.gif* – clip art of open book

Constitution button on main page: outside link to - http://www.uni.edu/hrs/p&s/k/council.html**

Meeting Schedule button on main page: http://www.uni.edu/ps_council/meetings.html*
       Includes:      meeting.gif* – clip art of people in a meeting

Members button on main page: http://www.uni.edu/ps_council/members.html*
       Includes:      members.gif* – clip art of people in a circle

Committees button on main page: http://www.uni.edu/ps_council/committ.html*
       Includes:      committ.gif – clip art of group of people

Minutes button on main page: http://www.uni.edu/ps_council/minutes.html*
       Includes:      clock.gif* – clip art of clock

P&S Information button on main page: http://www.uni.edu/ps_council/psinfo.html*
       Includes:      arrow.gif* – purple/gold arrow pointing down
               p&s policies:outside link - http://www.uni.edu/hrs/p&s/j/pandp.html**
               role of p&s council... – http://www.uni.edu/ps_council/rights.html*
               Includes: rights.gif – clip art of man at a podium
               p&s pay matrix:outside link - http://www.uni.edu/hrs/employ/psmatrices.html**
               p&s benefits: outside link - http://www.uni.edu/hrs/benefits/professional.html**
               p&s payroll: outside link - http://www.uni.edu/hrs/p&s/d/payroll.html**
               opportunities – http://www.uni.edu/ps_council/oppor.html*
                     Includes:      arrowup.gif* – orange/gold arrow pointing up
                                 employ.gif* – word art, the word Employment;
                                 oppor.gif* – word art, the word Opportunity
                                 td.gif *– word art, the words Training & Development
               employment: outside link to http://www.uni.edu/hrs/employ/P&S/index.html**
               training & development: outside link to http://www.uni.edu/hrs/merithb/J/traindev.htm**
               p&s council: link back to index.html*

Suggestion Form button on main page: http://www.uni.edu/ps_council/sugg.html*
       Includes:      sugg.gif – clip art of hands writing on a pad of paper
               suggestion form: outside link to http://www.uni.edu/ps_council/feedback/suggestions.html**
HRS Home Page button: outside link to: http://www.uni.edu/hrs**
UNI Home Page button: outside link to: http://www.uni.edu**

tilebkgrnd.jpg* – used on all pages that I created on this site
other info folder – includes documentation, logos, pages created but not being used and folder called "pages from previous site"

* file on this site (also in red) (do not include * in file name)      ** link to another site (also in green) (do not inlcude ** in site addre

# University of Northern Iowa - Professional and Scientific Council Web Page
Created by Shelly Loonan, Spring 1999, http://www.uni.edu/ps_council

| ages | Description of Page | Graphics on page |
|---|---|---|
| ommitt.html<br>tp://www.uni.edu/ps_council/committ.html | Link off index.html, listing of P&S Council committees | committ.gif – clip art of group of people |
| ent1.html<br>tp://www.uni.edu/ps_council/event1.html | First event listed on index.html, P&S homepage in the monthly events box | |
| ent2.html<br>tp://www.uni.edu/ps_council/event2.html | Second event listed on index.html, P&S homepage in the monthly events box | |
| ent3.html<br>tp://www.uni.edu/ps_council/event3.html | Third event listed on index.html, P&S homepage in the monthly events box | |
| ent4.html<br>tp://www.uni.edu/ps_council/event4.html | Fourth event listed on index.html, P&S homepage in the monthly events box | |
| ent5.html<br>tp://www.uni.edu/ps_council/event5.html | Fifth event listed on index.html, P&S homepage in the monthly events box | |
| ottopic.html<br>tp://www.uni.edu/ps_council/hottopic.html | Currently not linked to anywhere but is available to be linked to Hot Topic box | hottopic.gif - word art, the words Hot Topic |
| dex.html<br>tp://www.uni.edu/ps_council/index.html | P&S Council Homepage – http://www.uni.edu/ps_council | monthlyevent.gif – word art, the words Monthly Events;<br>hottopic.gif - word art, the words Hot Topic |
| eetings.html<br>tp://www.uni.edu/ps_council/meetings.html | Link off index.html, listing of monthly meetings for the year | meeting.gif – clip art of people in a meeting |
| embers.html<br>tp://www.uni.edu/ps_council/members.html | Link off index.html, listing of council members names, phone numbers, department, term, proxy | members.gif - clip art of a group of people in a circle |
| inutes.html<br>tp://www.uni.edu/ps_council/minutes.html | Link off index.html, listing of meetings with links of pages to meeting minutes | clock.gif - clip art of clock |
| ission.html<br>tp://www.uni.edu/ps_council/mission.html | Link off index.html, mission statement | book.gif - clip art of open book |
| ppor.html<br>tp://www.uni.edu/ps_council/oppor.html | Link off psinfo.html, has two links to outside site, employment and training & development | arrowup.gif - orange/gold arrow pointing up ;<br>employ.gif - word art, the word Employment;<br>oppor.gif - word art, the word Opportunity;<br>td.gif - word art, the words Training & Development |
| sinfo.html<br>tp://www.uni.edu/ps_council/psinfo.html | Link off index.html, this is a page of links: policies & procedures, employee rights issues, paymatrix, benefits, payroll, opportunities | arrow.gif - purple/gold arrow pointing down |
| ghts.html<br>tp://www.uni.edu/ps_council/rights.html | Link off psinfo.html, document on p&s council's role in employee rights issues | rights.gif. – clip art of man at a podium |
| ugg.html<br>tp://www.uni.edu/ps_council/sugg.html | Link off index.html, page that has link to suggestion form | sugg.gif. – clip art hands writing on a pad of paper |

| ther | Description |
|---|---|
| ebkgrnd.jpg | used on all pages that were created within this site<br>light purple/gray background for all pages created |
| her info folder | includes documentation, logos, pages created but not being used, and folder called "pages from previous site" |

Appendix C


Suggested logos for the P&S Council web site

# University of Northern Iowa
# P&S Council

# P&S Council
## University of Northern Iowa

*Professional
& Scientific
Council*

*University of
Northern
Iowa*

# P&S Council

University of Northern Iowa

# University of Northern Iowa
## P&S council

# University of Northern Iowa
## P&S council

Professional & Scientific Staff
University of Northern Iowa