



Supervisory and Confidential Council

Council Meeting Minutes for September 16, 2008

Members Present: Barb Kalsem, Lynnette Hauser, Sally Evans, Lesley Hawkins, Marcia Clendenen, Dave Arkovich, Sherri Paul

Ex-Officios Present: Brenda Behling, Melissa Pecharsky

P&S Council Representative: Jason Follett

Approval of June Minutes: Sherri Paul moved to accept the minutes as written. Seconded by Lesley Hawkins. All in Favor. None opposed.

University committee, council, board reports: (Lesley will e-mail a reporting form to all Committee chairmen before next month's meeting.)

- **Benefits Committee:**
 - Diane McDonald has been unable to attend S&C Council meetings and has agreed to step down from this Committee. Sally Evans will be our representative.
- **Childcare Committee:** Chris Patton
 - They meet five times during the academic year. First meeting of this year will be the end of October.
- **Committee on Disabilities:** Lesley Hawkins
 - First meeting of year will be October 1.
- **Committee on Women:** Deb Larkin (not present, sent report)
 - A fall reception for new employees will be held in October.
- **Keep Iowa State Beautiful:** Deb Larkin (not present, sent report)
 - This is a very active committee. Information provided at orientation. Making available trash bags in parking lots during football games.
- **RISCAC:** Lynnette Hauser, Barb Kalsem, Sally Evans
 - Met September 11 in Tama with three members and alternate Chris Patton attending. There are a lot of S&C employees at top of pay scale. Looking for possible incentives to offer those employees. AFSCME wants to review all Clerk IV employees to see if they are in fact supervising others in their jobs. If not actually supervising, want to move Clerk IV's back into the merit system.
- **Traffic Appeals Board:** Barb Kalsem
 - Met and reviewed appeals during the summer.
- **Transportation Advisory Council:** Ralph Oliver (not present)
 - Marcia Clendenen is an ex officio member of this committee. They had no meetings during the summer. She will contact Ralph about reporting to S&C Council (sending written report if he cannot attend).
- **P&S Council:** Jason Follett
 - P&S Council is now using clickers to vote during their meetings. They are not programmed to track who votes and how they vote.
 - Supports policy of a Smoke-free campus
 - Reviewing their By-laws and making changes

- Reviewing Draft copies of P&S Employee Management Policy and P&S Summary Dismissal with comments being accepted until Nov. 3.
- P&S Council supports the use of background checks on new employees
- Base Camp – a new on-line mechanism to share information rather than e-mails and/or phone calls.
- **Provost's Office:** Brenda Behling
 - Student enrollment this semester is second highest.
 - Large number of hires of faculty
 - President's Convocation will be Sept. 23 – Awards will be presented. Chris Patton will receive the Regent's Award. CONGRATULATIONS, CHRIS!
 - Searches are underway for VP of Research and Economic Development and Dean of College of Design. Search committee to be named for College of Engineering.
 - A Work-Life Advisory Committee has just been formed. ISU to host national work/life conference Oct. 10 and 11.
- **Human Resources** – Melissa Pecharsky
 - Luke Alberts moved to Chicago Aug. 1. Melissa will be attending our meetings until further notice.
 - There are currently 3 open positions in HR Department.
 - New HR Service Center, located in 3810 Beardshear, (Payroll Sign-up), phone 4-4800
 - They are working on cross-training staff
 - New hires – A university id is set once a hire is confirmed; draft letter ready to new employees with what you need to do.

Unfinished Business:

Lesley Hawkins reported she and Chris Patton are meeting next week to update the web pages. They did some updates in June, but need to update the committees and add other new items.

New Business:

Discussed whether or not we should ask Michael Otis to speak on upcoming changes in benefits. Brenda Behling said yes, as there are many new exciting things coming. Sally and Lesley will see if he is available to speak at our October 21 meeting.

Announcements:

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Next Meeting – Tuesday, October 21, 2008, 1:10 p.m., 3150 Beardshear

Meeting adjourned: Barb Kalsem moved to adjourn and Sherri Paul seconded the motion. Adjourned at 1:30 pm