Members Present: Chris Patton, Lesley Hawkins, Barb Kalsem, Lynnette Hauser, Sherri Paul, Deb Larkin, Dave Arkovich, Linda Young, Marcia Anderson, Pat Anderson, Sandy Russell, Julie Arnold, Dawn Smith, Gina Holtzbauer, Renea Miller, Glenda Lee, Laura Moreland, Lori Merritt, Diane Wright, Lynne Baldwin, Marcia McDowell, Jacqueline Askland, John Wierson

Ex-Officios Present: Brenda Behling & Mallory Schon

P&S Council Representative Present: Amy DeLashmutt

Guests: Kristy Darr, Jerilyn Rasmusson, & Kyla Kaetzel, HR

Meeting called to order: by Chris Patton at 1:10 p.m.

Approval of February, 2010 Minutes:
Barb Kalsem moved to accept the minutes as printed, seconded by Deb Larkin, & approved.

Clerk IV & Secretary IV Classification Reviews (presented by HR)
- Each position is being reviewed for supervisory and confidential duties. HR plans to have the review completed in the next month or so, information will then be presented to the Board of Regents and management. After that notices will be sent to the affected employees. They are hoping to give employees a 60-day notice.
- If a classification would be changed from Supervisory/Confidential to Merit, medical and dental benefits will change; therefore, deductibles and co-insurance will start over. A benefit comparison was provided.
- They are waiting for a response from ASFCME on how seniority will be addressed, and may end up with both Supervisory/Confidential and Merit employees within the same class.
- All Clerk IVs and Sec IVs are encouraged to be proactive and call the Benefits Office at 4-4800 to discuss how this change would affect you. They also recommend staff to ask for an annual review of their Position Descriptions with their Supervisors.
- Classification changes are based on a questionnaire that was sent to Department HR Personnel or Supervisors to complete. Only if additional clarification is needed, will they be contacting you personally.

University committee, council, board reports:
- Benefits Committee: Lesley Hawkins
  - No report.
  - Next meeting: September 7, 2010.
- Childcare Committee: Chris Patton
  - No report.
  - Next meeting: Next Fall.
- Committee on Disabilities: Lesley Hawkins
    - HR overview: how it relates to disability accommodations for faculty and staff.
• Carla Espinoza coordinates ADA for faculty and staff at ISU.
• Greg Bolles walked committee through review of diversity accommodation process and forms were reviewed.
• Next Meeting July 7, 2010.
  o Committee on Women: Deb Larkin
    o No report (no meeting).
    o Next meeting to be determined.
  o Keep Iowa State Beautiful:
    o No report.
  o RISCAC: Barb Kalsem
    o No report (no meeting).
    ▪ President asked for updated list of council members
    ▪ Next Meeting to be determined soon.
  o Traffic Appeals Board: Barb Kalsem
    o Continue to meet two times each month.
  o Transportation Advisory Council: Ralph Oliver
    o No report.
  o Work/Life Advisory Committee: Sherri Paul
    o No report (no meeting).
    ▪ Next Meeting to be determined.
  o P&S Council: Amy DeLashmutt
    o Met on June 3, 2010.
    ▪ Seated new Council Officers.
    ▪ Working on planning budget.
    ▪ Next Meeting Aug. 2010.
  o Provost’s Office: Brenda Behling
    o Susan Carlson, Associate Provost for Faculty Advancement & Diversity will be leaving the university the end of June.
    o Internal searches in progress for Associate Provost for Academic Personnel, College of Veterinary Medicine Dean, and Vice-President for Extension and Outreach.
    o RIO-1 had approximately 206 approved, RIO-2 had 88 total applications with 14 denied. No figures on RIO-3 or phased plan, yet.
    o Budgets from Colleges are due today.
      ▪ Continue to review restructure plans (2-3 are still awaiting approval).
      ▪ P&S will be provided 90 day notice of termination & Merit will be notified according to the contract. Will not be effective until after July 1st and Governor must approve.
      ▪ A 3.8 million dollar salary increase will be allocated to Faculty and P&S employees.
  o Human Resources: Mallory Schon
    o Still working through process of positions that are being eliminated. It could take up to a year for all bumping to occur.
    o As of 2 weeks ago, we have forty-eight Clerk IV and six Secretary IV positions.

Unfinished Business:
  o None.

New Business:
  o Received a copy of Parental Leave Policy from the Work/Life Committee – copies will be sent to council members for review. Any question, contact our S&C representative on the committee, Sherri Paul.
S&C Election of Officers.

- Co-Chairs – Sherri Paul & Deb Larkin volunteered and were approved.
- Vice Chair – Barb Kalsem volunteered and was approved.
- Secretary – Lesley Hawkins volunteered and was approved.

Committee Representatives for next year.

- Benefits Committee – Lesley Hawkins, Deb Larkin (alternate).
- Child Care Committee – Linda Young, Lesley Hawkins (alternate).
- Committee on Disabilities – Lesley Hawkins, Deb Larkin (alternate).
- Committee on Women – Deb Larkin, Sherri Paul (alternate).
- RISCAC – Lynnette Hauser, Barb Kalsem, Lesley Hawkins, Deb Larkin (alternate).
- Traffic Appeals Board Committee – Barb Kalsem, Chris Patton (alternate).
- Transportation Advisory Committee – Sherri Paul will check with Ralph Oliver.
- Keep Iowa State Beautiful – No one (representative not required and Sherri Paul will provide updates).
- Work/Life Advisory Committee – Sherri Paul, Chris Patton (alternate).

Meeting adjourned 2:10 p.m.

Next Meeting: Tuesday, September 23, 2010, 1:10 p.m., 3150 Beardshear