Supervisory and Confidential Council

Council Meeting Minutes for February 17, 2009

Members Present:  Sally Evans, Lesley Hawkins, Lynnette Hauser, Sherri Paul, Deb Larkin, and Chris Patton

Ex-Officios Present:  Brenda Behling, Melissa Pecharsky

P&S Council Representative Present:  Jason Follett

Welcome & Introduction:  Elaine Newell, Ombuds Officer

- The Ombuds Office helps members of the University community resolve conflicts that interfere with academic or professional activities. The office serves graduate and professional students, faculty, P&S, and S&C employees. The Ombuds Officer may do any of the following:
  - Listen to your concerns, and help clarify the relevant issues
  - Provide you with an impartial perspective about your situation
  - Identify viable options that may lead to resolution of the conflict
  - Point to relevant policies that may be applicable
  - Help you develop communication strategies you can use
  - Facilitate difficult or uncomfortable conversations with another person (but only with your permission)
  - Provide referral information to other University units or community service agencies

- The Ombuds Officer cannot do the following:
  - Serve as your personal advocate
  - Provide you with legal advice
  - Change or waive policies related to University operations
  - Conduct formal investigations or issue formal decisions

- Confidentiality – any information you share with the Ombuds Officer is confidential and “off the record.” Your information remains confidential unless:
  - You give the Ombuds Officer specific permission to discuss it with others
  - Your information indicates there is an imminent risk of serious harm
  - A court of law or other legal process requires the information to be produced.

- Additional Resources:
  - Carrie Jacobs and/or Gene Deisinger are great resources if you hear of threats.
  - Bargaining unit staff will need to go to their union stewards. If they come to the Ombuds Office she will refer them back to their union.
  - If merit staff does not want to go to their union steward they can go to the Employee & Labor Relations Office.
  - Employee Assistance Program – employees may use this resource which provides mental health services. ISU contracts via Richmond Center.
  - S&C Peer Advisory Committee is another resource for S&C staff. Contact Marcia Clendenen and/or Ralph Oliver.
  - Confidential hotline (EthicsPoint) is another resource for all employees.

- The office does not serve undergraduates. They will be referred to the Dean of Students Office.
• The office is setup part-time with hours on Mondays, Wednesdays, and Fridays from 11:00 am until 1:00 pm.
• The Ombuds Office is located in 69 Physics Hall, phone number (515) 294-0268, and email ombuds@iastate.edu.

Approval of January Minutes: Lynnette Hauser moved to accept the minutes. Seconded by Sherri Paul. All in Favor. None opposed.

University committee, council, board reports:
• Benefits Committee: Sally Evans
  o Met on December 2nd and February 3rd.
  o At the December 2nd meeting the following was discussed.
    ▪ Mike Otis gave an overview of cost benefit programs. The Board of Regents will benchmark programs within the state and with others for discussion. Mark Power is to benchmark 403B to other institutions.
    ▪ Greg Welk presented the “2008 Faculty and Staff Wellness survey Preliminary Results”. Looked at how they compared to other institutions- student and non-student settings. The City of Ames and Mary Greeley Medical Center have wellness programs and it has shown a cost reduction in medical claims for employees.
    ▪ Basic wellness strategy was discussed. It was noted that ISU needs to identify individuals that could benefit most from a wellness initiative and then modify behavior to lower cost. Survey supports a wellness program. The Wellness subcommittee will start to work on drafting a preliminary wellness plan for ISU.
  o The February 3rd information will be provided after the minutes have been approved.
• Childcare Committee: Chris Patton
  o No meeting in January and will be meeting on February 18th at 4:30 pm.
• Committee on Disabilities: Lesley Hawkins
  o The committee met on February 4, 2009
  o Was not able to attend - nothing to report
• Committee on Women: Deb Larkin
  o Jamie Pollard and Callie Sanders attended their meeting. They discussed the status of women in athletics.
• Keep Iowa State Beautiful: Deb Larkin
  o Nothing to report
• RISCAC: Lynnette Hauser, Barb Kalsem, Sally Evans
  o Waiting to hear when the next meeting will occur. Nothing to report.
  o Have not heard anything on the review of Clerk IV positions
• Traffic Appeals Board: Barb Kalsem (not present – report submitted)
  o Attended meeting last week.
  o Only had 39 appeals to read at this meeting.
  o Next meeting is February 24th.
• Transportation Advisory Council: Ralph Oliver (not present)
  o No report
• Work/Life Advisory Committee: Sherri Paul
  o Next meeting is April 9th. The committee does not meet every month.
• P&S Council: Jason Follett
  o Had meeting several weeks ago.
  o Working on a P&S survey that went out last Friday and is due tomorrow.
    ▪ Should have some results at executive meeting on Thursday.
We are collecting a variety of information. Some sample questions employees would be given a chance to either agree or disagree were:

- Furloughs – would you be interested?
- Working four days a week?
- Would you rather pay more for benefits?
- Do you feel you are getting enough information regarding the Budget?

- Have had a huge turnaround so far. Anticipating high results.
- Provost excited to see hard facts.
  - Have elections coming up and struggling to get candidates.
  - Have talked about extending the deadlines.

**Provost’s Office:** Brenda Behling

- **Budget**
  - President Geoffroy is keeping everyone updated on the budget issues.
  - We will be using a 6.5% cut (approximately $25 million for ISU) until the Legislature approves a state budget which will probably not be completed until late in the session.
  - We have several planning task forces that are looking at different scenarios. We also need to look at all the factors and the cost of implementing changes.
  - Some units have been given a percentage to cut and are already looking at their options.
  - There have not been a lot of decisions made yet.
  - Please continue to send suggestions

- **Key positions**
  - Campus visits begin this week for the next dean of the College of Design.
  - Campus visits will begin in the next 3 weeks for the College of Engineering dean.
  - After spring break candidates for the dean of the College of Human Sciences should begin.

**Human Resources** – Melissa Pecharsky

- The HR website has been updated with the FMLA Policy.
- Mallory Meyer has joined them as an HR Specialist in the Employee & Labor Relations Office.
- AFSCME update – they have finished the initial bargaining and are waiting for ratification.

**Unfinished Business:**

**New Business:**

- Board of Regents Award for Staff Excellence Award – nominations due February 23, 2009. Nominations are turned into Ruth Birch in the Provost’s Office. After the deadline Ruth will log in the nominations and then forward to Barb Kalsem so our committee can make a decision.
- Suggestions for future speakers/guests:
  - Bill Diesslin – EH&S – ways to save energy
  - Sue Mallas – FP&M - PowerPoint presentation about recycling efforts on campus
- Program “Difficult Dialogues”
  - Sally Evans attended the meeting representing the S&C Council.
  - ISU has agreed to become a part of this program.
This program is funded by the Ford Foundation.
The University of Missouri has taken the lead in this program for the Big 12 universities.
Roger Worthington, Interim Chief Diversity Officer at the University of Missouri and Dr. Peggy Placier, Associate Professor Education Policy Studies led the program.
Discussion on what they are currently doing with this program, what our difficult dialogues are on this campus and our participation in the summer institute to be held in Missouri on June 12-15, 2009.
Three to six faculty members from each of the participating Big 12 universities will learn how to implement this program.
- This could include a short skit by students portraying a difficult conversation involving racism, sexual harassment, immigration, religion, or whatever the current hot topic might be.
- Students can take part by stepping into one of the roles and/or taking part in a discussion after the skit.
One aspect of difficult dialogues often overlooked is silence with some issues so sensitive that it does not get discussed at all.
Overall goal is for students to learn about all sides of difficult issues.

Announcements:

Meeting adjourned: Sherri Paul moved to adjourn. Seconded by Lynnette Hauser. Adjourned at 2:15 p.m.

Next Meeting – Tuesday, March 31st, 1:10 p.m., 3150 Beardshear