Members Present: Barb Kalsem, Sally Evans, Lesley Hawkins, Marcia Clendenen, Sherri Paul, Deb Larkin, Lynnette Hauser, and Chris Patton.

Ex-Officios Present: Brenda Behling and Luke Alberts

P&S Council Representative: Jason Follett

Approval of February Minutes: Marcia Clendenen moved to accept the minutes as written. Seconded by Chris Patton. All in Favor. None opposed.

University committee, council, board reports:

- **Benefits Committee**: Diane McDonald (not present)
  - No report.

- **Childcare Committee**: Chris Patton
  - No report – committee had not met yet but is looking to meet next week.

- **Committee on Disabilities**: Lesley Hawkins
  - Next meeting is April 28th.

- **Committee on Women**: Deb Larkin
  - Just reviewed the College of Business and found that there were very few top level administrators that were women.
  - Next to be reviewed is the College of Veterinary Medicine. When it was started it was predominately male students and now it’s just the opposite - mainly women students.
  - The committee is working on making more locations available for breast feeding along with signage.
  - The Campus Climate Committee has met with Francesca Galarraga (EOD) and is looking at diversity training.
  - The Athletics subcommittee has hired a woman soccer coach.

- **Keep Iowa State Beautiful**: Deb Larkin
  - The Ames Tribune is sponsoring “Stash the Trash” and teaming up with VEISHEA and Keep Iowa State Beautiful. It will be on March 29th and they are looking for volunteers. It will start at the Reiman Gardens.
  - One of the themes that will be used from the Police Division during VEISHEA is the outhouse and trash can.

- **RISCAC**: Lynnette Hauser, Barb Kalsem, Sally Evans
  - No report – committee did not meet.
  - Received an email from Jane Close, chair of RISCAC to see if there is any new business. If you have any please let Barb know.

- **Traffic Appeals Board**: Barb Kalsem
  - Met and reviewed appeals.

- **Transportation Advisory Council**: Ralph Oliver (not present)
  - Cathy Brown talked about upcoming construction projects this summer. May lose Lot 23 before VEISHEA due to construction which will impact the police. The north side of the Armory will not have any extra parking spaces.

- **P&S Council**: Jason Follett
On March 6th Dr. Hoffman presented on the Towers Perrin study for ISU’s P&S compensation structure. The P&S Council requested a competitive cash analysis. There will be two open forums - yesterday was the first open forum with the next one being next Wednesday.

Dr. Hoffman and President Geoffroy are looking for feedback before they make a decision.

To view the presentation by Dr. Hoffman you can go to the P&S website for the live stream.

Approved new officer and election bylaw changes.

Three seats that need to be filled are the two vice presidents and secretary positions.

Over 300 have cast their ballots and they hope to get a few more before the end of spring break.

The P&S Council is reviewing the “Exceptional Performance Pay Program” and will be voting on it in April. The council’s compensation and benefits committee set the following guidelines for a pay award:

- Does not increase base salary or annual increase
- Given at the discretion of management
- Should not replace or undermine other university awards
- May be up to 10 percent of base salary
- May be awarded at any time, but only once per year, per employee
- Is not considered in benefits calculations
- Is awarded in a lump sum
- There is no guarantee or promise to a staff member
- Criteria must be fairly applied, no arbitrary awards
- All current P&S employees (full or part time) who have been at ISU for at least one calendar year are eligible.

Fiscal 09 salary policy & matrix – motions were presented and will be voted on at the April meeting.

**Provost’s Office:** Brenda Behling

- Sesquicentennial – there is a lot of events going on over the next couple of months.
- Committee has 40 plus members.
- VEISHEA is April 12-17.
- March 22nd is ISU’s actual 150th birthday. Everyone should check their emails on Monday.
- The Morrill Act document will be on display starting on March 22nd in Morrill Hall’s Christian Petersen Art Museum. It will be on display through April 27th.
- The document has never been outside of Washington, D.C. The document requires special treatment such as: a special display case (ink has faded), 24-hour security, environmental controls, and special lighting.
- On April 3rd Governor Culver will actually be signing a duplicate copy of the Morrill Act.
- Employment verification and employee background checks – proposing a policy to do a background checks on all new employees but still need to define “employee” (students, seasonal, etc.). Just focusing on new hires right now.
- Checks in the new policy may include criminal, sexual offender register, previous employment, etc. Will ask up front for disclosure.
- A policy statement is being developed for performances.
  - Supervisors should comply
  - Will provide guidelines for evaluations
  - Will include tools for corrective actions, how to work with employees.
• It is hoped to have this finalized for this fall
  • **Human Resources** – Luke Alberts
    o Continuing to work on office transition
    o Will be guiding staff and units on increases as July 1st approaches.
    o The classification system combined the Notice of Vacancy with the Position Description in the People Admin system. Luke suggested that if any staff has questions when working with the new system to please call their office and they will assist you. Background checks will be tied into this later.

_Unfinished Business:_
  • None.

_New Business:_
  • It’s time to start thinking of names to nominate for our upcoming S&C Council elections. We have three positions that will need to be filled. We will discuss this at our April meeting.

_Announcements:_
  • The award committee for the Regents Award for Staff Excellence met yesterday and has forwarded a name.
  • VEISHEA – there will be a lot of great events. There won’t be as many tents but they will be bigger than last year.
  • Lot 29 will have a free carnival.
  • Will have a great parade. All floats will be nontraditional – they will be towed due to risk.
  • The students that have been working on the VEISHEA committees have been great and are having to deal with a lot of peer pressure.

_Next Meeting_ – Tuesday, April 15, 2008, 1:10 p.m., 3150 Beardshear

_Meeting adjourned:_ Adjourned at 2:00 pm