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

Ex-Officios Present: Melissa Pecharsky

P&S Council Representative Present: Jason Follett

Guest: Mallory Meyer – was introduced as the HR specialist that will take over for Melissa during her maternity leave.

Approval of February 2009 Minutes: Sherri Paul moved to accept the minutes. Seconded by Lynnette Hauser. All in Favor. None opposed.

University committee, council, board reports:

- **Benefits Committee:** Sally Evans
  o The Wellness Subcommittee has formed a writing team to draft a document to define a Wellness phase-in along with goals and objectives. A preliminary report should be ready by May with a recommendation by the September meeting.
  o Jane Walter gave an update on the open change period.
  o Possible strategies to control and/or reduce benefits costs in light of the budget situation were discussed. A comparison with other Big 12 schools and the benefits they provide was used as a starting point for brainstorming.
  o Next meeting is March 3rd.

- **Childcare Committee:** Chris Patton
  o Met on February 18th.
  o Reviewed membership process and adopted a three year term for committee members.
  o Will be requesting the Dean’s of each college to submit nominations for their representative.
  o In the process of developing a new website.
  o Looking at ways to assist the ISU IAEYC Chapter to help promote the “Month of the Young Child”.
  o Next meeting TBD.

- **Committee on Disabilities:** Lesley Hawkins
  o Did not have a meeting in March and the meeting for tomorrow has been cancelled.
  o Starting the planning stage for next year’s disability event which was held in October last year.

- **Committee on Women:** Deb Larkin
  o Was not able to attend the last meeting.
  o Year end committee reports are due.
  o The last meeting will be in April.

- **Keep Iowa State Beautiful:** Deb Larkin
  o Mark Miller is attending most of these meetings. Part of VEISHEA cleanup day.
Recycle and reuse are on paper towel dispensers in some buildings. Hopefully it makes you become aware of usage.

- **RISCAC:** Lynnette Hauser, Barb Kalsem, Sally Evans
  - Nothing to report.

- **Traffic Appeals Board:** Barb Kalsem
  - The board met and reviewed appeals.

- **Transportation Advisory Council:** Ralph Oliver (not present)
  - No report

- **Work/Life Advisory Committee:** Sherri Paul
  - Next meeting is April 9th. The committee does not meet every month.

- **P&S Council:** Jason Follett
  - The Council is meeting this week.
  - We have a 21 page document of motions to work on. For example, moving the P&S handbook offline since most of it is in the policy library. The parts that are not can be put on our website. This will help in removing duplicates.
  - Others are dealing with budgetary questions and issues.
  - Officer elections are coming up – need vice president, treasurer and secretary.
  - Elected new council members – budget affected this to some extent. Have 21 new council members and they will take office in June.
  - Planning our calendars for the next series of meetings.
  - Forum with President Geoffroy is online if you want to see it. He talks about the strategic plan and the University’s current budget situation.

- **Provost’s Office:** Brenda Behling (not present)
  - No report.

- **Human Resources** – Melissa Pecharsky
  - New retirement incentive offer. To participate, employees need to be age 60 by January 31, 2010, have 10 years of service, and receive approval from their home department. The department will need to see if it’s a cost savings for them. Any questions can be directed to Mike Otis.
  - More than 700 people would be eligible.

**Unfinished Business:**

- **Board of Regents Award for Staff Excellence Award**
  - Committee met and forwarded a name. Only had a couple of nominations but they were good ones.
  - Barb Kalsem, Chris Patton, and Marcia Clendenen were on the committee.

**New Business:**

- **Discussion of Election**
  - Council members up for re-election: Sally Evans, Lesley Hawkins, Susan Stolfs
  - Election committee: Barb Kalsem and Chris Patton were nominated.
  - The IAAP Seminar for Administrative Professional Week occurs during our next scheduled meeting on April 24th. **Update:** Lesley has checked the dates and we are rescheduling the next meeting to April 28th so that members can attend.

**Announcements:**

**Meeting adjourned:** Adjourned at 1:40 p.m.

**Next Meeting** – Tuesday, April 28, 2009, 1:10 p.m., 3150 Beardshear