



# Supervisory and Confidential Council

Council Meeting Minutes for April 15, 2008

**Members Present:** Barb Kalsem, Sally Evans, Lesley Hawkins, Marcia Clendenen, David Arkovich, Marcia Mabee, Sherri Paul, and Chris Patton.

**Ex-Officios Present:** Brenda Behling and Luke Alberts

**P&S Council Representative Present:** Jason Follett

**Guest:** Kristi Darr

**Approval of March Minutes:** Marcia Clendenen moved to accept the minutes as written. Seconded by Barb Kalsem. All in Favor. None opposed.

**University committee, council, board reports:**

- **Benefits Committee:** Diane McDonald (not present)
  - No report.
- **Childcare Committee:** Chris Patton
  - The Green Ribbon Campaign is currently underway. It honors departments/staff that are supporters of early childhood education and care.
  - Worked with a student member from the Iowa Association for the Education of Young Children in scheduling the "Week of the Young Child", April 14-18<sup>th</sup>. UCCC helps sponsor this event with them.
    - Monday – Pin/Baked Goods Day! Will be selling pins and baked goods at Beardshear from 11:00 – 1:30 for a free will donation.
    - Tuesday – Pizza Day! We will be selling Papa John's Pizza at Beardshear from 11:00 – 1:30 for a free will donation.
    - Wednesday – Children's Parade! We will be going on a parade through Central Campus with the Palmer Lab students at 10:45.
    - Thursday – Storytime! We will be reading to the Palmer Lab students from 11:00 – 1:00.
    - Friday – Ice Cream Social! We will be selling ice cream at Beardshear from 11:00 – 1:30 for a free will donation.
  - All donations collected during this week will go to the Storybook Project of Iowa. (Storybook Project of Iowa is a program that allows mothers incarcerated to read a book on to an audio tape, which is then sent along with the book to their children.)
- **Committee on Disabilities:** Lesley Hawkins
  - Next meeting is April 28<sup>th</sup>.
- **Committee on Women:** Deb Larkin (not present)
  - No report.
- **Keep Iowa State Beautiful:** Deb Larkin (not present)
  - No report.
- **RISCAC:** Lynnette Hauser, Barb Kalsem, Sally Evans
  - RISCAC members received an email from the chair, Jane Close (UNI), requesting them to review the presentation RISCAC will be giving to the Board of Regents on May 1<sup>st</sup>. RISCAC presents to the Board of Regents once a year.

- **Traffic Appeals Board:** Barb Kalsem
  - Meet twice a month and review appeals.
- **Transportation Advisory Council:** Ralph Oliver (not present)
  - Will be meeting today at 3:30 pm.
- **P&S Council:** Jason Follett
  - Met earlier this month.
  - Approved “pay for exceptional performance” program.
  - FY2009 salary recommendations were approved.
  - Still working on what their proposal will say from the Towers Perrin compensation study. Jason explained that at P&S Council meetings a proposal will be introduced at one meeting and voted on at the next meeting.
  - Have several new officers. Approximately 10-15% of P&S staff voted.
- **Provost’s Office:** Brenda Behling
  - Continue to work on:
    - Draft policy for employment background checks and hope to have an open comment period soon. The policy will be on the policy library website. Hope to have completed by July 1<sup>st</sup>. The policy will not apply to hourly student positions. At a minimum it will include criminal background checks for new hires.
    - Budget – legislature likely to adjourn later this month. Had indications of what the salary bill would look like – funding would be available for approximately a 3% increase for faculty and P&S.
  - Ombuds Office – they are close to naming a person. The office will only have one part-time position but the hours will be increased.
- **Human Resources –** Luke Alberts
  - Training staff on hiring procedures.
  - Working on draft for training on position descriptions.
  - Kristi Darr was introduced. She is the new employee/labor relations and worker’s compensation manager. Some of the areas she will be working with include: conflict management, union contracts, 25 year club, performance management, etc.

**Unfinished Business:**

- S&C Regents Award for Staff Excellence – Barb Kalsem.
  - The S&C Awards subcommittee has forwarded a name but they haven’t seen any announcement of an award winner.

**New Business:**

- Election Subcommittee – e-mail for Board nominations sent out (terms expire for Marcia Clendenen, Lynnette Hauser, and Marcia Mabee)
  - The Election Subcommittee consists of Lesley Hawkins and Sally Evans.
  - Nomination deadline is April 25<sup>th</sup>. The subcommittee has received one nomination and has another one coming. Need at least three nominations.
  - Sally and Lesley will request an updated S&C employee list from Cindy Van Loon, Human Resources.

**Announcements:**

- None.

**Next Meeting** – Tuesday, May 20, 2008, 1:10 p.m., 3150 Beardshear

**Meeting adjourned:** Barb Kalsem adjourned, Marcia Clendenen seconded. Adjourned at 1:45 p.m.