



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 14-18th. 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 28th.
- **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 1st. 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 1st. 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 25th. 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.