Members Present:  Sally Evans, Lesley Hawkins, Lynnette Hauser, Dave Arkovich, Barb Kalsem, Sherri Paul, Chris Patton, Renea Miller, Lori Merritt, Ramona Wrierson, Linda Young, Laurie Engleen, Sue Ackerman, Anne Coffman, Pat Anderson, Diane Wright, Julie Carroll, Sue Spencer, Janet Johnson, Marlene Callahan, Maria Lukawski, Angela Brown, Glenda Lee, Sandy Foltz, Sandy Russell, Leanne Sundine, Terrasa Mouw-Grewell, Bud Ahrens, John Wierson, Yen Vo, Stephanie Sayre, Marcia Anderson

Ex-Officios Present:  Mallory Meyer, Kristi Darr

P&S Council Representative Present:

Guest:  Kristi Darr and Mallory Meyer, HR

- Subject: How bumping and seniority affect S&C Council employees
  - Process for elimination is outlined by the merit rules.
    - Located on the HR website under Employee Relations at: [http://www.hrs.iastate.edu/EmployeeRelations/homepage.shtml](http://www.hrs.iastate.edu/EmployeeRelations/homepage.shtml) - then click on Merit Rules, Terminations, 3.104(4) Reduction in force.
  - DAS language regarding seniority of staff moving from non-contract to contract, etc.:
    - If a bargaining eligible employee was not in an AFSCME eligible class on July 1, 2003, seniority will be calculated beginning on the date the employee entered the AFSCME covered class.
    - Current non-contract employees who were in their non-contract covered class on July 1, 2003 will continue to accrue AFSCME bargaining unit seniority based on the original date of hire with the state.
    - Employees in AFSCME covered classes on July 1, 2003 who later move to a non-contract job class will have their original seniority date frozen as of the date they moved to the non-contract class.
    - Employees hired after July 1, 2003 in non-contract job classes will not accrue AFSCME seniority, nor would they have any seniority to apply in cases of bumping to an AFSCME covered class.
  - Departments have until May 13th to send their plans to Kristi. There will be one plan for S&C and one plan for AFSCME for approval. Their office is pre-planning.
  - There are 152 supervisory & 27 confidential employees as of April 2009.
  - Before implementing, a Board of Regents staff will need to approve and sign off.
  - Once the options from HR have been given to staff they have 5 calendar days to decide if they want to be laid off or be bumped to another position.
  - Employees are entitled to 20 working days notice if they will be laid off.
  - The S&C classification uses retention points and not seniority. Depending on each employee’s employment history, an S&C employee may be eligible for a bargaining unit position. (See seniority criteria above) Another difference
between S&C and the bargaining unit is when employees are called back it’s called re-employment for S&C and recall for the bargaining unit.

- Retention points = point for every month of service + point for each satisfactory evaluation (when none are available, they consider them satisfactory) minus points for any leaves of absence without pay.
- If you are laid off you would be eligible for unemployment, cobra, and vacation payout. You are also given FAQ’s from HR. You only receive sick leave payout when you retire.
- A bargaining unit employee cannot bump into S&C.
- Employees cannot be bumped from university to university.
- AFSCME posts their seniority list – S&C does not have a report.

For example, we will look at Clerk IV classification as a whole group
  - For this example we will have three Clerk IV’s identified as A, B, and C.
  - If B’s position is eliminated HR would look at all Clerk IV’s and calculate their retention points. In this case we will say staff “A” has the fewest retention points.
  - Staff “B” would then be reassigned to “A’s” position (staff can take layoff if they don’t want the reassignment).

- Your pay would be adjusted accordingly if you are at the top of your classification and you bump to a lower classification. For instance, if you were a Clerk IV and were at the top of your pay scale and were bumped to a Clerk III, your pay would be adjusted to the top of the pay scale for a Clerk III.

- If a position is changed to 11 months it’s technically considered a layoff but the employee could say they want the 11-month position to avoid layoff.

- In the absence of a series, HR would look at previously held series. For example, a food supervisor does not have a series like clerks (I, II, III, IV) and secretaries (I, II, III, IV).

Approval of March 2009 Minutes: Barb Kalsem moved to accept the minutes. Seconded by Lesley Hawkins. All in Favor. None opposed.

University committee, council, board reports:
- Benefits Committee: Sally Evans
  - Met on March 3rd.
  - A change in the charge to the Benefits Committee was discussed and then approved. The new charge reads: This committee advises the University through the Vice President for Business and Finance regarding all matters related to the employee benefit programs. It receives employee concerns and complaints and may make recommendations with respect to how they should be resolved. It makes recommendations regarding benefit programs that meet the needs of the University staff to be competitive with peer institutions. It makes recommendations regarding benefits policy, the design of benefit programs, and selection of providers. It monitors provider and plan performance to ensure coverage and cost equity, balance, and sustainability.
  - One of the recommendations made in light of the current budget situation became a motion to modify 403b plan documents to implement 3-year cliff vesting. The motion was discussed and approved.
  - Another recommendation was to provide support for a window retirement incentive option that would cover five years of health and dental insurance for those qualifying for the option. The motion was passed.
The last motion recommended was to change eligibility for benefits from the current 1/3 time to ½ time effective for new hires as of July 1, 2009. The motion passed.

The committee has been asked by the administration to develop strategies to hold plan year 2010 cost increases as low as possible and have them no greater than 5%. The committee will analyze several different rate-making process strategies and make some recommendations.

Phase-in goals and objectives in regard to the wellness program will be brought to the May meeting.

Next meeting is May 5th.

**Childcare Committee:** Chris Patton
- Met on April 13th.
- Met with Molly Albers, student member of the ISU IAEYC Chapter to discuss ways in which our committee could assist them in promoting the “Month of the Young Child”.
  - It was decided that we would contribute baked goods for their bake sale. We would also provide bowls, napkins, utensils, ice cream, and ice cream toppings for their ice cream sale.

**Committee on Disabilities:** Lesley Hawkins
- The committee has not had a meeting recently and will probably not meet again until next fall.

**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
- Meeting scheduled for April 23rd had been cancelled.
- President of RISCAC will be representing all five regent schools and will be presenting to the BOR on April 30th. She will be requesting the 4.5% step increase and giving examples of the hardships facing employees during these tough economic times.

**Traffic Appeals Board:** Barb Kalsem
- The board met and reviewed traffic appeals – numbers are down.

**Transportation Advisory Council:** Ralph Oliver (not present-submitted report)
- A new online permit renewal process was unveiled by Parking systems. It uses the AccessPlus site. The online process is only from May 1 – June 30. This is for renewal of Parking system permits for faculty and staff.
- P&S Council contacted TAC with concerns about the 5% increase in parking fees with wages being frozen for employees. The council again discussed the cost of maintaining parking lots and snow removal. This year Parking will make repairs to just one lot, instead of the normal two. ISU is still one of the lowest in cost of parking permits for staff and students for peer universities.
- All parking and fine rates are scheduled for approval at the next Regents meeting. If approved, permit increases will begin July 1st and fine increases will begin August 1st.
Construction of the addition to State Gym will result in the loss of 150 parking stalls starting this fall. Some will be permanent. The exact number will not be known until the construction is complete.

Discussion of motorcycle parking was started. Lot 4 will close to motorcycle parking. Other lots will be moved. These are being addressed by lot. Discussion will continue this fall.

Bicycles will again be discussed this fall. TAC has been asked to review bike registration, parking, and routes.

Parking is looking at the possibility of making departments purchase all departmental permits. New budget model may affect a department’s ability to get permits.

- **Work/Life Advisory Committee:** Sherri Paul
  - Met on April 9th.
  - Reminded that a new strategic planning process is underway. Suggested that the committee think of ways to help make sure that work/life issues are included in these discussions and that the committee should provide feedback to any plan drafts and that we have a liaison to the committees that are working on the strategic plan. As a committee we will have to have some discussion to clarify what is meant by “flexibility”.
  - Shared a binder containing the diversity reports that are currently being collected from colleges/units across the university. The committee would like to see if questions regarding work/life could be added to this reporting document. This will be proposed at the next Advisory Committee on Diversity Program Planning and Coordination (ACD) meeting. It was suggested that this committee work on formulating the questions that would be asked of the colleges/units in this regard.
  - The discussion on the role of the committee regarding uneasiness over the budget and impact on personnel was tabled until next semester.
  - A PowerPoint presentation was shared outlining select results of a National Study of the changing Workforce (NSCW) report and a presentation entitled *Dual Career Academic Couples: What universities need to know*. At the end of the presentation slides were shown illustrating the overall results of the University Life Survey.
  - The committee was informed about Higher Education Recruitment Consortiums (HERCs). HERCs are groups of schools that collaborate to assist dual career partners in their job search. Iowa State University is currently in talks with the Upper Midwest HERC about the possibility of us joining. This would be contingent upon other Iowa schools also joining the HERC. More information about HERCs can be found at [http://www.hercjobs.org/](http://www.hercjobs.org/)
  - Looking at schedules to see when we will meet next fall.

- **P&S Council:** Jason Follett (not present)
  - No report.

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

- **Human Resources** – Kristi Darr
  - HRS is hosting a forum “Living on the Question Mark” on May 21st, 8:30 am – 11:30 am in the Cardinal Room/MU. Employees can sign up on AccessPlus. The forum will show employees how to adjust and prepare for change.
Melissa will not be returning and will be moving to Las Vegas. We are currently in a search for this position. Mallory Meyer will be attending our meetings in the interim.

Confidential status review – The Board Office has requested HR to review anyone designated as having confidential status. It will be a 30 minute meeting with the employee and then HR will meet with their supervisors.

Unfinished Business:
  - Board of Regents Award for Staff Excellence - Barb Kalsem
    - Lynnette Hauser was selected to receive the Board of Regents Award for Staff Excellence and will be recognized on September 21st. Congratulations Lynnette!

New Business:
  - Election Subcommittee – Barb Kalsem and Chris Patton
    - Will have information this week to send out to all S&C employees.

Announcements:

Meeting adjourned: Adjourned at 2:20 p.m.

Next Meeting – Tuesday, May 19, 2009, 1:10 p.m., 3150 Beardshear