Supervisory and Confidential Council

Council Meeting Minutes for May 20, 2008

Members Present: Sally Evans, Lesley Hawkins, Barb Kalsem, Lynnette Hauser, Sherri Paul, Deb Larkin, Marcia Clendenen, David Arkovich

Ex-Officios Present: Brenda Behling and Luke Alberts

P&S Council Representative Present: Jason Follett

Guest: Kristi Darr

Approval of April Minutes: Barb Kalsem moved to accept the minutes as written. Seconded by Sherri Paul. All in Favor. None opposed.

University committee, council, board reports:
- **Benefits Committee**: Diane McDonald (not present)
  - No report.
- **Childcare Committee**: Chris Patton (not present)
  - No report.
- **Committee on Disabilities**: Lesley Hawkins
  - Committee will not meet again until next year
- **Committee on Women**: Deb Larkin
  - The committee has finished their analysis of the College of Business in regard to employment opportunities for women. They will move on now to the College of Veterinary Medicine.
  - In a talk to the group, Athletic Director Jamie Pollard reported that he’s working on a new practice facility for volleyball.
- **Keep Iowa State Beautiful**: Deb Larkin
  - The spring clean-up before VEISHEA was very successful.
  - The committee may go with Keep America Beautiful because the funding is more plentiful.
  - There is an “Adopt Campus Program” link on the website where individuals or groups can sign up to help clean and maintain a certain portion of campus. Deb suggested S&C employees sign up as a group. She will send out an e-mail asking for volunteers.
- **RISCAC**: Lynnette Hauser, Barb Kalsem, Sally Evans
  - RISCAC will meet June 19 at Tama to discuss the “maxed out” situation on all three campuses. A very large percentage of S&C employees are at the top of their pay grade at each university. Another item for discussion will be what discussion items to bring to the meeting with the new executive director of the Board of Regents.
- **Traffic Appeals Board**: Barb Kalsem
  - Meet twice a month and review appeals.
- **Transportation Advisory Council**: Ralph Oliver (not present, but sent report)
  - Last meeting of the year held April 15. Discussion items included safety concerns for pedestrian walkways and CY ride stops at Vet Med.
  - Jerry Stewart discussed accident statistics for the year.
• **P&S Council:** Jason Follett
  o The Council voted full approval (with some exceptions) of the motion on the implementation of recommendations of the Towers Perrin consulting firm.
  o Kevin Kane and Jason Follett were elected vice presidents and Robin McNeely was elected secretary in elections held at the last meeting.
  o Installation of officers and an organizational meeting will be held in June.

• **Provost's Office:** Brenda Behling
  o Two searches have begun – one for the dean of the College of Design (proposed start date next year) and one for the vice president for research and economic development (proposed start date Fall 2008).
  o The implementation phase of the Resource Management Model has been completed.
  o Funding approved for a 3% salary increase for Faculty and P&S.
  o The president's office will begin to track evaluations for all faculty and staff in an effort to ensure that all are being evaluated yearly.
  o An Office of Sustainability (energy conservation) is being established by President Geoffroy. His office underwent an energy audit. The provost’s office will be evaluated soon. New building construction and renovation must now meet criteria for energy conservation. Offices and departments will be asked to be aware of how much energy they are using.

• **Human Resources** – Luke Alberts
  o Salary increase for both merit and P&S employees is 3%.

**Unfinished Business:**

• **S&C Regents Award for Staff Excellence – Barb Kalsem**
  o Barb reported that the S&C Regents Award for Staff Excellence is going to Chris Patton. Congratulations, Chris!!

• **Election Subcommittee Report**
  o 30 ballots were received in the recent election. New and/or returning council members include David Arkovich, Lynnette Hauser, and Sherri Paul.
  o Some feedback received from the questions on the ballots included:
    ▪ Suggested speakers: New director of Hilton, President Geoffroy, Ann Doty
    ▪ Possible topics:
      • How administration of Hilton will change with the Athletics Department in charge
      • How others are handling the new budget model
      • Rethinking secretary classifications – how many actually act as secretary vs. office coordinator, administrative specialist, or clerk, etc.
      • Speaker from HR to explain why S&C exists and what is happening with our classifications.
      • Transfer of vacation and pay to P&S when an S&C employee earns more of both than the comparable P&S position. In other words, rewards for longevity.
    ▪ Concerns:
      • Lack of adequate handicap parking close to buildings of employment
New Business:
- A poll was taken of the members present who are currently serving on different committees and councils as to whether they would continue serving next year. Those not present will be contacted soon.
- An updated list of all S&C employees containing name, classification, department, and e-mail address was distributed.
- Kristi Darr, employee/labor relations and worker’s compensation manager, distributed copies of the draft policy on employment verification and background checks. This policy applies to external candidates only. HireRight is the name of the company that will be doing the verification/background checks. The average fee is ~$55. The cost could increase if additional states or countries need to be researched. There will be a public comment and review period later this summer, but Kristi encouraged everyone to submit feedback to Kathryn Overberg or herself anytime. They hope to put the policy into effect January 1, 2009.

Announcements:
- Deb Larkin reminded everyone that Special Olympics is taking place later this week and some parking lots and streets will be closed. She encouraged everyone to attend and cheer on the participants.
- Everyone is encouraged to attend the next meeting. **ELECTIONS WILL BE HELD.**

Meeting adjourned: 1:55 p.m.

Next Meeting – Tuesday, June 17, 2008, 1:10 p.m., 3150 Beardshear