



# Supervisory and Confidential Council

Council Meeting Minutes for September 15, 2009

**Members Present:** Chris Patton, Lesley Hawkins, Barb Kalsem, Linda Young, Donna Nelson, Lynnette Hauser, David Arkovich

**Ex-Officios Present:** Brenda Behling, Mallory Schon

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

**Approval of June 2009 Minutes:** Barb Kalsem moved to accept the minutes. Seconded by Lynnette Hauser. All in Favor. None opposed.

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

- **Benefits Committee:** Lesley Hawkins
  - Discussed summary of annual benefit vendor review held May 27<sup>th</sup> and 28<sup>th</sup>.
  - Nancy Brooks presented overview of the RFP process for the Worksite Wellness. 13 responses received; 10 reviewed in depth; 4 finalists scheduled to present on campus September 11<sup>th</sup> and 14<sup>th</sup>.
  - Next committee meeting: October 6<sup>th</sup>.
- **Childcare Committee:** Chris Patton
  - Will meet September 25<sup>th</sup> - Items to be discussed: issues and barriers for families; mission; goals; and action steps
  - Will have several new members this year.
- **Committee on Disabilities:** Lesley Hawkins
  - Met on September 2, 2009.
  - Discussed activities planned for Disability Awareness Week scheduled for the week of October 19<sup>th</sup>.
  - Discussed questions on the proposed Campus Disability Awareness Survey.
  - Survey was e-mailed to the members for further input regarding the questions.
  - Next meeting date: October 7<sup>th</sup>.
- **Committee on Women:** Deb Larkin
  - No report.
- **Keep Iowa State Beautiful:** Deb Larkin
  - No report.
- **RISCAC:** Lynnette Hauser, Barb Kalsem
  - It has been very quiet with no response from Iowa or UNI.
  - The committee hasn't met, so there are no new officers.
  - Barb and Lynnette will send an email to find out what's happening.
- **Traffic Appeals Board:** Barb Kalsem
  - Committee is meeting today (Sept 15<sup>th</sup>)
  - There will be several new members.
- **Transportation Advisory Council:** Ralph Oliver (not present)
  - No report.
- **Work/Life Advisory Committee:** Sherri Paul (no present)
  - Committee met September 2<sup>nd</sup>.
  - Items discussed:

- Changes to web site-page dedicated to work/life committee including members and minutes from meetings, new faculty profile, and request for suggestions for Profiles in Balance.
  - Susan Carlson and Melanie Bond - possibility of becoming a member of Upper Midwest HERC – recruitment to Iowa
  - Susan Carlson will represent Work/Life Advisory Committee in ISU's new strategic plan process.
  - Mary Harris developing resource booklet for chairs and deans related to work/life issues.
  - Working on updated parental leave policy.
  - Julia Graden – small event for National Work & Family Month in October is being planned.
  - Planning for 09-10.
  - H1N1 issues.
  - Next meeting: October 14<sup>th</sup>.
- **P&S Council:** Jason Follett
  - The Council approved Policy Library changes over the summer.
  - The Council is involved in the strategic planning process.
  - The P&S Council currently maintains a place in their agenda for S&C Council reports. He asked if we wish to maintain this place, or if we want to just request to be added to their agenda if something needs to be discussed at their meetings. The S&C Council voted to request to be added to the P&S Council agenda if there is a need.
- **Provost's Office:** Brenda Behling
  - Strategic Plan – there is 1 steering committee and 4 task forces in specific areas. The Provost's Office is contacting nominated committee members and organizing meetings for each area. There will be open forums for campus community feedback.
  - Budget – There is nothing definite at this time. We are preparing for budget cuts. Dr. Hoffman anticipates a 5-10% reversion with an additional \$50 million cut for FY11.
  - Extension Reorganization is an ongoing process. Restructuring has kept layoffs at a minimum; only 15-18 people have lost their positions.
  - Merit employees are receiving notification of layoffs.
  - H1N1 – Mallory is working on FAQ to address employee issues.
- **Human Resources:** Mallory Meyer
  - There is a link for H1N1 FAQ on the HR web site homepage.
  - Layoff update – HR is moving forward on the Merit plan. They are holding meetings with people who will be affected by layoffs. The timeframe for all of this to happen is not definite due to the domino effect that takes place. The Governor's Office has to approve the plan which is at his office now.

#### **Unfinished Business:**

- **Constitutional Amendments:** Chris Patton
  - Jason suggested we change the number required to 7 then we will only need 4 for a quorum. It was also suggested that we add a provision for the naming of a substitute to complete either a full term, or the remainder of an academic year, etc.
  - Discussion – we will add an article about vacancy – Article 5, section 9. Clean up sections 8 and 9. Change Article 3 section 1 to 7 members instead of 8. Changes to be effective with next election.
  - Lesley reported that in 2008 there were 180 S&C employees, in 2009 there is 168.

- Voted on changes as noted – all in favor – approved.
- **New Employee Orientation:** Chris Patton and Lesley Hawkins
  - Orientation is September 16<sup>th</sup>. Chris and Lesley will have an S&C table.
  - Have a handout ready to distribute.
  - Will report back on how well attended the event is with a suggestion as to whether or not we should have a table at this event next month.

**Announcements:**

- **Awards:** Barb Kalsem
  - There are two additional Regents awards for 2010 under research and economic development. There will not be a stipend and dinner for these awards. The deadline for applications is in February. Recipients will be honored at the Fall Convocation. Barb learned through her RISCAC connections that the Regents award criteria differ between universities.
- **Constitution:** Chris Patton
  - We will send out the new changes for review prior to the October meeting. The changes will be voted on October 20<sup>th</sup>.

**Meeting adjourned**

**Next Meeting:** Tuesday, October 20, 1:10 p.m., 3150 Beardshear