



Supervisory and Confidential Council

Council Meeting Minutes for September 18, 2007

Members Present: Barb Kalsem, Lynnette Hauser, Cynthia Feller, Sally Evans, Lesley Hawkins, Marcia Clendenen, Dave Arkovich, and Chris Patton.

Ex-Officios Present: Brenda Behling

P&S Council Representative: Jason Follett

Guest Speaker: Sally Barclay, Nutrition and Wellness Research Center

- Subject: Pedometer challenge and other wellness opportunities at ISU
 - Sally would like us to spread the word about the pedometer challenge. They had a pilot program with the Human Sciences College with around 130 participants. It was a 4 week program and the participants were given free programmable pedometers. Forty three of the 130 averaged 10,000 steps each day. They were each on a team and would update the website with their steps each day. As a group they were challenged to walk around the United States - 10,000 miles and they made it!
 - Registration for the new pedometer challenge will occur next week. A mass email will be sent to all faculty, P&S and merit employees. New Lifestyles will customize a website just for ISU. There will be competitions amongst colleges to inspire staff to walk further. The Benefits Office will provide the funding for 500 pedometers. The first 500 employees to register will receive a free pedometer and they will be able to pick it up on October 1st & 2nd. Registration will occur thru the website. The challenge begins on October 3rd and runs thru Oct. 31st. The goal this year is to walk around the world in 4 weeks. Recreation Services has donated some water bottles that may be given out when staff finish half way through the program.
 - Another program for employees is Walkways to Wellness. There will be East and West routes promoting "Art for your Heart". Students are helping with these programs. If you have any requests for different paths to be measured for distance please contact Sally Barclay. Their website is www.nwrc.iastate.edu/walkways.php.

Approval of June Minutes: Barb Kalsem moved to accept the minutes as written. Seconded by Chris Patton. All in Favor. None opposed.

University committee, council, board reports:

- **RISCAC:**
 - Meeting held in Tama on June 21st.
 - Talked about phased retirement
 - Decided to keep the same name – RISCAC.
 - Meeting held in Des Moines on September 13th with the Board of Regents.
 - There was a discussion on review of supervisory classifications. Determined 3 classifications that should be considered: Secretary IV, Food Service Supervisor, and Office Coordinator I. When meeting with the Board of Regents representatives (Tom Evans, Tim Cook, and Marcia Brunson) in the afternoon there wasn't a lot of

- encouragement that a review would occur. Agreed to wait to see if AFSCME would be reviewing any classifications.
 - Phased Retirement – UNI reported that it is hard to obtain permission from supervisor or department head.
 - Emergency Leave Accumulations – UNI calculates their leave based on employment anniversary date and on a last in/first out basis. Whereas, ISU and U of I base their leave on calendar year.
 - Weather related reduced operations absence reporting – UNI has had cases of falsified timesheets during bad weather. ISU and U of I have not heard of similar incidents.
 - A suggestion was made that in the future look at riding together with our Human Resources representatives to meetings.
 - S&C representatives for RISCAC this year will be Barb Kalsem, Lynnette Hauser, and Sally Evans with Chris Patton as alternate.
 - **Benefits Committee:** Diane McDonald
 - Open enrollments for Confidential employees will be October 26th – November 26th. Open enrollment for Supervisory employees will be October 29th – November 9th. The shortened timeframe for Supervisory employees was in hopes that the review/response will be expedited.
 - Changes & improvements for Supervisory employees:
 - Offer a voluntary vision plan for a very reasonable price.
 - No co-pay for Generic drugs purchased through Medco's mail order.
 - New lower rates for supplemental life insurance.
 - University credit benefit will completely cover the increase for an individual's cost.
 - Dental will be going up.
 - Working at being able to offer the retiree's a more favorable option for their coverage.
 - **Childcare Committee:** Deb Moore
 - No report.
 - Committee member change – will need to notify committee chair and Sheryl Rippke to update committee website.
 - **Committee on Disabilities:** Lesley Hawkins
 - Last meeting was August 28th.
 - In October, Disability Awareness Month will be observed.
 - Discussed disability challenges on campus and in the office and resources for employees and students.
 - On October 4th Stigma Busters will perform twice.
 - Sue Baker from the University of Iowa will talk about Autism and Asperger's Syndrome.
 - Will be having "Step Into My World" activities again this year.
 - October 9th there will be a movie and discussion on ADHD.
 - Human Resources will focus on disabilities in the workplace last week of October.
 - The committee will write a letter to the President about accessibility needs on campus.
 - Next committee meeting will be October 3rd.
 - **Committee on Women:** Deb Larkin
 - Met on September 10th.
 - There will be a Fall Reception event welcoming new staff and faculty on September 25th at Reiman Gardens from 3:30 pm – 5:00 pm.
 - Subcommittee assignments were made and committee goals were made.
 - Next meeting is October 8th.

- **Traffic Appeals Board:** Barb Kalsem
 - Meet twice a month. Read 71 appeals.
 - Will meet again September 25th.
- **Transportation Advisory Council:** Ralph Oliver
 - No report.
 - Haven't met yet this fall. Next meeting in October
 - Danny Johnson will be new chair.
 - Doug Houghton has left the Parking Division.
- **Keep Iowa State Beautiful:** Deb Larkin
 - Met September 6th.
 - They have been marketing the anti-litter message through "Cy" buttons. Cy is shown throwing trash into receptacles.
 - The committee currently has \$200 in its budget. They are looking at securing more funding through University and State agencies.
 - Summer meetings have been addressing litter that tailgating creates from the football games. Several proposals were made. However, the Athletic Department and ISU Parking Department will continue to provide trash bags to the tailgaters with an emphasis on litter reduction.
 - The next meeting is September 20th.
 - Sally agreed to be an alternate.
- **P&S Council:** Jason Follett
 - Working with arming of campus police and recommended to do so. Had open forum and would like everyone to attend – open to everyone. Well attended by students.
 - They have several open forums scheduled and invite anyone to attend. They are scheduled for the following dates:
 - October 4th at noon – MU Sun Room – Ellen Rasmussen will discuss the budget model.
 - November 1st at noon – MU Gallery - Mike Otis will speak on employee benefits for 2008.
 - February 8, 2008 at noon – MU Pioneer - Jamie Pollard will give an update on the Athletics department.
 - Working with Towers Perrin compensations review – meeting is September 24th at 3:00 pm. They are working on their review and recommendations.
- **Provost's Office:** Brenda Behling
 - P&S Classification and Compensation Review – seeing if we need to do something. Looking to see where we stand and if our compensation is close to market.
 - Resource Management Model – work continues on it – a lot of things to consider and will be having brown bag lunches to discuss issues.
 - Several positions open:
 - Tim Cook's position, Employee/Labor Relations Manager – 1 interviewed and 2 scheduled for interviews.
 - Evie Myers position, Associate Director for Opportunity and Diversity, is open.
- **Human Resources** – Adreliz Calzada-Rivera
 - No report.

Unfinished Business:

- Update on S&C web page
 - Kate Bielenberg has done a great job. Thanks Kate!
- Elect a Secretary
 - Chris Patton has volunteered for another year.

New Business:

- Date of November meeting
 - Our regularly scheduled November 20th meeting is during Thanksgiving week. Do we want to change it to November 13th? Decided to leave it at November 20th.
- Background checks at ISU
 - Focus groups have met. The Task Force is making a recommendation to the President.
 - Results:
 - You do need to do background checks but only for specific positions and is recommending this to the President. Background checks are not required for all new hires only for positions that work with money, minors, or IT positions.
 - Confidentiality was a concern.
 - Purchasing has contracted an outside company to perform checks. When results come in if there's a negative hit the search committee then decides whether to go ahead. However, if the search committee receives positive results they can forward the recommendation to hire.

Announcements:

- Open forums on Monday & Wednesday for the Employee/Labor Relations Manager position.
- Catering Sample is Monday, September 24th at Knapp-Storms from 4:00 pm – 6:00 pm.
- Elwood Drive is now University Blvd.

Next Meeting – Tuesday, October 16, 2007 1:10 p.m., 3150 Beardshear

Meeting adjourned: Marcia Clendenen moved to adjourn and Lesley Hawkins seconded motion. Adjourned at 2:25 pm.