



Supervisory and Confidential Council

Council Meeting Minutes for October 16, 2007

Members Present: Barb Kalsem, Lynnette Hauser, Sally Evans, Lesley Hawkins, Deb Larkin, Sue Ackerman, and Chris Patton.

Ex-Officios Present: Brenda Behling & Luke Alberts

P&S Council Representative: Not present

Guest Speaker: Michael Otis, Benefits Manager, HR

- Subject: Open enrollment/benefits
 - State of Iowa Plan – open change is October 26th – November 26th
 - ISU Plan – open change is October 29 – November 9th. November 30th is the last day to make corrections to ISU Plan elections.
 - New benefit options for 2008
 - Adding Vision Insurance plan as a voluntary benefit (for all employees)
 - Free generic prescription drugs when using Medco mail-order service from Medco (for ISU Plan participants only)
 - Free tools to create legal documents (wills, power of attorney, etc.) from ARAG/Principal Financial Group (for all employees)
 - Changes in benefit options for 2008
 - Discontinuing ISU Plan Indemnity Medical Option
 - Supplemental Life plan being upgraded to Voluntary Life Plan
 - Switched from Health Alliance to Wellmark
 - Vendor Fairs:
 - Wednesday, Oct. 31, 2007 from 9:00 am – 3:30 pm, Rooms 3512 & 3534 Memorial Union.

Approval of September Minutes: Sally Evans moved to accept the minutes as written. Seconded by Lynnette Hauser. All in Favor. None opposed.

University committee, council, board reports:

- **P&S Council:** Jason Follett
 - No report.
- **Provost's Office:** Brenda Behling
 - Resource Management Model – advisory committees are active and meeting. This will be a big change for colleges. FY08 is currently based on the previous model but a simulation with the new Resource Management Model is being done so they can get a sense of what their resources and expenses would be under the new model.
 - Background checks – report from task force was sent to the President and he is requesting additional feedback. There wasn't a consensus that a background check for all new hires was needed. Looking at new hires that deal with minor children, money, or IT positions. No decision on student employees. One more chance for feedback.
 - P&S Compensation Study – Towers Perrin consultant group looking at compensation structure, especially matrix and benchmarks. Meeting with

- them next week to go over benchmarking. One of the positions they are looking at are IT positions.
- Performance Management Policy – would go beyond saying we need to do performance evaluations. This would address discipline, correction, and rewards.
 - Two different Lean processes have been undertaken. Carla Espinoza wanted to look at our current process to see if we can make it more efficient. The consultant group, DMACC WorkplaceLean came to campus in August to look at how long it takes us to process a position from the beginning to hiring. Suppose to identify waste in process and eliminate it. Looking at hiring system – could we live without so many approvals?
 - 2nd Lean process would look at when someone is hired - what are all of the systems and resources needed to make an employee productive (keys, parking, netid, etc.)? Want to make it more efficient. Is it possible to have a “one stop location” so they can get everything?
- **Human Resources** – Luke Alberts
 - Compensation Study – working on publishing the report and hope to have it online next week.
 - Employee/Labor Relations and Associate Director of Opportunity and Diversity positions are closed.
 - Adreliz Calzada-Rivera's position has not been posted yet.
 - **Committee on Women:** Deb Larkin
 - Executive committee met with the Provost – she would like to receive more recommendations on outstanding employees especially women. Have trouble getting nominations. S&C employees are eligible for the Alumni Service Award and Regents Award for Staff Excellence.
 - There was a reception to welcome new women employees at Reiman Gardens.
 - Discrimination & Harassment Training – please send feedback to Deb – they would like to know how it was helpful and how it has affected your work area.
 - **Keep Iowa State Beautiful:** Deb Larkin
 - Buttons distributed at events - especially large events.
 - **RISCAC:** Lynnette Hauser, Barb Kalsem, Sally Evans
 - Haven't meet since last meeting.
 - Have met with Vicki Brubaker regarding classifications – if an employee really thought they should be reclassified it would probably come from HR.
 - Looking at pay grades for the classifications.
 - If changes are made it will affect everyone at all universities.
 - Would have to be approved through the BOR and can only do it at the beginning of the fiscal year.
 - **Benefits Committee:** Diane McDonald
 - No report.
 - **Childcare Committee:** Deb Moore
 - No report.
 - Meets during the noon hour every 3rd Tuesday of each month at SUV. Chris Patton will be the S&C Council representative.
 - **Committee on Disabilities:** Lesley Hawkins
 - Committee meeting scheduled for October 3rd was cancelled.
 - A variety of activities were planned for October.
 - Carla Espinoza now chairs the meeting and they meet 4 times a year.
 - **Transportation Advisory Council:** Ralph Oliver
 - No report.
 - **Traffic Appeals Board:** Barb Kalsem

- Did 64 appeals last month.

Unfinished Business:

- AFSCME reviewing any classifications?
 - Oct. 7th was the deadline and Luke has not heard of any classifications being reviewed.
 - Luke has not heard anything from the Regents or State regarding classifications.

New Business:

- Update on Pedometer Challenge
 - Almost 1,000 faculty and staff participating.
 - Leslie has some pedometers left if yours is not working.

Announcements:

- No new announcements.

Next Meeting – Tuesday, November 20, 2007 1:10 p.m., 3150 Beardshear

Meeting adjourned: Adjourned at 2:20 pm.