Supervisory and Confidential Council

Council Meeting Minutes for October 20, 2009

Members Present: Chris Patton, Linda Young, Lynnette Hauser, Barb Kalsem, Marcia Mabee, Deb Larkin, Sherri Paul, Donna Nelson

Ex-Officios Present: Brenda Behling, Mallory Schon

P&S Council Representative Present: Jason Follett

Approval of September 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:** Report submitted by Lesley Hawkins
  - Committee met October 6th.
  - Discussed proposed changes to benefits for 2010. We should all see about a 5% increase in cost of benefits.
  - Discussed Vendor Fair to be held Nov. 3rd in Pioneer Room 9 am-3:30 pm.
  - Next committee meeting: Nov. 2, 2009.

- **Childcare Committee:** Chris Patton
  - Committee met September 25, 2009.
  - Reviewed mission statement. Will finalize information at October meeting.
  - Discussed the issues and barriers families face:
    - Student parents-notifying faculty of parenting status
    - Faculty Senate-interest in expanding childcare-new center
    - Modified duties for arrival of child
    - Electronic communication
    - Expansion of infant/toddler/special needs
    - Part time options for child care
    - Family friendly restrooms – lactation, changing tables, etc.
  - Defined goals: fundraising/endowments; recruitment and retention; will continue to define goals at next meeting.
  - Next committee meeting October 23, 2009.

- **Committee on Disabilities:** Report submitted by Lesley Hawkins (not present)
  - Met on October 7, 2009.
  - Discussed activities planned for Disability Awareness Week scheduled for week of October 19th.
  - Campus Disability Awareness Survey is close to being ready to send out to selected groups.
  - Next committee meeting November 4, 2009.

- **Committee on Women:** Deb Larkin
  - Committee has met and have assigned sub-committees; new sub-committee on mentoring established.
  - Deb asked if a mentoring system for S&C employees would work for us. We are to report back at next meeting.
Committee is looking at budget reductions and are trying to determine if women will be disproportionately affected.

- **Keep Iowa State Beautiful:** Deb Larkin
  - No report.

- **RISCAC:** Lynnette Hauser, Barb Kalsem, Chris Patton
  - Barb sent an email and received a request from University of Iowa to send available dates. ISU and UNI responded, but nothing received back from University of Iowa.

- **Traffic Appeals Board:** Barb Kalsem
  - Appeals are down.

- **Transportation Advisory Council:** Ralph Oliver
  - No report.

- **Work/Life Advisory Committee:** Report submitted by Sherri Paul
  - Committee met October 14th.
  - Items discussed:
    - Research information related to work/life issues was shared.
    - Department Chairs/Deans workshop is scheduled for Nov. 11th.
    - Committee is looking at promoting Work/Life recognition on campus.
    - Graphs related to work/life balance gathered from University Life survey were shared.
    - Parental Leave Policy Subcommittee met twice since last meeting; are discussing issues that need to be resolved before a policy can be written. Plan to have a draft for review at next meeting.
    - Website review and discussion of goals/activities for year - tabled.
    - AWLP self-audit revealed that the Committee’s offerings need to be advertised better and helped identify gaps needed to prioritize goals in the future.

- **Upcoming Events:**
  - National Work & Family Month Event-October 21st
  - Oct 21 st, 12:00-1pm, Ginny Blackburn will present “Finding Direction and Purpose in Your Life” in the Pioneer Room
  - Nov 10 th, 11:30-1pm, Mary Sigmann presents “Creating A Clutter-Free Life”, Campanile Room (bring a friend & lunch)
  - Nov 17 th, 12-1pm, “ISU ADVANCE Discussion on ISU Resources and Policies that Support Faculty Flexibility” with Dr. Mary Harris, Gallery Room, MU
    - Nov 19 th, Alumni Networking Luncheon re: Work/Life
  - Next meeting: December 4, 2009.

- **P&S Council:** Jason Follett
  - The P&S Executive Committee met after the Governor’s announcement. They discussed and reviewed a motion to move people to different funds from state funds instead of having to take furloughs.
  - Held special meeting last week to vote on two (2) motions which were approved and sent to the Administration.
  - Deb asked whether S&C should also propose suggestions on handling the budget reductions to Central Administration.

- **Provost’s Office:** Brenda Behling
  - Brenda said any recommendations for budget reductions should be submitted within the week.
Measures being considered include furloughs/temporary lay-offs; benefit reductions such as a temporary cut in TIAA/CREF contributions; pay reductions; and another RIO offering. On questions regarding changes to vacation/sick leave accrual and faculty changes from A-base to B-base, Brenda recommended sending in the suggestions.

- **Strategic Plan – Task Forces are continuing to meet.**
- **Work/Life is drafting parental leave policy which might include using sick leave for people who are not the birth mother, but have a new child.**

**Human Resources:** Mallory Schon

- Benefits open change period will be coming up. Emails will be out soon.
- Layoff update – Official layoff notices coming next week.

**Unfinished Business:**

- **Constitutional Amendments:** Chris Patton
  - First set of changes approved. Additional change to Article V: strike Section 5 and renumber remaining sections.

- **New Employee Orientation:** Chris Patton
  - Only two (2) people stopped at the S&C table; Jason and one other who was going to supervise an S&C employee.
  - Is anyone interested in staffing a table at future orientations?
  - Question asked if it might be better to have one of us contact new employees.
  - To be discussed further at next meeting.

**New Business:**

- **Conflict of Interest:** Chris Patton
  - Sheryl Rippke contacted Chris to see if any S&C employees would be interested in serving on a Conflict of Interest Committee. They are looking for broad representation to serve on the committee. It will be a long-term commitment. If there is no interest in serving from others, Lesley will volunteer to represent S&C Council.

- **Emergency Assistance Program (EAP) Vendors:** Chris Patton
  - Two vendors have submitted proposals for ISU’s “personal issues” benefit; Richmond Center and Emergency Family Resources (EFR) in Des Moines. One concern is how quickly EFR can guarantee a response.

- **Retention Point Calculation for S&C:** Marcia Mabee
  - Discussion of how HR is calculating retention points for S&C employees. HR explained the process of points calculation for length of service and performance evaluation of all employees in a class.

Meeting adjourned 2:38 p.m.

**Next Meeting:** Tuesday, November 17, 1:10 p.m., 3150 Beardshear