Supervisory and Confidential Council

Council Meeting Minutes for October 21, 2008

Members Present: Sally Evans, Lesley Hawkins, Barb Kalsem, Lynnette Hauser, Sherri Paul, David Arkovich, Deb Larkin, Jesse Turpen, and Chris Patton

Ex-Officios Present: Melissa Pecharsky

P&S Council Representative Present: Jason Follett

Approval of September Minutes: Barb Kalsem moved to accept the minutes. Seconded by Sally Evans. All in Favor. None opposed.

University committee, council, board reports:

- **Benefits Committee**: Sally Evans
  - Met on October 7th.
  - A wellness subcommittee was formed out of this group last year upon the request of President Geoffroy.
  - A survey was sent out last year to a random sample of faculty and staff with questions geared toward the development of a comprehensive worksite wellness program at ISU.
  - The survey return rate was one-third. Some changes have been made and it will be sent out again this fall.
  - No change in rates for disability or life insurance for next year.
  - Next meeting will be November 4th.

- **Childcare Committee**: Chris Patton
  - First meeting of the semester will be next week. The committee has changed the meeting time to 4:00 pm.

- **Committee on Disabilities**: Lesley Hawkins
  - Met on October 1st.
  - Had a 2 hour strategic planning session.
  - Reaffirmed the committee’s purpose statement and reviewed the history of the committee.
  - Discussed better ways of communicating with the Disability liaisons.
  - A couple of issues raised were updating signage on campus and having more handicap parking spaces available.
  - Next meeting will be November 5th.

- **Committee on Women**: Deb Larkin
  - Subcommittees have all been formed for this year.
  - The committee will be reviewing the Design College this year.
  - Want more members involved in searches and quorums.
  - Deb asked that if anyone has any issues for the committee to send her an email.

- **Keep Iowa State Beautiful**: Deb Larkin
  - Moved meetings to 8:00 am.
  - Making trash bags available at football games.

- **RISCAC**: Lynnette Hauser, Barb Kalsem, Sally Evans
  - No meeting – nothing to report.

- **Traffic Appeals Board**: Barb Kalsem
Usually meet twice a month and review appeals.

- **Transportation Advisory Council:** Ralph Oliver (not present)
  - No report

- **P&S Council:** Jason Follett
  - Had a meeting on October 2nd.
  - The Employment Verification and Background Checks policy was presented to the Council. The Council approved it and sent it back to the Provost.
  - We are currently reviewing the Performance Management Policy and Summary Dismissal policy.
  - LAS Dean review – have also been asked to provide leaders to serve on the review committee.

- **Provost's Office:** Brenda Behling (not present)
  - No report.

- **Human Resources** – Melissa Pecharsky
  - Clerk IV position – do not have any new updates to report.
  - Currently have three P&S positions open and will also have a merit position open next week.
  - The Service Center has been received very well. They have received thousands of calls and hope it continues to be a positive change.

**Unfinished Business:**
- **Representation on Work/Life Advisory Committee**
  - At the last council meeting Brenda had mentioned this new committee. Sally followed up with Susan Carlson, chair of the committee via email to see if they needed an S&C representative and Susan agreed we should have a representative on the committee.
  - Sherri Paul has agreed to represent the S&C Council.
  - The committee will advise the Executive Vice President and Provost (EVPP) on issues for staff on managing their professional and personal lives.
  - One goal is to discover ways to have an environment that will lead to effective recruitment and retention.
  - The committee will conduct ongoing review of policies and practices.
  - They will work with faculty, staff, and administrators responsible for these issues.
  - The committee will meet 3 or 4 times a year and will report to the EVPP annually.
- **Sandra Foltz** will represent the S&C Council for the LAS Dean Review.
- **Lesley Hawkins and Chris Patton** are updating the website.
  - Please review the S&C website and let either Lesley or Chris know if changes are needed.

**New Business:**
- **Lesley Hawkins will represent the S&C Council on the Sexual Assaults Review Committee**
  - Met at 11:00 am this morning.
  - The meeting was very informative.
  - ISU received a directive from the BOR that we would form a committee to review our current sexual assault process.
  - This review was prompted from the issue that occurred at U of I.
  - The committee met with 2 lawyers.
  - Under Title IX there should not be an option of having an informal process.
  - Working on a sexual misconduct policy for students at the three universities.
It was decided that staff needed access to something easy when a student came in for assistance. One idea was to have a magnet with phone numbers (have it folded so it has one number for students and one number for staff) so it would be readily available and they could give a student the numbers needed.

Sexual harassment and discrimination policy – instead of having more training they are looking at providing additional information. AFSCME representatives mentioned that some staff do not have a desk job with a computer. In these cases, staff may have to attend a training class.

They are looking at providing additional information through emails, website, and Inside Iowa State.

Deb Larkin stated that the Sexual Assault Task Force already has a magnet with a community wide number that is to be used. It’s the One Number concept.

This will need to be brought to the attention of Kathryn Overberg so that we aren’t duplicating processes.

- Ideas for speakers for future meetings
  - Dave Miller – addressing the new budget model, energy conservation, electric cars on campus, etc.
  - Keith Bystrom – smoking policy

- Lesley sent out a draft of the Children in the Workplace policy. Please review and send any comments to Lesley. She will forward them to Bill Diesslin from EH&S.
  - Some examples the policy is trying to address would be having high school students playing basketball, using the climbing walls, etc. in Forker without supervision. Currently, staff in Forker has them sign a consent form.

- Sally shared the updated list of S&C employees.
  - Supervisory positions are down two since April.
  - Confidential positions remained at 27 employees.

**Announcements:**
- Michael Otis will join us at our November meeting to discuss open enrollment/benefits.

**Meeting adjourned:** 1:50 p.m.

**Next Meeting** – Tuesday, November 18, 2008, 1:10 p.m., 3150 Beardshear