

**Iowa State University  
Professional and Scientific Council  
Council Meeting Minutes  
May 7, 2009  
Pioneer Room, Memorial Union**

**2008-2009 Officers**

President: Lynne Mumm      President-Elect: Camille Schroeder  
Secretary: Robin McNeely      Past-President: Dan Woodin  
Vice President UCR: Jason Follett      Vice President UPB: Kevin Kane

**Call to Order and Seating of Substitutes**

The meeting was called to order at 2:02 p.m.

Attending

|   |                        |   |                   |   |                   |
|---|------------------------|---|-------------------|---|-------------------|
| X | Dave Biedenbach        | X | Melissa Gruhn     | X | Emily Olson       |
| X | Ann Bugler             | X | Lisa Grzywacz     | X | Chad Olson        |
| X | Christian Charbonneaux | X | Mike Hamilton     | X | Pam Owenson       |
| X | Mark Clarridge         | X | Vern Hawkins      | X | Trevor Riedemann  |
| X | Amy DeLashmutt         | A | Shirley Huck      | X | Allan Schmidt     |
| X | Kevin DeRoos           | X | Kevin Kane        | X | Brenda Schmitt    |
| X | John Dickerson         | X | Mary Beth Kaufman | X | Virgil Schmitt    |
| X | Valerie Evans          | X | Susan Lammers     | X | Camille Schroeder |
| X | Darrin Fischer         | X | Del Marks         | X | Pat Strah         |
| X | Jason Follett          | X | Robin McNeely     | X | Brent Swanson     |
| X | Sara Wilson            | X | David Meisinger   | X | Brian Trewyn      |
| A | Christine Gemignani    | X | Dale Miller       | S | Ann Wessman       |
| X | Kerry Gibson           | S | Victor Miller     | X | Dan Woodin        |
| X | Roger Graden           | A | Lynne Mumm        |   |                   |

X – Present, A – Absent, S – Substitute

Guests

Brenda Behling, Assistant to the Provost  
Pete Englin, Director Department of Residence  
Kristi Darr, Human Resource Manager, Employee Relations  
Michelle Hendricks, Director of Student Health  
Elizabeth Hoffman, Executive Vice President and Provost  
David Inyang, Director Environmental Health and Safety  
Mike Otis, Associate Director of Human Resource Services  
Erin Rosacker, Communications Specialist for University Relations  
Dione Somerville, Dean of Students

Substitutes

Erin Schwartz for Ann Wessman  
Mary Pink for Vic Miller

Following introductions, all substitutes were given full voting rights and privileges.

**Establish a Quorum**

A quorum was present (38).

**Approval of the Agenda**

The agenda was approved with no changes.

**Approval of the Previous Meeting Minutes**

The minutes from the April 2, 2009 P&S Council meeting were approved with several date changes.

**Administrative Reports**

**Office of the Executive Vice President and Provost**

Michelle Hendricks, Director of Student Health, introduced members of the ISU Crisis Response Team: David Inyang, Pete Englin, and Dione Somerville. The planning group first convened to plan for the avian flu several years ago; the group involved roughly 50 members across campus. They were planning campus procedures if a significant number of staff were unable to work for weeks at a time. The current group is using parts of that earlier plan for the current H1N1 flu event. Michelle spoke about the communication efforts from Thielen Health Center in the last two weeks. Once the CDC increased the threat for illness from the flu, the Health Center stepped up their response efforts, evaluated current efforts and worked to decrease risks on campus. The situation is now ramping down with the beginning of summer but during the fall the flu threat might increase. They will use the summer to evaluate their recent efforts and get ready for the fall flu season. A question was asked about the development of a flu vaccine and the response was that there should be one in the November time frame that may supplement the usual flu vaccine. However, its effectiveness may be mitigated if the virus mutates significantly over the summer. A regular flu shot will help most people keep their immunity strong even if a specific H1N1 vaccine isn't ready.

Provost Hoffman reported the final ISU budget cut was just over \$38 million and was distributed differentially. The only new money coming in is from tuition and some other minor sources. The Extension personnel cuts have caused anxiety for all of campus. ISU Administration is planning to have enough time for those Extension employees to take advantage of outplacement services, retirement options and time to apply for the new position openings. County directors may be able to be hired locally by county Extension councils. The Director of Extension, Jack Payne, is visiting county extension councils to explain resources available to them for rehiring county directors or pooling county resources and sharing one. Dr. Hoffman also said there are other reorganizations on campus that are affecting faculty more than staff. The proposal due date for use of stimulus funds is today; the first priority will be to retain staff positions or ease personnel transitions with the second priority to restore lecturer positions. If any money is left over they will consider classroom upgrades or IT improvements. A question was asked if the proposals involving IT upgrades were called for in the first request. She responded that it was however it ranks lower in priority than personnel. It was asked what Dr. Hoffman's opinion is, as an economist, of the current economic picture. She responded that many signals indicate things are better recently, however, recalling the 1930s events, there were

ups and downs for a while before things stabilized. She is quite concerned that the price of corn, soybeans and hogs is going down. A question was asked if an Extension employee gets laid off but qualifies for retirement and hasn't submitted paperwork by June 30, would they still be available to use the RIO plan? It was suggested that if anyone is available to retire under RIO they should submit paperwork as soon as possible. Dr. Hoffman said that the new Extension jobs are advertised now so that employees interested in those jobs could apply and find out their status by June 30. Virgil Schmitt said he heard Jack Payne say that he wanted to use stimulus funds to keep people on the payroll as long as possible. There was a little discussion about moving Extension employees to yearly contracts/term contracts. The Towers/Perrin position reslotting implementation has been delayed until no later than July 1, 2010 so that position changes can be better planned. There is no money to fund the position changes in the next fiscal year, so taking the time to thoroughly analyze the ramifications made sense.

### **Human Resource Services**

Mike Otis said there has been much interest in the Retirement Incentives Option; there are 42 people approved so far and more paperwork for others is in process.

### **Faculty Senate**

No report.

## **University Council/Committee/Task Force Reports**

### **Supervisory and Confidential Council**

Sally Evans/Lesley Hawkins

No representatives attended, nothing reported.

### **Policy Library Advisory Committee**

Kevin DeRoos

Dan Woodin attended the meeting for Kevin DeRoos. The committee met in April and the Communication Technology policy had some changes incorporated after the comment period expired. It will be implemented on July 1, 2009. A new policy regarding keys and building access cards is in the works for the fall. The Dispute Resolution policy is going out for open comment very soon. The Dismissal Due to Reorganization or Financial Conditions policy will have some new changes but won't be implemented until August or September at the earliest.

### **Recreation Facilities and Expansion Advisory Committee**

Mary Pink reported for Vic The project is now in the construction documents phase and will progress to the bidding phase in September of 2009. No meetings are scheduled during this phase and only technical documents are being circulated for review. The Lied Recreation Center portion is currently in the bidding phase and construction phase is expected to commence in June of 2009. Further meetings will become less frequent until just before the start of the construction phase. Vic will report any meeting information as it occurs.

### **Emerging Leaders Academy Advisory Committee**

Kevin Kane

Graduation for the first class will be towards the end of the calendar year with workshops occurring over the summer. The committee is still taking suggestions for how best to recruit next year's cohort.

### **University Benefits Committee**

Chad Olson

The committee met on Tuesday. The Worksite Wellness committee reported on a complete campus wellness proposal that will be going out for bid soon as a Request For Proposals.

### **Old Business**

- Protection of Children in the Workplace Motion (Kevin DeRoos/Policies and Procedures)  
There was a question regarding the 17 year old and younger coverage, commenting that 18 year olds are still in high school and asking how they are covered. Ken Kerns responded that 18 year olds are adults so they are not classified as children under this policy. He also said they wanted supervisors to have the ability to control visitors to their areas. Voting results: 36 Yes, 1 No, no abstentions.
- P&S Handbook Restructuring Motion (Kevin DeRoos/Policies and Procedures)  
No comments from the floor. Voting results: 34 Yes, 2 No, no abstentions.
- Export Controls Policy Resolution (Kevin DeRoos/Policies and Procedures)  
No comments from the floor. Voting results: 32 Yes, 2 No, 2 abstentions.

### **New Business**

- Election of Officers (Representation)  
Each nominee presented a short statement about their interest in serving as an officer. Jason Follett read Robin McNeely's statement.
- VP for University Planning and Budget nominees – Kevin Kane  
There was a motion to approve unanimously without voting. The motion passed.
- VP for University Community Relations nominees – Jason Follett  
There was a motion to approve unanimously without voting. The motion passed.
- Secretary/Treasurer nominees – Robin McNeely  
There was a motion to approve unanimously without voting. The motion passed.
- Motion on P&S Employee Dispute Resolution Policy (Policies & Procedures)  
When Council commented on the Performance Management Policy last fall, it was recommended that the section about grievances be separated out; that section has turned into this new policy. Comments about the policy can be sent to Kevin DeRoos or sent directly to the Policy Library website. Dan Woodin mentioned a few comments that were brought up during the creation of the new policy dealing with very specific items. A new process developed for the policy reflected the feeling that employees find it difficult to go into a grievance meeting with little support and more members supporting the other side. Under the new policy, the appeal committee will meet with the grievant first and they will determine how best to proceed and if the grievant wishes to be present during the grievance meeting. There will be a selected group of P&S staff who serve as a pool of people who could serve on an appeal committee.

## **P&S Council Executive Committee Reports**

### **President**

Lynne Mumm provided a written report, which is appended to these Minutes. She did not attend the meeting so questions should be sent to her.

### **President-Elect**

Camille Schroeder stated that there have been many issues facing P&S staff lately and the Executive committee has been quite busy dealing with these issues. She asked that all councilors make an extra effort to communicate with their constituents and bring their questions and concerns forward to the appropriate committees. Council will continue to work hard for staff on issues in the coming year.

### **Secretary Report**

Robin McNeely reported that the general fund has \$642.55.

### **Vice President for University Community Relations**

Jason Follett provided a written report, which is appended to these Minutes. He reminded Council that the next Campus Leaders' Breakfast is Monday, May 11. The May New Employee orientation has been cancelled and those signed up will be forwarded to the July meeting. Mark Clarridge will attend that orientation for Jason, who is unable to make the meeting.

### **Vice President for University Planning and Budget**

Kevin Kane

The committee met April 16 and had reports from budget advisory groups. The P&S survey response information summarized by representation area has been posted to the Council website. The Provost released budget memo number 10 (Budgetary Outcomes of the 2009 Legislative Session, May 6, 2009); Ellen Rasmussen released fiscal issue memo number 15 (Third Quarter General Fund Operating Results).

## **Committee Reports**

### **Awards** – Mark Clarridge and Emily Olson

They worked on their end of year standing committee report. They have looked over the awards related webpages and corrected errors they found. They also looked at moving the CYtation award to once a year and that discussion will be continued into next year. They are happy with the recently implemented electronic submission forms process for award nominations.

### **Communications** – Allan Schmidt

The last open forum for spring was today and he asked for ideas for fall forums. In June the committee will meet with a staff person in ITS to see how they can move the P&S website to software that allows for multiple people to easily make webpage edits. He suggested if there were a representative on each committee who could be the website contact, information may be updated more regularly.

### **Compensation and Benefits** – John Dickerson and Virgil Schmitt

They discussed that this past year has been difficult with the recent budget issues. They discussed some ramifications of delaying the Towers/Perrin recommendations for position reslotting. The compensation policies subcommittee has not met for several months but should pick up again over the summer. Their ideas for future work include a performance appraisal process monitoring system.

**Peer Advisory – Pam Owenson**

They had one new contact since the last meeting but since they have had questions regarding reorganization and reclassification, Pam expects an increase in contacts in the future. Dan Woodin asked if the Provost would describe how the reorganization process will work. Brenda Behling said for FY10 the budget plans submitted may require reorganization if the plan involves personnel; those plans are due May 13. If staff are impacted, the plans are reviewed to see how they deal with continuing or curtailing services. Merit staff are not impacted the same way since with their system if a position is eliminated, that person might move according to the AFSCME contract. Brenda also said many plans they've seen show a position not being filled if a person retires or leaves; ISU administration is looking to see how the work load for remaining staff will be handled. Kristi Darr commented that she has heard that some departments have realized that their reorganizations will result in an improvement and they see it as an opportunity. The Provost guessed that very few dismissals will be going out before the end of June since the Board of Regents meet in June and will provide more guidance after that meeting. Kevin Kane added that if some staff have a low level of trust in their area leaders regarding how their unit plans are proposed or implemented, they should realize that the plans are studied and reviewed at many levels in the administration hierarchy.

**Policies and Procedures – Kevin DeRoos**

There was nothing additional to report.

**Representation – Mike Hamilton**

The final Council meeting of the year will be at the Applied Science Complex with new councilor orientation, seating of new members and recognition of the past year's officers.

**Retention and Recruitment – David Meisinger**

They did not meet but have requested final reports from grant recipients. They will not have funding next year for Retention and Recruitment grants but hope to see funding reinstated in the future.

**For the Good of the Order**

Next P&S Council Meeting: Thursday, June 4, 2009, Rm. 257 Applied Science Complex

Next Executive Committee Meeting: Wednesday, May 21, 2009, 214a Office & Lab

Dan Woodin asked that all interested sign up for the Living on the Question Mark session in late May even though it is full to show interest and hopefully encourage scheduling another session. There is a waiting list already for the late May session.

**Adjournment**

The meeting adjourned at 3:39 p.m.

Submitted by  
Robin McNeely, P&S Council Secretary

Attachments to the Minutes:

President's report for April  
VPUCR report for April  
Motions and Resolutions presented and/or voted on during the meeting.

**P&S Council President's Report**  
**April 2009 – Lynne Mumm**

**April 1** – President Geoffroy and EVP/P Hoffman – Thanked President Geoffroy for presenting a well received open forum. He enjoyed the event and is willing to do it again in future years. Discussed proposed parking permit fee increases, plans for budget reductions including potential impact on Extension and on P&S employees, and the April Board of Regents meeting.

**April 2 – P&S Council Meeting** – See minutes posted at the P&S Council web site.

**April 7 – Faculty Senate** – The senate heard a presentation on student athletes, elected representatives to the Athletic Council, approved changes to the faculty grievance procedures and modified by-law changes. Resolutions were proposed on the export controls policy and admissions requirements in the Faculty Handbook.

**April 9 – Associate Vice President Carla Espinoza** – Discussed upcoming forums on retirement incentive option and dealing with change. Discussed status of compensation policies and compensation structure implementation.

**April 9 – P&S Classification Review Committee** – The committee approved HRS recommendations on 13 reclassification requests as follows: 12 increased P-level and 1 retained at current level. Heard 2 appeals resulting in approving increase in pay grade for one position and retaining the other position at its current level.

**April 10 – University Budget Advisory Committee** – Heard presentations from administrators of two Administrative Service Centers on mandatory cost increase items and impact of budget reductions (Jim Davis, IT services; and Tom Hill and Todd Holcomb, Student Services).

**April 13 – Campus Leaders' Breakfast** – P&S Council asked questions on employee access to renovated recreation facilities, status of the proposed wellness benefit, challenges facing newly named deans, other universities' tuition plans to attract students, and potential impacts of same-sex marriage on ISU benefits, policies and procedures.

**April 16 – P&S UPB Committee** – Kevin Kane will report.

**April 16 – P&S Council Executive Committee** - See minutes at P&S Council web site.

**April 17 – President's Council** – President Geoffroy provided an update on the budget and other important university issues, reviewed the quarterly reports, and presented the 2009 Strategic Plan Progress Report. A copy of the handout is available at <http://www.ir.iastate.edu/PDFfiles/PCR/0409Handout.pdf>. Senior Associate Dean Joe Colletti provided an update on the BioCentury Research Farm.

**April 20 – EVP/P Hoffman and Brenda Behling** – Discussed the draft revised Export Controls Policy and Policy Library, professional development grant funding, delaying implementation of Towers Perrin compensation structure, and unit plans for budget reductions.

**April 21 – University Budget Advisory Committee** – Heard presentations from administrators of three Administrative Service Centers on mandatory cost increase items and impact of budget reductions (Warren Madden and Pam Cain, Business & Finance; Olivia Madison, Library; and Dave Holder, Administrative Support Programs). Discussed strategies for prioritizing requests from all five ASCs.

**April 21 – Faculty Senate** – The senate held a panel discussion on the university budget during the first hour of the meeting. Resolutions were approved on the revised export controls policy and admissions requirements in the Faculty Handbook. Resolutions were introduced on a Ph.D. program in “Communication of Science, Technology and Risk” in the Greenlee School of Journalism and a bylaw change pertaining to electronic voting.

**April 29-30 – Board of Regents, State of Iowa (Iowa City)** – I was invited to present to the Regents on how the FY09 and FY10 budget cuts will affect professional and scientific staff at ISU. President Geoffroy presented ISU's FY10 budget development plans. The Regents approved the general concepts presented, including the Extension reorganization and plans for strategic use of stimulus funds. The Regents approved two bond sales for the recreation facilities renovation and “refunding” bonds for the residence halls/apartments. They also approved the promotion and tenure list, increases to the parking permit fees and fines, an honorary Doctor of Science degree, and both student fees and residence hall rates for 2009-2010.

**May 4 – University Budget Advisory Committee** – Received update on Extension reorganization, legislative outcomes and stimulus funding. Discussed outcomes of budget planning for ASC mandatory cost increases. Provided advice for finalizing RRC budgets.

**Appointments to University Committees and Task Forces** - None this month

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

### Vice President for University Community Relations April 2009 Report

Submitted by Jason Follett - May 7, 2009

1. College of Human Sciences Dean Search Committee
  - a. On April 7, 2009, Iowa State University President Gregory Geoffroy announced Dr. Pam White, University Professor of Food Science and Human Nutrition, as the next College of Human Sciences Dean effective April 16, 2009.
2. Advisory Committee on Diversity Program Planning and Coordination
  - a. The final Spring 2009 meeting was April 20, 2009. Highlights from the business portion of the meeting include a presentation by Divinity B. O'Connor-Roberts on the progress of the diverse alumni project and a handout on diversity questions asked by the College of Engineering Diversity Committee during their dean search. The second portion of the meeting included guests from Ames' Breaking Down Barriers group on how both the committee and group could work together, etc.
3. Campus Leaders Breakfast
  - a. The next breakfast is May 11, 2009. Scheduled to attend include: Lynne Mumm, Camille Sloan Schroeder, Robin McNeely, Kevin Kane, Jason Follett, Dan Woodin, Mark Clarridge, Mike Hamilton, and Dave Meisinger.
4. Supervisory and Confidential Council
  - a. At the April 28, 2009 meeting, in addition to university committee, council, and board reports, Kristi Darr and Melissa Pecharsky from Human Resources Services presented on how bumping and seniority affect S&C Council employees.
  - b. An April 29, 2009 email announced the candidates for election to the S&C Council. The three receiving the most votes will serve for the next three years. The candidates are:
    - Sally Evans - Secretary to the Director of the Institute for Physical Research and Technology (IPRT) and current Co-Chair of the S&C Council;
    - Lesley Hawkins - Office Coordinator for the Department of Kinesiology and current Co-Chair of the S&C Council;
    - Donna Nelson - Office Coordinator in the Department of Animal Science.
  - c. The next meeting is May 19, 2009 at 1:10 PM in 3150 Beardshear Hall.
5. P&S Council Executive Committee
  - a. Please see the P&S Council website for the April 16, 2009 meeting minutes.
6. New Employee Orientation
  - a. At the writing of this report, the May 8, 2009 orientation from 10:00 AM to 10:30 AM in 3512 Memorial Union is tentative due to low registration.
  - b. Another orientation is July 16, 2009 from 10:00 AM to 10:30 AM in 3512 Memorial Union. Since I am a ten-month employee, I will need a substitute to attend this orientation. If you are able to substitute, please let me know by May 29, 2009.
7. College of Human Sciences P&S Staff Committee
  - a. At the April 16, 2009 meeting, I provided an update on P&S Council and items of interest. The committee submitted P&S nominees for the College of Human Sciences Strategic Planning Committee to Dean Pam White. The committee also requested that there be more than one P&S representative on the strategic planning committee due to the number of different types of P&S positions in the college. Due to the continuing unknowns with the FY2010 budget, the committee postponed the Brown Bag Open Forum until September 2009.
  - b. The next meeting is to be determined due to summer schedules.

# IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

## Professional & Scientific Council

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**Council Motion:** Protection of Children in the Workplace

**Submitted by:** Policies and Procedures Committee  
April 2, 2009

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**Whereas:** The Protection of the Children in the Workplace policy proposal provides guidelines for ISU employees to ensure the safety of minors.

**Whereas:** The Protection of the Children in the Workplace policy proposal addresses concerns raised by P&S Council in December 2008.

**It is moved:** The Professional and Scientific Council endorses this proposed policy.

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**Distribution:** Gregory L. Geoffroy, President  
Elizabeth Hoffman, Executive Vice President and Provost  
Carla Espinoza, Associate Vice President for Human Resource Services  
William Diesslin, Assistant Director, Environmental Health and Safety

# IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

## Professional & Scientific Council

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**Council Motion:** P&S Handbook Restructuring

**Submitted by:** Policies and Procedures Committee  
April 2, 2009

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**Whereas:** The P&S Handbook in its current state is an electronic version of the original printed handbook.

**Whereas:** The P&S Handbook is not well maintained.

**Whereas:** Most policies affecting P&S Employees already exist in the Policy Library (<http://policy.iastate.edu>)

**It is proposed:** The current electronic version of the P&S Handbook be retired from service.

**It is proposed:** The following sections of the P&S Handbook be moved to the P&S Council website.

- Section 3.1.2 – Classification System and Pay Plan
- Section 3.1.3 – Positions Exempt from P&S Policies
- Section 9.1 - P&S Council Constitution
- Section 9.2 - P&S Council Bylaws

**It is proposed:** Those policies found only in the P&S Handbook be moved, as is, to the Policy Library for reference and that any updates or modifications to those policies move through the normal policy update process. Those remaining policies are:

- 2.7 – Academic Misconduct
- 3.11 - 3.15 – Employee Problem Resolution
- 3.19 – P&S Grievance Review Committee

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**Distribution:** Gregory L. Geoffroy, President  
Elizabeth Hoffman, Executive Vice President and Provost  
Carla Espinosa, Associate Vice President for Human Resource Services

# IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

## Professional & Scientific Council

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**Resolution Title:** Export Controls Policy

**Submitted by:** Policies and Procedures Committee  
April 2, 2009

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**Whereas:** University Counsel Paul Tanaka asked the Professional and Scientific Council to provide input on a revised Export Controls policy.

**Whereas:** Iowa State University is subject to Federal laws regarding export of certain technologies and materials, along with technical information about those technologies and materials.

**Whereas:** The Export Controls policy identifies how these laws affect Iowa State University.

**Whereas:** University Counsel is working towards outlining procedures and processes, including training, to ensure Iowa State University adheres to these laws.

**Be It Resolved:** The Professional and Scientific Council supports adoption of the revised Export Controls policy and endorses its placement in the Policy Library.

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**Distribution:** Gregory L. Geoffroy, President  
Elizabeth Hoffman, Executive Vice President and Provost  
Paul Tanaka, General Counsel

# IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

## Professional & Scientific Council

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**Council Motion:** P&S Dispute Resolution

**Submitted by:** P&S Policies and Procedures Committee  
May 7, 2009

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**Whereas:** P&S Council has been asked to provide input on the draft of the P&S Dispute Resolution policy and procedures.

**Whereas:** This draft updates and clarifies the current employee grievance policy as requested by P&S Council in the November 6, 2008 Resolution “Response to P&S Performance Management Policy and Program”.

**Whereas:** P&S Council provided input during the draft formation and revision process through representation on the development committee.

**It is moved:** The Professional and Scientific Council endorses this proposed policy and associated procedures for July 1, 2009 implementation.

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**Distribution:** Gregory L. Geoffroy, President  
Elizabeth Hoffman, Executive Vice President and Provost  
Carla Espinosa, Associate Vice President for Human Resource Services