

Iowa State University
Professional and Scientific Council
Council Meeting Minutes
September 3, 2009
Campanile Rm. Memorial Union

2009-2010 Officers

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

Call to Order and Seating of Substitutes

The meeting was called to order at 2:07 p.m.

Attending

A	Bruce Bearinger	A	Audrey Hohanshelt	X	Emily Olson
X	Dave Biedenbach	X	Shirley Huck	X	Chad Olson
S	Christian Charbonneaux	X	Kevin Kane	X	David Orman
X	Mark Clarridge	X	Mary Beth Kaufman	X	Pam Owenson
S	Amy DeLashmutt	X	Ken Kerns	X	Jenny Pollard
X	Kevin DeRoos	X	Susan Lammers	X	Trevor Riedemann
A	John Dickerson	X	Del Marks	X	Allan Schmidt
S	Valerie Evans	S	Lisa Mayberry	X	Virgil Schmitt
X	Darrin Fischer	X	Robin McNeely	X	Camille Schroeder
X	Jason Follett	X	David Meisinger	X	Pat Strah
X	Roger Graden	X	Dale Miller	A	Brian Trewyn
X	Melissa Gruhn	X	Mike Miller	X	Ann Wessman
X	Vern Hawkins	X	Janelle Miranda	X	Mike Wilson
X	Tom Hillson	X	Lynne Mumm	S	Sara Wilson

X – Present, A – Absent, S – Substitute

Guests

Brenda Behling, Assistant to the Provost
Carla Espinoza, Associate Vice President for Human Resource Services
Francesca Galarraga, Assistant Directory, Equal Opportunity and Diversity
Mike Otis, Associate Director of Human Resource Services
Erin Rosacker, Communications Specialist for University Relations
Arnold van der Valk, Faculty Senate President

Substitutes

Donna Imhoff for Christian Charbonneaux
Julie Graden for Amy Delashmutt
Nancy Knight for Val Evan
Jim Lux for Lisa Mayberry
Brooke Guinn for Sara Wilson

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 an order change to accommodate a late councilor.

Approval of the Previous Meeting Minutes

The minutes from the August 12, 2009, P&S Council meeting were approved with no changes.

Administrative Reports

Office of the Executive Vice President and Provost

Provost Hoffman reported that there may be record student enrollment for fall semester. A new strategic planning process has begun with a forum occurring this morning and another happening next week. The forums will provide information and then there will be time for comments; there is also an anonymous method on the website for submitting comments. Dr. Hoffman thanked those on Council who are contributing to the process. Fall convocation is September 21 at 3:15 and will have comments from President Geoffroy and awards to staff and faculty.

The monthly state tax collection data is down relative to last year. October 7 is the revenue estimating conference and that will provide data for ISU administration budget planning. The Governor's office has announced that ISU should plan for a reversion of 5-10% in FY10 and probably additional cuts in FY11. An additional 1000 students' tuition this year is mitigating some of the budget cuts. The Provost's Office is asking colleges not to spend advance commitment funds in order to plan for the potential cuts. They plan to use some stimulus funds to backfill funding for some jobs. It was asked how soon after the revenue conference would Council need to provide requested information to the administration? Dr. Hoffman expects needing feedback before the November council meeting. The Governor would have to do an across the board cut at ISU unless the legislature returns to session early; there could be no targeted cuts to the budget otherwise. If an across the board cut comes to ISU, the question was asked if ISU would do similar cuts also or differential cuts. Dr. Hoffman expects it to be differential. Brenda Behling said the Extension positions have mostly been filled, with 2 year appointments. There were 18 Extension employees who have not been hired in some fashion and they expect that number to go down as additional counties hire staff. A question was asked if the Retirement Incentives Option program would be continued if the budget situation continues to be problematic. The administration is considering it, however the terms would probably be different.

Human Resource Services

Carla Espinoza said the Performance Management training program is occurring and the schedule is online at the HRS website. She would help staff in encouraging their supervisors to take the training if asked. The next seven classes are booked but they are planning more. Regarding the H1N1 planning team, pandemic planning is occurring for campus. They are working on plans for employees at ISU should an event happen and information will be on the HRS website. Mike Otis said the flu shot clinic will open earlier than last year and will run Sept. 8 – 28 in TASF, 10 – 4 pm; an ISU card is required to receive the shot. It will be walk-in only, supplies are limited and no

reservations are allowed. The clinic will only be giving the standard flu shot, not the H1N1 yet. Ken Kerns said various universities have dealt with sick students differently. ISU will ask that students and staff regulate themselves if they feel sick. There will be no special dorms set aside for sick students. ISU is working with the City of Ames and Story County to coordinate their actions. The H1N1 vaccine may be available at the end of October and will be distributed by the Story County Public Health department. There will be two shots to get the full vaccine. There are awareness campaigns targeted to the Greek system members but much of the dissemination is happening on central campus with posters to cover the most students. Student Health is starting their student seasonal flu vaccination program soon and it is highly encouraged but cannot be mandatory. Ken said there are three confirmed students with H1N1 on campus but their symptoms are not severe. A question was asked if there were messages to supervisors to encourage their employees to stay home if they were sick rather than come to work. Dr. Hoffman said they are encouraging supervisors to allow staff to stay home. A suggestion was offered that in support of work/life balance, if staff have children or other dependents, they should be allowed to stay home to look after them if they get sick. The administration is working on a response to a situation that might occur if one has used up their sick leave but get sick again or need to care for others; the goal is to allow staff to stay home.

Faculty Senate

Arnold said the Faculty Senate and P&S leadership met over the summer and one thing that came out of that was a need to better coordinate similar committees in both organizations, especially for policies that affect both. They are dealing with the strategic plan, along with potential budget cuts in FY10 and FY11. Another issue is a non-tenure eligible (NTE) percentage task force at ISU – we have a higher percentage than is recommended. They are looking at the post-tenure review process and what can be done to make it more effective. Finally, a task force is looking at creating a Teaching Academy that will reward high performing teachers.

University Council/Committee/Task Force Reports

Policy Library Advisory Committee

Kevin DeRoos provided a written report, which is appended to these Minutes.

Recreation Facilities and Expansion Advisory Committee

Vic Miller did not attend, there was no report.

Emerging Leaders Academy Advisory Committee

Kevin Kane said they have met once this fall semester and are evaluating the current cohort in the program. The website is being updated to accept new nominations. Approximately 20 – 25 nominees will be accepted in September and announcements will be made in December for the cohort to begin classes in January. The financial obligation to a department is being discussed due to the new budget issues. Last year the fee was \$2000 per candidate and is expected to be the same for the coming year.

University Benefits Committee

Chad Olson said the committee met and they discussed the wellness program RFPs – they received 13 and narrowed it down to four. The Benefits committee will be hearing

presentations from those four soon, September 11 and 14 in ASB. The Benefits subcommittee will meet in September to determine rates and those will be set in October.

Old Business

- Dismissal, Reorganization or Financial Conditions - P&S policy Motion (Kevin DeRoos/Policies and Procedures)

The updated Dismissal, Reorganization or Financial Conditions-P&S policy motion was presented at the June Council meeting. Kevin said he has an amendment to remove the words “through reorganization” in item 3 in the policy and add the words “under this policy” after the word “dismissed”. The final text is included in these minutes. The amendment to the motion passed, For – 36, Against - 1, Abstain - 0.

The motion passed, For – 35, Against - 1, Abstain - 0.

New Business

There was no new business.

P&S Council Executive Committee Reports

President

Camille Schroeder provided a written report, which is appended to these Minutes. She added that the communication from the administration has been that Council has to be very timely in providing information. She sent out the results of a poll to council asking for people to review the priorities from last year and rate their top three. She also accepted comments for new issues. She has already asked Compensation and Benefits to gather some data in advance to be ready to respond to questions.

President-Elect

Mark Clarridge stated that he is filling in his calendar and appreciates the amount of work that needs to be done.

Secretary Report

Robin McNeely reported that the general fund has \$3,501.43.

Vice President for University Community Relations

Jason Follett said there will be a New Employee orientation on September 15 and there is a revised new employee handout. The Supervisory & Confidential council is working on some new policies for the coming year.

Vice President for University Planning and Budget

Kevin Kane said UPB met last week and the Provost’s advisory committee reported back to them. He said there will be many fiscal issues for the present year and also a process for setting the budget for next year. There are two fiscal issue memos posted now on the Provost’s website. The strategic planning budget committee is adding four additional members from each of the individual task forces to allow for better cross-communication.

Committee Reports

Awards – Susan Lammers and Emily Olson

They are discussing the evaluation criteria for all awards this coming year and making sure it is clear on the website. They will be updating the information in a Powerpoint show on their webpage.

Communications – Allan Schmidt

They introduced the new website design last week. He asked for feedback if people find things are missing or broken. The next open forum is October 6 with the Ombuds Elaine Newell presenting. There are a few open dates still to be scheduled. He said they are discussing ways to include council alumni in future communications. Camille thanked the committee for their work on the new site.

Compensation and Benefits – Dave Biedenbach and Virgil Schmitt

Their committee discussed the FY10 council priorities and the top three directly affect the committee. The compensation implementation committee will be meeting regularly and C&B will be involved. They have a list of items to work on this coming year. They looked briefly at benefits comparison between Regents institutions and are familiarizing themselves with issues. They are meeting with Carla in November to share information. A question was asked if the comparison between Regents institutions was for cost savings or information gathering. The reply was not definitive but stated there is a document of the comparison results that will be shared with Camille and then probably with council.

Peer Advisory – Pam Owenson

They had one new contact since the last meeting and they will follow up next week. They met with the Ombuds, Elaine Newell, August 25 to go over each group's roles and to keep in touch.

Policies and Procedures – Kevin DeRoos

They did not meet and there was no report.

Representation – Sara Wilson

The committee is accepting nominations for President-Elect.

Retention and Recruitment – David Meisinger

They did not meet and there was no report.

For the Good of the Order

Next P&S Council Meeting: Tuesday, October 6, 2009, Gallery, Memorial Union

Next Executive Committee Meeting: Thursday, September 19, 2009, 214a O&L

Adjournment

The meeting adjourned at 3:29 p.m.

The alumni association is having a tailgating event before the football game today, free for faculty and staff.

Approved 10/6/2009

Submitted by
Robin McNeely, P&S Council Secretary

Attachments to the Minutes:

President's report for August
Policy Library Advisory Committee report for August
Motions and Resolutions presented and/or voted on during the meeting.

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Professional & Scientific Council

P&S Council President's Report

August 2009 – Camille Sloan Schroeder

August 7 – EVP/P Hoffman, President Geoffroy and Lynne Mumm- Transition Meeting - Discussed Council Kickoff, Council priorities and issues addressed FY09, expectations and ideas for Council in FY10.

August 12 – Employee Dispute Resolution Training – Discussion and training for staff to serve as members on the P&S panel for grievances. Led by Human Resource Services.

August 12 – P&S Council Kick off and August Meeting – agenda and minutes available on Council website.

August 18 – Campus Leaders Breakfast – see Jason Follett for details.

August 18 – EVP/P Hoffman – Discussion about Council Kickoff, budget priorities, awards, and compensation policy committee.

August 18 – Erin Rosacker, Inside Iowa State – interview on Council priorities and goals for September 3 edition.

August 20 – University Budget Advisory Committee – discussed potential for mid-year reversions and FY10 budget scenarios, timelines for budgetary decision making, related budget memos and timelines available at the Provost website.

August 21 – President's Council – presentation by Marc Harding of ISU Admissions and budget handout and slides available at President's website.

August 27 – University Planning and Budget Committee – Kevin Kane, chair, will report.

August 27 – P&S Executive Committee – minutes and agenda available on Council website.

Appointments to University Committees and Task Forces - None this month

IOWA STATE UNIVERSITY

Professional and Scientific Council

Policy Library Advisory Committee September 2009 Report
Submitted by Kevin DeRoos – September 3, 2009

The Policy Library Advisory Committee did not meet in August.

A modified version of the “Dismissal, Reorganization or Financial Conditions – P&S” (<http://policy.iastate.edu/policy/ps/dismissal/reorg/>) was available for viewing and public comment August 12 through September 2.

Drafts for policies “Keys & Building Access Cards” and “Protection of Children in the Workplace” are available for public comment and can be found at <http://policy.iastate.edu>.

A note of all policies in development can be found at:
http://policy.iastate.edu/news/policies_in_development.pdf

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Professional & Scientific Council

Council Motion: Update *Dismissal, Reorganization or Financial Conditions – P&S Policy*

Submitted by: P&S Policies and Procedures Committee
September 3, 2009

Whereas: P&S Council has been asked to provide input on proposed substantive changes of the P&S *Dismissal, Reorganization, or Financial Conditions* policy.

Whereas: These changes include removal of item 7:

“7. An employee dismissed under this policy is entitled to utilize the grievance and appeal procedures as defined in Employee Problem Resolution and the Discrimination and Harassment policy”.

Whereas: These changes include the addition of following statement”

“An employee dismissed under this policy may appeal the dismissal approval decision to the EVPP if the employee believes that false or misleading information was provided to HRS and EVPP office personnel involved in the approval process leading to the employee’s dismissal. Within fifteen (15) working days of the receipt of notification of dismissal, the employee shall submit a letter to the EVPP appealing the dismissal decision and identifying why the employee believes false or misleading information was used in the approval process. The EVPP shall provide a written response to the appeal within fifteen (15) working days unless circumstances require additional time for consideration of the appeal.

If the employee believes the dismissal decision was due to discrimination, the employee may utilize the complaint procedures as defined in the Discrimination and Harassment policy.”

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 the proposed policy change for immediate implementation and furthermore requests the words “through reorganization” be removed from item 3 in the policy and replaced with “under this policy”

Distribution: Gregory L. Geoffroy, President
Elizabeth Hoffman, Executive Vice President and Provost
Carla Espinoza, Associate Vice President for Human Resource Services
Brenda Behling, Assistant to Executive Vice President and Provost