Iowa State University  
Professional and Scientific Council  
Council Meeting Minutes  
May 2, 2013  
Pioneer Room, Memorial Union  

2012-2013 Officers  
President: David Orman  
President-Elect: Steve Mayberry  
Secretary: Chris Charbonneaux  
Past-President: Dan Burden  
Vice President UCR: Amy Tehan  
Vice President UPB: Chris Fowler  

Call to Order and Seating of Substitutes  
The meeting was called to order at 2:12 p.m.  

Attending  
| X | Dan Burden | X | Clayton Johnson | X | Chuck Rodgers |
| X | John Byerly | X | Mary Beth Kaufman | X | Lisa Rodgers |
| X | Christian Charbonneaux | X | Sara Kellogg | X | Karl Schindel |
| X | Tami Corcoran | S | Kelvin Leibold | X | Allan Schmidt |
| A | Elena Cotos | X | Steve Mayberry | A | Erin Schwartz |
| X | Katie Davidson | X | Robin McNeely | A | Pat Strah |
| X | Chris Fowler | X | David Meisinger | A | Amy Tehan |
| X | Glen Galvin | A | Maryann Moore | X | Kipp Van Dyke |
| X | Kate Goudy-Haht | X | Sandy Oberbroeckling | A | Jessica Van Winkle |
| X | Ann Greazel | X | Dave Orman | X | Lindsey Wanderscheid |
| X | Melissa Gruhn | X | Dick Pfarrer | X | Mike Wilson |
| X | Colleen Humphrey | S | Stacy Renfro |
| X | Jim Jensen | X | Dan Rice |

X – Present, A – Absent, S – Substitute  

Guests  
Sheryl Rippke, Parliamentarian  
Brenda Behling, Provost Office  
Erin Rosacker, University Relations  
Mike Otis, Human Resources  
Suzanne Hendrich, Faculty Senate  
Jonathan Wickert, EVPP  
Warren Madden SVP B&F  

Substitutes  
Tera Lawson for Stacy Renfro  
Barb Wollan for Kelvin Leibold  

Establish a Quorum  
A quorum was present.  

Approval of the Agenda  
The agenda was approved.
Approval of the Previous Meeting Minutes

The minutes from the April 4, 2013, P&S Council meeting was approved as amended.

Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

The BOR meeting was last week. A task force will be developed to see how state appropriations are split between the 3 state universities. The task force will lead by former regent David Miles. The plan is examine bring value to Iowans and how tax dollars are spent.

The state appropriations for this year are looking very favorable. Support for projects on campus and deferred maintenance.

Ames Laboratory transition: Alex King from Ames Lab to the director of the Laboratory’s Critical Materials Institute. Tom Lograsso will be serving as the interim director of Ames Lab. Hope to do interviews in the fall with a new director by spring of 2014.

In the process of negotiations for Dean of the Business College, should make an announcement soon.

Kudos to the P&S Council for the professional development conference! Now is the time to examine the sustainability of the conference for the future and to develop a proposal for the future.

Human Resources Warren Madden Presented:

David Trainor has resigned and left ISU at the end of ISU. Process has begun to search for a new VP of HR. No interim has been named yet; the HR unit is going to report to SVP of B&F for the immediate future.

There are plans to start a search committee very soon and more than likely use an outside firm for a larger candidate pool. The plan is to complete this process by fall.

The policy changes in process and wellness program findings will continue on. Budget is unknown until finalized with the state. Continue to monitor changes at the federal level. Hopeful to continue with the momentum until a new VP of HR is hired.

Read some very positive comments from the survey of the professional development conference.

Mike Otis spoke on behalf of HR:

HR is still trying to put more resources towards training and development. In September the supervisory training and leadership series will begin again. More information on training can be found on the HR website.

HR will be starting a new training program, supervisory at any level, purpose to help employees advance their leadership skills. More information will be coming out.

Updates with Benefits and Compensations; finalizing interviews new hires for that area to replace vacant positions.

Next week the final recommendations from the wellness committee will be presented next week.

HR is working out the policies associated with Affordable Health Care Act.
Benefit Survey was sent out last week, it is a repeat of a survey from 2011 with some additional questions regarding wellness.

**Faculty Senate** (Suzanne Hendrich)
Senate has one more meeting this spring, transition to new president, Veronica Dark at that meeting. Moving forward on dead week policy and excusable absences for students, such as military service, jury duty and university sponsored extracurricular events.

Enjoyed participating with healthiest ISU group on campus, will transition to an informal group. Another group for Faculty and Staff to collaborate with: LGBT work out group.

**Unfinished Business**
**Nominations for Exec**

Secretary: Dick Pfarrer

VP for University and Community Relations: Stacy Renfro

**Election Results:**
Secretary: Dick Pfarrer
VP for University and Community Relations: Stacy Renfro
VP for University Budget and Planning: Lisa Rodgers

**New Business**
**Salary Statement** (Dan Rice) Proposal Attached
Motion to waive 2nd reading and 2nd. Motion passes with greater than 2/3 majority.

Motion to change language to Ask ISU Administration to encourage the State Legislature” 2nd. Motion passes.

Motion to change language to strike “since P&S employees have no bargaining unit that is involved early enough in the process to have a meaningful effect.” 2nd. Motion Passes.

Motion to pass resolution as amended, 2nd. Motion passes.

**Committee Bundle Proposal** (Dave Orman)
Peer Advisory as a standing committee and to take on the roles of councilor mentoring program and take charge of the affinity groups.

Possible merge of Policy and Procedures and Comp and Benefits. Recommend for now for both committees to meet jointly and to decide themselves if the committee should merge or remain separate.

**River Cleanup** (Katie Davidson)
Affinity Group project: Upper Des Moines River, in July.
More information see: [http://www.iowater.net/Activities/streamcleanupevents.htm](http://www.iowater.net/Activities/streamcleanupevents.htm)

**Motion**
Motion to limit speakers to 10 minutes for David Meisinger and 3minutes for remainder of speakers. 2nd, motion did not pass.

**Visioning Exercise; Entire Council Participation** (David Meisinger)
Last year from [http://www.pscouncil.iastate.edu/meetings/minutes/2012/201203CouncilMin.pdf](http://www.pscouncil.iastate.edu/meetings/minutes/2012/201203CouncilMin.pdf)
#1 Salary
#2 Supervisors having appropriate tools and training to effectively implement a performance management program.
#3 Professional Development (Emerging Leaders Academy (ELA), non-ELA professional development, conference support, tuition credits, etc.)
#4 Increase the understanding of the “Position Description” and how it should be utilized.
#5 Resource Management Model Inequities

Broke out into small groups to gather ideas for next year’s council.

**P&S Council Executive Committee Reports**

**President** (David Orman) Report attached. This month is about salary meetings across campus. Written statement to BOR attached.

In the past salary recommendation came from UPAB and time was very short to issue a statement. This year to develop a set of guidelines on how to distribute the salary increases.

**President Elect** (Steve Mayberry) No Report

**Secretary** (Christian Charbonneaux) Balance is **$1,969.35**

**VP for University Community Relations** (Amy Tehan) No report (absent)

**VP for University Planning and Budget** (Chris Fowler) No report (absent)

**P&S Committee Reports**

*Lindsey Wanderscheid*, Chair, Awards Committee: Cytation and Team awards announced on the P&S Website. Diversity award proposal sent to the Provosts office.

*Allan Schmidt*, Chair, Communications Committee: Website inventory and found bad links and out of date pages. The committee is investigating to put the website in Wordpress for content management and looking to move the newsletter to Constant Contact. June Open Forum is Dave Biedenbach to discuss the ISU budget, in Morrill Hall on June 13.

*Dan Rice*, Chair, Compensation & Benefits Committee: Committee is continuing the education process on HR determines classifications, salary competition and other aspects on positions. Next month will meet with P&P.

*Jessica Van Winkle*, Chair, Peer Advisory Committee: No Report

*Stacy Renfro*, Chair, Policies & Procedures Committee: No report

*David Meisinger*, Chair, Professional Development Committee: Discussed Affinity groups in open forum, many groups are actively meeting. The committee may take charge of open forums since it fits PD better than The Communications committee. Will be bring back a few speakers from the PD day as open forum speakers. Need to discuss what to do next for professional development.

*Dick Pfarrer*, Chair, Representation Committee: Committee want to do a survey on the mentor program, on what you wished you know when you started on P&S Council. Election results are in, results will be posted after people have been notified. Please think about which committee you are interested in for next year.
Open Comment

July 1st Kuali goes live and training information is available at kuali.iastate.edu.
Please consider helping out with Move In at ISU, please contact Dick Pfarrer if you are interested.

For the Good of the Order

P&S Open Forum: Thursday June 13, 12:00-1:00. David Biedenbach, Assistant Vice President for Financial Planning and Budgets, will present information on FY14 budget; Morrill Hall, Room 2019 – Lecture Hall.

Next Council Meeting: Thursday, June 06, Alumni Center; 11:00-11:30 Setup, 11:30-12:30 New Councilor Training, 12:30-1:00 Lunch, 1:00-3:00 Meeting

Next Executive Committee Meeting: Thursday, May 16, 2013, 2-4pm, 107 Lab of Mechanics

Adjournment

The meeting adjourned at 3:44 p.m.

Submitted by
Chris Charbonneaux, P&S Council Secretary

Attachments to the Minutes:
2014 Salary Statement Motion
Whereas: There has not been a Salary Bill from the Iowa Legislature since 2003; and

Whereas: The Iowa Legislature sets Iowa State University’s base budget increase and other increases without specific language in regards to ISU salary increases; and

Whereas: The resulting base budget passes through the Iowa Board of Regents, which makes recommendations on ISU’s average and maximum salaries increases; and

Whereas: ISU Professional and Scientific staff do not believe that making a percentage based recommendation at this late date in the process will allow for the documents recommendations to have much effect on the a priori multistage recommendations; and

Whereas: P&S staff contributions are more important than ever in our rapidly growing academic and research environment at Iowa State University:

It is therefore moved: The ISU’s P&S Council chooses not to make any specific numeric salary recommendation.

Instead, P&S Council will make use of this opportunity to review, improve, and reinforce the general principles that we believe should be used in annual salary adjustments.

The P&S Council supports the general principles set forth in the May 2012 Annual Salary Adjustment Parameters for the 2013/14 fiscal year performance-based salary adjustments for P&S Staff at Iowa State University with the following priorities:

- The P&S Council supports readjusting the P&S Salary Matrix. This will:
  - Allow the matrix to keep pace with inflation and the fluid market conditions that impact existing employees and new hires.
  - Provide some possible relief for salary compression issues.
- The P&S Council recommends the matrix bottom (base) and top end be moved by the same minimum salary increase percentage for satisfactory performance.
- The P&S Council recommends that the salary pool be used only for performance and merit based increases.
- The P&S Council recommends the salary pool dollars not be used for correction of issues such as retention, equity, and reclassification based changes.
- The P&S Council encourages administrators at all levels to be mindful of equity among employee groups throughout the organization when making salary adjustments.
- The P&S Council recommends maintaining retirement, medical, and other benefits at current levels.

Further, The P&S Council asks ISU Administration to encourage the State Legislature and the Iowa Board of Regents to move to include a specific Salary Bill as part of the next annual Appropriations Bill. By including a specific Salary Bill it is hoped that the approach will help adjust salaries that have been held below inflation rates over the previous 10 years during budgetary shortfalls and has left little room for meaningful performance based increases. A specific Salary Bill will also allow Iowa State University to focus base budget increases on the institution, the deferred maintenance backlog, and specific targeted growth areas.

Distribution: Steven Leath, President
Jonathan Wickert, Senior Vice President and Provost
Suzanne Hendrich, Faculty Senate President
Iowa State University
Professional and Scientific Council

Presidents report: Covering April 5 - May 2 2013

Submitted by:
David Orman
President P&S Council

This month has been all about salaries. Current salary levels, salary increases, rate projections, all of that.

I’ve met with the Provost, the President, the Regents, budget committees, and shockingly, yes even a special meeting of our own comp and benefits committee.

I'm attaching my written statement to the regents to the end of my Presidents report.

After discussions with exec we decided to just a set a principles as seen in the salary motion.

In previous years we have made a numeric recommendations, but they essentially parroting what the UBAC (University Budget Advisory Committee) had said we were probably going to get. Our ability to discuss this recommendation with council was limited, as most of our discussions in UBAC were confidential. This led to hard hard feeling with many and no real effect as we were just repeating things that were already known.

This year we are trying a different tac. Trying to have some influence on how and why the money that does come down is distributed and to provide ISU, the regents, and the legislature with information on how we would like to see things working the future and why that would be good for everyone.

Thats the main thrust of my effort on your behalf for the month. If you have any questions or comments, thoughts on what we did this time around versus previous years, please do let me know. If you have any questions now I'd be happy to try and answer them, or call or email me later if you're more comfortable doing that.

Committee realignments:

This is an issue I brought up in exec with month, which was fairly well received and I wanted to bring it before the rest of you to get a feel for how the council as a whole feels about it.
First as mentioned before I’d like to make Peer Advisory a full standing committee, not just an addon.

They would have regular meetings just like all of the other standing committees. This should allow them to distribute the calls that come in around their group better, to have confidential discussions to help solve issues. Also as full committee they could take on a some roles and take some pressure off of other committees.

As such I see them taking on the “mentoring of new council members role” which Dick had offered to handle in representation, taking on overseeing the Affinity groups that Prof Dev currently does, and of course their existing role as peer advisors.

Part 2 of this realignment has to do with Policy and Procedures and Comp and Benefits. This issue basically comes down to the fact that virtually all Comp and Benefits issues are policy and procedure issues, and many policy and procedures involve comp and benefits. Its actually hard to unroll them and both committees have mentioned they feel underutilized much of the year. What I would like to recommend now is that the 2 groups meet in joint session for now. The 2 committee leads can coordinate an agenda, and leadership of meetings as they like. After doing so for a few months the groups can get back to us and tell us if this is working out and they would like to propose a change to the bylaws and from a single committee or if this was a terrible idea and they need to separate to be effective.

As we only have 1 more meeting this session we don’t have time this year to change the bylaws without suspending the rules and voting on it at our June meeting.

The peer advisory change seems pretty clear cut and I wouldn’t mind voting on that at the next meeting. I have asked to Jessica, and she has agreed, to convene her committee and draft a resolution to change the Bylaws to make Peer Advisory a standing committee in time for our June Meeting. Assuming full council agrees we can make the change official then which will allow Steve to assign them members as a full standing committee for next year.

We could do something similar with the other proposal as well if council wishes but I'm a bit more apprehensive on that one. I don't want to step on the toes of current committees and a bit of experimentation on this issue might be a good idea before we make it permanent.

4/30 Monthly meeting with President Leath
4/26 Presidents council
4/25 Board of Regents Meeting
4/19 Prof Dev committee special meeting
4/18 Exec meeting
4/18 Monthly meeting with Provost Wickert
4/17 Met with C&B special meeting
4/11 Campus leaders breakfast
4/10 Presidents Budget advisory committee
4/4 General Meeting
4/4 Open Forum

04/2 Attended P&S Professional Development Conference
3/29 Presidents council
3/28 monthly meeting with provost
3/26 Exec meeting for diversity Audit with Dr. Jerlando Jackson
3/21 Exec meeting
3/19 Attended Facilitator training

3/13 Board of Regents Meeting
03/4 Campus Leaders breakfast
2/28 P&S team award breakfast
2/26 P&S Awards banquet
2/22 Presidents council
2/21 Exec Meeting
2/14 General meeting
2/14 Open Forum

2/8 New student Regent orientation
2/4 Monthly meeting with Pres Leath
1/30 Presidents budget council
1/23 Attended Provost council with Dave M to promote PD day
1/22 Attended Faculty Senate meeting
1/18 Presidents council
1/17 Exec meeting
1/17 Meeting with Provost Wickert and David Trainor
01/4 Move P&S conference room to LOB

01/2 P&S Exec
12/19 Meeting with Provost
12/7 Presidents Council
12/6 P&S Council
12/6 EO Director interviews
12/6 Open forum with Provost Wickert
12/5 Telephonic BOR meeting

12/5 Discussion about budget committees with Chris Fowler and Dave B
12/3 Interview EO/AA candidate
11/29 Meeting with Provost Wickert and David Trainor
11/26 Meeting with CIO to discuss Horizons newsletter and ITS Budget committees
11/15 Executive Committee meeting
11/15 Meeting to move exec meeting space to LOM
11/8 P&S Reclassification Committee
11/1 P&S Council
11/1 President's Budget Committee
11/1 Open Forum

10/31 Monthly meeting with President Leath
10/26 Attended presidents council
10/25 Attended board of regents meeting in Iowa City
10/18 P&S exec meeting
10/18 Monthly meeting with Provost Wickert and David Trainor
10/17 Campus leaders breakfast
10/4 Council meeting
10/4 Open Forum

9/21 Convocation and Awards Ceremony
9/21 Presidents Council
9/20 Exec meeting
9/20 Reclassification meeting
9/14 President Leath Installation
9/14 Melissa Gruhn appointed to council
9/13 Council meeting

9/12 Board of Regents meeting
9/7 P&S Cypoint information and training
9/5 Reception for new faculty and staff
9/4 Prof Development Committee meeting
8/30 Monthly meeting with SVPP
8/30 Campus leader breakfast
8/29 Meeting with Iowa Local Food Working Group
8/24 Presidents council
8/23 Exec meeting
8/20 Attended staff deprovisioning meeting.

8/8 Council meeting
8/1 Attended Prof Dev communications subcommittee
8/1/12 Appointed grievance committee
7/23/12 reappointed Dan Woodin and Darren Jarboe to reclassification committee
7/19/12 Attended Prof Dev Retreat
7/18/12 Exec Meeting
7/12/12 Appointed Amy Tehan as VP of University relations
6/12/12 Appointed grievance committee
6/15/12 Meeting with Provost: Discussed concerns with salary policy, upcoming changes in provost's office.
6/03/12 Assumed office
Date: April 9, 2013
To: Iowa Board of Regents
From: David Orman
President, Professional and Scientific Council
RE: 2014 Salary issues for Non-organized Employee Groups

Professional and Scientific (P&S) staff represent 44% of employees at Iowa State University. We are highly trained, professional employees - most with at least a masters and many with doctoral degrees. P&S staff work hard to accomplish Iowa State’s mission to create, share, and apply knowledge to make Iowa and the world a better place by providing Iowa State students with the best experience possible while bringing in millions of dollars in research and grants.

However, our effort to be the best has been hampered in recent years by state and federal budget crises and priorities. Inadequate funding has put a lot of downward pressure on P&S salaries. Departments have even had issues finding qualified applicants willing to work for Iowa State within the existing salary matrix. Iowa State has a significant problem with retention of employees that could be attributed to these cuts. Most recently, in 2012 there was a 27.98% turnover for employees in their first year of service. P&S Council believes the existing salary matrix needs to be reevaluated to allow more flexibility in hiring and to encourage those that are hired to stay.

Over the past several years, Iowa State has been emphasizing performance-based pay increases as opposed to flat raises for all P&S employees. However, the small pools of money and small average percentage for raises over the past decade have created salary compression issues that everyone appears to be aware of but no one seems to have good answers for. The only real answer is to allow for higher percentage average and individual raises. This would allow for notable differences in raises for higher performing employees compared to those employees who simply meet expectations. The difference between a 1% and a 1.5% raise in the lower 75% of employee salaries does not create any salary separation at all. Simply put - more money is needed at the front end if you want to provide monetary incentives for employees to perform at a higher level. Currently, from a compensation standpoint, there is little difference between an excellent, good or even “sub-par” performance review. Similarly, it is difficult for supervisors to reward performance by giving very small differences in compensation. More money in the pool for supervisors to make significant differences in compensation from year to year would help create meaningful performance incentives.

Iowa State's recent record increases in enrollment, along with little to no increases in base
budget have resulted in significantly higher workloads for most P&S employees. There have been few rewards for the exemplary P&S employees who have stepped up to meet the needs of the students and the institution.

Most P&S employees do not have clear career advancement opportunities in their positions without leaving their current department. In the absence of these opportunities, supervisors need more freedom to compensate accordingly in order to retain good people. Equity in employee raises at Iowa State among the different employment groups also needs to be addressed. The significantly higher percentage raises Merit employees have received in the past several years has been a considerable source of decreased morale among Professional and Scientific staff.

Summary of Salary increases by employee group:

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<thead>
<tr>
<th></th>
<th>FY09/10</th>
<th>FY10/11</th>
<th>FY11/12</th>
<th>FY12/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>0.00%</td>
<td>1.32%</td>
<td>2.37%</td>
<td>2.39%</td>
</tr>
<tr>
<td>Professional &amp; Scientific Staff</td>
<td>0.00%</td>
<td>1.53%</td>
<td>2.37%</td>
<td>2.51%</td>
</tr>
<tr>
<td>Merit - AFSCME (if at cap)</td>
<td>4.5%(0%)</td>
<td>7.5%(3.0%)</td>
<td>7.5%(3.0%)</td>
<td>7.5%(3.0%)</td>
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We, the Professional and Scientific staff at Iowa State University, know the Regents have always done their best for all of the employees of all of the Regents’ institutions, their students, and the State of Iowa. While everyone isn’t always pleased with the outcomes we do realize you are doing everything you can with the limited resources available. We trust that you will once again work with the legislature to provide ISU the resources we need to advance our land grant ideals and put science and technology to work for the citizens of the great State of Iowa. Thank you for your attention.

David Orman
President, ISU Professional and Scientific Council