

**Iowa State University
Professional and Scientific Council
Council Meeting Minutes
June 6, 2013
Reiman Ballroom, ISU Alumni Center**

2012-2013 Officers

President: David Orman

Secretary: Chris Charbonneaux

Vice President UCR: Amy Tehan

President-Elect: Steve Mayberry

Past-President: Dan Burden

Vice President UPB: Chris Fowler

Call to Order and Seating of Substitutes

The meeting was called to order at 1:15 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	X	Kelvin Leibold	X	Allan Schmidt
X	Elena Cotos	X	Steve Mayberry	X	Erin Schwartz
X	Katie Davidson	X	Robin McNeely	X	Pat Strah
X	Chris Fowler	X	David Meisinger	X	Amy Tehan
X	Glen Galvin	X	Maryann Moore	X	Kipp Van Dyke
X	Kate Goudy-Haht	X	Sandy Oberbroeckling	X	Jessica Van Winkle
X	Ann Greazel	X	Dave Orman	X	Lindsey Wanderscheid
X	Melissa Gruhn	X	Dick Pfarrer	X	Mike Wilson
X	Colleen Humphrey	X	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
Suzanne Hendrich, Faculty Senate, for Veronica Dark
Jonathan Wickert, EVPP
Kristi Darr, HR Office

Substitutes**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 May 2, 2013, P&S Council meeting was approved as amended.

Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

BOR meeting on 6-5-13. Bruce Rastetter is now the president and Katie Mulholland is president pro tem. Met the new appointed Regents yesterday, both are familiar with ISU.

There was an approval at BOR meeting for ISU to create an NGO for a current agricultural project in Uganda. This will enable business operations to be created in Uganda.

Budget development continues for FY14 since the legislative session has ended. The state appropriations appear to be one of the best outlooks in recent history. ISU received new money for projects at ISU one being a biosciences building. An architectural firm has been hired to access the biosciences on campus to create a more efficient building for biosciences. Location of the building has not been determined but by fall the preliminary planning should be completed.

Also included is a 12 million appropriation for a new building out in the research park, this will a building for economic activities at ISU and the research park.

Next year should be favorable for ISU.

Bill Rudd is the next president at UNI.

BOR Task force has just started examining the funding appropriations to each of the three regent institutions to see if the funding split is fairly shared.

Human Resources Kristi Darr Presented:

HR has been very busy with the all the new students coming to campus. Mike Otis is doing a vendor review of benefits today. Salary policy has been sent down to the departments for review. Wellness plan continues to be sorted through and results of the survey are being examined.

Just had a recent graduation from the 12+ Leadership Program, the graduates gave positive reviews of the program. Next fall there is a plan to have two sessions to meet the demand. There is a few spots still available for the next cohort. HR is working on updating the online learning program.

Search for HR head is underway. Also looking to fill three positions within HR, this process has been started.

HR is going to have an all HR staff meeting once a month; HR will be closed for 1 hour each month for this meeting. These closures will be announced ahead of time.

Faculty Senate (Suzanne Hendrich)

2 items were passed at last Senate meeting. Dead Week Policy is now in the faculty handbook, basically no major assignments or final examines given during dead week. The Excused Attendance Policy also passed.

P&S Council Executive Committee Reports

President (David Orman) Report attached. Dave is looking for committee members for Sexual Assault Response Team committee. Peer Advisory will now be a standing committee beginning in FY14. A survey has been sent out to determine council priorities for next year. Results will announced at next council meeting. Thank you to everyone for the opportunity to be council president.

President Elect (Steve Mayberry) No Report

Secretary (Christian Charbonneaux) Balance is \$1,882.35

VP for University Community Relations (Amy Tehan) No report

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

P&S Committee Reports

Lindsey Wanderscheid, Chair, Awards Committee: Year review: 14 Cytation awards, 3 team awards, 1 P&S Research award, 4 P&S regent awards, 3 new P&S employee awards, 1 Carol Ringgenburg award and 3 P&S excellence awards.

Allan Schmidt, Chair, Communications Committee: Funds approved to move website over to Drupal, this will allow individual committees to update their own website. June 13 at 12pm is next open forum, Dave Bidenbach will present budget info. Seeking information for the next newsletter.

Dan Rice, Chair, Compensation & Benefits Committee: No report

Jessica Van Winkle, Chair, Peer Advisory Committee: 3 new contacts since last meeting. 2 of the contacts were very pleased with response from HR in regards to FMLA. Also Peer Advisory committee cannot do anything about merit raises.

Stacy Renfro, Chair, Policies & Procedures Committee: Committee will be looking at new policies in a July committee meeting and will present at August Council meeting. The committee will be meeting jointly with C&B next year. The Post Retirement Policy is now available for review.

David Meisinger, Chair, Professional Development Committee: No report

Dick Pfarrer, Chair, Representation Committee: No Report

New Business

Recognition of outgoing P&S Councilors

Introduction and seating of new P&S Councilors

Seating of new P&S executive officers

Open Comment

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, August 01, 2013, 2:10 – 4:00, MU

Next Executive Committee Meeting: Thursday, June 20, 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:
FY2014 Meeting Schedule
June President's Report

Professional and Scientific Council Monthly Meeting Dates

June 06, 2013 meeting is at ISU Alumni Bldg.

No July 2013 meeting

August 01, 2013

Sept 12, 2013

Oct 03, 2013

Nov 07, 2013

Dec 05, 2013

Jan 09, 2014

Feb 06, 2014

March 06, 2014

April 03, 2014

May 01, 2014

The subcommittee meeting rooms from 1-2pm on the days of council meetings will remain the same with ISU MU room needs.

Iowa State University

Professional and Scientific Council

Presidents report: Covering May 3 June 6 2013

Submitted by:

David Orman

President P&S Council

This is my final report to you and I'd like to thank you for the opportunity to serve. This has been a unique experience for me and one I have genuinely enjoyed.

First, a quick rundown of what's happened this month. With finals, semester break, the beginning of summer vacation season, end of fiscal year/budget season coming into full swing, it's actually been difficult to schedule meetings lately and my short meeting list reflects that. But we did manage to squeeze a couple in.

At executive council we discussed and approved moving the P&S website to Drupal. This move should allow committees to take a more active role in the website and updating information as needed. Most of our website has been pretty static which isn't as useful as it could be. Moving to the Drupal Content Management System could/should help with that, but only if the committees get involved and make updates and put content up there.

We also discussed the need to get committee assignments out sooner than was done last year. A couple of committees have pressing business and need to reform quickly so they can get up to speed and continue their work. We should have the system in place to allow you and our new members to pick your committees shortly after our June meeting. Even if you plan on remaining in the same committee please use the tool and indicate that. People that don't may get assigned elsewhere as it looks like you don't have a preference.

At the President's Budget Advisory meeting we finally received final state budget figures. Student tuition numbers are firming up so we are now getting a clearer picture of the budget situation.

While I can't discuss specifics, things are looking good this year so far.

Unfortunately meetings with President Leath and Provost Wickert were both rescheduled beyond the end of this month.

At the last meeting I talked about making changes to our bylaws to make the Peer Advisory Committee a "regular" committee. After the executive committee reviewed the bylaws it doesn't appear any changes are necessary to make this happen. From our current bylaws:

Peer Advisory. At least three council representatives, one of whom shall be chair. The function of the committee will be to provide information to P&S employees concerning employment and/or grievance issues. This committee will provide a means for an employee to obtain a perspective about employment concerns from peers familiar with the policies and practices of the university. The committee will also seek to ensure that the employee is aware of her/his rights and obligations and of the various processes available for the resolution of the concern.

As you can see in the bylaws they are the same as the other standing committees. So unless serious objections are brought to the meeting on Thursday we (Steve and Amy) will be assigning peer advisory as a committee without a secondary assignment.

I have accepted an invitation to serve on the search committee for the Associate Vice President for Human Resource Services position. This will be to seat the replacement for David Trainor who recently left ISU.

I had mentioned the idea of having our various appointees to university wide committees report back to our standing committees periodically to keep council informed about their activities. This

proved difficult as most did not match well with any of our standing committees. Instead, in exec discussions we decided to discontinue the extended reappointments we have done in the past and appoint staff actually on council whenever possible. This should allow them to bring pertinent information to council meetings directly when necessary and will give current council members more opportunities to participate in our shared governance.

ISU has gone through many changes this last year. I started my term under President Geoffroy and Provost Hoffman and ended with President Leath and Provost Wickert. It was a great joy to be invited to participate in the installation of President Leath as our 15th Iowa State University President and it was an experience I will always remember and treasure. It has been exciting to work with President Leath and Provost Wickert as they have start to implement their visions of ISU.

The Council's biggest most public effort this year was of course our Professional Development Committee's day long conference. It was a rousing success we hope to repeat in the future.

Dave Meisinger has put together a proposal to keep it moving forward in the future. Hopefully it will be accepted and we will be able to keep providing this valuable service to ISU.

Let's also not forget all of the other committees that have met and worked in less public ways but on items that help shape ISU in very fundamental ways.

- Comp and Benefits and Policies and Procedures which read though volumes of arcane policies on virtually every aspect of ISU work.
 - Awards, which implemented our new Team Award, proposed and is developing a new diversity award.
 - Representation, which finally this year reworked our entire organizational structure, that is something the committee has struggled with for years.
 - Peer Advisory had an exceptional number of clients this year and is now evolving into a "regular" standing committee rather than just an "addon" as it has been.
 - Finally none of you would hear about any of this without the efforts of our communications committee, which quietly and tirelessly puts together, cleans up, and sends out all of our assorted communications throughout the year. Their job only seems to grow and grow over time as we think of new ways to communicate with one another.
- Thank you all for your efforts!

Finally I'd like to congratulate Steve Mayberry and Amy Tehan as they take over as President and PresidentElect.

Our council is an important body for the betterment of ISU and its land grant values and I'm sure you will only make it stronger in the future.

Thank you all for your time, your service, your patience, and your support. We've done some great work this year and I can't wait to see what we accomplish next year!

David Orman

Activity Log:

6/6 End of David Orman's Term as President of the Professional and Scientific Council

6/6 Regular P&S council Meeting

6/5 Board of Regents meeting

5/30 P&S Exec meeting

5/23 Presidents Budget advisory committee

5/7 Faculty Senate meeting

5/2 Regular Council Meeting

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