

IOWA STATE UNIVERSITY

Professional and Scientific Council

Tuesday, October 4, 2014 Minutes | 2:10- 4:00 PM | Memorial Union Gallery Room

2014-2015 Officers:

President: Amy Tehan
 Secretary/Treasurer: Kate Goudy-Haht
 Vice President UCR: Clayton Johnson
 Vice President EI: Katie Davidson

President-Elect: Tera Lawson
 Past-President: Steve Mayberry
 Vice President UPB: Lisa Rodgers

1. Call to Order & Seating of Substitutes (Tera Lawson) TIME: 2:12 p.m.

Attending:

X	Lynn Bagley	X	Makenzie Heddens	X	Dan Rice
X	Jordan Bates	A	Clayton Johnson	A	Lisa Rodgers
X	Jessica Bell	X	Kris Koerner	A	Diane Rupp
X	Samantha Boyd	A	Joyce Lash	X	Erin Schwartz
X	Elena Cotos	X	Tera Lawson	X	Wendy Stensland
X	Katie Davidson	X	Steve Mayberry	X	James Studley
X	Kristi Dillon	A	Jason McLatchie	X	Amy Tehan
X	Bart Dobson	X	Robin McNeely	X	Lindsey Wanderscheid
X	Glen Galvin	X	Jeffrey Miller	S	Amy Ward
X	Kate Goudy-Haht	X	Christopher Neary	X	Lynn Wellinz
X	Ann Greazel	X	Daniel Nutini	X	Mike White
X	Ben Green	A	Sandy Oberbroeckling	X	Mike Wilson
X	Melissa Gruhn	X	Magann Orth	X	Barbara Wollan
A	Katrina Harden Williams	X	Stacy Renfro		

X = Present, A = Absent, S = Substitute

Guests: Kevin Schalinske, Brenda Behling, Sheryl Rippke, Julie Nuter, Erin Rosacker, Beth Miller, Nancy Brannaman, and Kyla Kaetzel

Substitutes:

Kent Ziebell for Amy Ward

Call to Order & Seating of Substitutes (Tera Lawson)

Establish Quorum (Kate Goudy-Haht) Yes, a quorum was established.

1. **Approval of the Agenda** - Yes, stands as approved.
2. **Approval of the Minutes**
 September 2014 Regular Council Meeting - Yes, stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Brenda Behling for Jonathan Wickert)

The Board of Regents (BOR) met on October 22-23 and one of the items discussed was tuition. A member of the BOR suggested freezing tuition again for the next academic year. Tuition decisions will be voted on at the December BOR meeting.

Recently, ISU's Government of the Student Body (GSB) met to discuss the issues with increasing enrollment. The GSB wants to preserve a good college experience for students, including a quality academic experience. ISU Leadership attended the meeting and shared what they are doing to support the growth at the University: hiring additional faculty and academic advisors, improving classroom availability, building new facilities, and scheduling additional CYride buses. This is just a few of the ways ISU is meeting the needs of increased student enrollment. ISU leadership will continue to work on improvements and listen to student needs.

National searches:

- CIO (Chief Information Officer) - the goal is to have the position filled by July 1, 2015.
- Library Dean - continue the search process, currently accepting applications.

Associate Vice President, University Human Resources (Julie Nuter)

Julie provided a power point. It will be sent out with the minutes.

Highlights from the power point:

- Benefits Open Change period is happening right now. Webinar - November 11th from 10:15-11:15 am, P&S Council Seminar Series - November 11th from 2:00-3:00 pm.
- Helpful links: <http://www.hrs.iastate.edu/hrs/node/540/attachment> and <http://www.hrs.iastate.edu/hrs/>
- HR-10 Business Case (from the TIER study) - has been approved by the Board of Regents
- Two national searches underway: Director of UHR-Benefits and Director of UHR-Classification & Compensation
- People Admin 7 - next phase

Faculty Senate (Kevin Schalinske)

- Position Responsibility Statement (PRS) task force - develop a best practices for PRS and be more efficient
- Post tenure review - how to conduct for faculty and review of issues with process
- Lecturers/Clinicians - renewal/termination process is cumbersome, looking at modifying the policy, will be in faculty handbook.
- Link to the ISU Faculty Senate webpage: <http://www.facsen.iastate.edu/>

Associate Vice President/Chief of Staff (Miles Lackey)

Miles provided a power point. It will be sent out with the minutes.

Miles Lackey serves on Regents task force for the TIER project representing Iowa State University

Here is a link to TIER: <http://web.iastate.edu/efficiency/>

The following are the answers to the questions on the power point:

- Q1 Answer - have not been approved yet, have not been verified yet as far as savings that could occur, need to verify before any action taken.
- Q2 Answer - Yes, with a disclaimer - design work has not been done. Before any implementation the staff involved would be part of design process.

- Q3 Answer - If adopted by BOR, then yes, institutions will have to adopt business cases, but there will be flexibility in the design as to how it is carried out, there will be variability between the institutions.
- Q4 Answer - For each business case, will have a University lead (called a champion) for each business case, a team/workgroup will help with design and implementation.
- Q5 Answer - Very different between business cases, depends on who is leading/driving the business case (University/BOR lead, Consultant driven, etc.)
- Q6 Answer - KH consultants (sub-contractor) - due to scheduling delays KH was not able to complete work in timeframe for deliverables. BOR will identify a new sub-contractor to work on academic opportunities of the TIER study.
- Q7 Answer - sounding boards, shared committees, would have P&S council, Faculty senate, and Merit leadership involved with future design plans.
- Opened the floor to additional questions:
 - How strongly has ISU responded to the business cases to Deloitte/BOR? - ISU has been very candid; a good dialogue throughout the process with Deloitte and BOR. ISU will dig in deeper internally and verify savings being stated in the business cases. BOR and Deloitte have been open to feedback.
 - Large investments in some business cases vs reduction in FTEs in other business cases, how does this work? - No decisions have been made for how it will be implemented. Need to identify what is best for ISU; this would be part of the design process.
 - Consultant Coached and Consultant Driven, would that be Deloitte performing that role or another contractor? - This is yet to be determined, but think there would flexibility in who completed the work. Deloitte has worked with Dartmouth, Michigan State, & California higher education systems.

4. P&S Council Executive Committee Reports

President (Amy Tehan)

As most of you know, the Representation Committee and the Communications Committee have been working very hard to develop a mechanism through which all of you can communicate directly with your constituents. This is something that hasn't been utilized for as long as I've been on council, although some of you more veteran councilors may remember something similar.

The purpose of setting up a system like this is to create awareness of council and credibility with P&S staff. Very soon, each of you will receive an email list to use when you need to send out pertinent information to your constituents. From time to time you may be asked to send out specific information, but other times you may just feel that a certain topic should be communicated, and you can decide with the other representatives in your area how to handle that.

The other piece of creating awareness and credibility, of course, is being accessible and responsive to our constituents. I know that many of you may not be accustomed to answering questions or concerns from your fellow P&S staff, and you may very well not know how to address them. I wanted to take this time to encourage you all to try your best to answer questions from staff as quickly and accurately as possible. And if you're unsure about a question or concern, please feel free to forward it to myself or Tera, or your committee chair. We are always a resource, and we're always happy to help you be the best resource for your constituents.

Secretary (Kate Goudy-Haht)

Expenses for October included \$148.80: Monthly IT Web Service fees, Constant Contacts (for the e-newsletters P&S Council sends out), & Memorial Union rental fees.

VP for University Community Relations (Clayton Johnson) - no report

VP for University Planning and Budget (Lisa Rodgers) - no report, committee has not yet met.

VP for Equity and Inclusion (Katie Davidson)

UCW (University Committee on Women) - The committee is open to having a male member; to help diversify the committee would like to nominate a male P&S staff member. Let Katie know if interested. If no male is interested, then Katie has a female P&S staff member that has indicated interest of being on the UCW committee.

The following link will take you to the ISU website that lists the Faculty & Staff Associations (also called Faculty and Staff Diversity Networks): <http://www.diversity.iastate.edu/faculty>.

5. P&S Committee Reports

Awards (Lindsey Wanderscheid)

P&S Cytation award, P&S Team award, and P&S Woodin Cytation award nominations are currently open, due December 1st (The Monday right after Thanksgiving break). Here is a link to the Awards website: <https://www-pscouncil.sws.iastate.edu/activities/awards/cytation-awards>

Communications (Robin McNeely)

Email representation list will be out soon.

The committee is working on scheduling a seminar in January with Ellen Rasmussen. She will speak about the Resource Management Model (RMM). Here is a link to learn more about RMM: <http://planning.president.iastate.edu/finance/resource-management-model>.

The committee requests council members take pictures of P&S Staff at events and send to pands-c@iastate.edu to put on the P&S Council Facebook page. This part of the campaign: #highlightingISUstaff. Council members are also encouraged to "LIKE" the Facebook page: <https://www.facebook.com/ISUPSCouncil>.

Compensation & Benefits (Bart Dobson)

Committee is determining goals. The committee had a good meeting with Julie Nuter. The Climate between University HR and P&S Council is very good. The committee started talking about the salary recommendation proposal and the annual evaluation process.

Peer Advisory (Jessica Bell)

The committee came up with an action plan to connect, inform, and assist P&S staff. The committee will share more details at the next meeting.

Policies and Procedures (Kris Koerner) - no report

Professional Development (Lynn Bagley)

The committee is moving forward with PD conference tasks. The conference is called Discover your Treasure! Invites have been sent out to potential speakers, with the goal of being set by the end of November. The goal is to have registration open by December 15th. Registration fee is the same as last year, \$75. Save the Date: February 12th!

Representation (Stacy Renfro)

The committee has made recommendations for P&S staff to serve on specific committees and national searches. The committee is working with 12plus and other leadership trainings to

provide information about P&S council. P&S Council will have a presentation at the PD conference.

6. Unfinished Business and General Orders

Council Priority Planning for 2014-2015 - this discussion moved to December council meeting.
Representation Areas - previewed what the email list looks like. Asked to look over list and make sure it is correct, asked to look specifically at area column to make sure it is accurate. Let Stacy know if any changes need to be made. Instructions will be sent out to assist council members in navigating the list.

7. New Business

Revisions to: 1) Constitution of the Professional and Scientific Council of Iowa State University
2) Rules and Bylaws of the Professional and Scientific Council

Council members will be asked to send out revised documents to their constituents in mid-November. Will do first reading at December meeting, will do second reading and vote at the January meeting.

8. Announcements

P&S Council Seminar Series: Jane Walter, Human Resource Specialist IV in University Human Resources, will present an overview of 2015 benefits, Tuesday, November 11th, 2:00-3:00 PM, Memorial Union Campanile Room

Executive Committee Meeting: November 13th, 2:00-4:00 PM, 107 Lab of Mechanics

General Council Meeting: Thursday, December 4th, 2:10-4:00, Memorial Union South Ballroom

Adjournment: TIME 3:55 pm