

# Professional and Scientific Council

## POLICIES AND PROCEDURES COMMITTEE

### ANNUAL REPORT

Thursday, May 24, 2018

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#### Committee Membership

*Aaron Fultz, chair*  
*Brenda Behling, ex officio*  
*Emily Bowers*  
*Whitney Grote*  
*Kris Koerner, Non-Council*  
*Andrea Little, ex officio*  
*Amanda Rasmusson*  
*Sheryl Rippke, Non Council*  
*Casey Smith*  
*Pat Strah, ex officio*  
*Joy Stroud*

#### Responsibilities

1. Assess and review university policies, and develop and recommend revisions or alternative approaches.
2. Maintain, periodically assess, and recommend changes to the Council's Rules and Bylaws.
3. Chair serves on the Policy Library Advisory Committee (PLAC).

The committee's accomplishments include:

1. Reorganizing, clarifying, and simplifying the Rules and Bylaws of the Professional and Scientific Council, and presenting them to the Council.
2. Reviewing the amended Sexual Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students Policy, and moving to endorse the Policy.
3. Reviewing the amended Donated Leave for Catastrophic Illness or Injury Policy, and moving to endorse the Policy.
4. Reviewing the new Authorship Policy, forwarding comments to PLAC, and moving to endorse the Policy.
5. Investigating whether the Adoption Leave Policy was consistent with the same or similar policies at the University of Northern Iowa and the University of Iowa, and initiating discussion of the Adoption Leave and related policies within PLAC (Council President-elect Stacy Renfro and Councilor Glen Galvin made the presentation at the PLAC meeting).

Other committee activities:

1. Consideration and discussion of the 2017 annual report from the Ombud's Office, specifically with respect to trends affecting P&S employees.
2. Consideration of the proposed amendment to the Non-Discrimination and Anti-Harassment Policy.
3. Discussed uniform, university-wide P&S employee evaluation forms as well as concomitant supervisor training.

Initiatives to continue during 2018-19 term:

1. Review and consider potential changes to harmonize leave policies for the arrival of a child into a family via adoption, childbirth, foster care, or other related means, including the proposed amendment to the Family and Medical Leave Act (FMLA) Policy with respect to dual-spouse leave, and offer amendments as appropriate.
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2. Review and, as appropriate, provide comments and suggested edits regarding the Non-Discrimination and Anti-Harassment Policy.
3. Consider amendment to the Rules and Bylaws regarding regular attendance of Councilors at standing committee meetings.
4. Continue discussions regarding the development and implementation of uniform, university-wide P&S employee evaluation forms as well as concomitant supervisor training.