

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

**Thursday, October 03, 2013 Minutes | 2:10- 4:00 PM | Pioneer Room,  
Memorial Union**

**2013-2014 Officers**

President: Steve Mayberry

President-Elect: Amy Tehan

Secretary: Dick Pfarrer

Past-President: David Orman

Vice President UCR: Stacy Renfro

Vice President UPB: Lisa Rodgers

**1. Call to Order & Seating of Substitutes (Amy Tehan) 2:14pm**

Attending

X	Jessica Bell	X	Mary Beth Kaufman	X	Chuck Rodgers
X	Lynn Bagley	X	Kris Koerner	S	Lisa Rodgers
X	Christian Charbonneau	X	Joyce Lash	X	Diane Rupp
X	Tami Corcoran	X	Tera Lawson	X	Allan Schmidt
X	Elena Cotos	X	Steve Mayberry	X	Erin Schwartz
X	Bart Dobson	X	Jason McLatchie	X	Wendy Stensland
X	Katie Davidson	X	Robin McNeely	X	Amy Tehan
X	Glen Galvin	A	Sandy Oberbroeckling	X	Kipp Van Dyke
X	Kate Goudy-Haht	X	Josh Obrecht	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	X	Mackenzie Heddens		
X	Clayton Johnson	X	Stacy Renfro		
		X	Dan Rice		

X – Present, A – Absent, S – Substitute

Guests

Mike Otis, University Human Resources  
 Veronica Dark, Faculty Senate  
 Jonathan Wickert, SVPP  
 Andy Bock, AFSCME

Substitutes

Kathy Box for Lisa Rodgers

**2. Establish Quorum (Dick Pfarrer)**

**3. Approval of the Agenda**

**4. Approval of the Minutes**

September 2013 Regular Council Meeting

**5. Administrative Reports**

Senior Vice President & Provost (Jonathan Wickert)

- I am really glad to see on the agenda a resolution honoring Dan Woodin. Earlier this week we had the re-dedication of Curtiss Hall. I really encourage you to go over there and explore; it is a more than \$10mil. project and there are a lot of things that you will see and things that you won't see.

This week we have quite a few alumni back on campus for the Fall Governor's meeting of the Alumni Association. We will be looking at many of the fundraising goals and the funds will be able to help in the improvements on campus. We will be talking about the next capital campaign and setting some priorities with such.

- In the short term, the shutdown of the Federal Government won't have much short term impact; the work in the lab will continue and the biggest concern for us is research funding. For projects that have already been funding there will be no impact but it is the pending projects that will be potentially impacted. There is a rumor that this shutdown will be around two weeks; at the university there will be minimal impact.
- I would like to congratulate everyone who was honored at the University Awards ceremony yesterday. There were many Professional and Scientific staff honored and it was a great recognition of the excellent work that is done every day at Iowa State University.

Faculty Senate (Veronica Dark)

- No report.

University Human Resources (Mike Otis)

- I would like to echo the sentiment that Provost Wickert shared about Dan Woodin. I hope you had the chance to see the open forums last week for the Director of URH. The Affordable Care Act went into effect and I have had a limited amount of exposure to the information that is available through my own investigation.
- The Open Change period is coming soon and it is a great time to update your benefits and beneficiaries. I feel that the staff will be extremely happy with the rates that we are receiving for our benefits for next year. I encourage you to come to the Open Forum in November.
- Wellness updates: We have a position posted for the Wellness Coordinator. We also have free flu shots starting October 7<sup>th</sup> for 2 weeks and all you need is your ID; make sure you head over to TASF and get your shot. There is a healthiest state walk on October 9<sup>th</sup> at noon and is coordinated by the College of Human Sciences. There is a sign up on the CHS website as well as from Inside Iowa State- feel free to use me as a reference. There are 9 routes that are identified and you can do a quick mile at lunch!
- We are very busy with new hires and refills of positions and we are working closely with the HR liaisons in the departments and colleges.

## **6. Unfinished Business**

Voting on policy updates (Policies & Procedures Committee)

- Reclassification policy resolution passes on a simple majority placard vote.
- Dismissal Summary policy resolution passes on simple majority placard vote.
- Dispute Resolution policy resolution passes on a simple majority placard vote.
- Workforce Reorganization policy resolution passes on a simple majority placard vote.

## **7. New Business**

Resolution honoring Dan Woodin

- Motion to suspend bylaws passes by simple majority placard vote.
- Motion to pass the resolution passes by simple majority placard vote.

## **8. P&S Council Executive Committee Reports**

President (Steve Mayberry)

- I reached out to our P&S peers at the University of Northern Iowa for an opportunity to meet and dialogue on how each University's P&S Council function; creating opportunities to partner on achieving similar goals and missions. Stacy Renfro, Amy Tehan and I will travel to Cedar Falls on the October 8th to meet with P&S President Jean Wiesley and Vice President Melanie Abbas. The goal of the initial meeting is to identify how each Council functions and determine potential areas of common interest benefitting P&S staff of both Universities. One item of potential common interest would be lobbying of each Council to University Administrations for supporting a legislative salary bill. Please let me know topics you may wish us to present to our peers for consideration.

- Robin Kelly, Director of the Equal Opportunity Office contacted me to participate in completing training modules pertaining to Title IX Awareness and Violence Prevention and Unlawful Harassment Training for Higher Education Staff. I completed the 4 online modules, each specific for Students or Faculty/Staff and Supervisors. Having participated in 3 prior similar topic trainings over the past 15 years, these modules are in my opinion, the most effective training with minimal staff time requirement to complete. Director Kelly will be giving a brief presentation at the November Council meeting detailing her Offices participation goals. I assured Director Kelly P&S Counselors will be leaders in communicating to represented entities the importance of P&S Staff completing the training modules.
- Each P&S Committee Chair will give brief updates pertaining to committee activities during the Council's monthly meeting.
- There were no University committee appointments since the last Council meeting.

Secretary (Dick Pfarrer)

- Our current balance is \$3, 499.03.

VP for University Community Relations (Stacy Renfro)

- No report

VP for University Planning and Budget (Lisa Rodgers)

- Amy Tehan gave the report on behalf of Lisa. The University Planning and Budget committee met Monday and we are on a great path forward reviewing our committee status and most strategic use(s). We have since identified the appropriate members to serve on the committee and the website will reflect this information shortly. We will meet again later this month.

**9. P&S Committee Reports**

Awards (Lindsey Wanderscheid)

- I wanted to let you know that we are working on a ceremony for the Team CyTation awards. The nominations are open for the team awards and are for staff who go above and beyond over the last 12 months.

Communications (Mike Wilson)

- We are continuing the work of moving the website over to Drupal. We have set an internal deadline of October 15<sup>th</sup>. It will have the same information as well as a few new features. We hope tomorrow you will see the first newsletter under the new Constant Contact platform. We welcome your feedback on the newsletter. We will also be streaming the PD Seminar on Tuesday, October 8<sup>th</sup>.

Compensation & Benefits (Chuck Rodgers)

- We took the priorities discussion last month and it seemed like a lot of the issues came down to position description. Position descriptions can be found by following these instructions: [Position Description Instructions](#)

Peer Advisory (David Orman)

- We had three contacts this month. We met with Elaine Newell of the Ombuds office.

Policies and Procedures (Kris Koerner)

- No report

Professional Development (Dick Pfarrer/Amy Tehan)

- We met today and have met twice within the last month. We made a lot of progress and we are moving forward with a conference on April 17<sup>th</sup>, 2014. We are seeking speakers and are looking to do a resource fair as well.

Representation (Christian Charbonneaux)

- We didn't meet today but we did meet via email over the last week. We finalized the Representative Areas and there were two areas where we didn't have people, though we have found two people to fill these areas.

**10. Council Open Comments**

Council picture

Council Goals Workshop

- Salaries and Compensation
  - o The salary compression problem may be exasperated by the reclassification process.

- Putting a salary bill before the Board of Regents by all three institutions in a timely manner.
- The general feeling is that the Executive Board will take the charge of this area.
- Create a suite of materials that is accessible for P&S Staff. This will be ways to communicate what currently exists rather than trying to recreate information that is already out there.
- Career Path/Moving up Pay Grade
  - More formal communications with leadership to have things addressed in writing rather than informal conversations.
  - The process is not new; it is something that other institutions have and we can look into these.
  - The President of P&S Council currently attends a meeting with the Provost and the Director of University Human Resources.
- HR Transparency
  - Possible session in the Spring Conference about the new People Admin
- Professional Development
  - Dedicated HR person for training and development
  - There is opportunity with the other Regent institutions to join efforts in professional development.
  - Making sure to hear what the staff as a whole want and need within this realm.
- Tuition Credits Up to 4
  - Paying the health fee can seem to be redundant; it is important to provide for exemptions rather than completely eliminating the fee.

#### Qualtrics

- ISU now has a full Qualtrics site license so if you need to do surveys feel free to get a hold of ITS.

#### Spam Filter

- ISU will be implementing a new spam filter that hopes to reduce the number of unwanted emails in your inbox.

### 11. For the Good of the Order

P&S Professional Development Seminar: October 8<sup>th</sup>, 2:00 PM, Memorial Union Campanile Room

Carrie Jacobs & Aaron DeLashmutt, *Recognizing and Managing Workplace Violence*

Next Council Meeting: November 7<sup>th</sup>, 2:10-4:00, Memorial Union Pioneer Room

Next Executive Committee Meeting: October 17<sup>th</sup>, 1:15-3:00 PM, 107 Lab of Mechanics

### 12. Adjournment 3:58pm.