

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, August 7th Minutes | 2:10- 4:00 PM | Memorial Union Pioneer Room

2014-2015 Officers:

President: Amy Tehan

President-Elect: Tera Lawson

Secretary: Kate Goudy-Haht

Past-President: Steve Mayberry

Vice President UCR: Clayton Johnson

Vice President UPB: Lisa Rodgers

Vice President EI: Katie Davidson

1. Call to Order & Seating of Substitutes (Tera Lawson) TIME: 2:10

Attending:

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

X = Present, A = Absent, S = Substitute

Guests:

Jonathan Wickert, SVPP

Brenda Behling, SVPP

Julie Nuter, University Human Relations

Kristi Darr, University Human Relations

Diana Pounds, University Relations (subbing for Erin Rosacker)

Substitutes:

Joe Hannan for Mike White

Ciaran Bowe for Colleen Humphrey

Jody Gatewood for Barb Wollan

Joyce M. for Elena Cotos

Josh Obrecht for Clayton Johnson

Laura Kim for Kris Koerner

Pat Strah for Lindsey Wanderscheid

Dave Brotherson for Mike Wilson

Amanda Currey for Erin Schwartz

Josh Mack for Katie Davidson

Dick Pfarrer for Lisa Rodgers

Michael Mauton for Ann Greazel

2. Establish Quorum (Kate Goudy-Haht)

Yes

3. Approval of the Agenda

Adding Reading of Motions to new business

Yes, approved

4. Approval of the Minutes

June 2014 Regular Council Meeting - Yes, stand as approved

5. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- President Leath held a press conference regarding VEISHEA on 8.7.14 - the VEISHEA tradition has ended; VEISHEA name has been retired. Student safety is the number one priority. Activities to promote the University will continue in a different way. There will be a transparent effort to come up with new ways to promote the University. Link to the news story: <http://www.news.iastate.edu/news/2014/08/07/veisheaend>
- Iowa State expects to exceed 34,000 students on campus at the start of 2014 Fall semester.
- New funding model approved by Board of Regents, 65 percent of the appropriation will be allocated according to enrollment. The remaining 35 percent will be tied to performance outcomes. This will start FY '16 (assuming legislative approval).
- Hired 104 faculty for the year. Several building renovations and new building projects taking place to improve campus.
- University Library - Dean Madison is stepping down as dean 9.1.14 and taking on a special assignment with the University (accreditation of University by the Higher Learning Commission). Interim leadership will be announced soon. A national search will occur to fill the dean position.
- Board of Regents met in August (8.6.14) and discussed the efficiency study. Board approved implementing Deloitte recommendations which include a savings plan across the three universities (for example: change how items are purchased, buy office supplies in bulk between the 3 universities to improve pricing).
- Clay Anderson, astronaut, ISU alum and member of ISU faculty is providing a spaceflight workshop on campus for students.
- Save the Date: 9.22.14 - University Awards Ceremony

Associate Vice President, University Human Resources (Julie Nuter)

- Provided power point presentation - power point slides will be posted along with minutes.
- Attraction & Retention
 - PeopleAdmin Upgrade is going live 9.9.14. The new system will improve user and applicant experience. Training is happening right now to educate users on the new system. Both systems (old and new) will be used for most of academic year as transition takes place. A council member heard a concern that the new system was temporary. Julie indicated this was incorrect, the new system is not temporary, and it will be utilized going forward.
 - A Manager Training Needs assessment was administered this summer. Participants included admin officers, sample of P&S employees, and HR liaisons. The assessment had a 38% response rate. University HR worked with RISE to develop the survey. Analysis of data is happening right now and the plan is to report out this fall. This needs assessment will help layout priorities.

- Families, Health and Wellbeing
 - This time of year UHR is collecting annual vendor reviews. There is a transition going on of Post Docs to the ISU medical and dental plans.
 - Child Care and Family Resources are under the HR umbrella. A safe room was installed at the Vet Med child care center.
 - The Wellness Coordinator is doing inventory of what is out there and will have a report this fall. Her focus is on awareness, education, and communication. P&S staff/councilors can get involved in campus conversations with the new Wellness Coordinator. For off-campus staff, the Wellness Coordinator is working with Extension to find out their needs.

Faculty Senate (Kevin Schalinske) - No Report

Network Outages (Jim Davis)

- Status report - completed upgrade project, ready for fall semester, and thanked us for our patience. Internet capacity has grown. There has been an increase in the number of devices (over 100,000 devices on campus in any given day) which warrants the need to upgrade network to accommodate University needs. Increased capacity by factor of 10 for the University. This summer there was a critical software bug & failed piece of hardware. It took three weeks to fix.
- Wireless project - installed ½ of access points so far. There are 1,100 access point on campus and 4,800 in dorms.

6. P&S Council Executive Committee Reports

President (Amy Tehan)

- Welcome back! I am excited about this upcoming year, and I anticipate it will be a productive one for Council. The Executive Committee, as well as other Council committees, have been very busy over the summer planning activities and initiatives. Committee chairs and officers will have reports for you on their specific activities, but let me tell you a little bit about what the Executive Committee is working on. On July 31st we held a day-long Executive Committee retreat. We talked about several initiatives for the year:
- The Representation Committee, along with the Executive Committee will be working on establishing a more direct link for councilors to communicate with their constituents. Stacy Renfro will talk more about this in her report.
- We discussed the role of the newly created Vice President for Equity & Inclusion, and how that person (Katie Davidson) will develop her role and engage with relevant groups on campus.
- We will be working on ways to showcase P&S staff throughout the year. We plan to have "kudos" or something to that effect that we can post regularly on our Facebook page to highlight staff we encounter throughout our days. We'll also be working on bigger stories to put in Inside Iowa State and other news outlets, in collaboration with the Provost's Office.
- Throughout the fall semester, we'll be working on revising the P&S Council constitution and by-laws. This will be a gradual process, and all councilors will be asked to provide input.
- The Peer Advisory Committee is working to re-evaluate its role on campus, including a more direct connection to Human Resources. Jessica Bell will talk more about this in her report.
- Steve Mayberry (P&S Council Past President) and I are serving on an advisory committee for the TIER project, along with representatives from Faculty Senate, GSB, etc. We met with representatives from Deloitte and the Board of Regents recently regarding the progress of the project. The recent report submitted by Deloitte to the B of R includes seventeen possible business cases that could be implemented to realize savings and more efficiency across the B

of R institutions. These cases (twelve administrative and five academic) could save approximately \$30M-\$80M across the institutions. Working groups would be established for the implementation of each of these cases, both cross-institutional and local. One of these cases was submitted to the B of R for a decision at the August 6th B of R meeting. I would encourage everyone to read the Deloitte report in its entirety, which can be found on the TIER web page.

- Finally, the Executive Committee wanted the August council meeting to be representative of a normal meeting, to give councilors a little time to get back into the swing of things and to provide new councilors the opportunity to settle in. But at our September meeting we are planning to have more workshopping opportunities and determine council goals for the upcoming year. Looking forward to working with you all!

Secretary (Kate Goudy-Haht)

- General allocation to the P&S Council for FY '15 is \$4,305.00 (started July 1).
- Current balance is \$4,250.00. Expenditures for IT web services occurred in July.

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

VP for University Planning and Budget (Lisa Rodgers) - no report

VP for Equity and Inclusion (Katie Davidson) - not in attendance, submitted written report

- I am working on compiling a list of diversity resources for Council members to disseminate to constituents.
- I will be reaching out to BFSA, LFSA, and LGBTQSA to start building council connections and hopefully recruit future counselors.

7. P&S Committee Reports

Awards (Lindsey Wanderscheid) - not in attendance, submitted written report

- We met with the Provost's office to discuss the University awards for 2015. There is a new deadline of February 10th this year to get them submitted. They should be going live in September. We will review what awards are available with council at the next meeting.
- We are continuing to work on the Woodin award and hope to get approval for the award soon so we can take nominations this fall.
- We are going to change the due date on the Cytation and Team awards this year to November 1st. Last year we went to once a year and this year we would like to make the deadline a month earlier to give us time to prepare for the awards breakfast that is normally scheduled in September.
- One thing I am really excited about is that we discussed the recognition piece at our meeting and getting stories out about our P&S staff. We thought about why not start with stories/spotlights about our award winners? We have information already there and could get pictures at the awards breakfast that could easily become a spotlight. We could also use non-winners as well - there is some amazing work being done here at Iowa State - and we should definitely showcase it. No hashtag phrase as of yet - "Spotlight on P&S staff" is the best thing we could come up with.
- One other great idea that came from our committee is that we recognize award winners at the breakfast with the leadership but we should take some time at the P&S Professional development conference to announce the award winners- this would be a great way to recognize our peers. We could also use some of the award winners to speak at the conference as well.
- We are excited for the upcoming year with awards and look forward to being able to acknowledge what a great job people are doing.

Communications (Samantha Boyd)

- We will be using a set schedule to send out the Council newsletters this coming year. The mailing will be timed to arrive at staff mailboxes the Tuesday prior to the general Council meeting.
- We are coordinating with the professional development committee to sponsor seminars and open forums during the coming year. Suggestions for topics or speakers are welcome and can be sent to pands-c@iastate.edu.
- We are updating the council brochure text and image to reflect current staff numbers and keep the layout interesting and useful. We will work with Representation to be sure it contains the recruitment information they want and need.
- We will make a page on the website to allow staff to submit a form highlighting staff they think should be spotlighted in a newsletter or on Facebook. Awards committee will evaluate the form to see how best to handle the content.

Compensation & Benefits (Bart Dobson)

- We are learning more about SLIP (Sick Leave Incentive Program), this provides the ability to use unpaid sick leave for medical premiums after retirement.
- A question was raised concerning medical coverage for certain procedures. We will invite the LGBTQ Staff & Faculty association to the next Compensation & Benefits committee meeting to discuss and gather details.
- We are discussing Total Compensation - the idea of being able to choose how many vacation/sick days you receive per year in exchange for salary.
- We are discussing the 2015 salary recommendation. We want to start early on it and have it ready by February.

Peer Advisory (Jessica Bell)

- We have been discussing ways to inform and educate the P&S employees about their employee rights, as well as other benefits available to them. We plan on working with the Communications committee to add items to the newsletter on a regular basis. We would like your ideas and input as well. We are also working on developing an internal database of who to contact for what issue.

Policies and Procedures (Kris Koerner) - No report

Professional Development (Makenzie Heddens)

- We are in the planning stages of professional development 2014-2015 activities. If interested in serving on the PD committee let us know (P&S counselor or not).

Representation (Stacy Renfro)

- We are conducting background research, figuring out which area counselors serve (who are your constituents). Working on creating an email list of constituents for each counselor.
- Question was raised - how is Extension being represented - the committee will look at department codes and work with Provost office.
- Discussing recruitment strategies such as individual emails from counselors to constituents, talking about P&S Council at organized group settings, (ex. 12+ program), updating promotional materials, and spotlighting counselors throughout the year.
- We are updating the list of committees that have P&S representation. The P&S staff person representing a committee will be asked to complete an electronic form which will provide better communication as to what is happening on these University committees.

8. Unfinished Business and General Orders

- None

9. New Business

- Reading of Motions
 - Diane Rupp (Policies and Procedures committee) read two motions. This is the 1st reading of each motion, any amendment to the motions will occur at the September council meeting.
 - P&S Positions At-Will and Exempt from P&S Policies
 - Questions/suggestions raised after reading of motion:
 - What is the reason behind receiving a report from HR as to how many at-will employees are with the University?
 - Would like clarity on new employees hired into position to align with guidelines. Would like consistency between policy and guidelines.
 - Does there need to be an appeal process if re-classified to an at-will position?
 - Data Classification Policy
 - No questions/suggestions after reading of motion.

10. Announcements

Next Executive Committee Meeting: August 14th, 2:00-4:00 PM, 107 Lab of Mechanics

Next Council Meeting: September 4th, 2:10-4:00, Memorial Union Campanile Room

11. Adjournment: TIME: 3:32 p.m.