

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, September 4, 2014 Minutes | 2:10- 4:00 PM | Memorial Union Campanile Room

2014-2015 Officers:

President: Amy Tehan
 Secretary: 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: 2:14 p.m.

Attending:

X	Lynn Bagley	X	Makenzie Heddens	X	Dan Rice
X	Jordan Bates	X	Clayton Johnson	X	Lisa Rodgers
X	Jessica Bell	X	Kris Koerner	X	Diane Rupp
X	Samantha Boyd	X	Joyce Lash	X	Erin Schwartz
X	Elena Cotos	X	Tera Lawson	X	Wendy Stensland
X	Katie Davidson	A	Steve Mayberry	X	James Studley
X	Kristi Dillon	X	Jason McLatchie	X	Amy Tehan
X	Bart Dobson	S	Robin McNeely	X	Lindsey Wanderscheid
X	Glen Galvin	X	Jeffrey Miller	X	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:

Andy Bock, AFSCME
 Kevin Schalinske, Faculty Senate
 Brenda Behling, SVPP
 Sheryl Rippke, University Council
 Julie Nuter, University HR
 Erin Rosacker, University Relations
 Sue Shipitalo, VPR
 Jordan Bates, Internal Audit

Substitutes:

Dave Brotherson for Robin McNeely

Call to Order & Seating of Substitutes (Tera Lawson)

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

1. **Approval of the Agenda** - Yes, agenda stands as approved.
2. **Approval of the Minutes**
August 2014 Regular Council Meeting - Yes, approved with one correction to attendance of James Studley at the August Council meeting.
3. **Administrative Reports**

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

Jonathan sends his regrets; he has liked seeing the tweets showcasing P&S staff. Enrollment is strong this semester, another year of record enrollment, official numbers will come out in the coming weeks. September 12th at 8:30 a.m. in the Great Hall of the Memorial Union, the President will give his *State of the University* speech. The provost office is forming a search committee for the Dean of the Library. Interim Dean, Joyce Garnett, will start soon. The goal is to have a permanent dean by next summer. The next Board of Regents meeting is taking place at Iowa State, September 9-10. One of the agenda items for the Board of Regents meeting will be an update on the TIER study. P&S Council members are encouraged to attend the meeting.

Associate Vice President, University Human Resources (Julie Nuter)

Julie provided a power point which will be sent out with the meeting minutes as well as posted on the P&S Council Cypoint. Below are highlights from the power point.

- Classification and Hiring System (PA7) goes live next week (September 9). Julie suggests familiarizing yourself with the new system, as well as look up your position description.
- Benefits Open Change - What you can do to prepare for Benefits Open Change period: review the options available, review the enrollment guide, and attend the P&S forum in November. The Benefits Open Change calendar will be posted on the P&S Council website. Julie encourages staff to post in their respective departments as well.
- Wellness update - coordinator will speak at a future council meeting or seminar.
- Reviewing New Hire Orientation - receiving feedback, looking at continuous improvements, looking at better coordination and best use of a new employee's time.
- 12+ Leadership and Leadership At Any Level classes will be closing registration in a week
- Positions to fill: Program Assistant - child care and family resources, Mike Otis retired, looking to fill the Director(s) of Benefits and Classification & Compensation. This will be an open search.

A concern was brought up by Council member, Stacy Renfro - Stacy has heard from other staff there are concerns with candidate pools for term positions. Julie appreciated the feedback and will look into it. This is the first she is hearing about this concern.

Faculty Senate (Kevin Schalinske)

Faculty senate meeting Tuesday (9/9/14), this will be the first meeting of the year. Faculty Senate will be taking a look at post-tenure policies and looking at Position Responsibility Statements. If you have questions for Kevin, you may send him an email (kschalin@iastate.edu).

4. P&S Council Executive Committee Reports

President (Amy Tehan)

It has been another busy month for the Executive Committee!

1. As most of you probably know, we have launched our #highlightingISUstaff campaign on Facebook and Twitter. We've already had some great shout-outs and it's great to see faces and names being recognized for their great work at the university. I'd like to again urge you all to get involved with the campaign any way you can. Like and share our status updates and tweets, and feel free to jump in and use the hashtag yourself!
2. The Provost has agreed to fund the live streaming and recording of our outreach seminars this year! Last year Extension IT streamed and recorded our seminars. The total cost for this service last year was roughly \$2,500. The option to watch synchronously or view later was extremely popular among staff, and we hope to expand this program making it more accessible. We also have plans to explore a partially flipped classroom style for these seminars and other options that will increase engagement. Elaine Newell, the university Ombuds, will be presenting at our October seminar on the 21st.
3. I also wanted to take some time today to talk about this year's professional development conference. The Professional Development Committee is hard at work planning the program, and soon you'll see a special 'Save the Date' newsletter coming out. If you know someone who would be interested in helping the committee out with specific tasks, please pass names along to Lynn Bagley, Tera Lawson, or myself. Tasks include:
 - a. Organizing moderators for speakers
 - b. Advertising and marketing
 - c. Conference logistics (working with the venue, food, signage, packets, etc.)

Secretary (Kate Goudy-Haht)

The P&S Council has \$6,521.82 in the account as of today. August expenditures totaled \$228.18 for IT Web services, exec committee retreat, and Memorial Union rental fees. The provost office has provided an additional allocation of \$2,500 to cover the costs of recording P&S seminars. Please remember to sign in on the appropriate sheet depending on if you are a council member, substitute or guest. They are on the table outside the room.

VP for University Community Relations (Clayton Johnson)

Continues to speak with new employees at New Employee Orientation. There were 12 new P&S employees at the August New Employee Orientation.

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

VP for Equity and Inclusion (Katie Davidson)

Attending the various faculty and staff association meetings and discussing ways to get them involved in P&S Council. Attended the LGBTQA ice cream social; it was well attended. Shared links to the Faculty & Staff Associations in the P&S Council newsletter.

5. P&S Committee Reports

Awards (Lindsey Wanderscheid) - Explained the awards offered to P&S staff throughout the year (see slides 6-16 of the Agenda power point for details). The Awards committee will have a special newsletter coming out soon to share information about upcoming award submission deadlines. Save the Date: September 22nd University Awards Ceremony
The Awards committee will be highlighting past winners on the P&S Council Facebook page and newsletter.

Communications (Robin McNeely) - The Council Facebook and twitter accounts have seen new action this semester with the kick-off of a highlighting ISU staff campaign. These posts showcase ISU staff doing everyday good deeds during the course of their jobs. If you have an item to post, please send it to pands-exec or pands-c. A talk from the ISU Ombuds is being arranged for the October Tuesday seminar and a benefits update from UHR are being planned for November.

Compensation & Benefits (Bart Dobson) - Chad Olson, who sits on the University Benefits Committee, will be sitting on the P&S Compensation & Benefits Committee also. Some of the items discussed during today's committee meeting:

* SLIP - Joyce Lash presented a lot of information about what groups are covered by this and what requirements have to be met. The committee also raised some additional questions.

* LGBTQ - last spring we had a request to attend a C&B meeting from two members of the LGBTQ FSA, I have emailed them with no response

* Started talking about the salary recommendation - what we have to work with, what we hope to accomplish with it

* Julie Nuter is planning on attending the C&B meeting on October 2nd.

Peer Advisory (Jessica Bell) - The committee would like to change name from Peer Advisory Committee to Peer Advocacy Committee. The new name will better reflect role of the committee. Changing the committee name will need to be brought to a vote. This will need to be done by changing the P&S Council By-laws and Constitution and then voted on by P&S staff. Julie Nuter attended the committee meeting. This committee will be emailing HR Liaisons to improve communication and collaboration. The committee is also working on developing a survey to determine what services employees are aware of regarding connecting at the workplace.

Policies and Procedures (Kris Koerner) - will speak during unfinished business.

Professional Development (Lynn Bagley) - The PD Committee has switched gears and we are now planning another all-day PD Conference, scheduled for Thursday, February 12, 2015, at Scheman on campus. We will be sending out a special edition Council Newsletter as a "Save the Date" issue, which will also be a call for additional help from all interested P&S employees at ISU, in planning and orchestrating the event. Volunteer P&S employees do not need to be Council members to participate. More details will be shared as we move further in the planning process.

We had about 100 notebooks left over from the 2013 PD Conference, which are in the back corner in boxes. Please take one before leaving today, or take several and share them with other staff and encourage them to attend this year's conference.

Question: What is the theme of the 2015 PD Conference?

Answer: We have asked Clayton Johnson to seek assistance from his graduate students again in creating a logo and slogan for the 2015 conference. The committee is still working on the theme and session topics for the conference. This will be the third conference in the series of three, following the first one in 2013 - Navigating the Five C's, and the second one in 2014 - Continuing the Voyage. This third and final one of this series will have something to do with finishing the voyage, but details are not finalized yet. We will have a full day conference with food provided at Scheman. Planning is underway. Save the Date: February 12th! Encourage staff to attend the P&S conference.

Representation (Stacy Renfro)

The Representation Committee continues work towards assigning councilor seats and finding those P&S employees representing council on various university committees.

6. Unfinished Business and General Orders

P&S Positions At-Will and Exempt from P&S Policies - Second Reading of Motion and Vote

Kris stated the motion looks different from first reading to the second reading, due to feedback received between the first reading and the second reading; changes were made to the motion. Kris read the motion (2nd reading).

Discussion - question asked related to when the at-will status happens - new position or a re-class? Answer - will be clarified later in the motion.

Renfro moved to close discussion, Tehan seconded it. 2/3 vote of Council voted to close discussion.

Discussion (when a designated position is considered for reclassification): Comment: is there a possibility to comment or appeal process? Comment: policy needs to address reclassification. Comment: Is there an appeal process for a re-class to an at-will position? Comment: Re-class does not have to be a move up in position; it could be a change in duties, not a promotion or change in P level. Comment: designation of at-will only happens with senior VP and VP of UHR consultation. It is not a regular occurrence to have at-will positions created or re-classified to at-will. 1.7% of P&S staff positions are at-will. Comment: what is the justification to not have an appeal process?

Glen moved to close discussion, Clayton seconded it. 2/3 vote of council voted to close discussion.

All Whereas statements are approved. No amendments to Motion.

Vote on Motion: had simple majority, Motion is approved. Motion sent out to council along with meeting minutes.

Data Classification policy - Second Reading of Motion and Vote

No modifications between first reading and second reading. Kris completed the second reading. No discussion.

Vote on Motion: had a simple majority, Motion is approved. Motion sent out to council along with meeting minutes.

7. New Business

Nomination of New Councilor (Amy Tehan) - Jordan Bates to fill vacated seat representing President's office. The seat was vacated by Colleen Humphry. Jordan works in the Office of Internal Audit

Vote: Nomination to appoint Jordan Bates to council. Had simple majority, nomination approved by council.

Council Priority Planning for 2014-15 (All) - split into groups to discuss priorities for this council year. The feedback will be compiled and presented to the Council during the October meeting.

8. Announcements

Next Executive Committee Meeting: September 18th, 1:00-3:00 PM, 107 Lab of Mechanics

Next Council Meeting: October 2nd, 2:10-4:00, Memorial Union Campanile Room

Adjournment: 4:00 p.m.