

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, October 2, 2014 Minutes | 2:10- 4:00 PM | Memorial Union Campanile 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: 2:14 p.m.

Attending:

X	Lynn Bagley	X	Makenzie Heddens	X	Dan Rice
X	Jordan Bates	X	Clayton Johnson	S	Lisa Rodgers
X	Jessica Bell	X	Kris Koerner	X	Diane Rupp
X	Samantha Boyd	X	Joyce Lash	A	Erin Schwartz
S	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	X	Robin McNeely	X	Lindsey Wanderscheid
X	Glen Galvin	X	Jeffrey Miller	X	Amy Ward
X	Kate Goudy-Haht	S	Christopher Neary	X	Lynn Wellinz
X	Ann Greazel	X	Daniel Nutini	X	Mike White
X	Ben Green	X	Sandy Oberbroeckling	X	Mike Wilson
X	Melissa Gruhn	X	Magann Orth	X	Barbara Wollan
S	Katrina Harden Williams	X	Stacy Renfro		

X = Present, A = Absent, S = Substitute

Guests:

Stephen Simpson  
 Elaine Newell  
 Rob  
 Jace

Substitutes:

Bellinda Hegelheimer for Katrina Williams  
 Karl Schindel for Elena Cotos  
 Mark for Lisa Rodgers  
 David Orman for Chris Neary

Call to Order & Seating of Substitutes (Tera Lawson)

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

1. **Approval of the Agenda** - Yes, with two changes. Stephen Simpson will be presenting under Administrative Reports for Risk Management. Add to Announcements: Executive Committee Meeting on 10/16/14. Stand as approved.
2. **Approval of the Minutes**  
September 2014 Regular Council Meeting - Yes, stand as approved.
3. **Administrative Reports**

**Senior Vice President & Provost (Julie Nuter for Jonathan Wickert)**

Recognition of University Awards ceremony - congratulations to the P&S staff award recipients. Call for nominations for the P&S CYtation Awards and the Woodin CYtation Award: <http://www.pscouncil.iastate.edu/activities/awards/cytation-awards>. Deadline to submit nomination is December 1<sup>st</sup>, 2014.

Two administrative searches

- Dean of the Library - this will be a national search and the committee has been formed.
- Chief Information Officer (CIO) - Jim Davis is stepping down, there will be a national search, with the goal to have a new CIO on board by July 2015.

**Associate Vice President, University Human Resources (Julie Nuter)**

Health and Wellbeing - benefits open change period will be happening soon; there is preliminary information on UHR web page. UHR has two searches - The position within Classification and Compensation that Mike Otis recently vacated will turn into two separate positions, a national search will be conducted. Application system efforts - UHR is improving the process, the new Admin system (PeopleAdmin7) has had a good roll out. A few things will be developed and improved as it continues to be used. KUALI - assess next steps, there is a clear need for HR information system. UHR working collaboratively with Risk Management.

**Faculty Senate (Kevin Schalinske)**

At recent Faculty Senate meeting went through Faculty Handbook. Met with TIER efficiency group (phase 2), academic piece put on hold right now.

Special Orders (reports during Faculty Senate meeting) - heard from NCAA representative, Upcoming Faculty Senate meetings - report from Amy DeLashmutt (University Bookstore), Julie Nuter(UHR), Joyce Garnett (Interim Dean of the University Library), and Stephanie Downs (Wellness Coordinator).

**Ombuds Officer (Elaine Newell)**

Elaine shared a power point presentation. The power point will be sent out with P&S Council Minutes for reference.

Business is booming! Looking at the data, there is not a single reason staff are coming to the Ombuds office. Staff see the Ombuds office as a resource.

Elaine will give a presentation at the next P&S Council Outreach Seminar: October 21<sup>st</sup>, 2-3pm in the South Ball Room.

**Risk Management (Stephen Simpson, Director of Emergency Management and Outreach)**

Stephen shared with the Council the new Emergency Response video. Here is a link: <http://www.ehs.iastate.edu/prep/erg>

The video brings more awareness of what to do in emergency situations. An 8 ½ x 11 poster (Emergency Response Guide) was also created and put in all classrooms on campus. Stephen

asked Council to share with constituents the video and poster and where they are available (on the Environmental Health and Safety website - <http://www.ehs.iastate.edu/prep/erg> and on the University Human Resources website - <http://www.hrs.iastate.edu/hrs/>). Help get the message out. Also recommended VIRT (Violent Incident Response Training) - <http://www.ehs.iastate.edu/my-eh-s/training/virt>

#### 4. P&S Council Executive Committee Reports

##### **President (Amy Tehan)**

Council members are strongly encouraged to attend the TIER meeting on October 13 from 8:30-10:00 a.m. in the Gallery Room at the Memorial Union. It will also be live streamed: <http://web.iastate.edu/efficiency/>. There are business cases that affect P&S Staff.

##### **Secretary (Kate Goudy-Haht)**

The P&S Council has \$6,188.90 in the account as of 9/30/14. Most of the money in the P&S Council account is already committed for IT services, MU room rental fees, live streaming fees, outreach seminars, council member nametags, outgoing council member certificate frames, and June lunch for council members. We have an uncommitted balance of \$154.

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)**

New Employee Orientation - 22 new P&S employees! Clayton is currently updating P&S Council handout that is given during New Employee Orientation. Clayton will make it more visually appealing to get staff interested in P&S Council.

##### **VP for University Planning and Budget (Lisa Rodgers) -**

The University planning and budget committee will meet in late November or early December. Lisa will provide a report at a future Council meeting.

##### **VP for Equity and Inclusion (Katie Davidson)**

Met with different staff association groups and talked about P&S Council. The University Committee for Women needs a P&S staff representative. Katie will make a recommendation.

#### 5. P&S Committee Reports

**Awards (Lindsey Wanderscheid)** - The Awards committee is working on awards website. A special newsletter for awards nominations was sent out to all P&S staff (Individual and Team Cytation awards and Woodin Cytation award). Award nominations are due by December 1<sup>st</sup>. Here is a link to the Awards committee webpage: <https://www-pscouncil.sws.iastate.edu/activities/awards>

##### **Communications (Robin McNeely)**

The communications committee is doing a complete rewrite of the new employee orientation brochure to make sure we are presenting necessary Council information to staff. There will be a printable trifold and a web version. Once the committee prepares a draft it will be sent to all councilors for final edits. Outreach seminars are booked through June with the exception of March and April; May will probably be cancelled as it would be the week after finals although that is still under discussion. The committee is now looking at a Google option for staff kudos

submission, possibly with Forms and using Drive as a collector location. The submissions would be monitored by the Awards committee for possible further development into an award nomination or posting to Facebook and twitter.

**Compensation & Benefits (Bart Dobson)**

No report

**Peer Advisory (Jessica Bell)**

There were two contacts in September for Peer Advisory.

The committee continues to discuss how to connect with P&S staff as the committee is reshaped.

**Policies and Procedures (Kris Koerner)**

No report

**Professional Development (Lynn Bagley)**

The committee decided on the 2015 conference logo (options provided by College of Design students) - Discover the Treasure! The committee continues to work on list of objectives, speakers, and conference logistics. If you have speaker ideas please let PD committee know. Resource fair is happening again this year during the conference (different time slot). The conference schedule almost finalized; it will be a whole day conference again this year. The committee has had a good response for volunteers. The 2015 P&S Professional Development Conference is February 12<sup>th</sup> at Scheman.

**Representation (Stacy Renfro)**

The committee will report during New Business.

**6. Unfinished Business and General Orders**

Council Priority Planning for 2014-2015 - THANK YOU for participating in priority planning during the council meeting in September. 2014-2015 priorities will be addressed at the October Executive committee meeting and will be shared with Council members during the November Council meeting.

**7. New Business**

**Representation Areas**

The Communication committee is working with IT on email lists. The council members gathered in groups according to their representation area to discuss how they will coordinate communication with their constituents. The University Child Care Committees needs a new P&S staff person to sit on the committee. If you are interested please contact the Representative committee.

**8. Announcements**

**P&S Council Outreach Seminar:** "Tips for Handling Conflict without Losing Your Temper, Your Mind, or Your Job," presented by Elaine Newell, ISU Ombuds Officer, October 21<sup>st</sup>, 2:00-3:00 p.m., Memorial Union South Ballroom

Next Executive Committee Meeting: October 16<sup>th</sup>, 2:00-4:00 PM, 107 Lab of Mechanics and November 13<sup>th</sup>, 2:00-4:00 PM, 107 Lab of Mechanics

Next Council Meeting: **TUESDAY**, November 4<sup>th</sup>, 2:10-4:00, Memorial Union Gallery Room (**NOTICE ON A DIFFERENT DAY THAN TYPICALLY HELD ON**)

**Adjournment:** TIME 3:43 pm