

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, December 4th, 2014 Agenda | 2:10- 4:00 PM | Memorial Union South Ballroom

2014-2015 Officers:

President: Amy Tehan

Secretary/Treasurer: 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

Attending:

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

X = Present, A = Absent, S = Substitute

Guests: Kevin Schalinske, Brenda Behling, Sheryl Rippke, Julie Nuter, and Erin Rosacker

Substitutes: Shirley Huck for Robin McNeely, Chuck Rodgers for Lindsey Wanderscheid, and Tami Corcoran for Kristi Dillon

Call to Order & Seating of Substitutes (Tera Lawson) Time: 2:14

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

1. **Approval of the Agenda** - Yes, as amended with the addition of one agenda item brought forward by Stacy Renfro for president-elect nominations. It was seconded by Amy Tehan.
2. **Approval of the Minutes**
November 2014 Regular Council Meeting - Yes, stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

Brenda Behling said Jonathan Wickert sends his regrets. Dr. Wickert was invited to Washington D.C. to meet with President Obama and other higher education leaders for White House College Opportunity Day of Action

- The Board of Regents voted to freeze tuition again (3rd year in a row) for in-state undergraduate students. There will be a small tuition increase for graduate students and non-resident students. The Board of Regents approved a new residence hall for the ISU campus which is expected to be complete in 2017. The Board of Regents also gave an update on the Tier study -will standardize the Regents Admission Index (RAI) calculation in December, will standardize size and structure of search committees for vacant professional and scientific positions by March 2015, and create a common application portal for students who want to apply to more than one Regents University by June 2015.
- Anonymous couple gifted 22 million to ISU - the money will be used for a Student Innovation Center on campus and Endowed College of Human Sciences Dean's Chair.
- The Library Dean search is still active (in recruitment phase).
- Jim Kurtenbach was named Interim VP/CIO; this will be a two-year interim appointment.
- Brenda thanked us for what we do for all P&S employees.

Associate Vice President, University Human Resources (Julie Nuter)

- The process to hire a Chief Diversity Office has started - committee has met and in process to choose a search firm.
- A Child Care Feasibility Study was sent out this week. Mills Consulting is overseeing the study. Results should be available in March 2015 to ISU employees.
- Power point slide with more details on Child Care Feasibility Study sent out with P&S Council minutes.

Faculty Senate (Kevin Schalinske)

- Surveys sent out/will be sent out to faculty - Child Care Feasibility study, Library survey (faculty needs), and Activities survey (this is done every couple of years, provides a snapshot of what faculty do in a week).
- TIER (academic portion) - RFPs have gone out to find a consultant to look at efficiencies related to academics.

4. P&S Council Executive Committee Reports

President (Amy Tehan)

- Representation areas - process completed and will further "perfectionize" it. P&S executive committee will continue to streamline the process.
 - A couple of tips: after creating a list, must wait overnight to use the list and put your name on the list to make sure it went out ok.
- Executive committee did brainstorming for priority planning to narrow it down to the top five that will be discussed later in today's meeting.
- Amy will be meeting with Jim Kurtenbach, new interim VP/CIO to talk about P&S staff needs.
- Amy gave a plug for President-elect nominations. She has found it to be a good experience and encourages others to give it a try.

Secretary (Kate Goudy-Haht)

- Expenses for November included \$98.00: Monthly IT Web Service fees & Memorial Union rental fees.

VP for University Community Relations (Clayton Johnson)

- Clayton attended new employee orientation (25 at each in October & November).
- Campus Leaders Breakfast is coming up in December. This breakfast offers members of the P&S Executive committee an opportunity to meet with ISU leadership. Campus Leaders Breakfast takes place a few times each year.

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

VP for Equity and Inclusion (Katie Davidson)

- Black Faculty & Staff Association (FSA) is having a meeting December 11 and December 13 is the holiday party (this is for members only). If you would like to become a member of the Black FSA email Audrey Kennis at kennis@iastate.edu.
- Colegas (Latino/Latina FSA) - held a fall get together; will be planning spring schedule soon. If interested in learning more about Colegas, contact Elizabeth Martinez at emart@iastate.edu.
- LGBTQA+ FSA - weekly lunch on Fridays 11:30-1 in the Mshop in the Memorial Union, will be sending out a membership survey in the spring semester, and will be participating in the P&S resource fair. If interested in learning more about LGBTQA+ FSA, contact Nicci Port at nport@iastate.edu.

5. P&S Committee Reports

Awards (Lindsey Wanderscheid)

Nominations are closed for the P&S Council awards. The committee received quite a few nominations for all of the Cytation, Team, and Woodin awards. The committee will be meeting later this month and making their selections. Planning for the awards breakfast will continue. The awards ceremony is set for February 26. University award nominations are open and due February 10 (<https://www-pscouncil.sws.iastate.edu/activities/awards>).

This would be a good time to send an email to your constituents about award deadlines.

Communications (Robin McNeely)

The committee has been using social media to update staff on items of interest relating to lesser known ISU benefits and events involving P&S staff going a bit above and beyond their normal job. The committee is scheduling a January and April seminar but will cancel the March and May dates. June has been set for the ISU budget update seminar. There will be several special newsletters coming out with just information about the Professional Development conference as major information is decided.

Compensation & Benefits (Bart Dobson) - No report

Peer Advisory (Jessica Bell)

The committee finalized their mission statement and will post it on the P&S website. The committee learned about the grievance process. The committee is working on a survey for staff who contact Peer Advisory to gather feedback on their experience.

Policies and Procedures (Kris Koerner) - no report

Professional Development (Lynn Bagley)

The goal is to have registration open on December 15 for the conference. There is a link on the P&S Council website with information about speakers. An email about the conference (including a registration link) will be sent to council members to send out to their constituents in mid-December. This year attendees will receive certificates of attendance. There will be a P&S council booth at the resource fair. There is a request for each P&S committee to come up with a one page handout with facts about the committee.

Representation (Stacy Renfro)

Email lists: The committee as received feedback on the email lists. They will take care of some requests that are urgent and will look at non-urgent requests to possibly implement next council year. Representation committee will talk with UHR to obtain a monthly report of new employees that can be sent out to council members. Representation areas have been added to the P&S Council website.

6. Unfinished Business and General Orders Council Priority Planning for 2014-2015

Council members chose the priority area they wanted to be a member of for the 2014-2015 year. The priority groups discussed what they wanted the outcome of the priority to look like and how to achieve that outcome. Worksheets were completed and handed in for review. The four priority areas included:

1. New P&S Staff Mentoring/New P&S Councilor Mentoring
2. Career Ladder/Moving Up Pay Grades
3. Position Description Review
4. Communication/Social Gatherings Within P&S Council

7. New Business

Constitution of the Professional and Scientific Council of Iowa State University

A live editing session was held during the meeting. P&S Council does not vote on the Constitution. The proposed Constitution has to be sent out to all P&S staff to look at 30 days prior to voting. P&S Staff will have an opportunity to vote on the proposed revisions to the Constitution at the same time P&S Council elections are held through Accessplus.

P&S Council will look at the proposed revisions to the Constitution one more time during the January council meeting to finalize the wording before being sent out to all P&S staff. You are welcome to send suggested edits to Kate Goudy-Haht (kgoudy@iastate.edu) before the January council meeting.

8. President-Elect nominations

Nominations for president-elect are now being accepted. A council member does not need previous experience to run for president-elect. Nominations can be submitted by email to the Representation committee (pands-r@iastate.edu) or during the next P&S Council meeting in January. Nominations that happened during the December P&S Council meeting:

- Amy Tehan nominated **Jessica Bell** and she accepted.
- Katie Davidson nominated **Clayton Johnson** and he accepted.
- Jessica Bell nominated **Magann Orth** and she accepted.
- Amy Tehan nominated **Ben Green** and he accepted.
- Magann Orth nominated **Kris Koerner** and she accepted.

9. **Announcements**

P&S Council Seminar Series: Stephanie Downs, Program Coordinator II in University Human Resources will introduce Iowa State University's Employee Wellness Program, Tuesday, December 9, 2:00-3:00 PM, Memorial Union Campanile Room

Executive Committee Meeting: December 18, 2:00-4:00 PM, 107 Lab of Mechanics

General Council Meeting: Thursday, January 8, 2:10-4:00, Memorial Union Gallery Room

Adjournment: TIME 3:59 p.m.