

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, January 8, 2014 Agenda | 2:10- 4:00 PM | Memorial Union Gallery Room

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	X	Erin Schwartz
S	Elena Cotos	X	Tera Lawson	X	Wendy Stensland
S	Katie Davidson	X	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	A	Amy Ward
X	Kate Goudy-Haht	X	Christopher Neary	X	Lynn Wellinz
X	Ann Greazel	X	Daniel Nutini	X	Mike White
X	Ben Green	X	Sandy Oberbroeckling	X	Mike Wilson
A	Melissa Gruhn	X	Magann Orth	X	Barbara Wollan
X	Katrina Harden Williams	A	Stacy Renfro		

X = Present, A = Absent, S = Substitute

Guests: Kevin Schalinske, Brenda Behling, Jonathan Wickert, Sheryl Rippke, Julie Nuter, Erin Rosacker, and Brad Kerr

Substitutes: Annie Hawkins for Elena Cotos and Nicci Port for Katie Davidson

Call to Order & Seating of Substitutes (Tera Lawson) TIME: 2:11 p.m.

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**
December 2014 Regular Council Meeting - Yes, minutes stands as approved.
3. **Administrative Reports**

Senior Vice President & Provost (Jonathan Wickert)

- TIER Project (phase 3) - Request for Proposals (RFPs) have been sent out, received several responses from various consultants. A steering committee will now evaluate the submitted proposals. Decisions will be made in the next few weeks.

- Budget developments at the state level – ISU has several requests at the state level for the upcoming legislative session, including the Student Innovation Center, Bioeconomy Initiative, Agriculture Experiment Station, Small Business Development Center and other smaller requests. For more information: <http://alliance.isualum.org/initiatives/>.
- Partnership with King & Moulton Schools in Des Moines – the agreement will officially be signed at a ceremony on January 13 at Moulton School in Des Moines. Here is a link to the article in last week's Inside Iowa State: <http://www.inside.iastate.edu/article/2015/01/08/promise>.
- Administrative Reviews currently taking place for the Dean of Veterinary Medicine and the Dean of the College of Agriculture and Life Sciences (CALs).
- Watch out for the flu! The Ames – Des Moines corridor is a hot spot for the flu (3rd highest in the country). With students coming back, please be mindful that flu cases may go up. Remember to wash hands often and stay home if you experience flu-like symptoms.

Associate Vice President, University Human Resources (Julie Nuter)

- Explanation of HR-10 Business Case (Search Committees for P&S positions) - March 1 mandated implementation (set by Board of Regents). Please refer to power point for more details (slides 4-7).

Faculty Senate (Kevin Schalinske)

- Revisions to Faculty Handbook will be finalized in January.
- Faculty Senate homepage has list of monthly meetings. Inside Iowa State includes a summary of the meeting each month.
- Minutes from Executive board meetings for Faculty Senate are posted on the Faculty Senate homepage. Here is a link to the Faculty Senate homepage: <http://www.facsen.iastate.edu/>.

4. P&S Council Executive Committee Reports

President (Amy Tehan)

- Tera and I have asked to be put on the agenda for upcoming leadership meetings. We will be meeting with the Council of Deans on January 13th, the Department Chairs Cabinet in February, and with Martino Harmon of Student Affairs, Judy Hankin of Business & Finance, and Adam Schwartz at the Ames Laboratory. The purpose of these meetings is to market the professional development conference and make leadership aware of the representation and communication structure we've worked so hard to set up this year. We will also be giving the deans and the leadership from SA, B&F, and the Ames Lab that their council representatives will be contacting them to set up individual meetings soon. Tera and I will be putting together a talking points memo for all of the council reps to use during these individual meetings, and we'll be accompanying each of you to the meetings.
- Paul Tanaka attended the December P&S Executive Committee meeting to talk about the assignment of IP rights at the university. There is a recent court case in which Stanford University almost lost all IP rights and royalties to one of its researcher's inventions because that researcher unknowingly signed a contract with a corporation. Soon there will be language going into letters of intent for all P&S staff, faculty, and graduate students regarding IP assignment. The next step will be to have current employees sign a form. If you have questions or suggestions about IP assignment at the university, please contact Paul at ptanaka@iastate.edu.
- Last but not least, councilor elections are coming up soon. Please reach out to your colleagues who may be interested in running. I also want to encourage you to be intentional in your recruitment efforts to reach out to traditionally underrepresented groups. P&S

Council representation should mirror the P&S staff population, so we need to get everyone involved.

Secretary (Kate Goudy-Haht)

- Expenses for November & December included \$542 for monthly IT Web Service fees, Memorial Union rental fees, seminar recording fees, and Constant Contact newsletter service.

VP for University Community Relations (Clayton Johnson)

- New Employee Orientation in December had 19 P&S staff in attendance. The next one is January 20.
- Campus Leaders Breakfast - several executive committee members attended this meet and greet. Also during the breakfast ISU leadership answered questions and discussed issues.
- Here is a plug for the P&S Council Facebook page - go LIKE it!
<https://www.facebook.com/ISUPSCouncil>. #highlightingISUStaff is the council's campaign to recognize P&S staff doing a good job. Council members can post a picture or write a post highlighting P&S staff or they can send the highlight to the executive committee and they will post the information. This is also happening on the council's Twitter account.

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

VP for Equity and Inclusion (Katie Davidson)

- Katie will be attending the January 15 BFSA meeting and will have a few minutes at the beginning of the meeting to speak to P&S members about how council works and encourage people to run in the upcoming elections.
- Colegas will also let Katie know when their first spring semester meeting is so she can attend that and do the same.
- Katie will be sending an info packet electronically to LGBTQAFSA members since that group doesn't meet in person regularly just yet.

5. P&S Committee Reports

Awards (Lindsey Wanderscheid)

- The committee has been busy making selections for CYtation awards. The Awards Breakfast is happening Feb 26 in the Memorial Union (space limited to award winner and guest).
- University award nominations are due Feb 10. Here is a link to more information about these awards: <http://www.provost.iastate.edu/what-we-do/awards>.

Communications (Robin McNeely)

- Seminar Series - the next seminar is scheduled for April. The May seminar will focus on the HR-reclassification process and the June seminar will focus on the ISU budget for FY '16.
- Clayton will be updating the P&S Council brochure. The committee is looking at ways to reach out to new P&S staff 3-6 months after hire to remind them about P&S Council.

Compensation & Benefits (Bart Dobson) - No report

Peer Advisory (Jessica Bell)

- The committee is working on a survey that will be given out after someone has accessed Peer Advisory for assistance (to gather feedback on quality of service provided).
- The committee will be working on the Mentoring Priority throughout the spring semester. At this point they have discussed terminology, actions steps, and orientation for new councilors in Spring/Summer.
- The committee will collaborate with the Compensation and Benefits committee in the future to tackle some of the priorities on the 2014-2015 Priority list.

Policies and Procedures (Kris Koerner) - No report

Professional Development (Lynn Bagley)

- Register for the P&S Professional Development conference - deadline is January 30th! Conference is February 12, 7:30-4:30. The conference only costs \$75 and includes four 90 minute sessions, food throughout the day, and a resource fair. Visit the website to register: <https://www-pscouncil.sws.iastate.edu/activities/professional-development/conference> (click on the red rectangle that says Register by January 30).
- The committee has 10 ISU students from the Event Management major to assist the day of the conference.
- Sponsorship of this year's conference comes from the Office of the Senior Vice President and Provost, University Human Resources, and ISU Catering.

Representation (Stacy Renfro)

- The Representation Committee was unable to meet today and will instead be meeting later this month to discuss officer elections and councilor elections (also see Unfinished Business and General Orders).

6. Unfinished Business and General Orders

- Constitution of the Professional and Scientific Council of Iowa State University - two revisions were made including fixing a spelling error and changing 75 to 74 in one section of the document. The proposed Constitution of the Professional and Scientific Council of Iowa State University will be made public within the next week for all P&S staff to review prior to voting in March.
- Nominations for President-elect - there were no additional nominations during this council meeting. Nominations are now closed. The councilors accepting nominations for President-elect are (in alphabetical order by last name) Jessica Bell, Ben Green, Clayton Johnson, Kris Koerner, and Magann Orth.
- A motion on behalf of the Representation committee - Motion was presented to suspend bylaws and hold president-elect election at February meeting. Council voted - passed, will suspend bylaws and hold president-elect election at February council meeting.

7. New Business

- Motion to amend Rules and Bylaws of the Professional and Scientific Council - no comments were brought up by council members. Council will complete second reading at February meeting, discuss any motions, and vote.
- If you have any suggested edits to the document, please email them to kgoudy@iastate.edu by February 3, 2015.

8. Announcements

Executive Committee Meeting: January 15, 2:00-4:00 PM, 107 Lab of Mechanics

General Council Meeting: Thursday, February 5, 2:10-4:00, Memorial Union Gallery Room

P&S Council Professional Development Conference: February 12, Scheman, Iowa State Center

P&S Council Seminar Series: April 14th 2:00-3:00, Memorial Union Campanile Room

Adjournment: TIME: 3:11 p.m.