

IOWA STATE UNIVERSITY

Professional and Scientific Council

Wednesday, April 1, 2015 Agenda | 2:10- 4:00 PM | Memorial Union Campanile 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:

A	Lynn Bagley	X	Makenzie Heddens	X	Dan Rice
S	Jordan Bates	X	Clayton Johnson	A	Lisa Rodgers
X	Jessica Bell	X	Kris Koerner	X	Diane Rupp
X	Samantha Boyd	X	Joyce Lash	S	Erin Schwartz
A	Elena Cotos	X	Tera Lawson	A	Wendy Stensland
X	Katie Davidson	A	Steve Mayberry	X	James Studley
X	Kristi Dillon	A	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	X	Christopher Neary	X	Lynn Wellinz
A	Ann Greazel	X	Daniel Nutini	X	Mike White
X	Ben Green	X	Sandy Oberbroeckling	S	Mike Wilson
X	Melissa Gruhn	S	Magann Orth	X	Barbara Wollan
X	Katrina Harden Williams	X	Stacy Renfro		

X = Present, A = Absent, S = Substitute

Guests: Andy Bock, Brenda Behling, Jonathan Wickert, Sheryl Rippke, Julie Nuter, Erin Rosacker, Diana Sloan, Stacy Kilstofte, Mary McGraw, Nancy Quale, and Chad Higgins.

Substitutes: Kathy Box for Magann Orth, Dave Brotherson for Mike Wilson, Ciaran Bowe for Jordan Bates, and Dick Pfarrer for Erin Schwartz

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 amended and approved.
2. Approval of the Minutes
March 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Beth McNeil named Library Dean. McNeil will start July 15. Link to article: <http://www.inside.iastate.edu/article/2015/03/26/library-dean>
- Next Board of Regents meeting is April 22-23. The meeting will be held at the Iowa School for the Deaf in Council Bluffs. There are three new regents joining Board of Regents. A couple of the agenda items include voting on a new Criminal Justice degree at Iowa State and parking rates. Funding decisions will be coming late (due to legislative session) and the Efficiency Study (TIER) continues to move forward on business cases.
Link to BOR website: <http://www.regents.iowa.gov/>

Associate Vice President, University Human Resources (Julie Nuter)

- Please view power point slides (4-6) for UHR update.
- Child Care Feasibility Study - from the results there is demand to fill a 100 slot child care center (includes ISU and the Research Park).
- Other needs identified in the study - affordability and financial assistance, back up care, holiday/vacation care (tied to school breaks), and summer day camp.
- UHR will communicate results, discuss options and prioritize. UHR will also work with the Research Park to develop an RFP for a child care center vendor.
- Central Learning Management System - this would be a university wide system that would support training catalogs, enrollment, and reporting.
UHR website: <http://www.hrs.iastate.edu/hrs/>

College of Engineering imPROVE you Staff Mentoring Program (Chris Neary)

- Stacy Kilstofte presented on the imPROVE you mentoring program (power point slides 8-12). Stacy's contact information for questions: stacyk@iastate.edu
- This is a flexible program that could be scaled to university-wide if there is interest.
 - Pair up peers in similar job duties/function across the university.
 - Program specific to mentoring not to a department, imPROVE you mentoring program could be transferred to other departments.
- A suggestion was made to track retention of employees who participated in the imPROVE you mentoring program to find out success rate.

Link to website: <http://www.engineering.iastate.edu/staff-mentoring/>

4. P&S Council Executive Committee Reports

President (Amy Tehan)

President's Report: On April 23rd I'll be attending the Board of Regents meeting in Council Bluffs and giving a brief statement on behalf of P&S staff at Iowa State. This is something the BOR does every year, and Kevin Schalinske (Faculty Senate) will be giving a statement as well. The Executive Committee is working as a team to write the statement. Following the BOR meeting, it will be posted on the Council website.

The Executive Committee asked Provost Wickert to write a letter of support for P&S Council, which he has provided and which will be posted on the Council website in short order. The letter describes the value that Council brings to the University, as well as the benefits of serving both for councilors and for their employing units. It will be a great tool for staff to use when they approach their supervisors about serving on Council, and is a testament to the administration's recognition of our important role on campus.

Elections are over, as Stacy will announce in the Representation Committee's report. All newly elected councilors will be invited to the May Council meeting, during which committee chairs are planning to give brief overviews of their committee activities. Immediately following that meeting, the Committee Preferences survey will be sent out to all 2016 councilors. This will be an opportunity for you to express interest in a different committee than the one you served on this year, if that's what you want to do, and of course we'll be asking everyone to indicate whether they're interested in serving as a committee chair. Committees will be assigned by mid-May and announced a week or two before the June Council meeting, so that all the committees can meet and get to know one another in June.

For the first time this year (in my memory) we'll be holding a Council meeting in July. We will have one or two business items to address, but the majority of the time we'll be focusing on priority planning. We want to get our ideas together so that we can hit the ground running in August.

Secretary (Kate Goudy-Haht)

- Expenses for March included \$121.00 for monthly IT Web Service fees, Memorial Union rental fees, and Constant Contacts newsletter.

VP for University Community Relations (Clayton Johnson)

- New Employee Orientation happened on March 25th; there were 15 new P&S staff.
- Next New Employee Orientation is April 22nd.
- Mark your calendars - P&S Staff Social is scheduled for May 13 from 3-5 pm in the Harl Commons (backside of Curtiss Hall). More information will be provided soon.

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

VP for Equity and Inclusion (Katie Davidson)

- There is a Town Hall meeting for the Chief Diversity officer position on April 7th from 2:45 to 3:30 p.m. in the Gallery of the Memorial Union. Katie is attending, so you can give comments to her if you are unable to attend.
<http://www.president.iastate.edu/more/cdo2015/>
- COLEGAS is holding Brown Bag Lunches in the Memorial Union every month. For more information you can contact Katie (katied@iastate.edu) or Elizabeth Martinez (emart@iastate.edu).
- LGBTQA FSA is helping to coordinate PRIDE week, April 6-11. Link to website:
<http://www.dso.iastate.edu/lgbtss/on-campus/events/pride-week>

5. P&S Committee Reports

Awards (Lindsey Wanderscheid) - no report

Communications (Robin McNeely) - no report

Compensation & Benefits (Bart Dobson)

- Committee finished salary proposal, will bring to Council in May.

Peer Advisory (Jessica Bell)

- Committee continues to define the group which is an ongoing process
- Committee met with legal counsel and gave them great things to think about.

Policies and Procedures (Kris Koerner)

- Committee is involved in the Policy Development team - Recruitment and Employment Policy is coming up. The timeline is important to consider since reading of motion, comments, and voting may happen over the summer months.
- E-cigarettes - Kris will send out email requesting feedback on the electronic nicotine delivery systems (e-cigarettes) on campus. The Student Government (formerly Government of Student Body) passed a resolution for university administration to consider adding these to our Smoke-Free Campus Policy.
- Feedback needs to be sent to Kris by April 27. Kris will provide an update at next council meeting.

Professional Development (Lynn Bagley)

- Survey feedback from the recent P&S Professional Development conference was very positive! 69% response rate for our post-conference survey. 96% were satisfied or very satisfied with the conference overall.
- Participants prefer to continue to have the conference in February, prefer an all-day conference, and prefer offering both 60 minute and 90 minute sessions.
- The two themes for most valuable part of the conference were networking and opportunity to learn.
- The three themes for why it is important for Iowa State University to provide professional development opportunities were opportunity to learn and connect with other P&S staff, limited opportunities & funding to attend conferences, and personal motivation.
- The PD committee has already begun coordination for the 2016 conference - looking at venue space, dates, and brainstorming themes and structure.
- If interested in helping plan the 2016 conference, let the PD committee know! pands-pd@iastate.edu.

Representation (Stacy Renfro)

- We had a successful election!
- The committee will send out results soon. Right now working on clear communication with new councilors.

6. Unfinished Business and General Orders

Assistance Animals Policy - second reading of motion

- Voted and Motion passes.

7. New Business

Amendment to P&S Council Constitution - passed. 229 voted, 7 no votes

8. Announcements

Announcements from Councilors

- Chris Neary
 - Chris and Stacy Renfro created a short three question survey for College of Engineering P&S staff about how to communicate with them. Chris and Stacy will talk with COE Administration about how to communicate based on responses.
- Ben Green
 - Seminar Series on April 14 - Collaborative Technology and Application Development: One View of Our Future, Jim Kurtenbach, CIO
 - College of Business has a new master's degree - Business Analytics. It is a blended program (online & in-person) <http://www.business.iastate.edu/masters/business-analytics>

- Joyce Lash
 - New Extension & Outreach video - ISU Extension and Outreach Is All about People
<http://www.extension.iastate.edu/content/isu-extension-and-outreach-all-about-people>
- Jeffrey Miller
 - Construction on new Friley dining center has started and expected to be completed and open in 2016. The dining center will have seating for 300.
 - Iowa State Center RFP - currently held by SMG, now up for bid, will be awarded June 1st. This could impact ISU Catering.
- James Studley
 - Department of Residence is building a new residence hall next to Buchanan hall, expected to be open Spring 2017. This new residence hall will have an occupancy of 784 beds
<http://www.news.iastate.edu/news/2015/03/12/newresidencehall>
 - HUB patio project being worked on this summer. HUB will still be open this summer during construction.
- Diane Rupp
 - International Students and Scholars program - Director search will take place
 - Margaret Sloss Women's Center has a new director - Lorraine D. Acker
<http://www.dso.iastate.edu/sites/default/files/DSO/April%202015.pdf>
- Lynn Wellnitz
 - Grants Hub has launched. The next workshop is April 6 - Understanding Department of Energy.
<http://www.vpresearch.iastate.edu/index.cfm?nodeID=79021&audiencelD=1>
- Samantha Boyd
 - Thielen Health Center director search is underway.
 - There will be extended hours at the health center during dead week.
<http://www.cyclonehealth.org/>
 - There is a sponsorship application for student organizations for events. The deadline is April 3rd.
<http://www.studentaffairs.iastate.edu/resources/student-organization-sponsorship-request/>

P&S Council Seminar Series: April 14, 2:00-3:00, Memorial Union Campanile Room - Jim Kurtenbach, Interim Vice Provost, Information Technology, Chief Information Officer (livestream available)

Executive Committee Meeting: April 16, 2:00 AM -4:00 PM, 107 Lab of Mechanics

P&S Council Seminar Series: April 27, 2:00-3:00, Memorial Union Gallery Room - Don Broshar, Human Resources Specialist IV in University Human Resources, Supervisory Survey Assessments Results (livestream available)

General Council Meeting: Thursday, May 7, 2:10-4:00, Memorial Union Gallery Room

Adjournment: TIME: 3:51 p.m.