

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Wednesday, May 7, 2015 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	X	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	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	S	Amy Ward
X	Kate Goudy-Haht	X	Christopher Neary	X	Lynn Wellinz
X	Ann Greazel	X	Daniel Nutini	X	Mike White
A	Ben Green	A	Sandy Oberbroeckling	S	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: Jonathan Wickert, Sheryl Rippke, Erin Rosacker, Brenda Behling, Julie Nuter, Emma Houghton, Erin Kalkwarf, Malinda Cooper, Kara Berg, Lyndsey Mayweather, James Harken, Jen Van Ryswyk, Bethany Burdt, Butch Hansen, Samone York, Nick Van Berkum, Teresa Albertson, Eve Bonner & Rob Wallace

Substitutes: Ashley Weese for Amy Ward, Dave Brotherson for Mike Wilson, & Amanda Currey 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 approved.
2. **Approval of the Minutes**  
April 2015 Regular Council Meeting - Yes, minutes stands as approved.

### 3. Administrative Reports

#### Senior Vice President & Provost (Jonathan Wickert)

- Legislative update
  - Funding is up in the air; the gap between the Governor, Senate, and House is quite wide, agreement has not been met.
    - Session would have ended Friday, May 1, but it is still going, may not have decisions made until end of May or beginning of June.
    - Senate - proposed increased, does not support PBF
    - House - proposed cut, requiring tuition freeze for next year
    - Governor - proposed increased, and supports PBF
- Other funding matters:
  - Increased Student Financial Aid & scholarships.
  - Veterans Access, Choice and Accountability Act of 2014 and Iowa State's designation as a Home Base Iowa Certified Higher Academic Military Partner (CHAMP) mandate that Iowa State provide in-state tuition to all U.S. veterans, active military personnel, and eligible family members beginning July 1, 2015.
- Cathy Kling named to the National Academy of Sciences. For more details: <http://www.news.iastate.edu/news/2015/04/28/klingnas>
- Building renovations:
  - Pearson Hall classroom renovations starting, for more details: <http://www.inside.iastate.edu/article/2015/03/12/classrooms>
  - Marston Hall renovations continue, project completion should be fall of 2016, for more details: <http://www.engineering.iastate.edu/marston/>.
  - Bessy hall renovations starting soon with site preparation
  - For information on building projects: <http://www.fpm.iastate.edu/planning/projects/>.
- Avian Influenza (Birdflu) - this is impacting Iowa poultry farms and communities are being affected.
  - Iowa State is involved with this crisis- CALS, Vet Med, and Extension & Outreach are all playing a role.

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

- Welcomed Emma Houghton at the meeting, she is the new Compensation & Classification Director. Ed Holland is also on board with UHR as the Benefits Director.
- HR-10 - working on developing the policy for recruitment and selection of P&S staff, for more details: <http://www.policy.iastate.edu/>.
- Child Care Center - Eagles Loft run by Bright Horizons may be closing August 31, 2015, working on what options exist for continuing services as well as working with owner of building.
- The power point slides attached with the minutes includes the UHR update - Slide 4.

#### Faculty Senate (Robert Wallace)

- Introduced self as new Faculty Senate President. Robert has been at ISU since 1990; he is a Biologist and works in Bessey Hall.
- Ongoing agenda items for Faculty Senate
  - Faculty Handbook - continually improving and making modifications.
  - Classification for non-tenured faculty
  - Faculty senate retreat with ISU President and Provost in August - revisiting the topic of professional responsibility statements (PRS), quality and content varies at this time.

- Personal goal - to examine what it means to be a collegial member of the University, want to build a sense of community among faculty and staff.

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

##### President (Amy Tehan)

My apologies for missing part of our meeting today. There was a University Budget Advisory Committee meeting scheduled during the same time.

- Representatives from UHR (Julie Nuter, AVP; Emma Houghton, Director of Compensation & Classification; and Ed Holland, Director of Benefits) attended the April Executive Committee meeting. We discussed the Human Capital Report as well as delved more deeply into some compensation and classification issues. It was a productive conversation that we'll certainly be continuing over the summer and into next year.
- We have requested additional funding from the Provost beginning next year, which he has approved. Our annual base funding will go from \$4,305 to an even \$5,000, with additional annual funding to cover the recording and live streaming of our seminar series and the awards breakfast held in the spring for CYtation awards.
- Finally, when you return to your offices this afternoon, 2015-16 councilors will have an email asking for your committee preferences for the upcoming year. This survey will inform the structure of the committees for next year. Please complete the survey by May 15th. Committees will be assigned by May 25th.

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

- Expenses for April included \$176.00 for monthly IT Web Service fees, Memorial Union rental fees, and Constant Contacts newsletter.

##### VP for University Community Relations (Clayton Johnson)

- Campus Leaders Breakfast - several from the executive committee attended with the ISU President and other ISU leadership.
- New Employee Orientation happened on April 22<sup>nd</sup>; there were about 20 new P&S staff; next New Employee Orientation is May 19<sup>th</sup>.
- Mark your calendars - P&S Staff Meet & Greet & Eat is scheduled for May 13 from 3-5 pm in the Harl Commons (backside of Curtiss Hall). If available, council members can help set up at 2:30. Please send the invitation to your constituents. Wear your P&S nametags to the Meet & Greet.

VP for University Planning and Budget (Lisa Rodgers) - no report, the committee is meeting next week.

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

- Lavender Graduation for LGBTQA, Thursday, May 7 from 7-9 p.m. in the Great Hall of the Memorial Union.
- University Committee on Women (UCW) - Megann Orth will be the P&S staff member on this committee.

#### 5. P&S Committee Reports

##### Awards (Lindsey Wanderscheid)

- Annual report was sent out, recommendations were approved for University awards that involve P&S staff, and next fall the committee will initiate a new P&S Councilor award.

Communications (Robin McNeely) - No report

**Compensation & Benefits (Bart Dobson)**

- Bart thanked the committee for hard work on drafting the salary policy and thanked the executive committee for guidance.
- Bart stated this may not be what we get, but we think this is what we are worth.

Peer Advocacy (Jessica Bell) - No report

**Policies and Procedures (Kris Koerner)**

- Kris thanked everyone for feedback on the E-Cig discussion, provided feedback to PLAC, PLAC will present to Mr. Madden, will keep us posted. The feedback was both for and against adding e-cig to the smoke-free campus policy. Kris noted the feedback favored being for putting e-cig language in the policy. If you still want to give feedback, you can on the Policy Library website: <http://www.policy.iastate.edu/>.
- HR-10 Business Case - Recruitment and Employment (changed to Selection) Policy
  - Will not have a motion today.
  - Kris will send documents to councilors to review and provide feedback.
  - Will read and vote during the June meeting (committee is working on a motion).

**Professional Development (Lynn Bagley)**

- Extend thank you for support of the conference from Provost and UHR offices, & partnership with ISU Catering.
- Ended with \$27,494.46 in the account for next conference.
- Continue to plan the 2016 conference, will restructure the committee - will have subcommittees and a chair specifically for the conference.
- Save the date for the 2016 P&S Council Professional Development Conference: February 11 at Scheman.
- Professional Development Opportunity Survey for ISU Leaders and Supervisors results: <http://www.hrs.iastate.edu/hrs/development>. Encouraged staff to look at survey results and have discussions about it.

Representation (Stacy Renfro) - No report

**6. Unfinished Business and General Orders - None**

**7. New Business**

Recommendations for the FY16 P&S Salary Policy - Motion

- Bart read the motion - 1<sup>st</sup> reading.
- Motion to change wording in line 51 - restricted to - voted and passed.
- Suggestion for line 31 to be more defined, discussed to be left general for HR to decide.
- Voted on amended policy first reading, passed (one No vote).
- Motion to suspend bylaws, hold second vote during this meeting, voted and passed (four No votes).
- Bart read the motion - 2<sup>nd</sup> reading.
- Motion to change word in line 16 - Policy to Parameter and anywhere else in document, voted and passed.
- Suggestion to change the word shall throughout the document, discussed historical reasons, decided to move forward with current language.
- Voted on amended policy second reading, passed.

Committee Overviews - see power point slides

## 8. Announcements

### Announcements from Councilors

- Stacy Renfro - Academic Advisors going into Orientation season - good luck and thank you for the work you do!
- Samantha Boyd - Student Health Director Position is now posted, Student Wellness assessment taking place right now, you can provide feedback to Samantha.
- Diane Rupp - ENCORE in D.C. - students and staff from ISU attending.
- Dan Rice - ISU Orientation happening in June - one chance to make a first impression when they are on campus. Put best foot forward!
- Tera Lawson - graduating with a Master's in Education - Congrats!
- Chris Neary - graduating with a Master of Arts in Political Science - Congrats!

**P&S Council Seminar Series:** Emma Houghton, Kayla Kaetzel, and Whitney Grote, University Human Resources, "What's new with the Human Capital Report in FY15?" May 12, 2:00-3:00 PM, Memorial Union Campanile Room

**Professional and Scientific Council Meet & Greet,** May 13, 3:00-5:00 PM, Harl Commons (East side of Curtiss Hall)

**Executive Committee Meeting:** May 14, 9:00-11:00 AM, 107 Lab of Mechanics

**General Council Meeting:** June 4, 1:10-3:00 PM, Union Drive Community Center (Dining Center Mezzanine room), New Councilor Orientation at 11:15 AM, Lunch at 12:00 PM, Committee Meetings for Councilors at 12:15 PM, and Council photo at 12:40 PM

**Adjournment:** TIME: 3:40 p.m.