

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, June 4, 2015 Agenda | 1:10- 3:00 PM | Rm 136 Union Drive Community Center

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	A	Erin Schwartz
A	Elena Cotos	X	Tera Lawson	A	Wendy Stensland
A	Katie Davidson	A	Steve Mayberry	X	James Studley
X	Kristi Dillon	X	Jason McLatchie	X	Amy Tehan
A	Bart Dobson	X	Robin McNeely	X	Lindsey Wanderscheid
X	Glen Galvin	A	Jeffrey Miller	X	Amy Ward
A	Kate Goudy-Haht	X	Christopher Neary	X	Lynn Wellnitz
X	Ann Greazel	X	Daniel Nutini	X	Mike White
S	Ben Green	A	Sandy Oberbroeckling	A	Mike Wilson
X	Melissa Gruhn	X	Magann Orth	S	Barbara Wollan
X	Katrina Harden Williams	X	Stacy Renfro		

X = Present, A = Absent, S = Substitute

Guests: Sheryl Rippke, Erin Rosacker, Brenda Behling, Julie Nuter, Erin Kalkwarf, Malinda Cooper, Kara Berg, Lyndsey Mayweather, James Harken, Jen Van Ryswyk, Bethany Burdt, Butch Hansen, Samone York, Nick Van Berkum, Teresa Albertson, Rob Wallace

Substitutes: Jody Gatewood for Barb Wollan, Karl Schindel for Ben Green

Call to Order & Seating of Substitutes (Tera Lawson) TIME: 1:11 p.m.

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

1. **Approval of the Agenda - Amendments:** Fix a typo to change Kara Berg's term to end June 2016, the June 9 seminar has been postponed to August 11. Agenda stands as approved.
2. **Approval of the Minutes**
May 2015 Regular Council Meeting - Yes, minutes stands as approved.
3. **Administrative Reports**

Senior Vice President & Provost (Brenda Behling)

- The Provost is at the Board of Regents meeting, here at ISU.
- Campus sustainability report is out, presentations today to Regents by the three CIOs.
- No new academic report, moratorium on new programs due to the TIER study.
- Still some uncertainty with next fiscal year budgets. Tentative budget allocation to Regents is \$2.9 million to Iowa, \$2.3 million to ISU and 1.1 million to UNI as one time funds. Permanent base funding details are still being worked out.
- Iowa House approved 14 million more than earlier bill for Regents appropriations, still 30 million below the governor's proposal and 34 million below Senate.
- Question: Regarding the House bill - anything mentioned on performance based funding?
Answer: Indication that it won't be in bill, and tuition freeze is continued.

Associate Vice President, University Human Resources (Julie Nuter)

- Salary parameters were posted in May on the UHR site classification and compensation area; the details were impacted by unknowns regarding the funding situation. Decision was to provide 1% for satisfactory performance with the option for more in early November with a January 1 active date.
- The power point slides attached with the minutes includes the UHR update.
- This week ISU benefits vendors are on site for review, discussion of new plans, etc. UHR has met with four out of seven so far. UHR uses it to do a deep look into content but no rate setting will happen until fall. Overall, our population is healthy and no big changes are expected.
 - Looking to see what wellness features each vendor offers and what can be used at ISU.
- ELOI will launch June 9 on AccessPlus to automate the process now done on paper. Initially it will be for Faculty and P&S new hires. It will lead to the online onboarding (3 weeks later) process to streamline the new hire experience.
- Julie attended the Big 12 HR conference recently. Among Big 12, HR offices are working on large scale initiatives much like ISU. She said those include new systems, software, using shared services; it will be good to use their knowledge base and learn from them.
 - All schools are concerned with reporting Affordable Care Act paperwork and Title IX use and tracking.
 - A retirement readiness survey was done under HR and the business school at Texas Tech to show administration financial readiness of the university. ISU may be able to bring the survey here.
- University child care RFI was sent and some responses were received; they are being reviewed to see how the respondent would provide services, keeping in mind the need to mesh with building requirements and design.
 - Eagle's Nest still planning to close in August but working to get a new lease.
- Question to Julie: At some point in the past, there was no copay for wellness visits but the last 3 years has been a copay. Can we get back that benefit? Julie said it was unlikely due to rate setting requirements but she'd look into it.
- Recruitment and Selection supports training, resources and tools for hiring new staff. Julie has been meeting with a variety of areas to talk about the new policy and how to get from what we do now to supporting units to use new methods. Much is stating current procedures but some is new. Three prongs: coach/consult partnership with UHR and college liaisons, performance support (guides and job aids) and learning to follow laws. New area name change from Recruitment to Talent Acquisition; reflects better the process and system for acquiring new employees.
- There was a question regarding the term vs continuous hiring process and how it affects the type and quality of people interested in a job. UHR will not be setting a policy regarding hiring as term or continuous, they will leave it up to hiring managers to make the best decision. Follow up question: is there data to see if an application pool is smaller for term vs continuous jobs? Julie said that would be a narrow way to look at the data and if it is actually causal.

- Question: Are there retention issues relating to how a position description level is determined? Also, does HR have review personnel who know content areas for reclassification requests? Julie said hiring of a specific class/comp person is indicative of our need to focus on that area. Our turnover is quite low which opens up few jobs so one's ability to move within a job class, and ISU, can be difficult. Business and academic priorities set job needs so UHR doesn't have a large influence on job openings. Emma added that some position classes do top out and people will need to change jobs to move up. She intends to move our structure into a more modern arrangement that will address some of our issues. Tera noted that these issues are huge for all PS staff and we want to be involved with change process.

Faculty Senate (Robert Wallace)

- There are ongoing agenda items for the Faculty Senate and they are actively preparing for a retreat with the FS exec, President Leath and SVPP Wickert on August 17. The FS is finalizing questions for that retreat; many involve more students at ISU and restrained budgets. Items for fall - better definition of NTE faculty since ISU is hiring more of them to do significant amounts of teaching. Also pursue issues coming from faculty going through P&T along the process from unit to college to Provost to President, looking toward mechanism improvement. Some issues are a part of the TIER/Regents mandated list: time to degree and distance education incorporation and expansion - how does it fit in to our ideas of education? Rob got a reminder from a councilor not to forget that staff do some teaching, along with NTE faculty.

4. P&S Council Executive Committee Reports

President (Amy Tehan)

- Her comments will be mailed to all councilors, outgoing and new. They are also attached at the end of these minutes.

Secretary (Robin McNeely for Kate Goudy-Haht)

- Expenses for May included \$785.00 for monthly IT Web Service fees, Memorial Union rental fees, Constant Contact software, food and prizes for Meet and Greet and printing Council brochure. The account balance is \$1,543.

VP for University Community Relations (Clayton Johnson)

- New Employee Orientation happened on May 27, 21 staff attended. He has enjoyed the experience, had the opportunity to make it his own after given the procedure from Stacy last year. He will work with Jessica Bell so she can transition successfully. He reviewed some of his highlights of the year.

VP for University Planning and Budget (Lisa Rodgers)

- Will meet next Monday, no report otherwise.

VP for Equity and Inclusion (Katie Davidson)

- No report but sent in a photo with CY.

5. P&S Committee Reports

Awards (Lindsey Wanderscheid)

- Yearly recap of awards: 18 P&S, 14 individual CYtation, 3 team CYtation and the new Dan Woodin award. They awarded 12 university awards in conjunction with Provost's Office. Started staff spotlights this past year and hope it will continue. They are working on a new proposal for an award to be approved in fall, for outstanding new councilor.

Communications (Amy Ward for Robin McNeely)

- Met with current and new members, discussed role of committee
- Discussed new things coming to committee, will meet to work out details
- Largest new thing is to have a member visit with other committees each month and report back

Compensation & Benefits (James Studley for Bart Dobson)

- Thanked outgoing councilors for their work.

Peer Advocacy (Jessica Bell)

- Year-end report: they changed the committee name, created a charter, revamped their purpose, updated their committee webpage and met with Julie quarterly. The committee has many ideas for things to do in fall.

Policies and Procedures (Kris Koerner)

- Year end: endorsed several policies this past year and she thanked members since they have to meet at unusual times in order to meet deadlines.
- HR-10 Business Case - Recruitment and Employment (changed to Selection) Policy
 - Will read and vote later in the meeting

Professional Development (Lynn Bagley)

- Major accomplishment was the Professional Development conference and they are ready to work on next one.
- Continue to plan the 2016 conference, will restructure the committee - will have subcommittees and a chair specifically for the conference - Kate Goudy-Haht.
- Lynn plans to have their webpages updated next year.

Representation (Stacy Renfro)

- Year end: created representation area lists and assignments for councilors, started updating the list of university committees with PS representatives and asking them to come to meetings and report on the activities. Councilor and officer elections were very successful. They discussed doing a survey to new councilors to find out why they ran and to all councilors to get their ideas after being on Council for a while.

6. Unfinished Business and General Orders - None

7. New Business

Recruitment and Selection P&S Staff Policy - Motion

- Motion to suspend bylaws, hold first and second reading and vote during this meeting, voted and passed (0 No votes).
- Suggestion to explain what suspend bylaws means for new councilors - Tera explained.
- Kris read the motion - 1st and 2nd reading.
- Comment - it was helpful to send the motion out before reading and voting so councilors could send to constituents for feedback.
- Voted on policy, passed (0 No votes).

Nomination of Kara Berg to fill an open term in Student Affairs, Jeff Miller is leaving ISU. Her term will go through June 30, 2016. Kara introduced herself. Kara was approved unanimously.

Recognition of Outgoing Councilors and Presenting Certificates

Recognition of Officers and Presenting Certificates

8. Announcements

Announcements from Councilors

- Mike White - Read the Extension events on their website, many to choose from. Avian flu is huge for IA, \$290 million just in IA due to egg production. They have a hotline for legal information. Answer line for tax info was hit this past spring.
- Chris Neary - Their program imPROVE you inaugural year wrapped up early May, served engineering staff mentoring for PS and Merit, had a nice graduation ceremony.
- Jessica Bell - The floating islands on Lake LaVerne help with algae bloom reduction by filtering water, will be three total, developed and installed by faculty and students in Design and EEOB.
- Amy Tehan - As part of her association with the VP for Research, wants to put together an affinity group for training staff that will help them share ideas - she wants names.
- Samantha Boyd - In Student Affairs, the Director of Student Health Center opening closed last week. Orientation is in full swing.
- Magann Orth - announced she is leaving ISU next week.

P&S Council Seminar Series: No June seminar, rescheduled to August. Next seminar is Emma Houghton, Kayla Kaetzel, and Whitney Grote, University Human Resources, "Position Description and Reclassification" July 14, 2:00-3:00 PM, Memorial Union Campanile Room

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

General Council Meeting: July 9, 2:10-4:00 PM, Memorial Union Gallery Room

Seat and Welcome New Councilors

Seat and Welcome New Executive Committee

Council Group Photo: Taken at the conclusion of the meeting

Adjournment: TIME: 2:53 p.m.

Attachments:

President's Report June 2015

Recruitment and Selection P&S Staff Policy - Motion

**P&S Council Year-end President's Report
2014-15**

1. Communication and Engagement
 - a. Assigned councilors to specific representation areas within the AA division
 - b. Established clear and direct communication mechanism between councilors and their constituents
 - c. Increased networking opportunities for staff, including Meet & Greet, and for councilors – runs, etc.
 - d. Provided regular opportunities for staff to ask questions and get more information regarding university developments such as the TIER business cases
 - e. Established relationships with BFSA, Colegas, LGBTQ FSA, and Asian/Pacific Islander FSA as well as the FSA in general. We plan to build on those relationships and publicize events and activities for staff to join.
 - f. Revamped process for new councilor orientation, content provided and support/knowledge shared before their first meeting
2. Honoring Staff and Providing Professional Development Opportunities
 - a. Coordinated a third successful P&S Professional Development Conference
 - b. Established a new P&S CyTation award honoring Dan Woodin's memory
 - c. Recorded and live streamed seminar series
 - d. Coordinated and hosted the annual P&S Council awards ceremony – 14 Cytation awards and 3 team awards
 - e. P&S staff spotlights – website, newsletter, #highlightingISUstaff campaign
3. Working with University Administration
 - a. Working with Student Affairs and the Office of the Registrar to address issues of staff who are enrolled in courses with regard to accessing certain services that they pay fees for
 - b. Had university administration attend several Exec meetings to work on various issues (Ben Green from IT, Paul Tanaka, Brenda Behling, Julie Nuter, Martino Harmon) – working more closely with administration in general
 - c. Worked more closely with UHR to improve communications to all staff on matters relevant to their careers and job growth
 - d. P&S Council made recommendations and endorsed the following policies during FY15: P&S Positions At-Will and Exempt from P&S Policies, Data Classification Policy, and Assistance Animals on Campus Policy. In June 2015, Council will be working toward endorsing the Recruitment and Selection Policy.
4. Made major revisions to the constitution and by-laws

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Professional & Scientific Council

Council Motion:

Recruitment and Selection Policy

Submitted by:

P&S Policies and Procedures Committee
June 4, 2015.

Whereas,

P&S Council has been asked to provide input on and endorse the draft of the “Recruitment and Selection Policy” and supporting guidelines document.

Whereas,

This new policy specifies the processes necessary during recruitment and selection of Professional and Scientific positions.

Whereas,

P&S Council provided input during the draft formation and revision process through representation on the Policy Library Advisory Committee (PLAC).

It is moved,

That the Professional and Scientific Council suggest that “Hiring Manager” be further defined in supporting guidelines to help with clarity. It is suggested that in the beginning of the recruitment process a hiring manager could be identified for each search. This could be independent of People Admin 7 and provide additional guidance and clarity for the “Hiring Manager” and role responsibilities.

It is moved,

That the Professional and Scientific Council suggest that on line 28 of the policy (and in other respective references) further indicate “selecting **and/or recommending** the candidate for hire”. The hiring manager may ultimately delegate recruiting functions but may still need final approval in the selection process.

It is moved,

That the Professional and Scientific Council suggest that reference to People Admin 7 should be a generic reference to the classification and hiring system in case PA7 is replaced with a different program.

It is moved,

That the Professional and Scientific Council suggest that a stronger statement be made that clarifies a phone screening is a legitimate interview and would need approval.

It is moved,

That the Professional and Scientific Council recommends these changes stated above and endorses the Recruitment and Selection Policy revisions for Summer 2015 implementation.

Distribution:

Steven Leath, President
Jonathan Wickert, Senior Vice President and Provost
Julie Nuter, University Human Resources
Sheryl Rippke, University Counsel, Policy Library Advisory Committee