

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, July 9, 2015 Agenda | 2:10- 4:00 PM | Gallery Room, Memorial Union

2015-2016 Officers:

President: Tera Lawson

Secretary/Treasurer: Kate Goudy-Haht

Vice President UCR: Jessica Bell

Vice President EI: Katie Davidson

President-Elect: Clayton Johnson

Past-President: Amy Tehan

Vice President UPB: Jordan Bates

Attending:

X	Teresa Albertson	X	Melissa Gruhn	A	Lisa Rodgers
A	Lynn Bagley	X	Glen Hansen	X	Diane Rupp
X	Jordan Bates	X	Katrina Harden Williams	X	Karl Schindel
A	Jessica Bell	X	James Harken	X	James Studley
X	Kara Berg	A	Makenzie Heddens	X	Amy Tehan
X	Samantha Boyd	X	Clayton Johnson	X	Nick Van Berkum
X	Bethany Burdt	X	Erin Kalkwarf	S	Jen Van Ryswyk
X	Malinda Cooper	X	Kris Koerner	X	Amy Ward
S	Katie Davidson	X	Joyce Lash	X	Lynn Wellnitz
X	Bart Dobson	X	Tera Lawson	X	Mike White
X	Glen Galvin	X	Jason McLatchie	X	Lyndsey Williams-Mayweather
X	Kate Goudy-Haht	X	Christopher Neary	X	Barbara Wollan
X	Ann Greazel	X	Daniel Nutini	X	Samone York
X	Ben Green	X	Stacy Renfro		

X = Present, A = Absent, S = Substitute

Guests: Julie Nuter, Emma Houghton, Brenda Behling, Sheryl Rippke, Erin Rosacker, and Elizabeth Salton

Substitutes: Darin Van Ryswyk for Jen Van Ryswyk and Jenny Pollard for Katie Davidson

Call to Order & Seating of Substitutes (Clayton Johnson) TIME: 2:10 p.m.

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

- Approval of the Agenda** - Yes, stands as approved with one amendment - UHR moved to first administrative report (no objections)
- Approval of the Minutes**
June 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Associate Vice President, University Human Resources (Julie Nuter)

- Iowa State voted best place to work Story County (published June 21, 2015 in the Ames Tribune)
- UHR is launching a new employee onboarding checklist on 7/21
- ISU Alert - everyone will automatically be enrolled if not done on own
- Recruitment and Selection policy - P&S Council input has been very valuable. The new policy will help with consistency of hiring across campus. There are many trainings available through UHR including a few new ones: Lawful Hiring, Recruitment & Selection at ISU and a Special Topics Series.

Senior Vice President & Provost (Brenda Behling for Jonathan Wickert)

- July 2nd the Governor vetoed one time funds, through the 2015 legislative session, ISU did receive a 1.2 million operating increase, and there was strong support of Capital projects (40 million for Student Innovation Center over 5 years and 22 million for Advanced Teaching Facility)
- There is record enrollment for summer class session going on right now and expect record enrollment for Fall semester as well

Faculty Senate (Robert Wallace) - no report

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

Since our June Meeting, I have been contacted by The Office of Equal Opportunity and the University Committee on Women and am excited to share that we have begun exploring future interactions and potential collaborations with Professional and Scientific Council.

I also wanted to let you know that I will continue to follow up on the Progress that is being made toward assuring that Iowa State University Employees, who are also taking classes and paying student fees, can receive the services that are provided through Student Fees. Following the Executive Committee Meeting in March with Martino Harmon, Associate Vice President for Student Affairs, Laura Doering, the Registrar, and Pam Cain, office of the Vice President for Business and Finance, I was very encouraged that this was indeed something that could be resolved and all parties were interested in seeing a resolution to this issue and I hope to be able to provide you with more details of how the issue will be resolved at our next meeting.

Clayton and I are currently organizing the Executive Committee Retreat, which will be held on July 30th. One of the topics for the retreat will be organizing Council documents, records, schedules, etc. If any of you is a CyPoint expert or knowledgeable about CyPoint and its capabilities and would be willing to talk with us about what we currently have and if or how it can be improved please contact me. I am looking forward to our work in the upcoming year!

Secretary (Kate Goudy-Haht)

- Expenses for June included money spent on monthly IT Web Service fees, Constant Contact subscription, June new councilor orientation and lunch, gift cards, framed certificates for council members, and live streaming fees. We spent all but \$1.54 of our allocated funds for FY15.

VP for University Community Relations (Jessica Bell)

- The June 16 ISU Orientation had 22 new P&S employees
- Jessica plans to do more with social media this year
- There will be an informal social after council meeting today at Torrent Brewing at 5pm (downtown Ames).

VP for University Planning and Budget (Jordan Bates)

- The Legislature's budget negotiations are on-going; however there has been some movement.
- The Veterans Access, Choice and Accountability Act of 2014 and Iowa's Home Base Iowa Certified Higher Academic Military Partner mandate that Iowa State provide in-state tuition to all U.S. veterans, active military personnel, and eligible family members went into effect July 1, 2015. Currently, 340 students have applied to the program which results in roughly a \$13,000 cut in tuition per student receiving the benefit resulting in an overall tuition cut of \$4.5 million.
- There was a \$2 million increase for employees covered under the collective bargaining agreement.
- Also, there was a \$2.3 million increase for other third-party services and supplies including items such as city services, rent, and insurance.
- Taking these circumstances into account and the fact that Iowa State did receive a less than 1% increase in permanent funding, the 1% was set for salary increases. This 1% increase for professional and scientific staff and faculty totals about \$3.25 million.
- It is projected that enrollment will reach 35,500 students with 6,200 of those students being freshmen. This is a total increase in the student population of roughly 750 students. There was a tuition freeze for the fall semester; however there may still be a possibility for a tuition increase for the spring 2016 semester.

VP for Equity and Inclusion (Clayton Johnson for Katie Davidson)

- The various FSAs are not meeting in the summer; at the August meeting Katie will let Council know fall meeting schedules so they can share with their constituents
- Katie will also report on fall Safe Zone training dates and the process for setting up Safe Zone training for departments
- The first round of interviews for the VP for Diversity and Inclusion will be held this month and next with on-campus interviews in September and October
- There is now a P&S staff vacancy on the University Council on Women. If anyone is interesting in serving on the UCW (can be any gender), please contact Stacy Renfro

5. P&S Committee Reports

Awards (Chris Neary)

- Excited about all new committee members; two are brand new councilors. Lindsey Wanderscheid returns as a non-council member.
- Pending P&S Executive Committee approval, the committee will bring to the August P&S Council meeting a motion for the P&S Outstanding New Council Member Award. This will have a December 1 deadline, just like the CYtation and Team awards.
- Encourage councilors and others to promote #highlightingisustaff.
- Reminder - Please attend the University Awards Ceremony, September 21, 3:30 at MU Great Hall, to honor your outstanding P&S staff members.
- Awards Committee reviews nominations and chooses the CYtation Award, Woodin CYtation Award, Team Award recipients. Committee reviews most university P&S award nominations and then recommends choices to the Provost's Office for final selection:
 - P&S Excellence
 - Carroll Ringgenberg
 - P&S Outstanding New Professional
 - Regents Award for Staff Excellence
 - For P&S Research Award, only Awards Committee chairs sits on university awards committee to review

Communications (Amy Ward)

- First we have talked to the past owners of the P&S Division lists and taken them over so that we can keep them updated for you. Those of you on council before now know that this was a task to keep lists up to date. Our committee will be updating those lists monthly so you will only have to send out the communications in the future. Tera is going to give you a little more information on that in the Representation areas portion of our meeting.
- Barb Wollen from our committee will be sending out a follow up in a few days for all councilors to tweak as necessary to fit their constituents and then distribute.
- Our committee is divided into two task groups, one group will take care of the newsletter and one group is now in charge of the webpage. It is each Committee Chair's job to update their committee page, but let us know if you need assistance. We are always glad to help. We will make sure that the rest of the webpage is up to date, but feel free to let us know if we have missed something. We are new at this!

Compensation & Benefits (Bart Dobson)

- Working with Communications committee
- The committee discussed the idea of a letter to upper administration in regards to 1% across the board salary increase
- The committee also discussed a new idea - a P&S sabbatical program to do a special project
- The committee received updates from Emma Houghton with UHR

Peer Advocacy (Ben Green)

- Improve YOU mentoring program - this committee will meet with representatives from this group about the program, looking into boosting this to University-wide level
- Working on guidelines for committee

Policies and Procedures (Kris Koerner) - no report

Professional Development (Kate Goudy-Haht for Lynn Bagley)

- The committee is in full swing planning the FY16 P&S Council Professional Development Conference
- Save the date: February 11, 2016 at Scheman (Iowa State Center)
- The tag line is *Building YOU, Reinforcing US*
- Notify the PD committee if you have any speaker or topic ideas for the conference and for the monthly seminars

Representation (Stacy Renfro)

- The committee has been busy going through the process of filling open council seats
- The committee needs a P&S staff person to sit on the Sexual Harassment policy committee, if interested or know someone please notify the Representation committee
- A survey is being developed to be sent out to new councilors and seasoned councilors to gather information on how to improve council

6. Unfinished Business and General Orders - None

7. New Business

- Nomination to fill the vacancy in the President's Office representation area (through 6/2016) - Nomination: Whitney Grote, with UHR, council voted, nomination passes
- Priority Planning for the 2015-2016 Professional and Scientific Council Session - split up into groups, wrote down ideas of what we would like to accomplish this council year
- Representation Areas - Council members got together with fellow representation area councilors to discuss communication plan for the year, email lists created for each representation area

8. Announcements

Announcements from Councilors

James Studley - pouring concrete at the Hub, start at 7am tomorrow (7/10), can view from webcam from library

Chris Neary - Sadie Johnson installed mobile stations, Marston Hall renovation on track for May 2016, new CEO of Boeing is a 1986 ISU graduate

Tera Lawson - University Marketing is still in need of volunteers for Iowa State Fair (specific days/times needed)

Diane Rupp - mandatory training in July for FERPA

Ben Green - Wednesday at 2:00 p.m. IT quarterly meeting, AGILE training for IT staff

Lynn Wellnitz - There is an investigator handbook on the VP of Research website

P&S Council Seminar Series: Emma Houghton, Director of Classification and Compensation, "Position Descriptions 101," July 14, 2:00-3:00 PM, Memorial Union Pioneer Room

Executive Committee Meeting: Retreat on July 30, 9:00-4:00

General Council Meeting: August 6, 2:10-4:00 PM, Memorial Union Gallery Room

Adjournment: TIME: 3:51 p.m.