

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, August 6, 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	Ben Green	A	Daniel Nutini
X	Lynn Bagley	X	Whitney Grote	A	Stacy Renfro
X	Jordan Bates	X	Melissa Gruhn	S	Lisa Rodgers
X	Jessica Bell	S	Glen Hansen	S	Diane Rupp
X	Kara Berg	X	Katrina Harden Williams	X	Karl Schindel
X	Samantha Boyd	X	James Harken	X	James Studley
A	Bethany Burdt	X	Makenzie Heddens	X	Amy Tehan
X	Malinda Cooper	A	Clayton Johnson	X	Nick Van Berkum
A	Katie Davidson	X	Erin Kalkwarf	S	Jen Van Ryswyk
X	Kristi Dillon	X	Kris Koerner	X	Amy Ward
X	Bart Dobson	X	Joyce Lash	X	Lynn Wellnitz
X	Glen Galvin	X	Tera Lawson	X	Mike White
X	Kate Goudy-Haht	A	Jason McLatchie	X	Lyndsey Williams-Mayweather
X	Ann Greazel	X	Christopher Neary	X	Barbara Wollen
				X	Samone York

X = Present, A = Absent, S = Substitute

Guests: Julie Nuter, Erin Rosacker, and Sheryl Rippke

Substitutes: Christian Charbonneaux for Lisa Rodgers, Kim Venteicher for Jen Van Ryswyk, Char Hulsebus for Diane Rupp, and Amy Delashmutt for Glen Hansen

Call to Order & Seating of Substitutes (Tera Lawson for Clayton Johnson) TIME: 2:11 PM

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

- 1. Approval of the Agenda** - Yes, stands as approved with one amendment moving the Professional Development committee report to being the first P&S Committee reports on the agenda, no objections.
- 2. Approval of the Minutes**
July 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Written report read by Tera Lawson)

Received permission to include written report

Please accept our apologies for not being with you today. Today is our annual planning retreat for the upcoming academic year. Please accept Jon's apologies for not joining today's P&S Council meeting.

1. BOR. The Board of Regents met yesterday in a telephonic meeting originating from Ames. Items of note for Iowa State include:

- The Regents had the first reading of mid-year 3% tuition increase for resident undergraduates. The increase comes out to about \$100 per student. While we never like to raise tuition, the increase is necessary to help Iowa State accommodate its record growth, given that this year's support from the legislature was not as strong as we had originally hoped.
- The Board heard reports from Huron Consulting and Chazey Partners, who were hired as part of the Regents' TIER initiative.
 - Huron made a series of recommendations regarding sourcing and procurement, based on their analysis in 10 spending categories - office supplies, computers, computer peripherals, scientific supplies, janitorial supplies, maintenance and repair, food, travel, print services, and audio visual services.
 - Chazey Partners was hired to assist with the finance, human resources, and information technology business cases, and they also provided an update.
 - Detailed presentations from both groups can be found on the Board of Regents website.
 - Next steps on implementing the efficiency recommendations have not yet been determined.
- In the Property and Facilities Committee meeting, we proposed the establishment of an ISU Facilities Corporation to facilitate the development of capital projects and have bonding authority. The work of this new corporation will likely begin with the Advanced Teaching and Research Building that is part of the Biosciences Facilities Plan. The Committee also approved our request to move forward with a cremation garden at the ISU Cemetery.

2. Facilities. Speaking of the Biosciences Facilities Plan, design work is coming to an end on both the Bessey and Advanced Teaching and Research Building projects. Construction this summer on Farmhouse lane will enable access to the Bessey construction site.

We are also at the early stages of planning for the Student Innovation Center, which was approved for funding this year by the Iowa Legislature. We have named a project steering committee, and our next step will be to hire an architect.

We have made a number of improvements on Osborn Drive to alleviate congestion during the academic year. Widened sidewalks. Deliveries will be scheduled at off-peak times. Parking during the school day eliminated (parking still allowed at night).

We would like to extend our thanks to FP&M, and to the Division of Business and Finance for their collaborative work with all three divisions, and with Student Government, on all these capital projects.

3. Enrollment. We "officially" count students on the tenth day of classes. I can tell you today that our enrollment projections are strong at both the undergraduate and graduate levels. We'll see another year of enrollment growth at ISU, and of ISU being the largest university in the state. Students continue to choose Iowa State to launch their higher education "adventure," which

is a great credit to our admissions office. The Division of Student affairs did another great job getting our new students on campus for orientation.

4. We are pleased to report that Beth McNeil started July 15 at Dean of the University Library. Beth comes to us from Purdue, and we're very excited to have her on board. She's hit the ground running, and has already started discussions on campus and with faculty about "Open Access" - meaning greater electronic distribution of research publications.

5. While it may seem like we just got done with the budget for FY16, we're already preparing legislative and tuition requests for FY17. We are hopeful the Regents will advance (and the legislature will fund) several issues to address our record enrollments, maintaining quality of our academic programs, and preserving the Iowa State student experience, such as:

- Accelerating our plan to upgrade classrooms and laboratories
- Scaling-up online learning programs
- Building-out IT infrastructure, including wireless network expansion, data center infrastructure, and the deployment of information security software
- And maintaining a safe and welcoming campus, including more security officers

Thank you for this opportunity to provide an update. Jon is looking forward to being back with you next month!

Associate Vice President, University Human Resources (Julie Nuter)

- New Learning Management System - Learn@ISU
 - Will include training and professional development type information(non-academic in nature) offered at ISU
 - Can view training included on Learn@ ISU by topic, unit, as well as through a calendar
 - Training currently on AccessPlus will be transitioned over to Learn@ISU
 - Each department can administer their own courses, handle registration, be the owner of their trainings
 - Employees can see transcript of what has been taken and what enrolled in
 - ISU administrators can see impact training is having on the university
- Suggestion was made to put P&S Seminar Series/Conference on Learn@ISU
- Power point slides with more details included with minutes

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

A lot has happened since our July Meeting! I can definitely tell that the Fall Semester is about to begin!

The Executive Committee Retreat was held on July 30th, during which the Executive Committee reviewed the results of the priority planning discussions from the July Council Meeting. On behalf of the Executive Committee, I would like to thank each of you for your participation in and your contributions to these discussions. The ideas, suggestions, and comments were great!

Our next steps are to finish prioritizing the priorities and, as was the case last year, some of the priorities will be addressed by one or multiple committees and some of the priorities will be addressed by the Executive Committee. As we move forward and work on these priorities I will continue to update you on our progress and let you know when something that we are working on ties back to one of the priorities identified by Council for this year. I would also like to ask all of the committee chairs, that, during their reports they also mention when something they are working on ties back to one of the priorities identified by Council for this year.

Another item from our last meeting that I am working on, which will help to address several of the priorities identified by Council for this year, is getting a meeting scheduled with each of the College and Unit Administrators and the Council Representatives for that College or Unit. I have reviewed calendars and found some dates that appear to work and hope to begin getting these on everyone's schedules next week.

I have also been working with the Representation Committee to appoint individuals to serve as Professional and Scientific Council Representatives on University Committees.

I would also like to take a minute to welcome our newest Councilor, Whitney Grote, who will be representing the President's Office and serving on the Policies and Procedures Committee.

Secretary (Kate Goudy-Haht)

- Expenses for July included Constant Contacts for the newsletter, Memorial Union rental fees for general council meeting and seminar series, IT services and the Executive committee retreat lunch. Remember to sign the sign-in sheets to show you attended.

VP for University Community Relations (Jessica Bell)

- Attended new employee orientation July 14th - 12 new P&S Employee were present
- Highlighted the Tuition Reimbursement program deadline coming up August 16th and the seminar series topic "Position Description 101" with Emma Houghton, UHR
- Next New Employee Orientation is August 18th
- Iowa State Fair - Anyone going?? Get some photos of the ISU booth and ISU employees working at it. If possible, get their names too! Let's keep #HighlightingISUStaff!!!
- BYOL (Bring Your Own Lunch) - August 19th, 11:30 - 1:00 p.m. If you are able to attend, please join us with your lunch and your co-workers! Send a note to your constituents to join us. Nothing formal, just lunch and networking! Please wear your P&S Council nametag. This is hopefully the first of many BYOL's that will be held at various dates and places. If you have any ideas where or when to hold future events, please let me know!

VP for University Planning and Budget (Jordan Bates)

- This coming Tuesday, August 11 from 2:00-3:00pm in the Gallery Room in the Memorial Union is the next Council Seminar Series event, Dave Biedenbach, Assistant Vice President for Financial Planning and Budgets will be presenting an Update on FY16 Budget Development.
- At the last council meeting I discussed that although there was a tuition freeze for the Fall semester, there may be the possibility for a tuition increase during the Spring semester. The Board of Regents released a proposal calling for a 3% tuition increase to go into effect for the Spring semester. Resident undergraduate students could see a \$100 increase in tuition. If approved, it would raise an estimated \$1.65 million in additional revenue for Iowa State. The board discussed this proposal during their meeting yesterday and will vote on the proposal during their next meeting on September 9.

VP for Equity and Inclusion (Katie Davidson)

- The Faculty & Staff Affinity Council wants to help ensure that diversity, inclusion and social justice are explicitly woven throughout the new strategic plan. To this end, a task force was assembled that is comprised of members from the Affinity Council's constituent organizations including: the Asian American & Pacific Islander Faculty & Staff, the Black Faculty and Staff Association, Colegas, Building Community, and the LGBTQA+ Faculty and Staff Association.
 - The task force was asked to complete the following items: (1) gather input from the membership of constituent organizations, (2) create a set of recommendations for the university strategic planning committee, and (3) provide follow-up information to the committee if asked.

- As of the beginning of August 2015, the task force has gathered input and is currently finishing the drafting phase of the recommendations. The recommendations will be provided to the Affinity Council, for review and comment, before the edited version will be sent to each of the constituent organizations for feedback. The task force will review all feedback, make final edits to the recommendations, and submit the document to the Affinity Council for final approval before submitting the recommendations to the Office of the President.
- The Colegas Fall Reception will take place on Friday, September 11 at 5 PM. To make sure that you receive the email invite with more details, please contact Diana Sloan (dsloan@iastate.edu).
- Save the date for the lecture “Why We Should Care About the World and Want to Change It” by Nicholas Kristof, Pulitzer-Prize winning New York Times columnist and co-author of two books that became PBS documentaries about turning oppression into opportunity. The event will be held Monday, September 14th at 8:00 pm at Stephens Auditorium.

5. P&S Committee Reports

Awards (Chris Neary)

- Each committee member is developing small feature stories of 2014 P&S Cytation and Team Award winners - for promotion on P&S Council social media and newsletters - #highlightingisustaff
- Will discuss the Professional and Scientific Outstanding New Council Member Award in General Council Meeting’s New Business
- Friendly reminder - Please attend the University Awards Ceremony on Monday, September 21, 3:30 p.m. in Memorial Union’s Great Hall

Communications (Amy Ward)

- The communications committee is still working on management of the lists that councilors use to send correspondence to their representation areas
- Please let the communications committee know if you are having any trouble with sending to any of the individual area lists - pands-c@iastate.edu

Compensation & Benefits (Bart Dobson)

- The committee talked about the sabbaticals for P&S staff. Joyce Lash has reached out to UNI & U of Iowa, with only UNI responding so far. The committee will be submitting information to next month’s newsletter asking for input from our constituents.
- The committee updated the Compensation and Benefits webpage and addressed a couple of concerns that were brought to the committee’s attention.

Peer Advocacy (Ben Green)

- The Peer Advocacy committee was very productive today. They are planning for the year ahead, which includes inviting guests to their committee meetings (eg. Stephanie Downs).
- The committee began work on a mentoring study. Mentoring has been identified as a priority for the P&S Council to look into this year.
- The committee met with staff associated with the College of Engineering’s imProve you mentoring program (<http://www.engineering.iastate.edu/staff-mentoring/>).

Policies and Procedures (Kris Koerner)

- We had a small group in our committee meeting today but we discussed our involvement (representation) on the policy development team for Video Cameras, Administrative Uses

Policy (formerly referred to as Video Monitoring Policy). They are working to finalize the policy and supporting guidelines so we will have more information coming soon.

- I also wanted to share that Mr. Madden has made a statement referring to e-cigarettes. Some of you have asked about the outcome of providing our feedback a while ago. ISU currently does not have a university wide policy regarding e-cigarettes on the campus but individual programs or events do prohibit their use as a condition of admission, residence areas or in classrooms. A proposal is being initiated to include the addition of “electronic nicotine delivery systems (aka, ENDS or e-cigarettes)” within the current Smoke-Free Campus policy. A draft of the revised policy will be shared with the campus community for comment during September/October of 2015. Depending on the comments received a possible effective date of this revision would be January 1, 2016 (or sooner). PLAC will meet the end of August so I’ll have more information at our next Council meeting if we’ll be asked to endorse the revision. We may not need to go through a motion if there are minor changes. They may not ask for us (as Council) to endorse. If not, it will just be open for public comment and anyone is welcome to provide feedback during that time. But I will provide more information as it becomes available.

Professional Development (Lynn Bagley)

- The Professional Development Committee is still actively planning the upcoming 2016 Conference, scheduled for February 11, 2016, at Scheman.
- The tag line is, “Building YOU, Reinforcing US,” with sessions that will focus on “YOU” and others that will focus on “US” or the team. This is in line with the building block idea that was started at the April PD Committee meeting. This tag line, or theme, actually appeared in the recent Inside Iowa State email that was distributed on campus! Since the PD Conference benefits all Professional & Scientific staff at ISU, the PD Committee welcomes all suggested topics and presenters for consideration, so please send these suggestions to us at the following email address - pands-pd@iastate.edu.
- We are also interested in receiving suggested topics/presenters for the monthly seminar series, so please send these suggestions to the same email address - pands-pd@iastate.edu.

Representation (Amy Tehan for Stacy Renfro)

- The committee is developing two surveys for councilors this year:
 - 1) Survey for new councilors - what motivated you to run, how did your first few meetings go, etc.
 - To be sent out September 4th (after September Council meeting)
 - To be completed September 11th
 - 2) Survey for existing councilors - demographics (years of service, etc.), next year’s priorities
 - To be sent out after April Council meeting
- The committee is working on a comprehensive list of all standing university committees. Right now there are 95, with a total of 24 P&S representatives on 19 of the committees. Some of these representation assignments are tied to specific roles on Council, and some other assignments that are not tied to specific roles should be. We are reaching out to administration, committee leaders, and P&S representatives to confirm our information and make sure our list is accurate. This process will take some time but we are hoping to have it finished by the beginning of the spring semester. We are also keeping a list of ad-hoc appointments and past appointments.

Unfinished Business and General Orders

None

New Business

P&S Outstanding New Council Member Award - Motion

- Chris completed the 1st reading of the P&S Outstanding New Council Member Award.
- This award would fall under the Cytation Awards given out annually in the spring.
- Discussion: the following questions and concerns were raised - how many eligible, would a list of those eligible be available, wording of title, spell out P&S and place after New, make those changes throughout document, language about eligibility should be cleared up, elected vs appointed, several had comments about language, comments about timeline, comments about if this award should be given, need to clarify requirement of being a member at the time the award is given, clarify when nominations are due, review the first paragraph, add *and constituents* in 2nd bullet and add *Iowa State University* in 3rd bullet
- Thank you to this committee for starting the process of having a new award
- It is strongly encouraged to send additional comments to the committee before the next Council meeting so they can be reviewed by the committee. Send comments to: pands-a@iastate.edu.
- A new version of this motion will be sent out with the general P&S Council meeting agenda.
- During the second reading at the September general P&S Council meeting, any suggested changes will be through amendments and each voted on before moving forward.

Announcements

Announcements from Councilors

- Teresa Albertson - LAS annual picnic and bake sale for the United Way in front of Catt Hall, September 3rd from 11:00-1:00 (<http://www.las.iastate.edu/annual-las-picnic-scheduled-for-sept-3/>). New book to check out written by two ISU-LAS alums: <http://www.las.iastate.edu/100-things-isu-fans-should-know-do-before-they-die/>.
- Chris Neary - Stacy Renfro coordinated the Summer Research Experience (<http://maize-surface-lipids.gdcb.iastate.edu/RET-YES>) for students and teachers; it was a great success!
- Makenzie Heddens - Alliance for Iowa State would like fresh topics for the newsletter, please send ideas to Mak at mheddens@iastate.edu. Story ideas should have a statewide or national reach, or recognize outstanding ISU Alumni. Please run your story ideas by your college/unit communications director before sending to Mak.
- James Harken - Iowa State Fair is August 13-23, ISU Extension staff will be all over the fairgrounds providing great experiences to fair-goers! For more information: <http://www.extension.iastate.edu/content/visit-camp-cy-iowa-state-fair-0> or <http://www.iowastatefair.org/>
- Jessica Bell - Hort Farm is selling fruits and vegetables - <https://foodlo.cals.iastate.edu/> Meat lab is selling meat on campus - <http://www.meatscience.ag.iastate.edu/meat-sales> Dairy Science Club is selling ice cream on Wednesdays from 11:00-1:00 in Kildee Hall.
- Ben Green - IT will not make any major changes the week before and the week after classes start, non-student requests will be low priority so IT can focus on student requests.
- Kristi Dillon. - For staff that utilize the Tuition Reimbursement Program, there is a deferment reimbursement form online to fill out through AccessPlus. For more information: <http://www.ubill.iastate.edu/u-bill/payment-options/employer-reimbursement>

P&S Council Seminar Series: Budgeting and Financial Management at Iowa State - David Biedenbach, Assistant Vice President, Office of the President, August 11, 2:00-3:00 PM, Memorial Union Gallery Room

Executive Committee Meeting: August 13, 9:00-11:00 AM, 107 Lab of Mechanics

General Council Meeting: September 3, 2:10-4:00 PM, Memorial Union Gallery Room

Adjournment: TIME: 3:46 PM