

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, September 3, 2015 Agenda | 2:10- 4:00 PM | Pioneer 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	X	Daniel Nutini
X	Lynn Bagley	X	Whitney Grote	X	Stacy Renfro
X	Jordan Bates	X	Melissa Gruhn	X	Lisa Rodgers
X	Jessica Bell	X	Glen Hansen	X	Diane Rupp
X	Kara Berg	X	Katrina Harden Williams	X	Karl Schindel
X	Samantha Boyd	X	James Harken	X	James Studley
X	Bethany Burdt	X	Makenzie Heddens	X	Amy Tehan
X	Malinda Cooper	X	Clayton Johnson	X	Nick Van Berkum
X	Katie Davidson	X	Erin Kalkwarf	X	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	X	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: Brenda Behling, Emma Houghton, Erin Rosacker, Jonathan Wickert, Julie Nuter, Robert Wallace, Jordan Hutchens, Brad Tonyan, Jim Haberichter, Cindy Baas, and Robin McNeely

Substitutes: No substitutes

Call to Order & Seating of Substitutes (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 two corrections - meeting in Pioneer room not Gallery room today and the Executive Committee meeting is September 17 not 18.
2. **Approval of the Minutes**
August 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Associate Vice President/Chief of Staff (Miles Lackey)

- Miles provided slides during his report (not included with minutes)
- FY 16 Salary and Compensation
 - CHAMP mandate - 8 million impact (loss to revenue) as of August 20 and continues to grow, originally projected it would be around 4 million
 - Iowa law is more liberal with eligibility than the Federal law for CHAMP
 - Potential for phased salary adjustments
 - Approximately 200 individuals received more than 1% (faculty and P&S staff - market adjustments, retention increases, reclassification)
 - Prospects for additional increases for FY16 - looking very unlikely at this point
 - Simply stated - expenses out pacing revenue
 - Executive compensation - Board of Regents (BOR) determines the presidents' salaries for state institutions
- Performance Based Funding (PBF) is absent from Appropriations Request, instead Board of Regents will address inequities by requesting from the legislature different increase amounts, ISU - 8 million, UNI - 7 million, and U of Iowa - \$0

Senior Vice President & Provost (Jonathan Wickert)

- Encouraged us to continue asking the salary/compensation questions, continue to raise these issues
- Will announce enrollment numbers at BOR meeting next week, projected to be around 36,000 (approximately 34,500 last year)
- Dean Pam White will be retiring at end of academic year, already starting search process. CHS is in good condition, proud of where the college is at right now.
- BOR meeting next week
 - will discuss/approve budget request then take to the legislature
 - 3% tuition increase for spring semester will be voted on
 - no new capital projects for spring (two buildings currently being funded - Bio Sciences and Student Innovation Center)
 - Next capital project for future will be a Veterinary Diagnostic Lab (100 million project)
- Ames named *Healthiest City* in the United States by 24/7 Wall St (a partner with USA Today)

Associate Vice President, University Human Resources (Julie Nuter)

- Julie provided slides for her report (emailed out with minutes)
- Provided an update on professional development opportunities as well as recruitment and selection training opportunities (handout).
- Learn @ ISU will launch this fall
- Discussed data of P&S employees and student enrollment - growth over last 10 years (see slides)
 - Continuing the focus on P&S staff and the size and impact P&S have on the university, AVP Nuter shared some data. The slides AVP Nuter shared are in response to a recent email exchange about P&S staff not being recognized. The exchange was related to an Inside Iowa State article that caught the attention of a P&S staff member; the article that generated conversation is found at:
<http://www.inside.iastate.edu/index.php/article/2015/08/20/facts>

In the email exchange, an observation was made that the growing student enrollments are not being matched by growth in staff. The chart (page 2) captures data about the growth of faculty and staff headcount relative to student enrollments (ISU Fact Book 14/15). Obviously, it's been modest growth and not at a similar pace to enrollments. Faculty headcount increased by 9.1% and P&S Staff by 17.2% over 10 years (2005-2014).

- However, Nuter also talked about what the data indicates and how UHR does have a line of sight into P&S staff (as well as our faculty).
- Looking at the chart on page 2, she acknowledged that ISU traditionally operates from a very lean standpoint. And the enrollment growth does create pressures and demands on all of us. It can mean increased workload, increased stress, and it can contribute to a sense of imbalance in the personal and professional spheres of life and work. The conversation at the P&S Council involved sharing from Councilor perspectives. Staff shared what they are experiencing in a lean university.
 - space has become a premium so departments charging other departments to use their space
 - more critical situation if someone leaves
 - more work at night and weekends when completing construction on classroom enhancements, parking on campus for construction workers is difficult
 - over-burdened advisors do not have time to talk about study abroad programs with students
 - technology maintenance/enhancements not be keeping up with demand
 - Staff hiring is not keeping up with increased enrollment
 - Extension staff can no longer tap into faculty time due to being too busy, now a disconnect between extension and faculty
 - No longer have discretion to help out with a project due to being too busy keeping up with current demands
 - Nuter then posed the question, “in what ways can we begin to address that?” Given that a simple or single solution won’t solve everything we have to look at other ways. For example, she shared that the Board of Regents TIER effort in some ways contributes to re-envisioning how work gets done-because adding money, adding people alone doesn’t resolve everything. In fact, outcomes from TIER did emphasize the need for systems that support our ‘business’ as a university. That through addressing process efficiencies we can get out of labor intensive, manual work.
 - The last slide Nuter shared highlights UHR efforts to keep an eye on ways in which the talents, energy, and commitments of our faculty and P&S staff are ‘top of mind’ and recognized. Nuter laid out areas - the rewards of working at ISU - that UHR has been mindful of and continues to make progress, albeit at a measured pace.

Faculty Senate (Robert Wallace)

- Looking at recommendations of the PRS taskforce and will finalize the process
- Jim Kurtenbach will speak at next Faculty Senate meeting about IT needs and future initiatives
- New minors will be reviewed and voted on in next couple of meetings
- Raised issue of legality of professional note takers (job opportunity email sent to students) - it is in violation of copyright policy, violation of faculty handbook, and may be in violation of student conduct code. Please pass along to students you know to encourage them to not pursue this job opportunity, would not be in their best interest.

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

I want to share with you several things that have occurred since our August Meeting:

- We have made significant progress toward assuring that Iowa State University Employees, who are also taking classes and paying student fees, can receive the services that are provided through those student fees! We are still working on a couple of components of this priority and I look forward to being able to formally share the final outcomes with you at our October Meeting.

- Another priority that we are looking into is the possibility of changing the tuition reimbursement from a 3 credit maximum to a 4 credit maximum. We have done some preliminary research, made some inquiries, and have looked at the information provided from the Work-Life Balance Committee several years ago regarding increasing the tuition reimbursement maximum. I have referred this priority to the Compensation and Benefits Committee for additional research and hope that we will be able to bring this to Council for action yet this year.
- Several members of the Executive Committee met with the consultants from the Huron Consulting Group, who have been asked to conduct focus groups and gather functional requirements related to the University HR, Benefits, Payroll, Student Information, Financials, Budget and Planning, and Post-Award Grants Management functions. The functional requirements identified through this process will be used to create a Request for Proposals (RFP) for a software vendor to replace the current systems with an enterprise resource planning system (ERP). This ERP would include the replacement of several core systems and hundreds to thousands of additional databases, systems, spreadsheets, and paper forms. The current timeline includes: the RFP being released by the end of October and the University selecting a software solution by the end of this calendar year. The Executive will continue to ask for updates and to be involved in this process on behalf of Council and we will continue to share information with you as we receive it.
- President Leath will be sharing his priorities and goals for this academic year on September 10th beginning at 7 PM with a question and answer session following his remarks. I will be attending in person and would like to encourage those of you that are able to attend to do so as well. There will also be a live stream available from the president's website, and the speech will be live Tweeted @IowaStateUNews. This is a great opportunity for not only Councilors, but all Professional and Scientific Employees to be informed about what initiatives the University will be working on in the upcoming year.

Thank you!

Secretary (Kate Goudy-Haht)

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

VP for University Community Relations (Jessica Bell)

- I attended New Employee Orientation on August 18th, 26 P&S Employees were present.
- There are so many new hires for the new school year that there are 2 orientation sessions in September, 15th and 25th.
- I will have updated handouts for the sessions.
- Thank you to those who attend the first BYOL (Bring your own lunch) on August 19th. I do apologize to those that tried to attend but could not find us. To remedy the issue, we are working on a portable banner that we can use at Professional and Scientific Council Events around campus to highlight the event. The next BYOL is in the works, potentially during Homecoming in the end of October.

VP for University Planning and Budget (Jordan Bates)

- Jordan provided slides for her report (emailed out with the minutes)
- There are notes about the information presented on the slides (click on notes at the bottom of the slides)

VP for Equity and Inclusion (Katie Davidson)

- LGBTQA+ Ice Cream Social was a huge success with over 500 faculty, staff, and students in attendance.
- Reminder: Colegas Fall Reception is next Friday, September 11th at 5:00 pm. To receive the e-mail invite with more information, e-mail Diana Sloan at dsloan@iastate.edu
- Working with Dr. Hill and MSA to get P&S Staff more involved in ISCORE (Iowa State Conference on Race & Ethnicity). Save the date for the FREE March 4th conference. I will report more information on volunteer opportunities & attendance at our next meeting.
- The DiverCyty kick-off event is Thursday, September 24th from 9-4 and Friday, September 25th from 9-12. The DiverCyty network is a "train the trainer" program that helps individuals to develop their own presentation related some way to diversity, whether it's through use of inclusive language, talking about bias, or other social justice issues. The program meets once a month throughout the academic year. If you'd like more information email Katie at katied@iastate.edu.
- Please notify your constituents about the upcoming October 7th Regents Disability Awareness Summit at the University of Iowa. (This is a Council meeting day, FYI.) Steve Moats from Disability Resources and Robin Kelley from the Equal Opportunity Office will be taking a van (or vans) to the summit. The summit breaks people up into groups based on the accommodations they encounter, so faculty groups, administrative groups, staff groups, student groups, etc., so they can talk about the situations they encounter and the best ways to handle them. This is a great way to collaborate and share ideas. We hosted the Summit last year and about 120 people attended, with a huge contingent from the U of I, so it would be great to send a large group from Iowa State.
- Disability Awareness Week at Iowa State is October 19-23. I'll review the included activities at our October meeting.
- I spoke with Ross Wilburn (and he cleared me to report on the following efforts in a public forum), the Extension Diversity Officer about what's going on in Extension and also plan to invite him to speak at an upcoming Council meeting in case there are Councilors representing Extension who haven't had the chance to meet him in person yet.
 - Extension is working on modifying facilities to make programs more accessible to potential participants.
 - Extension is also forming a Strategic Planning committee to work together on diversity topics. The committee will be comprised of individuals from the agriculture sector, human sciences, field specialists and others.
 - Finally, Extension will be working with Washington University extension to implement an in-person training initiative called "Navigating Differences". This is a training that 7 State Extension offices currently implement that was developed specifically for Extension employees and enables them to facilitate diversity trainings.
- Call for nominations for the Martin Luther King, Jr. Advancing One Community Awards. Will briefly review information found here: <http://www.provost.iastate.edu/what-we-do/diversity/mlk>
- University Vice President for Diversity & Inclusion candidates will be on campus in September. There are 4 candidates and here are the dates, times, and locations of their public open forums:

Candidate 1: Tuesday, September 8, 9:45 - 10:45 am, Gallery, Memorial Union

Candidate 2: Friday, September 11, 1:15 - 2:15 pm, Pioneer Room, Memorial Union

Candidate 3: Tuesday, September 22, 10:15 - 11:15 am, Campanile Room, Memorial Union

Candidate 4: Friday, September 25, 9:45 - 10:45 am, South Ballroom, Memorial Union

5. P&S Committee Reports

Awards (Chris Neary)

- Committee members have completed staff spotlights on past CYtation Award winners - will publish soon
- Developed goals for 2015-2016
- Anticipate call for nominations at the end of this month (all nominations due December 1):
 - CYtation Award
 - Woodin CYtation Award
 - Team Award
 - Outstanding New Professional and Scientific Council Member CYtation Award
- Please attend, and encourage constituents to attend, the University Faculty and Staff Awards Ceremony, Monday, September 21, 3:30 p.m., Great Hall in Memorial Union

Communications (Amy Ward)

- In the coming month our committee will be updating documentation in the newsletter and on the webpage. In order to make verbal and written communications more consistent, Executive Council has decided that we will be using Professional and Scientific Council (Spelled out) and P&S Employees (in place of the word staff). We were using different verbiage everywhere and thought it would be good to be consistent.
- The email/calendar pandscouncil@iastate.edu has been created to send the newsletter from and we will be working this month to add permissions and events to the calendar. It was decided during the meeting that we will send invites so that our meetings will show on individuals' calendars and those that do not wish to have these meetings on their calendars can decline the invitations.
- Department lists should all be up to date and working. Our committee has taken on the task of updating the lists and will do it manually until the automated update is in place.

Compensation & Benefits (Bart Dobson)

- Very active meeting
- Visited about Miles Lackey's upcoming visit to council.
- Talked about the Fair Labor Act and how that could impact ISU
- Started discussion around the format of the upcoming salary recommendation & the timing of it

Peer Advocacy (Ben Green)

- We had another productive month & meeting today!
- We are continuing to make progress on our mentoring study. As you may recall, mentoring was identified as a key topic to study this year. We are looking forward to looping back with Exec committee to share our work.
- We are also moving forward with solidifying the rules and guidelines that govern our committee, such as what we can do, what we must do (for example mandatory reporting requirements). We believe this documentation will be critical for ensuring the future success of this committee, and ensuring that we can help other P&S staff while protecting P&S Council and mitigating any risks that may arise from sensitive situations that we may deal with.

Policies and Procedures (Kris Koerner)

- The Smoke Free Campus Policy has now been revised to include e-cigarettes. Language regarding nicotine was taken out to include any chemical that may be in e-cigs. This policy will be open for public comment soon so check out the policy library. You can also send feedback to our committee once it has been posted and we will make sure to forward your feedback. pands-pp@iastate.edu

- There was an article in Inside Iowa State on August 27 announcing a web accessibility coordinator. There is also a new website accessibility policy. This was discussed at last week's PLAC meeting. The policy will provide high level key definitions, outline documentation requirements, and expectations for creating accessible websites and digital content for use on campus. Our committee will be reviewing this policy in the coming months and provide additional information at a later date.
- The Video Cameras, Administrative Uses Policy will soon be out for open comment. Our committee has already had an opportunity to review the policy and provide feedback to the policy development team so we'll be bringing something forward to all of you soon.
- Another policy we'll be reviewing in the coming months is the Discrimination Harassment Sexual Misconduct Policy. There is no draft at this time but again will keep you posted as we have more information.
- A topic mentioned several times in PLAC has been about Drones/Unmanned Aircraft Systems (UAS's). A policy will be generated surrounding the use of drones/UAS. A policy development team will be created and as more information becomes available I will share.

Professional Development (Lynn Bagley)

- The Professional Development Committee is still actively planning the upcoming 2016 PD 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.
 - We have updated the conference website with a few details for the 2016 event, and have added links on the main P&S Council website and the PD Committee website connecting folks to the conference page.
 - Keep watching for more details to be uploaded as we have them!
 - As previously stated, 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.
- There are quite a few of the Professional & Scientific Council monthly seminars now scheduled for the current academic year (details are posted on the website). They are scheduled for the second Tuesday each month, from 2:00-3:00 pm.
 - September 8, 2015 Don Broshar, University Human Resources - "Survey Results in New Professional Development Opportunities" - MU Pioneer Room
 - October 13, 2015 TBA - MU Campanile Room
 - November 10, 2015 University Human Resources - Overview of 2016 Benefits - MU Pioneer Room
 - December 8, 2015 Nancy Franz, Professor Emeritus, ISU School of Education - "Ten Tips to Reaching Your Full Potential" - MU Pioneer Room
 - January 12, 2016 Donna Donald, Human Sciences Specialist, Field Operations & Kristi Cooper, Human Sciences Specialist, Family Life - "Caregiving Relationships: Conversations on Aging" - MU Gallery Room
 - February 9, 2016 Monthly seminar cancelled as the PD Conference is scheduled for February 11, 2016, Scheman Building
 - March 8, 2016 TBA - MU Gallery Room
 - April 19, 2016 Denise Williams-Klotz (more details coming) - MU Gallery Room
 - May 10, 2016 TBA - MU Gallery Room
- If any P&S employee has suggested topics/presenters for the monthly seminar series, please send these suggestions to the same email address - pands-pd@iastate.edu (or you may contact Lynn Bagley directly - labagley@iastate.edu).

Representation (Stacy Renfro)

- The Representation Committee reviewed appointments for four university committees. We will send these recommendations to Tera Lawson for her consideration.
- Also, we now have a complete list of the official university committees; we continue to review and update this list. We plan to email all of the current appointees and inquire about their interest in continuing to serve and make them aware that we will have a new follow-up process to gather information from them. We plan to send out a survey link to the representatives every semester and then invite them to Council meetings as needed.
- Our committee is also considering a more formal link between university committee appointments and council positions such as VP and Chair positions. This is an ongoing discussion and we will keep the Council updated as the dialogue continues.
- The new Councilor survey will be sent out as soon as the Executive Committee can review a final draft. Mid-September is the target date.
- We plan to review the substitutes list on the P&S Council website and make suggestions for updates. We also plan to review our committee page and make updates.

Unfinished Business and General Orders

Motion to approve Outstanding New Professional & Scientific Council Member Cytation Award - Second Reading

Opened for discussion - there was no discussion

Voted - passed (1 No vote)

New Business

None

Announcements

Announcements from Councilors

- Teresa Albertson - She put LAS information on table outside of room about career fairs, new communications director, and leadership opportunities
- Chris Neary - there is a video created by College of Engineering about ISU alumni that helped build the new South End Zone at Jack Trice Stadium
<https://news.engineering.iastate.edu/2015/09/03/how-iowa-state-civil-construction-engineering-alumni-built-the-jack-trice-stadium-south-end-zone/>
- Lynn Wellnitz- the Grants Hub has seminar opportunities
http://www.vpresearch.iastate.edu/en/for_researchers/workshops_training/
- James Harken - new attendance record at Iowa State Fair, many ISU Extension staff worked at the fair to help make it a great success! <http://www.iowastatefair.org/media-center/news-releases/2015-iowa-state-fair-breaks-all-time-attendance-record/>
- Makenzie Heddens - surpassed 100,000 ISU alumni living in Iowa!

P&S Council Seminar Series: Survey Results in New Professional Development Opportunities, Don Broshar, University Human Resources Consultant, September 8, 2:00-3:00 PM, Memorial Union Pioneer Room

Executive Committee Meeting: September 17, 9:00-11:00 AM, 107 Lab of Mechanics

General Council Meeting: WEDNESDAY, October 7, 2:10-4:00 PM, Memorial Union Gallery Room

Adjournment: TIME: 4:04 PM