

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, November 5, 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	X	Daniel Nutini
X	Lynn Bagley	S	Whitney Grote	X	Stacy Renfro
X	Jordan Bates	X	Melissa Gruhn	X	Lisa Rodgers
X	Jessica Bell	A	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	A	Makenzie Heddens	S	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	S	Kris Koerner	X	Amy Ward
X	Bart Dobson	X	Joyce Lash	X	Lynn Wellnitz
S	Glen Galvin	X	Tera Lawson	X	Mike White
X	Kate Goudy-Haht	X	Jason McLatchie	X	Lyndsey Williams-Mayweather
X	Ann Greazel	A	Christopher Neary	X	Barbara Wollen
				X	Samone York

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Jonathan Wickert, Emma Houghton, Erin Rosacker, Sheryl Rippke & Robert Wallace

Substitutes: Robin McNeely for Amy Tehan, Michelle Knapp for Whitney Grote, David Orman for Glen Galvin, and Mike Hamilton for Kris Koerner

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

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

1. **Approval of the Agenda** - Yes, with an addition to New Business (Campus Safety Summit Summary), stands as approved.
2. **Approval of the Minutes**
October 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Reaccreditation of the University happens every 10 years. The Higher Learning Commission (HLC) completed a site visit recently (Sunday-Tuesday, November 1-3). They looked at the budget model, diversity issues, assessment of academic programs, and increased enrollment. In about two weeks ISU will receive a written report from HLC.
- ISU Strategic Planning recently had a kickoff to start the process to develop the next five year plan. The six subcommittees include: Student experience, Research profile, Economic development and service to Iowa, Campus environment, Infrastructure enablers, and Additional creative opportunities. The committees will be solidified with faculty, staff, student, and stakeholder members. Draft of strategic plan should be completed around spring break (March), then public comment period, and finally should wrap up summer 2016.
- Efficiency study (TIER) on academic programs - Elearning and Enrollment Management report is available on BOR website:
<http://www.regents.iowa.gov/Meetings/DocketMemos/15Memos/October2015/pappaspowerpoint102115.pdf>. Consultants really understood the differences between the three state universities.
- Question from Council member about training for teaching online courses. Dr. Wickert mentioned the Online Teaching Hub through the library (<http://www.celt.iastate.edu/online-learning-hub/>), President's Flip Classroom Initiative (<http://www.celt.iastate.edu/online-learning-hub/projects/flipped-initiative/>), 80 classes right now that are flipping, impacting over 12,000 students. Need to explore ISU Extension involvement with online learning across the state.

Associate Vice President, University Human Resources (Clayton Johnson for Julie Nuter)

UHR Slides sent out with minutes.

- Annual Benefits Open Change period is from November 2nd - November 20th at 5:00 p.m. A live webcast will take place on November 11 from 9:00-10:30 a.m.
<https://connect.extension.iastate.edu/benefits>

Faculty Senate (Robert Wallace)

- The Faculty Senate continues to discuss revision of PRS (professional responsibility statement) in Faculty Handbook. Task force submitted recommendations in April, tabled until fall, campus-wide survey - proposed action, 4 motions to vote on related to this topic.
- Faculty Senate will be discussing the discontinuing of the Botany major and looking at adding a GIS minor.

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

It has been another busy month for Council and I'm happy to report that we have made some significant progress on several of the priorities identified during our July Priority Planning Session!

During the past month we have continued to look into the possibility of changing the tuition reimbursement from a 3 credit maximum to a 4 credit maximum and on our priority to look into P&S Employees who are also teaching.

In the next month we will continue to move both of these priorities forward by creating documents that propose changes and outline guidelines/best practices.

- We will be working to create a draft guideline/best practices document to guide conversations around Professional and Scientific Employees who also teach. This draft document would include information about:
 - How to calculate the percentage of time P&S Employees dedicate to teaching duties (up to the maximum of 30% as is stated in the Faculty Handbook);
 - The differences between having teaching as part of a P&S Employees Position Description and teaching outside of the position into which the individual was hired;
 - Granting P&S Employees who teach faculty rank, and what that means and or looks like for both the Employee and the Department/Unit
 - How P&S Employees should not have a PRS, what the PD is, and if changes need to be made to the employee's time allocation they should be made to the PD.
 - That conversations need to occur and time spent needs to be discussed:
 - When the individual is asked to take on the teaching position.
 - There is an increased load over time due to student enrollments.

Any Councilors who are interested in helping to draft the guidelines/best practices document for Professional and Scientific Employees who also teach, should contact me as soon as possible as I am pulling together a group to draft this document. Once drafted we will work with the Provost's Office to finalize the document.

- We will also be drafting a proposal suggesting the potential changes to the tuition reimbursement program.

Any Councilors who are interested in helping to draft the proposal suggesting changes to the tuition reimbursement program, should contact me as soon as possible as I will be pulling together a group to draft this document.

My last item today is our second Special Report to Council! 15SP02 Acquiring Additional Information about the Emerging Leaders Academy Leadership Program and the P35 minimum paygrade eligibility requirement for P&S Employees.

Secretary (Kate Goudy-Haht)

Expenses for October totaled \$836.54, this included Memorial Union rental fees, IT services, Council flyer for University Orientations, constant contact newsletter and livestreaming fees for the seminar series.

VP for University Community Relations (Jessica Bell)

I attended the New Employee Orientation October 13th. In addition to the new handouts, I reminded them of the Seminar Series event the same day and highlighted the Employee Tuition Reimbursement Program.

VP for University Planning and Budget (Jordan Bates)

Jordan's slides sent out with minutes.

As discussed during the October meeting, I am in the process of scheduling meetings with University administrators across the representation areas to gain an understanding of the budgeting processes in each area. I met with Dr. Martino Harmon, Associate Vice President for Student Affairs and Bonnie Whalen regarding the budget process for the Division of Student Affairs Central Office and reporting units.

When talking about budget development for the Division of Student Affairs, there are fourteen reporting units involved in the process of submitting information and budget requests:

- Admissions
- Assessment and Enrollment Research
- Dean of Students Office
- Department of Residence
- International Students and Scholars Office
- ISU Dining
- Learning Communities
- Memorial Union
- Office of the Registrar
- Office of Student Financial Aid
- Student Counseling Center
- Student Support Services Program
- Thielen Student Health Center
- Upward Bound and Educational Talent Search

The Division of Student Affairs has a 20 person RMM Student Affairs Advisory Committee that reviews budget requests.

The Senior Vice President for Student Affairs (SVPSA) reporting units submit preliminary budget requests in November. The request assumes a base budget - assuming the resources that were available the previous year will again be available this year. The request are then for incremental increases (new initiatives). Reporting units fill out a Word document for requests and must identify the item requested, business purpose, whether it is a mandatory cost (legal/regulatory), and the impact. Units must prioritize their requests when submitting to the SVPSA. When the information is given to the RMM Student Affairs Advisory Committee in mid-January, the requests are organized by unit, but the Committee sees the raw data and not the prioritization. The Committee then goes through their own ranking process to prioritize requests. The SVPSA considers this information in developing his preliminary request. The SVPSA then submits preliminary budget plans to the President in February and then continues to review and update preliminary requests until an updated budget plan is submitted to the President for finalization in April. The SVPSA is then informed what general operating funds will be made available and then initiatives are funded based on the previously established prioritization.

The budget development process is different for reporting units that are considered auxiliary operations - Department of Residence, ISU Dining, and the Thielen Student Health Center. The Department of Residence and ISU Dining follow a very specific Board of Regents process and timeline and have specific requirements due to selling bonds in the debt financing market. The

Thielen Student Health Center does not receive any general funds, but submits their budget to the SVPSA in mid-spring of each year. Also, the Thielen Student Health Center is required to make a presentation to the Special Student Fee Committee as a portion of their revenue is generated from the Student Health Fee.

There are ongoing budget discussions throughout the fiscal year as the SVPSA Fiscal Officer meets as a group with all of the budget and finance personnel from the SVPSA reporting units on a monthly basis. Additionally, the SVPSA Fiscal Officers meets individually with the budget or finance person and director of each SVPSA reporting unit on a monthly basis to discuss arising budget issues.

VP for Equity and Inclusion (Katie Davidson)

Latino Family Visit Day will be this Saturday, November 7th. The day is intended to provide helpful information about college admissions, financial aid, college life and majors in a bilingual format for both Latino students and family members; hosted by the Office of Admissions and Lambda Theta Phi Fraternity, Inc.

I attended the Iowa Latin@ Initiative Conference October 20th at DMACC Ankeny. Over 300 higher education professionals attended the event and topics centered on support of Latin@ students on our campuses. I will be sure next year's event gets on the P&S calendar.

ISCORE - Save the date for the FREE March 4th conference. I will be working with Dr. Michael Davis in the DSO on the pre-conference workshops held for faculty & staff and will promote those once I have more information. Will also get information on how staff can volunteer at the conference. Also consider attending NCORE in San Francisco next May. Contact me for more information.

If you'd like to know how you can be a resource and/or provide a safe space for our LGBTQ+ students, check out Safe Zone training. Upcoming training date: January 19 from 1:30-4:30 p.m.

Search "Safe Zone" on the Iowa State website to find more information on registration or hold a training in your department. Let me know if you'd like more info.

<http://www.lgbtss.dso.iastate.edu/programs/safezone/sz101>

Disability Awareness Week at Iowa State was October 19-23. Steve Moats said that "The event was well-attended and many participants shared positive experiential learning related to their involvements. <http://www.sdr.dso.iastate.edu/scholarship/disability-awareness>

The new University Vice-President for Diversity & Inclusion is Dr. Reginald Stewart. Dr. Stewart's appointment begins December 1st and I will be requesting a meeting with him at his earliest convenience. We will also plan to have him speak to Council at some point next year.

Veteran's Day is Wednesday, November 11th and campus events include a 5K (Nov 7th from 10-1, ISU Armory South Lawn), the Gold Star Hall Ceremony (Nov 9th 3:15, Great Hall MU), and a Community Supper honoring veterans and their families (Nov 11th, 5-7:30, Great Hall MU).

5. P&S Committee Reports

Awards (Samantha Boyd for Chris Neary)

- The Awards committee discussed their plan to review award nominations and coordination of the Awards Breakfast. The committee has secured gifts for the winners.

- The committee has only received three nominations so far. Please encourage your constituents to nominate a co-worker for a CYtation Award/Woodin CYtation Award or a Team Award. A special newsletter will be sent out before the Award nomination deadline.
- Link to Awards page: <https://www.pscouncil.sws.iastate.edu/activities/awards>

Communications (Amy Ward)

- Because the regular newsletter time frame falls around the Thanksgiving week we are going to be preparing it ahead of time. Please let us know soon if you have something to go in the November Newsletter.
- We are going to be working again on updates to the webpage. Please let us know if your information or photo needs to be updated.

Compensation & Benefits (Karl Schindel)

- The committee discussed the Tuition Reimbursement process and historical use of the program. The committee and other designated Council members will work on drafting a proposal with suggested changes.

Peer Advocacy (Ben Green)

No report

Policies and Procedures (Clayton Johnson for Kris Koerner)

Kris was not at the Council meeting today; information from this committee will be shared during unfinished and new business portions of the agenda.

Professional Development (Lynn Bagley)

- The Professional Development Committee webpage (<http://www.pscouncil.iastate.edu/committees/professional-development>) continues to be updated, as well as the webpage listing the Professional & Scientific Council Seminar Series schedule for 2015-16 (<http://www.pscouncil.iastate.edu/activities/coursework>).
- Monthly seminars are scheduled through January 2016, and in April 2016.
 - The next scheduled seminar is next Tuesday, November 10th, from 2-3 pm in the Pioneer Room here at the Memorial Union. Ed Holland, Benefits Coordinator for University Human Resources, will provide an overview of the 2016 benefits on November 10th in the Pioneer Room at MU, also from 2-3 pm.
 - On Tuesday, December 8th, Nancy Franz (Professor Emeritus, the School of Education) will present a seminar titled, "Ten Tips to Reaching Your Full Potential," at the same time in the Pioneer Room.
 - On Tuesday, January 12th, Donna K. Donald, Human Sciences Specialist, Field Operations & Kristi Cooper, Human Sciences Human Sciences Specialist, Family Life, will present a seminar titled, "Managing the Impact of Caregiving on Your Career," at the same time in the Gallery Room.
 - There will not be a seminar in February since Council's Professional Development Conference is scheduled for this month.
 - On Tuesday, April 19th, from 2-3 pm in the Gallery Room, Denise Williams Klotz, Student Services Specialist in Multicultural Student Affairs, will present a seminar on diversity and inclusive language - more details coming soon on this seminar, which will be posted to the website.
 - There are still two open spots for seminars (March and May), so if anyone has requests or suggestions for topics/presenters, please let our committee know.
- The PD Committee has made great progress in the planning of the Professional & Scientific Council's 2016 Professional Development Conference, "Building YOU, Reinforcing US," scheduled for February 11, 2016, at Scheman. The website (<http://www.pscouncil.iastate.edu/activities/conference>) will soon include even more

details, including the logo, conference session and presenter details. We still have a few speaker forms to be returned so that we may finalize this information on the website, as this needs to be completed in order for Conference Planning & Management to link the conference schedule to these details. Continue to watch for more details to be uploaded as we have them! We hope to open registration the first full week of December. Registration will again be \$75 per attendee for the initial registration period, with a late fee being assessed after the initial registration period concludes. Our committee's goal is to close registration the third week of January. This year registration will be capped at 400 attendees. Also, a change this year is that walk-in registrations will not be accepted on the day of the event. Please remember to emphasize with your constituents in your colleges/units that this event is for P&S employees, as this is a Professional & Scientific Council conference. Should anyone have questions about the seminars or the conference, please do not hesitate to contact our committee - pands-pd@iastate.edu, (or you may contact me, Lynn Bagley, directly, labagley@iastate.edu).

Representation (Stacy Renfro)

- The Representation Committee did not meet this month but we have the following items to update the council on:
 - Recommendations were provided to Tera Lawson for the six Strategic Planning initiatives. We will keep the council updated if/when the names are accepted
 - Ben Green was recommended to fill an open spot on the University Committee on Disabilities. Ben's nomination was accepted and he will begin serving on that committee shortly.
 - The committee will be using a survey to follow-up with all P&S staff members serving on University Committees on behalf of Professional and Scientific Council. This survey will be sent out in the next two weeks. Those with relevant committee work may be asked to give a report to council.
 - The Executive Committee asked us to audit the list of University Committees to identify gaps. We have done so and plan to report back 2-3 committees which may need P&S Council representation appointed.
 - We plan to hold a session about council at the PD Conference in February session proposal was submitted.

Unfinished Business and General Orders

Smoke-Free Campus Policy - second reading of motion

- No additional feedback from Council, no revisions from 1st reading, opened discussion, closed discussion, vote on motion, passed by majority (2 no votes).

Facilities and Grounds Use, Activities (Chapter 13 of the Iowa Administrative Code) - second reading and motion

- No additional feedback from Council, no revisions from 1st reading, opened discussion, closed discussion, vote on motion, passed by majority (1 no vote).

Video Cameras, Administrative Uses Policy - second reading and motion

- The committee did receive comments from council between 1st reading and today's council meeting, revisions made, new version emailed with agenda prior to council meeting. Opened discussion, closed discussion, vote on motion, passed by majority vote (1 no vote).

New Business

Amend Professional & Scientific Bylaws Regarding Committee Appointments - Motion

1st reading

- Discussion - suggested changes with a wording in a few places. Closed discussion, 2nd reading and vote will happen during December Professional & Scientific Council meeting.

Campus Safety and Security Summit - Kris attended this summit. Her report will be included in the minutes.

Announcements

Announcements from Councilors

- Teresa Albertson - many updates from LAS
 - Cyclone Battalion wins trophies - <https://www.las.iastate.edu/cyclone-battalion-takes-home-several-trophies-in-annual-university-of-wisconsin-madison-drill-meet/>
 - Economic Students meet with Warren Buffet - <http://www.las.iastate.edu/economics-students-attend-special-qa-meeting-with-warren-buffett/>
 - Professor named to National Academy of Sciences - <http://www.news.iastate.edu/news/2015/04/28/klingnas>
 - Joseph Firecrow provided a presentation November 5 - <http://www.news.iastate.edu/news/2015/10/22/lectures-firecrow>
 - Nobel Prize winner will discuss global rise of women - <http://www.news.iastate.edu/news/2015/11/02/kathleenparker>
 - Iowa Caucus Education Workshop - <http://www.lectures.iastate.edu/lecture/36681>
 - Health-related Habits - <http://www.lectures.iastate.edu/lecture/37139>
- Samantha Boyd - Student Affairs will now participate in extra-meritorious pay program
- Jessica Bell - CALS deadline for submitting nominations for awards is November 17
- James Studley - Open forums for ISU Dining Director - <http://www.inside.iastate.edu/article/2015/11/05/dining>
- Clayton Johnson - changed positions, now an Academic Advisor for the College of Engineering

P&S Council Seminar Series: Overview of 2016 Benefits, Ed Holland, Director of Benefits, UHR, November 10, 2:00-3:00 p.m., Memorial Union Pioneer Room

Executive Committee Meeting: November 19, 9:00-11:00 AM, 107 Lab of Mechanics

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

Adjournment: TIME: 3:34 p.m.