

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, December 3, 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	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
S	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
S	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, Erin Rosacker, Jonathan Wickert, Emma Houghton, Julie Nuter, Robert Wallace, Sheryl Rippke, Stephanie Downs, and Peter Cruz

Substitutes: Tami Corcoran for Kristi Dillon, Amber Tiarks for Samantha Boyd

Call to Order & Seating of Substitutes (Clayton Johnson) TIME: 2:11 p.m.

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

1. Approval of the Agenda - Yes, stands as approved.
2. Approval of the Minutes
November 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- [Board of Regents](#) (BOR) update:
 - Approved tuition rate increases for fall - ISU's non-resident undergraduate and graduate tuition rate increase of 3%.
 - Approved capital projects - renovation of Forker building, renovation of space in Friley (dining facility), next phase of South entrance to Campus (by Reiman gardens and South end of Jack Trice stadium).
 - Approved academic-related TIER cases: E-learning and Enrollment Management, consultants came up with recommendations, and ISU will put together a plan based on recommendations.
- ISU Strategic Plan - process is underway; committees are meeting, two open forums were held on November 18 and December 1 to gather input. Input can still be provided, one way is through the website: [ISU Strategic Plan](#).
- Intellectual Property (IP) Assignment - implementation is happening via ACCESSplus, go live date is March 1st, and communications will be coming out at the beginning of the year. New employees are completing the IP Assignment form as they come onboard. IP Assignment Frequently Asked Questions: [FAQ](#).

Vice President, University Human Resources (Emma Houghton for Julie Nuter)

- Standardized Job Factors (slides sent out with minutes)
 - Job Factors in position descriptions are being replaced with standardized job factor language which was approved by the BOR in 1993.
 - Purpose of this initiative is to begin increasing transparency and consistency within the position descriptions across the campus.
 - Employees will be able to see standardized job factors for all classifications in HR system beginning in January 2016.
 - Job Duties and Titles are not being changed at this time (future steps).
 - HR liaisons have been asked to wait on reclassifications (recommended to wait until January) due to roll-out of new standardized job factors.

Faculty Senate (Robert Wallace)

- Approved new handbook language for professional responsibility statements (PRS).
- ISU will be discontinuing the Botany major and adding a GIS minor.
- Senate will be working on non-tenured faculty language; will create a taskforce to discuss this issue.
- Senate initiating discussions for new Clinical Faculty definitions.
- Thank you for supporting the [YWCA Giving Tree](#).

Wellness Coordinator, University Human Resources (Stephanie Downs)

- Update on ISU Wellbeing Services (slides sent out with minutes).
 - New website: [Wellbeing](#)
- Reminder brought up by council member to keep in mind P&S employees' off-campus for accessing wellbeing services.
- Reminder of discounts for employees who access ISU's health insurance: [Wellmark Blue365](#).

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

I have several things to share with you this afternoon!

During the past month we have worked on both a draft guidelines/best practices document to guide conversations around Professional and Scientific Employees who also teach and a draft proposal suggesting the potential changes to the tuition reimbursement program. I am happy to report that the Compensation and Benefits Committee will be sending the draft of suggest changes to the Executive Committee yet today and that final edits will be made tomorrow morning prior to sharing the document with Provost Wickert tomorrow afternoon AND that the guideline/best practices document to guide conversations around Professional and Scientific Employees who also teach is nearly completed! The group who volunteered to draft the guidelines/best practices document will meet one more time between now and December 15th to finalize the document so that it can be reviewed by the Executive Committee and then shared with Provost Wickert on December 17th.

I would like to thank each of you who are participating in writing of both of these documents. Once they have been submitted and reviewed by Provost Wickert we will report back the response and next steps on both of these Council Priorities.

Another big item on our agenda right now is the University's Strategic Planning Work. I want to encourage each of you to share your ideas and make your voices heard throughout this process. The Professional and Scientific Council has direct representation from three of our elected Councilors on strategic planning subcommittees. If you have ideas or comments about the please contact any of us with ideas or comments about the subcommittees we are serving on. Additionally I encourage you to reach out to the Professional and Scientific Staff Members on the other subcommittees because they are representing you and all of the members of the Professional and Scientific Staff on these subcommittees. I've highlighted several Professional and Scientific Employees who are serving on these subcommittees, I apologize if I missed anyone, please let me know so that I can get it corrected for inclusion in the meeting minutes.

Another way to contribute your ideas and comments is through the Strategic Planning Website. It can be found by visiting the Iowa State University Homepage and using the search bar within the homepage. If you type strategic plan into this search bar the first item that comes up is the Strategic Plan (FY2017-2022) (if you want to be certain it is the right site just look for www.president.iastate.edu in the URL), once you are on the Strategic Planning website, in the column on the right there is a link to Submit Comments. This will take you to a page with a link to each of the subcommittees as well as the steering committee. Each of these links pulls up a form page where you can submit comments for each of the strategic planning committees. When submitting comments you can choose whether or not you would like to remain anonymous as well as if you would be willing to be contacted about your comments or questions.

I would also like to strongly encourage you to think about the other Creative Opportunities for Iowa State University, which is the subcommittee on which I serve because while the entire timeline is pretty quick the Creative Opportunities Subcommittee must complete their work by January 22. Please send me your big ideas and items that fit in more than one of the other subcommittees as well those ideas that don't fit in any of the other subcommittees for the subcommittee to discuss. One of the big ideas that I've already shared with the subcommittee is the need for career ladders for Professional and Scientific Staff Members so that individuals can have careers here and not just jobs.

I will also be meeting with Professional and Scientific Staff Members on each of the committees where there is not an elected member of Professional and Scientific Council to share Council's Priorities with them, ask that they relay information from their subcommittees back to Council, and use Council as a way to solicit input from Professional and Scientific Staff for their committee.

I would also like to encourage each of our current elected councilors to consider getting involved in the Leadership of Council!

We have four Officer Positions on Council that are each elected for one year terms, which makes them open for nominations each year. These four Officer Positions are:

- Secretary/Treasurer
- Vice President for University Planning and Budget
- Vice President for University Community Relations
- Vice President for Equity and Inclusion

We also have one additional officer position that is elected each year, but is a three year term, and that is the President-Elect position.

Nominations for all 5 of the officer positions will be made during the February Council Meeting with additional nominations and voting in March. Elected Officers begin their terms in office after our last regular meeting of the fiscal year. Which this year is June 2nd!

If you are interested in any of these positions please review the council By-laws descriptions of each of the officer positions and reach out to the representation committee, Clayton, or me with any questions.

If you are passionate about improving the lives of your fellow professional and scientific employees we would love to have you on the leadership team!

Secretary (Kate Goudy-Haht)

Expenses for November totaled \$223.00, this included Memorial Union rental fees, IT services, and Constant Contact newsletter subscription.

VP for University Community Relations (Jessica Bell)

- Last month I attended the New Employee Orientation and talked with 11 new P&S Employees.
- As requested at last month's council meeting, I was able to obtain a list of the P&S Employees present. I then emailed the Council representatives of those employees encouraging them to connect with the new employees. I will continue to do this in the future. If you don't get an email, it just means that no one from your rep area attended the orientation that month.
- We are nearing completion on a Professional and Scientific Council Banner! Thank you to Nick Van Berkum (who has done all the work!) and the Executive Committee.

VP for University Planning and Budget (Jordan Bates)

Due to some scheduling issues, I was not able to meet with Academic Affairs to go over their budgeting process prior to today's meeting. I do have a meeting scheduled with Ellen Rasmussen, Associate Vice President in the Provost Office for December 14, 2015. I will then have a presentation regarding the budgeting process for Academic Affairs ready for the January Council meeting.

VP for Equity and Inclusion (Katie Davidson)

- ISCORE - Save the date for the FREE March 4th conference and for the pre-conference on March 3rd.
 - I am 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 dates are: Tuesday, January 19, 2016, 1:30 - 4:30pm
 - 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. [Safe Zone](#)
- 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.
- The DiverCyty network is in full swing. The intent of the project is to create a network of individuals on campus (mainly staff) who can give presentations on various aspects of diversity when a class or seminar calls for it.
 - The network meets monthly through February and the plan is to have a selection of diversity presentations that can be given by anyone in the network to various groups of students, faculty, and staff on campus.
- While I am not a member of any of the Strategic Planning committees, I will be in contact with those individuals on committees related to campus environment and will give my input.

5. P&S Committee Reports

Awards (Chris Neary)

- Thank you to all who submitted nominations for CYtation, Woodin CYtation, Team, and Outstanding New P&S Council Member Awards. We collected more nominations than last year for all awards - 48 total, which is a 71% increase from last year! The Awards Committee will review them in the next week to determine winners. Winners will be notified within a month.
- Committee is busy planning the Professional and Scientific Awards Ceremony, which will be invite-only to winners and nominators sometime in February or March.
- We continue to work on Staff Highlights stories. A new story is featured monthly and on P&S Council social media. #highlightingisustaff
- Consider nominating colleagues for the following university P&S awards, due to the Senior Vice President and Provost's Office by February 10, 2016. Please check with your college or unit for an earlier deadline in collecting nominations. Most colleges/units collect nominations for their area and ultimately submit to the SVPP Office.
 - [Carroll Ringgenberg Award](#)
 - [Professional and Scientific Excellence Award](#)
 - [Professional and Scientific Outstanding New Professional Award](#)
 - [Professional and Scientific Research Award](#)
 - [Regents Award for Staff Excellence](#)

Communications (Amy Ward)

- We have a new position within our committee we are calling the Photography Procurement Officer. Butch Hansen will be setting up photographers for upcoming events. If you would like to help by taking photos at Professional and Scientific Council events, please contact the Communications Committee at pand-c@iastate.edu.
- We have exciting new things to share in the coming months. People on the Communications Committee may be coming to you for ideas/options on projects they are working on.

Compensation & Benefits (Karl Schindel)

The Compensation and Benefits Committee met on November 16, December 3rd, and will meet on December 4th to wrap up a proposal to expand the Tuition Reimbursement program. In addition, in the December 3rd meeting, we continued to work toward a proposal for the option of sabbatical for Professional and Scientific employees.

Peer Advocacy (Ben Green)

We had a GREAT meeting today. Tera Lawson was our guest and we thank her for the information and guidance she shared with our committee. Tera had the opportunity to review a preliminary draft of our Mentoring report, and we are happy to say that we are on the right track. We look forward to improving the report and sharing another draft with Exec committee probably early in the next year.

Policies and Procedures (Kris Koerner)

- E-cigs in Smoke Free Campus Policy
 1. Based on feedback received, there was further clarification added in the policy as not to exclude vaporizers/inhalers used for health reasons (cough).
 2. One suggestion was to have designated areas for e-cigs which was not accepted into the policy.
 3. Moving forward for approvals. Implementation still slated for Jan 1.
- Video Camera, Admin Uses Policy
 1. Maggie Hamilton (Building Access Services) is working on further clarification to address the confusion about using FP&M cameras.
 2. No other options will be available for smaller/cheaper systems but prices are coming down.
 3. If not used for crime prevention, other systems could still be allowed - this may need additional clarification from Sheryl but that is what was said in our meeting.
 4. Once additional clarification is written, it will move forward for approvals. Implementation still slated for Jan 1.
- Facilities and Grounds Use Policy (including drones)
 1. Sheryl indicated they've had more comments on this one than the first time around with the Smoke Free Campus Policy. Lots of buzz with research, clubs and hobbyists.
 2. A procedural document will be created to help with clarity.
 3. Focus groups and a website are being discussed to help with design and implementation.
 4. Will not be ready for Jan 1 implementation.
 5. Will keep you posted as more news develops.
- Vehicle Use and Fleet Safety has been a policy in the works for a long time. But they are closer and will have something soon.
- Website Accessibility which we talked about some time ago will be on hold until the Website Accessibility Coordinator is hired.
- Infrastructure Enablers Subcommittee for the University Strategic Plan

1. We had our first subcommittee meeting yesterday.
2. The 2nd open forum had some really good feedback to our subcommittee specifically dealing with infrastructure issues. So we're going to be reaching out to each of the other subcommittees in the way of a liaison to those groups as we work through our topics.
3. It was also discussed that we may be reaching out to our constituents on identifying what "infrastructure" means to them. It means something different for all of us. But we need to fine-tune this idea or we're likely asking too broadly. So I'm going to wait for reaching out to all of you until I get some more details.
4. I feel like the biggest challenge we have as a subcommittee is to come up with only 2 goals. We may end up with 100 metrics, but to narrow down to only 2 will be difficult.
5. Our deadline to get back to the steering committee will be the end of February so it will have to move fast. Stay tuned.

Professional Development (Lynn Bagley)

- The Professional Development Committee webpage ([PD Committee webpage](#)) has been updated with PD conference session and presenter details, and the conference schedule at a glance.
- Monthly seminars are scheduled through January 2016, and in April 2016. The next scheduled seminar is next Tuesday, December 8th, from 2-3 pm in the Pioneer Room here at the Memorial Union. Nancy Franz, Professor Emeritus from the ISU School of Education, will present a seminar titled, "Ten Tips to Reaching Your Full Potential." 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." More details and future seminar information may be found on the website: [Seminar Series](#).
- PD Conference Planning - 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.
 - As I said, session and presenter details and the conference schedule at a glance are now on the website.
 - We hope to have the online registration open next week, so please watch for an email with information that you will be asked to share with your constituents once the registration is fully activated.
 - Registration will be \$75 during the initial registration period, and a late fee will be assessed for those registering after this deadline.
 - We are still planning to close registration the third week of January, as we will cap registration at 400 attendees. Walk-in registrations will not be accepted on the day of the event this year.
 - Our committee, and the Professional and Scientific Council Executive Committee would like you to remind your constituents that this event is for P&S employees, as this is a Professional and Scientific Council event.
 - Now, we need some assistance from all of you - so here is our pitch! We are asking for your help in moderating the sessions for the conference. Moderator responsibilities include: introducing speakers, beginning and ending sessions on time, counting attendees, making sure speakers have water, etc. It would be fabulous to have the assistance and involvement of fellow councilors to ensure the 2016 Conference runs as smoothly as possible. If you are interested in helping us in this role, please email our PD Committee (pands-pd@iastate.edu), and one of us will reply with more details. Thank you for your consideration of our request.
- 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 finalized a draft of the general councilor recruitment message for the 2016 elections. This was shared with the Communications Committee so it can be distributed in a timely manner via the website, newsletter and special announcements. 2016 general councilor election and nomination timeline:
 - Nominations - open Feb 1 and close Feb 29
 - Elections - open March 9 and close March 25
- Based on suggestions at the council priority planning session we will be hosting an *Invite a Guest to Council* initiative during the Jan-Feb meeting. At each of those meetings (Jan 7 and Feb 4), guests and councilors will be entered in a drawing to receive a gift card to ISU Dining
- The committee continues to finalize details about the Council session being held at the PD Conference in Feb. We have identified panelists and will ask them to attend in the next month.
- Pres-Elect and VP nomination and elections were also discussed. We will continue to prepare for these spring initiatives by reaching out to prospective candidates.

Unfinished Business and General Orders

Amend Professional & Scientific Council Bylaws Regarding Committee Appointments - Second reading of motion

Motions to change language, opened for discussion, voted on each amendment to motion, all passed. Vote on motion - passes by majority vote (0 no votes).

New Business

None

Announcements

Announcements from Councilors

- Theresa Albertson - LAS updates
 - Carrie Chapman Catt Center [2016 Women Impacting ISU Calendar](#)
 - Spring Career Fairs
 - Business, Industry, & Technology Career Fair, February 10, 12:00-6:00 p.m., Hilton Coliseum
 - People to People Career Fair (Social Services, Government, Health/Wellness, Education, Hospitality), February 10, 1:00-5:00 p.m., Scheman Building
- Winterfest (which was December 4 at various locations on the ISU Campus had many specials)
 - Amy Ward - ISU Bookstore 40% off sales
 - James Studley - 20% off Caribou coffee
 - Makenzie Heddens - Holiday Open House at the Knoll

P&S Council Seminar Series: Ten Tips to Reaching Your Full Potential, Nancy Franz, Professor Emeritus, ISU School of Education, December 8, 2:00-3:00 p.m., Memorial Union Pioneer Room

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

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

Adjournment: TIME:4:00 p.m.