

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, January 7, 2016 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	A	Daniel Nutini
X	Lynn Bagley	X	Whitney Grote	X	Stacy Renfro
X	Jordan Bates	A	Melissa Gruhn	S	Lisa Rodgers
A	Jessica Bell	X	Glen Hansen	S	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	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	A	Lyndsey Williams-Mayweather
X	Ann Greazel	X	Christopher Neary	X	Barbara Wollen
				X	Samone York

X = Present, A = Absent, S = Substitute

Guests: Erin Rosacker, Julie Nuter, Jonathan Wickert, Robert Wallace, Lynette Edsall, Sarah Kaatz, Amanda Chung, Kathey Schuckert, Kevin Lazard, Kristi Darr, Jack Polifka, Matt Dahlston, Amber Tiarks, Teela Wilmes, Drew Horton, Aaron Fultz, and Jo Ann Lee

Substitutes: Teela Wilmes for Lisa Rodgers and Karen Terpstra for Diane Rupp

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, stands as approved.**
2. **Approval of the Minutes**
December 2015 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert) [Office of the Senior Vice President & Provost](#)

- Administrative search for College of Human Sciences (CHS) Dean - received close to 100 nominations, follow-upped on all of them, and have received many applications. February 1 is the deadline to apply with a target start date of July 1, 2016.
- Board of Regents ([BOR](#)) update - next meeting is February (no meeting in January). ISU will make a request to create a standalone major for Criminal Justice in the College of Liberal Arts and Sciences (close to 500 students majoring in criminal justice). ISU will also make a name change for Culinary Science to Culinary Food Science. A presentation by Roberta Johnson (Director of Financial Aid) and Rita Philips (Director ISU Bookstore) on Student Financial Aid and literacy efforts will happen at the February meeting (students at ISU below national average this year). Also at the Regents meeting will be Adam Schwartz (Director) showcasing the Ames Laboratory of the U.S. Department of Energy (there are four in the U.S.).
- Enterprise Resource Planning - actively looking at purchasing a new system, sent out a RFP, received three proposals from vendors, steering committee will review proposals to upgrade campus systems to modern technology (HR system, financial system).

Vice President, University Human Resources (Julie Nuter) [University Human Resources](#)

Slides sent out with minutes

- Four staff workshops on financial topics have been scheduled for Mondays beginning January 25. These are all free, offered by the wellness program, and are on 4 separate topics. Sign up for one or all four through [Learn@ISU](#).
- Sometime in early February, each ISU employee will receive (via AccessPlus) an IRS Form 1095-C. This new form is a response to the Affordable Care Act, and provides proof of health insurance. It will list each household member and identify the months in 2015 when they were covered by health insurance through the ISU Plan. We should all include these forms with our tax-related documents when filing our 2015 tax return.

Faculty Senate (Robert Wallace) [Faculty Senate](#)

- 1st reading January 19 of academic merger - Department of Anthropology and World Languages & Cultures into one department (retain the name World Languages & Cultures)
- Review of Office of Business and Finance - will form a committee and perform review this year. Will include P&S Council/Employees in the review process (how that will happen not decided yet)
- Discussing procedure when candidates can review their information when going up for tenure.
- A committee will look at adding a third track for lecturers. Currently there are tenured track and non-tenured track faculty. Will look at other universities policies and eligibility.
- Enrollment Management Task Force-will discuss ways to maintain quality with growing enrollment. Will include P&S Council/Employees in the discussion (how that will happen not decided yet)

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

I also want to welcome everyone back! During the past month we completed the draft of the Iowa State University Practices for Professional and Scientific Employees who also have Teaching Responsibilities best practices/guidelines document and are looking forward to sharing and discussing the document with Provost Wickert during our meeting that was rescheduled to January 8th, sharing and discussing the document with the University Human Resources Leadership Team on

January 15th, and bringing a motion to Council on February 4th that would be very similar to the motion regarding the Tuition Reimbursement Proposal that is being brought to Council today!

The second motion that is being brought to Council today is the direct result of constituents voicing their concerns to their councilors and those councilors bringing those concerns forward. In response to those contacts the Executive Committee has put together a motion seeking clarification regarding the interpretation and application of the Flexible Hours Program, the Flex Time Policy, and Vacation Leave Policy during an Iowa State University partial closing in an effort to officially start the process of working toward a resolution. I want to thank each of you who brought forward the concerns of your constituents and would like to ask that you make sure to thank your constituents for sharing their concerns with you as well.

I would also like to remind everyone that the work on the Iowa State University Strategic Plan is underway and that reports from the strategic planning subcommittees are to be completed by February 26. Please continue share your ideas and make your voices heard throughout this important process.

The Board of Regents, State of Iowa is also developing a new strategic plan this year and as President of Council I have been invited to attend a Strategic Planning Workshop for Stakeholders that will be held during the first week in February. As your representative I want to make sure that I am representing your ideas and sharing your concerns as the Board's strategic plan provides guidance and direction to the Regent Enterprise to (1) ensure high-quality educational opportunities for students; (2) discover new knowledge through research, scholarship, and creative activities; (3) provide needed service and promote economic growth; and (4) demonstrate public accountability and effective stewardship of resources. The Executive Committee will be engaging in a discussion about the Board of Regents Strategic Plan during our upcoming meeting and if you have comments, ideas, and/or concerns I encourage you to share them with me via e-mail to tjlawson@iastate.edu by January 29th.

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 and the Executive Committee would like to see at least 2 nominees for each of the 4 officer positions:

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

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 beginning 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!

Finally, I would also like to announce a transition that has occurred within the Executive Committee. Chris Neary has accepted another position and will no longer be an Iowa State University Employee and I have appointed Diane Rupp to serve as the chair for the Awards Committee for the remainder of the year. I, on behalf of the Executive Committee and the Awards Committee would like to sincerely thank Chris for his contributions, efforts, and leadership, and to welcome Diane to her new role!

Secretary (Kate Goudy-Haht)

Expenses for December totaled \$930.00; this included IT services, Constant Contact newsletter subscription and live stream recordings of three seminar series presentations. At the end of December, Council account balance was \$5403.09 (all dollars are allocated for recurring Council expenses and designated activities).

VP for University Community Relations (Jessica Bell)

We have finalized the design for the Professional and Scientific Banner; we are waiting on one more key design element and will be sending it to print soon. Once complete we'll start up the BYOL (Bring Your Own Lunch) events again!

The last New Employee Orientation was held December 15th with 20 P&S Employees attending. I mentioned our invite a guest initiative encouraging them to look up their representative and contact you. Thank you for sending the new employees in your rep area a welcome email. I'm hoping you have noticed an increase in communications from your constituents. I will continue to get you names and contact information for the new employees that attend orientation. The next session is Tuesday, January 12th.

Today's after meeting social will be held at 5:00 p.m. at Torrent Brewing Company. If you have a request of a place to meet next month, just email Jessica!

VP for University Planning and Budget (Jordan Bates)

Slides included with minutes

As previously discussed, I am in the process of having meetings with administrators across the representation areas to gain an understanding of the budgeting processes in each area.

This presentation will focus on the Division of Academic Affairs. I met with Ellen Rasmussen, Associate Vice President for Academic Planning and Resources.

The following are the reporting units for the Division of Academic Affairs.

- Vice President for Extension and Outreach
- Vice President for Information Technology and Chief Information Officer
- Vice President for Research
- University Library
- Department of Energy - Ames Laboratory
- College of Agriculture & Life Sciences
- College of Business
- College of Design
- College of Engineering
- College of Human Sciences
- College of Liberal Arts and Sciences
- College of Veterinary Medicine

Appropriate request discussions are led by the president and occur during July and August as the request is due to the Board Office in August for the September board meeting. The Senior Vice President and Provost participates in these discussions and gathers input, as appropriate and needed, from the colleges and other units within the division.

Also during this time period, tuition rate increased would be being discussed. Proposals are due to the Board Office in September for the October Board meeting and once again the Senior Vice President and Provost participates in these discussions and gathers input as appropriate.

The division priorities and needs are articulated through the budget plans submitted to the president. One thing that I learned is that the budgeting process is very fluid as there is continuous discussions and updating of information occurring. Preliminary plans are due in February, revised plans in March, and final budgets in May.

The Provost Council meets twice a month and budgeting decisions would be discussed through this group. Membership on the Provost Council would include the deans and vice presidents along with senior staff from the academic affairs central office.

Also the Associate Vice President for Academic Planning and Resources convenes her counterparts of fiscal officers within the reporting units on a monthly basis to have budget conversations.

The priorities of the individual reporting units for academic affairs are going to fall within the overarching priorities established by President Leath:

- Ensure a successful experience for students.
- Enhance the university's research profile.
- Support state and regional economic development.
- Ensure a welcoming, safe, and inclusive campus environment.

Within that, the reporting units are going to be responsive to their own units. All of the reporting units utilize a group of some form to aid in decision making and setting priorities. This may take the form of a dean's cabinet or senior staff within one of the vice president units such as Extension and Outreach.

In general, operations are funded either through the general fund or outside the general fund. Operations outside the general fund include things like the Department of Energy - Ames Laboratory and external grants and contracts.

For the current fiscal year, the general fund was approximately half of the total University budget at \$673 million.

Of the \$673 million approximately 2/3 of that is Academic Affairs with a budget of \$440 million.

Major sources of revenue for the division include state appropriations, tuition, and indirect cost revenue.

You might not be aware of what indirect cost revenue is so here's my explanation. You will hear indirect cost be referred to by different names - Facilities and Administrative Costs, indirect costs, and IDCs. These are actual costs to the university incurred when research, education, or outreach projects are performed at ISU. Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, or project, but are necessary for the general operation of the organization. Indirect costs are going to take the shape of things like heat,

lighting, etc. The things that are just there that enable a principal investigator to do their research.

This leads to an indirect cost rate which is a mechanism for determining fairly what proportions of administrative costs a particular grant or contract should bear. An indirect cost rate represents the ratio between the total indirect costs and benefiting direct costs. The rate is negotiated at regular intervals with the U.S. Department of Health and Human Services.

Organized Research: 50%

Rates are applied to the modified total direct cost base of a project. Modified total direct costs include all direct costs except the costs of equipment, capital expenditures, patient care, tuition, rental costs of off-site facilities, scholarships and fellowships and subcontracts in excess of \$25,000.

All sponsored projects are required to charge the full rate, regardless of the sponsor, unless an exception applies. This is going to apply to government agencies, private companies, industrial groups, foundations, or other organizations.

When you put together a research proposal and you say it's going to take you XXX to complete the project, you're actually going to ask the sponsoring agency to support more than XXX because it's going to be the amount required to just strictly get the work done plus the organized research facilities and administrative rate of 50% times the modified total direct cost base.

On the flip side, not surprising that the major source of expense is salaries and fringe benefits.

Of the reporting units to Academic Affairs, the Ames Laboratory has its own separate process as they must follow the federal government budgeting process. The Ames Laboratory would be one of those operations that contributes to the overall University budget but is outside the general fund. The total budget for the Ames Laboratory for the current fiscal year was approximately \$30 million.

VP for Equity and Inclusion (Katie Davidson)

Faculty/Staff Associations (FSAs)

The Black Faculty & Staff Association just hosted its annual Winter Celebration. It was a huge success and honored Dr. Hill and his contributions to the university and surrounding communities.

The BFSA also partnered with Multicultural Student Affairs in October and hosted a Faculty, Staff, and Students of Color Mixer. It was a great turnout and way to build relationships with students seeking interaction with faculty and staff of color.

A reminder: The BFSA and any of the FSAs are available to meet with any interview candidates or as a welcoming committee to any faculty or staff hired who will benefit from the support of the FSAs. The Provost's office is working with the FSAs to centralize and streamline this process.

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. The keynote speaker will be Dr. Heather Hackman (<http://www.hackmanconsultinggroup.org/>). In February I will have information on how staff can volunteer at the conference. Also consider attending NCORE in San Francisco next May (<https://www.ncore.ou.edu/>). 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 training in your department. Let me know if you'd like more info.

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

The new University Vice-President for Diversity & Inclusion is Dr. Reginald Stewart. Dr. Stewart's appointment began December 1st and I met with him in December. We had a productive conversation and he has some ideas for involving staff in more campus initiatives. We will also plan to have him speak to Council at some point this semester.

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. I will be presenting in February and welcome any feedback or suggestions for what staff would like to learn about.

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.

Finally, there is not currently (as of 1/6/16) an index item for the VP for Diversity & Inclusion, so I have requested one.

5. P&S Committee Reports

Awards (Chris Neary)

This is Chris' last meeting and last day at the University. He has taken a position at Highland Community College in Highland, Kansas. The Awards committee sent emails out to the P&S employees selected to receive CYtation awards. The awards breakfast (invite only) will take place on March 10 from 7:30-9:00 a.m. at the Alumni Center.

Communications (Amy Ward)

The Communications Committee has been very busy and we could use a little help. We need people to take photos at events including the upcoming Professional Development Conference and we would also like to remind people to have twitter ready on their devices so that they can live tweet the happenings the day of the conference. Please email pands-c@iastate.edu if you would be willing to assist by taking photos the day of the conference.

Compensation & Benefits (Karl Schindel)

Your Compensation and Benefits Committee met once in the last month (Jan 7). We discussed three topics.

- Our motion on increasing Tuition Reimbursement for Professional and Scientific employees.
- Requesting sabbatical opportunities for Professional and Scientific staff.
- And we began the discussion on salary increase recommendations.

Peer Advocacy (Ben Green)

We had a fantastic meeting today! For the benefit of our guests today, I remind you that Mentoring was identified as a priority for Council to research this fiscal year. As you know we have been

working hard on this project. We have requested to meet with the Executive committee to share what we have learned, and to begin the process of getting this information to all of you. Having made good progress on that, we are excited to begin tackling new items.

You will start to see more newsletter items from our committee as we strive to meet our goal of ensuring Professional & Scientific employees are aware of relevant University resources. In particular we want to highlight that the Peer Advocacy committee members are very familiar with University policies. Any Professional & Scientific employees looking for a perspective or assistance from their peers are encouraged to contact our committee with questions or concerns. Our email address is pands-pa@iastate.edu.

Policies and Procedures (Kris Koerner)

No report

Professional Development (Lynn Bagley)

The Professional and Scientific Council Professional Development Conference registration was activated last month, and today we have 233 registered attendees. The early registration period does end tomorrow, January 8th, at 11:59 pm, with the registration fee of \$75. After this date/time, the registration fee increases to \$90. If we have not reached the maximum registration by early next week, the PD Committee will be sending an email out to P&S Council requesting that this be distributed to your constituents to encourage them to register to attend the conference. We hope to close registration on January 22nd. [Conference](#)

We are now seeking moderators for the sessions during the conference, and we are asking P&S Council members to volunteer to assist in this role. We will be sending out an email to all councilors with a link to where you may sign up to be a moderator. There will be very short 10 - 15 minute moderator training sessions after today's Council meeting (January) and again following the February Council meeting. You need only to attend one of these short sessions. Moderators are a key role in the success of our conference. As a moderator you are responsible for introducing speakers (don't worry, we provide the bio to read), counting attendees and helping keep our sessions on time. We are excited for the conference and appreciate your willingness to help moderate.

The next monthly Council seminar is next Tuesday, January 12, 2016, in the Gallery Room. The title of this month's seminar is "Managing the Impact of Caregiving on Your Career." Presenters are Donna Donald, Human Sciences Specialist in Field Operations, and Kristi Cooper, Human Sciences Specialist in Family Life. This seminar will be live streamed and recorded. A seminar is not scheduled in February, as the conference is on February 11th. [Seminar Series](#)

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 has been busy preparing for spring as new councilor recruitment and elections are coming up quickly. Official recruitment for nominees will begin on Feb 2 with elections being held from March 9-March 25. We have updated numbers of P&S employees in each division as of 1/1/2016 and, overall, the number of representatives has not changed. Council will have the following number of vacancies in each area: 9 Academic Affairs, 3 Business in Finance, 2 Presidents Office and 2 Student Affairs.

We would like to thank all of the guests for attending the January meeting and the councilors who invited them. Names will be drawn at the conclusion of the February meeting for ISU Dining Gift Card.

Also, as Tera Lawson mentioned, nominations for Pres-Elect and VP positions will be opened at the February P&S Council meeting. Nominations will also be taken prior to each vote at the March meeting.

Unfinished Business and General Orders

None

New Business

Motion to Send Proposed changes to the Tuition Reimbursement Program to the University Benefits Committee

1st reading, opened for discussion, closed discussion. 2nd reading and vote will take place at February Council meeting.

Motion Seeking Clarification regarding interpretation and application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave policies during an Iowa State University partial closing
1st reading, open for discussion, closed discussion. Comment was raised to define essential employees.

Added language: Additionally, we seek clarification on the term essential employee.
Motion passes by majority (2 opposed)

Added from the amendment to change staff to employee to be consistent in the document.

Change the newly added language.
Additionally, we seek clarification on the definition of essential employee.
Motion passes by majority

Julie Nuter supports this motion. Encourages staff to forward what has been communicated to them related to this topic to Kristi Darr in UHR (kdarr@iastate.edu)

Motion to suspend bylaws to do 2nd reading, opened for discussion, closed discussion, voted, passes by 2/3 majority (0 opposed)

2nd reading of motion, voted, passed by majority vote (0 opposed)

Announcements

Announcements from Councilors

Teresa Albertson - [2016 Cyclone Family Weekend](#)

Kristi Dillon - for employee tuition reimbursement there is a deferment option (\$35 fee) to not pay all tuition upfront. [Deferment Plan](#)

James Studley - New ISU Dining director will start January 11. [Inside Iowa State article](#)

Samantha Boyd - Student Health Director started! [Inside Iowa State article](#)

P&S Council Seminar Series: Managing the Impact of Caregiving on Your Career, Donna K. Donald, Human Sciences Specialist, Field Operations & Kristi Cooper, Human Sciences Specialist, Family Life, January 12, 2:00-3:00 p.m., Memorial Union Pioneer Room

Executive Committee Meeting: January 21, 9:00-11:00 AM, 107 Lab of Mechanics

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

Adjournment: TIME: 3:57 p.m.