

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, February 4, 2016 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	S	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
A	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	A	Amy Ward
X	Bart Dobson	X	Joyce Lash	S	Lynn Wellnitz
X	Glen Galvin	X	Tera Lawson	S	Mike White
X	Kate Goudy-Haht	X	Jason McLatchie	X	Lyndsey Williams-Mayweather
X	Ann Greazel			X	Barbara Wollan
				X	Samone York

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Erin Rosacker, Julie Nuter, Sheryl Rippke, Robert Wallace, Iththiphonh Macvilay, Jamie Wilson, Laura Graves, Autumn Cartagena, Tonia Baxter, Kevin Murphy, Chris Knight, and Joy Stroud

Substitutes: Sarah Kaatz for Lynn Wellnitz, Robin McNeely for Stacy Renfro, Drew Horton for Mike White

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 the change in order that Rob Wallace will give his report before Julie Nuter, stands as approved.
2. Approval of the Minutes  
January 2016 Regular Council Meeting - Yes, minutes stands as approved.

### 3. Administrative Reports

Senior Vice President & Provost (Brenda Behling for Jonathan Wickert) [Provost](#)

- Iowa State Strategic Plan (FY17-22) - continue to make progress, committees have been meeting, draft prepared and available for public comment, Open Forums: March 31 from 4:30-6:00 p.m. in the Memorial Union Gallery room and April 5 from noon-1:30 p.m. in the Memorial Union Oak room. [Strategic Plan](#)
- Board of Regents ([BOR](#)) - next meeting is February 24-25. 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.).
- TIER Academic Affairs Report - submitted response January 29 to Board of Regent, included information on Flipped Classroom Initiative, Inclusive Classrooms, along with other items.
- Enterprise Resource Planning ([ERP](#)) - committee will review demonstrations from two vendors in February, will keep us posted on progress.
- College of Human Sciences Dean Search - received many good applications, will proceed with setting up campus interviews with selected candidates, and anticipate July 1 start date.
- IP Assignment ([FAQ](#)) - for current staff the process for IP Assignment will start March 1 through AccessPlus.
- Emerging Leaders Academy ([Nomination Information](#)), selection will happen in coming months, nomination due date is March 11.

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

*Slides sent out with minutes*

- Responding to Council action last month, Julie Nuter (of University Human Resources) reported that leadership is addressing our request to clarify partial close policies; a team, which includes some senior leaders, has met and expects to have a draft ready in the next few weeks. The Council's Policies and Procedures committee looks forward to providing input.
- Dr. Nuter also reported that UHR continues to work to improve its Operating Model in response to recommendations from the TIER study, and is putting emphasis on alignment of HR matters across campus. The underlying purpose is to build the University's human capital capabilities, since everything we do is about people.

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

- Next meeting is Tuesday, February 9 - President Leath will be providing updates on budget, hiring, tenure, and new initiatives.
- Enrollment Management Task Force - a committee has been formed, will have recommendations by May, Professional and Scientific Council members that have work related to enrollment management may provide input, email Rob Wallace ([rwallace@iastate.edu](mailto:rwallace@iastate.edu)) your interest in providing feedback.
- Office of Student Affairs - a final report will be presented at the next Faculty Senate meeting and presented to President Leath.
- Review of the Office of Senior Vice President of Business and Finance - a review will still proceed even though Warren Madden has announced his retirement. A task force will be formed soon.
- Non-Tenure Eligible (NTE) Faculty Task Force - plan to have focus groups and gather feedback, anticipate reporting back in fall 2016.
- Please copy Tera in if sending Rob an email interested in serving on any of these task forces.

#### 4. P&S Council Executive Committee Reports

##### **President (Tera Lawson)**

Good afternoon everyone!

It definitely doesn't seem like it has been an entire month since our last meeting! We have definitely gotten this semester off to a running start!

I was also in attendance at the Iowa Board of Regents Strategic Planning Workshop that was held this morning. As I was there representing all of the Professional and Scientific Employees at Iowa State University, I wanted to share with you the general concepts that I shared during the meeting. These included making sure that the people that make the Regent's Institutions work and function are valued, that the service to the people of the State of Iowa is valued, and that communications and collaboration between and amongst the Regent's Institutions needs to be increased so that we can leverage the successes of each the Institutions.

Clayton and I met with Provost's Council and shared with them:

- that councilor nominations are now open through February 29<sup>th</sup>
- that increased communication with Professional and Scientific Staff is one of our priorities that we are asking elected Councilors to communicate directly with their Constituents and working to increase 2-way communication between Professional and Scientific Employees and Council. I also shared that the current Councilors are doing a fabulous job keeping the Professional and Scientific Employees in their areas informed!
- All of the work we have been doing as a Council!

During our January meeting with the University Human Resources Leadership team, Clayton and I met with Diane Muncrief who will be working on Human Capital Capability and is beginning this new position by working with the HR Liaisons. We look forward to working with Diane to begin to address the Council priorities, which were identified during our July Priority Planning Session, related to Human Capital.

I hope you have your nominations ready for the Elected Officer Positions! We will be opening nominations for each Officer Position and accepting nominations (including self-nominations) during the new business portion of the agenda today. Nominations will remain open for each of the Officer Positions through our March meeting and will be closed prior to voting and electing the individuals for each of these Council Leadership Positions!

In the upcoming months, we as a Council look forward to collaborating with Faculty Senate by contributing to the conversations regarding:

- Enrollment management through the Enrollment Management Task Force that Faculty Senate has formed.
- Non-Tenure Eligible (or NTE) Faculty Positions through the Task Force that is currently being formed.
- The Faculty Senate's upcoming review of the Office of Business and Finance.

##### **Secretary (Kate Goudy-Haht)**

Expenses for January totaled \$256.00, this included IT services, Constant Contact newsletter subscription, MU rental fees and gift cards for the *bring a guest* drawing. The Council general account has \$5,147.09. All funds are allocated through the end of the year for Council related activities.

## **VP for University Community Relations (Jessica Bell)**

- New Employee Orientation was held January 12th. There were 23 New Employees in attendance. I've been speaking about elections coming up and promoting running for council and voting.
- Speaking of new employees, we are on track to receive a monthly list of new Professional and Scientific Employees from UHR! The list will be emailed to me (for now) and I will send each representative group the list of the new employees in their area. This will replace the list I've been providing of the employees who attended New Employee Orientation. Along with the list of new employees, I'll send a template of an email that you can personalize to send to your new constituents.

## **VP for University Planning and Budget (Jordan Bates)**

*Slides sent out with minutes*

This presentation will focus on the Division of Business and Finance. I met with Pam Cain, Associate Vice President for Business and Finance. The Division of Business and Finance is represented by 5 councilors on the Professional and Scientific Council.

The vision for Business and Finance is to be an agile, forward thinking, effective partner in advancing the university's mission. Business and Finance is organized into 10 functional areas with roughly 800 staff members. The following are the reporting units for Business and Finance.

- Business Services
- Controller
- Environmental Health and Safety
- Facilities Planning and Management
- Iowa State Center
- Public Safety
- Reiman Gardens
- Treasurer's Office
- University Museums
- WOI Radio

Of the 10 functional areas, Business and Finance breaks that down into Facility Services and Business Services with Facilities Planning and Management under the Facility Services category and everything else under the Business Services category. Within the Business Services category, Reiman Gardens, University Museums, and Iowa State Center are classified as cultural services.

I have some highlights on some of the reporting units within Business and Finance. First being Facilities Planning and Management under Facility Services. Facilities Planning and Management develops, operates, and maintains facilities to serve the university community. Facilities Planning and Management is the largest unit with Business and Finance with 450 staff members who are organized into nine functional areas. During my conversation with Pam, we talked a lot about the demands placed on the infrastructure due to increasing student enrollment. I think we all understand that to a certain level and how that can increase their costs and work load, but Pam gave a really simple example. With increased student enrollment and students stretching out their "work day" as they might go to class earlier and later, have a part-time job, go to the gym, they end up being on campus longer and this has really had an impact on the cost of toilet paper. Also, Pam talked about how having a harder winter can result in additional cleaning costs because you have students moving in and out of a building on the hour and tracking in not only mud but the sand that is used when it's icy.

On the Business Services side, a couple of the reporting units that I'll highlight include the Controller, Treasurer's Office, and Public Safety. The Controller's Department completes approximately 15,200 payroll pays a month. Now that's probably something that you don't think

about as operating in the background unless something were to happen and you didn't get your pay check. The Controller's Department also includes Sponsored Programs Accounting which handles financial administration for research accounts. Then the Financial Accounting and Reporting group of the Controller's Department prepares the ISU published financial statements and bond compliance reports. Did you guys know that ISU has published financial statements that are audited by the Auditor of State on an annual basis to ensure that the financial position of the university is fairly represented and free from any material misstatements? I find this interesting because a lot of institutions do not prepare individual financial statements as they would typically roll up into the A-133 Single Audit for their state, which is an audit of federal funds, but ISU has its own financial statements that are audited and we are also included in the A-133 single audit also performed by the Auditor of State. Part of the budget for the Controller's Department is to pay the fees to the Auditor of State for those two audits.

A main component of the Treasurer's Office is the Accounts Receivable Office which has custody of 70,000 active university receivable accounts. So going out and collecting the money that is due to ISU for tuition and other services provided.

The Department of Public Safety has two main divisions with the Police Division and the Parking Division. One thing that I find interesting is the cooperation between ISU Police and the City of Ames. They'll respond to our calls and we'll respond to their calls, kind of a shared assistance program. Also, ISU police have jurisdiction in filing criminal charges and you see that here with the 2,279 criminal offenses investigated and 1,470 criminal charges filed. Pam and I talked a bit about how with the increasing student enrollment the police division is getting more calls to respond especially in student housing and also with the apartments we lease off-campus. So if there is a call that comes in from one of the apartments we lease, officers have to respond over in West Ames. Pam also talked about how the student population has become more diverse with international students and how this can create unique situations when officers respond. For instance, there may be things that we deem to be unacceptable in American culture that are acceptable in other cultures that could be called in by a witness and then it can be difficult for officers to ascertain exactly what happened when trying to communicate with the involved parties to gain an understanding of the situation.

I think we're all pretty aware of what the Parking Division does here. One unique program is the Help Van. If you're a student, faculty, staff or even a visitor, you are eligible for assistance from the HelpVan on campus. There's no charge. They'll come out to jump-start, tools provided to change a flat tire, a ride to a gas station to get fuel, a shovel if you've gotten stuck. Put them in your phone 515-294-4444 in case you ever need to call.

That's all to gain an understanding of Business and Finance.

For budgeting purposes, the reporting units of Business and Finance fill out a departmental budgeting request for incremental increases. This is very similar to the Division of Student Affairs. The form is broken down into categories such as:

- Maintaining base level services
- Responding to demands of increased enrollment
- Responding to demands of increase enrollment - international students
- Responding to demands of increased research
- Providing new and/or enhanced services as requested by the campus community (Next slide)

Within each of the categories, reporting units must prioritize their requests and then once all the requests from the reporting units are received, the Office of the Senior Vice President for Business and Finances completes an overall prioritization of the requests.

The prioritized listing of requests is then sent to the Business and Finance Budget Advisory Committee. The committee is also provided with a PowerPoint with an overview of Business and Finance to familiarize committee members with the operations of Business and Finance.

This is a listing of the committee membership including a representative from Professional and Scientific Council.

A look at the budget timeline, budget requests were due to the President's Office this Monday, February 1. The Business and Finance Budget Advisory Committee is scheduled to meet February 15. April is usually when revised budgets are due to the President's Office and then final budgets are submitted in May.

Business and Finance is funded by the resources responsibility centers based on FTEs in each area. Some major categories of expenses include salaries and fringe benefits (not surprising), property insurance can be quite expensive, and supplies.

The Business and Finance budget is roughly 4% of the university general funds and that's split almost equally between the Business Services and Facility Services categories.

So the Iowa State Center is one of those unique reporting units. The facilities at the Iowa State Center include Stephens Auditorium, Scheman, and Fisher Theater. It is my understanding that these buildings are owned by Iowa State and the operations of these facilities are managed through a contract with Venueworks. ISU puts restrictions on what can be charged to customers and departments. The operations of the Iowa State Center are expected to operate on a break-even basis and Business and Finance has a line item in there budget of \$770,000 as a subsidy for utilities support.

#### **VP for Equity and Inclusion (Katie Davidson)**

A reminder: The BFSA, LGBTQIA+ FSA, Colegas, and AAPI FSA 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.

Next BFSA meeting is February 19<sup>th</sup>. A schedule of the ISU Community's Black History month can be found attached to this report in the minutes. If you'd like to receive the BFSA newsletter, please e-mail Anita Rollins at [arollins@iastate.edu](mailto:arollins@iastate.edu).

Colegas will hold their monthly brown bag Monday, March 7th. Dr. Reg Stewart will be a guest and the meeting will be held from 12-1 in 3219 Memorial Union.

ISCORE - Registration is open for the FREE March 4th conference and for the pre-conference on March 3rd. Register here: <http://www.iscore.iastate.edu/>. If you are able to volunteer, indicate yes and your availability when you register for ISCORE. Luis Rico-Gutierrez, dean of the College of Design, will provide the 9 a.m. morning address. The luncheon speaker will be Dr. Barbara Love, professor emeriti of Social Justice Education at the University of Massachusetts Amherst. The keynote speaker for the pre-conference will be Dr. Heather Hackman (<http://www.hackmanconsultinggroup.org/>). 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, February 9, 2016, 8:00 - 12:00pm
- Wednesday, March 23, 2016, 1:00 - 5:00pm
- Thursday, April 14, 2016, 8:00 - 12:00pm

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 first IMPAACT (ISU Making Progress for the Asian American Community Today) retreat was held Sunday, January 24th and was successful! We had seven faculty/staff leaders, and 22 student participants; we are currently in the process of planning a retreat for the next academic year.

The AAPI-FSA also has the following events currently scheduled in the near future:

- AAPI FSA Book Club, Thursday, February 11, 6:30-8:30pm, Della Viti
- AAPI FSA Mixer, Friday, February 12, 6:00-8:00pm, Della Viti
- AAPI FSA Meeting, Friday, February 26, 11:30am-12:30pm, Memorial Union 2213

Other:

There is an opening in the VP for Diversity & Inclusion Office for an Administrative Specialist II to provide executive-level administrative support to Dr. Stewart, manage student workers in the office, prepare reports, and foster positive and collegial collaboration between units on campus and in the community. Here is a link to the position that closes February 16th:

<https://www.iastatejobs.com/postings/17344>

The Margaret Sloss Women's Center is putting on two performances of The Vagina Monologues tonight at 6:00 and 9:00 in the Sun Room here in the Memorial Union. The purpose of the performances is to raise awareness and funds for anti-violence groups within our community. Proceeds from these performances will be donated to ACCESS (Assault Care Center Extending Shelter & Support). The Collection of monologues expressing women's stories raises awareness about violence against women and girls through stories of self-discovery, abuse, birth, and more. Tickets are \$12 for ISU students and \$15 for non-ISU students.

ISU Community Black History Month schedule of events (admission is free, unless indicated)

- Feb. 4, Soul food lunch (11 a.m.-2 p.m., Seasons, Union Drive Marketplace and Conversations dining centers)
- Feb. 5, NAACP Freedom Fund banquet, keynote by Iowa state Rep. Ruth Ann Gaines (6 p.m., Scheman Building), \$55
- Feb. 7, Super Bowl party (5:30 p.m., Multicultural Center, Memorial Union)
- Feb. 9, Volleyball at the Rec (7 p.m., Lied Center)
- Feb. 15, Veritas Forum, "Toleration and Justice in a Broken World," Alex Tuckness, ISU political science (6 p.m., MU Sun Room)
- Feb. 17, Performance, comedian Kenan Thompson (8 p.m., Stephens Auditorium), \$20
- Feb. 18, Lecture, "Sister, Sister: Black Women as Activists in Civil Rights and Social Justice Movements Today" (7 p.m., 268 Carver)
- Feb. 19, Social Justice Summit (6-9 p.m., MU Sun Room)
- Feb. 20, Social Justice Summit (9 a.m.-4 p.m., Sunstream Retreat Center, 1130 Juneberry Rd., Ogden)
- Feb. 21, Soul Food Sunday (5 p.m., Legacy Tower, 119 Stanton Ave.)
- Feb. 22, Movie, Race, biopic about Olympic gold medalist Jesse Owens (time to be announced, Cinemark Movies 12, 1317 Buckeye Ave.), \$8.50
- Feb. 23, Lecture, "Mass Incarceration and the Masking of Inequality," Betty Andrews, president of the Iowa-Nebraska NAACP State Area Conference of Branches (6 p.m., 205 Carver)
- Feb. 29, Book reading and discussion, contact Jonathan Webb (294-4046, jwebb@iastate.edu) for location and information (4:10 p.m.)

## 5. P&S Committee Reports

### Awards (Diane Rupp)

The committee is working on the CYtation Awards Breakfast, many details to coordinate. University awards deadline was February 10.

### Communications (Nick Van Berkum for Amy Ward)

The banner is finished. It will be showcased at the Council conference. The banner will also be used at any other Council sponsored events. The committee continues to work on updates to the website.

### Compensation & Benefits (Karl Schindel)

Your Compensation and Benefits Committee met once in the last month (February 6th). We discussed two topics:

- Requesting sabbatical opportunities for Professional and Scientific employees
- Continued discussion on salary increase recommendations

### Peer Advocacy (Ben Green)

The Professional and Scientific Council has seen an increase in requests to address concerns with lactation spaces on campus. These concerns include the lack of enough spaces and the condition of existing spaces. The Peer Advocacy Committee has begun contacting stakeholders and are planning to write a proposal to request improvements for lactation spaces on campus. At this time we ask anyone who wishes to share concerns or ideas, or to participate in the proposal writing process, to please contact our committee at [pands-pa@iastate.edu](mailto:pands-pa@iastate.edu).

### Policies and Procedures (Kris Koerner)

No report

### Professional Development (Lynn Bagley)

The conference is next week! Registration has closed. We are handling transfers and cancellations and many other last minute details. We anticipate a little over 400 people at the conference. For the Seminar Series, we have lined up speakers for this spring and will have that information posted on the website soon. [Seminar Series](#)

### Representation (Amy Tehan for Stacy Renfro)

The representation committee is busy organizing the spring elections. Please encourage your constituents to nominate themselves or have someone nominate them to run for Council. The deadline to nominate is end of day on February 29. There will be a special newsletter that will be sent out reminding P&S employees about the deadline. [RUN FOR COUNCIL](#)

Also if you are interested in being an officer on Council those nominations are happening during today's meeting and during the next general Council meeting. Officer positions include: President-Elect, Secretary/Treasurer, VP of Community Relations, VP of Planning and Budget, and VP of Equity and Inclusion. If you want to learn more about any of these officer positions please contact us! [Pands-r@iastate.edu](mailto:Pands-r@iastate.edu)

### Unfinished Business and General Orders

Motion to send proposed changes to the Tuition Reimbursement Program to the University Benefits Committee - Second reading of motion

2<sup>nd</sup> reading, opened for discussion, no discussion, closed, voted, passed (0 no votes)

### New Business

Motion to send ISU Practices for P&S Employees who also have Teaching Responsibilities Proposal to the Provost's Office and UHR

1<sup>st</sup> reading, open for discussion, need to change 2015 to 2016 in places where necessary, add within Academic Departments to the title of the motion, suggested some wording changes, closed discussion. 2<sup>nd</sup> reading will take place during March Council meeting. Send questions and comments to Tera, Clayton or Exec committee. [pands-exec@iastate.edu](mailto:pands-exec@iastate.edu)

Nomination to fill Council vacancies (through 6/2016)

Nominate - Jamie Wilson to replace Chris Neary, voted, passed (0 no votes)

#### Nominations for Officer Positions

##### **President-Elect:**

Nominations-Jessica Bell (accepts nomination), Jordan Bates (respectfully declines nomination)

##### **Vice President for University Planning and Budget**

Jordan Bates (accepts nomination)

##### **Vice President for University and Community Relations**

Jessica Bell (accepts nomination), Ben Green (accepts nomination)

##### **Vice President for Equity and Inclusion**

Samone York (accepts nomination)

##### **Secretary/Treasurer**

Melissa Gruhn (accepts nomination)

Nominations are open now through March meeting (before voting for these officer positions). You can email the representation committee or Amy Tehan directly. [pands-r@iastate.edu](mailto:pands-r@iastate.edu)

#### Announcements

##### **Announcements from Councilors**

Tera Lawson - Stacy Renfro had a baby boy (Thomas Stillman Renfro), CONGRATULATIONS!

Barb Wollan - ISU supports free tax services, 16 counties directly connected to ISU Extension

Melissa Gruhn - drawing for gift cards for bringing a guest - Teela Wilmes (guest), Karl Schindel (Councilor)

**Professional and Scientific Council Professional Development Conference:** February 11, 7:30-4:30 PM, Scheman Building

**Executive Committee Meeting:** February 18, 9:00-11:00 AM, 107 Lab of Mechanics

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

**Adjournment:** TIME: 3:52 p.m.