

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, March 3, 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 | Melissa Gruhn           | X | Diane Rupp                  |
| X | Jordan Bates     | X | Glen Hansen             | X | Karl Schindel               |
| X | Jessica Bell     | X | Katrina Harden Williams | X | James Studley               |
| X | Kara Berg        | X | James Harken            | X | Amy Tehan                   |
| X | Bethany Burdt    | X | Makenzie Heddens        | X | Nick Van Berkum             |
| X | Malinda Cooper   | X | Clayton Johnson         | X | Jen Van Ryswyk              |
| X | Katie Davidson   | X | Erin Kalkwarf           | X | Amy Ward                    |
| X | Kristi Dillon    | X | Kris Koerner            | X | Lynn Wellnitz               |
| X | Bart Dobson      | A | Joyce Lash              | X | Mike White                  |
| X | Glen Galvin      | X | Tera Lawson             | A | Lyndsey Williams-Mayweather |
| X | Kate Goudy-Haht  | X | Jason McLatchie         | X | Jamie Wilson                |
| X | Ann Greazel      | X | Daniel Nutini           | X | Barb Wollan                 |
| X | Ben Green        | S | Stacy Renfro            | X | Samone York                 |
| X | Whitney Grote    | X | Lisa Rodgers            |   |                             |

X = Present, A = Absent, S = Substitute

**Guests:** Brenda Behling, Julie Nuter, Kristi Darr, Jonathan Sturm, Erin Rosacker, Sheryl Rippke, Joy Stroud, Stephanie Korslund, Megan Fink, Mallory Hamilton, and Sarah Morris-Benavides

**Substitutes:** Robin McNeely for Stacy Renfro

**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 with one change. Kristi Darr will be giving the UHR report instead of Julie Nuter.
- 2. Approval of the Minutes**  
February 2016 Regular Council Meeting - Yes, minutes stands as approved.

### 3. Administrative Reports

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

- Program Review - Institutional Research Office (representatives from other universities are conducting the review); reviewing taking place March 3 and 4, and a report will be sent to the Provost after review is completed.
- March 1 - IP Assignment rolled-out for current employees; you are encouraged to complete the process which is done through AccessPlus. To learn more, read the February 18 article in [Inside Iowa State](#).
- Board of Regents ([BOR](#)) - met in Ames on Feb 24 and 25. A couple of items discussed included status of the Des Moines higher education needs assessment, a new bachelor of arts program in criminal justice in the sociology department (within the College of Liberal Arts and Sciences), and approved a name change for the bachelor of science in culinary science (department of food science and human nutrition), to culinary food science. There is no Board of Regents meeting in March; the next one is April 20-21. For more information on the recent BOR meeting, read the March 3 article in [Inside Iowa State](#).
- Legislative update - This is another tight budget year, K-12 funding is a priority for the Governor this legislative session. No further updates until much later in the legislative session. To review ISU's legislative priorities [click here](#).
- Dean of the College of Human Sciences - campus interviews will be happening soon; dates will be announced.
- Director of Equal Opportunity - candidate has been selected, announcement will be coming soon.
- Division of Student Affairs - Martino Harmon has been named the new Vice President of Student Affairs. To learn more, read the February 25 article in [Inside Iowa State](#).
- Congratulations in advance to awardees for the Professional and Scientific Council Cytation awards.

#### Vice President, University Human Resources (Kristi Darr for Julie Nuter)

*Slides sent out with minutes*

- Flexible Hours Program Review - UHR and the Provost office have been working together to complete this review. What was presented is not final, instead an update on progress being made regarding this issue.
- Will give update on Higher Education Recruiting Consortium (HERC) at a future meeting.

#### Faculty Senate (Jonathan Sturm for Robert Wallace)

- CELT Inclusive Classroom Initiative - reviewing courses, syllabi, and environment on campus. Faculty Senate is working with VP of Diversity and discussing ways to make campus more inclusive.
- Open Access of Research - new initiative; hope to create a policy that encourages employees publishing research to make it open access.
- Enrollment Management Task force - considering a wide variety of issues, report due by late May to the President.
- April 26 is the Spring Faculty Conference, [Research from Start to Finish: The Responsible Conduct and Open Access of Research](#), they may open up selectively to P&S employees and GPSS (around April 2). If interested please contact [jsturm@iastate.edu](mailto:jsturm@iastate.edu).

## P&S Council Executive Committee Reports

### President (Tera Lawson) [Professional and Scientific Council](#)

Good afternoon everyone!

It has been an exciting and busy month for Council!

I would like begin by congratulating the Professional and Scientific Council Professional Development Conference Planning Sub-Committee on the incredibly successful February 11th Professional and Scientific Council Professional Development Conference!

These individuals put in countless hours and a whole lot of effort into EVERY aspect of that day and it showed! We were able to provide a wonderful, local, inexpensive opportunity for P&S Employees to focus on their Professional Development and many of the attendees commented on not only the need for these types of professional development opportunities at Iowa State University, but the value that these types events provide for the individual and the University.

I would also like to announce a transition that has occurred within the Executive Committee. Kate Goudy-Haht, our Secretary/Treasurer and current chair of the Professional and Scientific Council Professional Development Conference Planning Sub-Committee will now be chairing the Professional Development Committee as well. Lynn Bagley has chosen to resign from Council, due to some large changes that are occurring in her College and I, on behalf of the Executive Committee and the Professional Development Committee, would like to thank Lynn for her contributions, efforts, and leadership and to thank Kate for her willingness to step into this additional role!

I would also like to remind each of you that the first draft of the Iowa State University Strategic Plan that will guide Iowa State University in to the year 2022 should be ready for the University Community to review by mid-March. It is critical that you, as part of the largest employee group at this University, review the document and share your comments and ideas during the upcoming forums which are scheduled for:

- Thursday, March 31, 4:30-6 p.m., Memorial Union Gallery Room
- Tuesday, April 5, noon-1:30 p.m., Memorial Union Oak Room

The comments that were voiced at the first round of open forums in November and December, prior to beginning the strategic planning process, shaped the work of the sub-committees and this is YOUR opportunity to make sure Iowa State University is headed in the direction that YOU want it to be for the next 5 years. I encourage each of you to be involved and be heard. I will be attending both the March 31st, and April 5th open forums and I hope to see you there.

### Secretary (Kate Goudy-Haht)

Expenses for February totaled \$167, this included IT services, Constant Contact newsletter subscription, and MU rental fees. The Council general account has \$4,980.09. 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 February 9th. There were 16 New Employees in attendance. I've been speaking about elections coming up and promoting running for council and voting. The next session is Monday March 7th.
- You should have received an email from me earlier this week with a list of new employees in your representation area. Thank you for sending them welcome emails and introducing yourselves. Let me know if you have any questions.

- As you read in Inside Iowa State today, we are now able to offer our seminar series on Learn@ISU! We will encourage employees to register for the seminars, and will then give them credit for attending. We are also posting the recorded sessions for anyone to view at their leisure through the [Learn@ISU](#). Please take a moment to check it out.

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

- As discussed, we have been revamping the committee membership to the University Planning and Budget Committee. Throughout my budgeting meetings with university administrators, I have been identifying the professional and scientific employees who sit on the budget advisory committees for the various divisions.
- Individuals who represent professional and scientific employees have been identified for the Student Affairs RMM Advisory Committee, the Business and Finance Budget Advisory Committee, and the President's Office. Academic Affairs does not have an equivalent committee, but we are working to identify someone on the Provost Council who would be willing to serve on our committee.
- We are in the process of contacting these individuals to get their participation in the Council University Planning and Budget Committee so that they can inform the Committee of what information is being discussed in the other budget advisory committees and we can then in turn share this information back to the rest of Council. Once we have confirmation on the committee membership, it is likely that we will hold our first meeting towards the end of March and I look forward to giving that update during our April meeting.

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

- A reminder: The BFSA, LGBTQA+ 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 Friday, March 25th from 12-1 in the MU Multicultural Center.
- Colegas will hold their monthly brown bag next Monday, March 7th. Dr. Reg Stewart will be a guest and the meeting will be held from 12-1 in 3219 Memorial Union.
- Next AAPI FSA meeting is March 25th from 11:30-12:30 in 2213 Memorial Union.
- LGBTQA+ FSA: To learn about upcoming events and to get involved, please email [LGBTFSA@iastate.edu](mailto:LGBTFSA@iastate.edu). You will be put on the email list to receive invitations to and updates about group activities. Learn more at:  
ISU website: <http://www.iastate.edu/lgbtqafsa>  
Facebook: [www.facebook.com/groups/ISUworkOUT/](http://www.facebook.com/groups/ISUworkOUT/)  
Twitter: @ISU\_LGBTQA\_FSA
- We understand the date conflict and will work with the planning committee to avoid this conflict for next year for ISCORE.
- 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:  
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 deadline for LGBTSS' scholarships and awards is coming up—March 11th! These are wonderful opportunities for students and staff who have been leading in educating about LGBTQIA+ issues and creating community at ISU. I hope you will all apply and/or nominate someone else.

- Please spread information about these scholarships and awards widely in your networks and to your students. Anyone who wants more details can see our website. And please save the date for the awards reception we will be co-hosting with the Sloss House!
- Other: "Race: Are We So Different?" exhibition at the Science Center until April 3rd: <http://www.sciowa.org/learn/race-are-we-so-different/>
- Also consider attending #UnitelowaonRace at Drake lecture series at the Science Center. The next one is "Tough Talk on Race" March 31st from 6:30 to 9:00. RSVP here: <https://tickets.desmoinesregister.com/e/uniteiowa-tough-talk-on-race>

#### 4. P&S Committee Reports

##### Awards (Diane Rupp)

- The committee is in the process of wrapping up the final details for the March 10th P&S Citation Awards ceremony. This year we are awarding 14 individual and 5 team awards.
- The awards committee has begun the evaluation of the University P&S Award nominations. Recommendations are due in the Provost office by the end of the month. Questions and comments can be sent to [pands-a@iastate.edu](mailto:pands-a@iastate.edu).

##### Communications (Amy Ward)

- The Communications committee has been working on switching Council documents from Cypoint to CYbox. Each committee will have a folder in Cybox to keep meeting notes, documents, etc. This will help with transition from year to year with new committee chairs.
- The Communications committee continues to send out the monthly newsletter to all P&S employees and updating the website as needed. Questions and comments can be sent to [pands-c@iastate.edu](mailto:pands-c@iastate.edu).

##### Compensation and Benefits (Karl Schindel)

- February 19th I met with the University Benefits Committee Subcommittee and presented our Tuition Reimbursement motion. With their approval, it now moves to the full University Benefits Committee on April 5.
- Today (March 3) your Compensation and Benefits committee met and discussed the tuition reimbursement motion, and then spent the majority of the meeting digging into the history of some of our benefits programs.

##### Peer Advocacy (Ben Green)

- As mentioned last month, in response to requests from our Professional and Scientific constituents, our committee is leading the writing of a proposal for improvements to lactation spaces.
- We held a meeting on February 25th with several different stakeholder groups including the University Committee on Women, and the Margaret Sloss Women's Center. And we have begun drafting the proposal.
- We have received many comments and personal stories from staff on campus, and we welcome anyone to continue sending us feedback at our email address [pands-pa@iastate.edu](mailto:pands-pa@iastate.edu).

##### Policies and Procedures (Kris Koerner)

- The Policies & Procedures Committee didn't have much to report as the Policy Library Advisory Committee (PLAC) hasn't been active the past few months. However, as Julie indicated last month, UHR will be reviewing all HR policies. This prompted Kris Koerner to ask Sheryl Rippke to provide some additional information regarding policy reviews, as other units were asked to review their policies as well.
- By the end of 2016, the units that were asked to review policies should identify those that are okay as is, those that may need minor revisions, and those that need major overhauling or even

deletion. The work on any major changes/updates to policies does not have to be done this year, only that they figure out what may be needed.

- Updating the names of offices or positions, references to supporting guidance documents, etc. are examples of minor changes. A person in a position of authority can request minor changes through Sheryl's office. She will make the changes and indicate at the top of the policy the date of the update.
- If it's something more substantive, policy changes will need to go through the policy development process involving PLAC.
- A PDP is a Policy Development Plan that includes the policy development team, scope of the policy and reason for any changes, stakeholders that will be part of the review/endorsement process, and a tentative timeline. Once the team has developed a draft, if Professional and Scientific Council is listed as a stakeholder, the P&P Committee will review the policy and develop a motion to endorse and/or make suggestions that will get presented to Professional and Scientific Council and voted on.
- Further questions about the policy process can be directed to Kris Koerner, Chair Policies & Procedures Committee ([pands-pp@iastate.edu](mailto:pands-pp@iastate.edu)).

### Professional Development (Kate Goudy-Haht)

- The PD committee has been busy reviewing the results of the post-conference survey. We had a 76% response rate. 99% indicated being satisfied or very satisfied overall with the conference. The survey offers great feedback that the committee will use in organizing the 2017 conference. If you are interested in helping with the conference please email the committee at [pands-pd@iastate.edu](mailto:pands-pd@iastate.edu). Planning for 2017 has already begun!
- The PD committee is also busy organizing the monthly Professional and Scientific Council Seminar Series. We are in the process of lining up speakers through August. If you have an idea for a speaker or topic please email the committee.

### Representation (Amy Tehan for Stacy Renfro)

- The Representation committee has been busy organizing nominations that have been submitted for the FY17 Professional and Scientific Council election. The voting will be open from March 9 through March 25. Voting takes place on AccessPlus. An email will be sent out to P&S employees encouraging everyone to take the opportunity to vote.
- Later in New Business the Representation committee will oversee the FY17 Officer elections.

### **Unfinished Business and General Orders**

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

2<sup>nd</sup> reading, opened for discussion, closed discussion, vote (0 no votes), motion passes.

### **New Business**

Nominations to fill Council vacancies (through 6/2016)

Nomination of Megan Fink to replace Samantha Boyd - for student affairs

Nomination of Sarah Morris-Benavides to replace Lynn Bagley - for academic affairs

Both nominations passed. Congratulations Megan and Sarah and welcome to Professional and Scientific Council.

### **Officer Nominations and Elections**

Nominations for President-Elect (from February meeting-Jessica Bell)

Nominations from today's meeting - Amy Ward - accepts nomination

### **President-Elect Elections**

Council voted, Jessica Bell is the FY17 President-Elect

Nominations for Vice President for University Planning and Budget (from February meeting-Jordan Bates)

Nominations from today's meeting - no new nominations

Vice President for University Planning and Budget Elections

Council voted, Jordan Bates is the FY17 VP for UPB

Nominations for Vice President for University and Community Relations (from February meeting-Jessica Bell and Ben Green)

Nominations from today's meeting - Amy Ward - accepts nomination

Vice President for University and Community Relations Elections

Council voted, Ben Green is the FY17 for VP for Community Relations

Nominations for Vice President for Equity and Inclusion (from February meeting- Samone York)

Nominations from today's meeting - no new nominations from today

Vice President for Equity and Inclusion Elections

Council voted, Samone York is the FY17 VP of Equity and Inclusion

Nominations for Secretary/Treasurer (from February meeting- Melissa Gruhn)

Nominations from today's meeting - no new nominations

Secretary/Treasurer Elections

Council voted, Melissa Gruhn is the FY17 Secretary/Treasurer

## **Announcements**

### **Announcements from Councilors**

**Jessica Bell** - CALS Dairy Science Club has ice cream for sale, Wednesdays 11-1 in Kildee. The Meat Science lab sells meat, check it out if interested. [Meat Sales](#)

**Professional and Scientific Council Seminar Series:** Finances of Caregiving: An Introduction, Joyce Lash, Human Science Specialist, Family Finance, March 8, 2:00-3:00 p.m., Memorial Union Gallery Room. [Seminar Series](#)

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

**General Council Meeting:** WEDNESDAY, April 6, 2:10-4:00 PM, Memorial Union Gallery Room

**Adjournment:** TIME: 3:39 p.m.