

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, May 5, 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	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	A	Katrina Hardin-Williams	X	Karl Schindel
S	Bethany Burdt	S	James Harken	X	James Studley
X	Malinda Cooper	X	Makenzie Heddens	X	Amy Tehan
A	Katie Davidson	X	Clayton Johnson	X	Nick Van Berkum
X	Kristi Dillon	X	Erin Kalkwarf	X	Jen Van Ryswyk
X	Bart Dobson	S	Kris Koerner	X	Amy Ward
X	Megan Fink	S	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
A	Ann Greazel	X	Sarah Morris-Benavides	X	Jamie Wilson
X	Ben Green	X	Daniel Nutini	X	Barbara Wollan
				A	Samone York

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Jonathan Wickert, Erin Rosacker, Emma Houghton, Stephanie Downs, Jonathan Sturm, Reg Stewart, Martino Harmon, Kevin Lazard, Ryan Drollette, Joy Stroud, Brittney Rutherford, Katie Thorson, Chelsey Aisenbrey, Matthew Speicher, Timothy Tesar, Shankar Srinivasan, Nancy Gebhart, Tonia Baxter and Zhimin Xie

Substitutes: Chris Knight for Jim Harken, Aaron Fultz for Bethany Burdt, Carolyn Steckelberg for Joyce Lash, and Lindsey Wanderscheid for Kris Koerner

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 with the amendment of order of reports.
2. **Approval of the Minutes**
April 2016 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Library was open 24/7 during dead week and finals week for the first time. This is making the library more student-focused. This has been a huge success.
- Graduate commencement is Thursday, May 5 and undergraduate commencement is Saturday, May 7. If the weather cooperates undergraduate commencement will be held at Jack Trice Stadium for the first time. The back-up location is Hilton with overflow in Cy Stevens.
- Board of Regents ([BOR](#)) - Legislature is giving ISU a ¼ of what was asked for; 5 years of increases to state appropriations which is unusual. BOR will discuss additional tuition increases for fall 2016 semester (above what they have already approved earlier in the year). June 9 will be first BOR discussions and then another meeting via phone will take place to discuss and approve.
- New College of Human Sciences Dean, Laura Dunn Jolly will start July 5 ([Inside Iowa State article](#)).
- Congratulated Council on moving forward on several initiatives this year and thanked Tera for her leadership.

Vice President, University Human Resources (Stephanie Downs for Julie Nuter)

- Stephanie shared the [ISU Wellbeing](#) website. The website is full of resources, including quick links. Staff are encouraged to check it out.
- UHR currently does offer performance management training for supervisors/managers through [Learn@ISU](#). This training provides high level guidance and tools to conduct performance evaluations. People can follow the [link](#), click on "Catalogs", and search the catalog for "P&S Performance Management Training". In the event that we develop a new performance evaluation system, we would need more in-depth/detailed training than what is currently offered.

Faculty Senate (Jonathan Sturm)

- Faculty Senate continues to look at enrollment management. A report will be sent to President Leath by end of May/early June. P&S employees are encouraged to share their thoughts on enrollment management. The feedback collected by the executive committee will be shared with faculty senate before their report is submitted.
- The Faculty Conference, *Ethical Research in the Age of Open Access*, was held on April 26 in the Memorial Union. Faculty will be able to provide practical applications of what was learned during the conference.
- One focus area for the Faculty Senate will be to increase awareness of open access of research; in the beginning will look at funding and collaboration with various departments.
- Diversity and Inclusion is also at the forefront of Faculty Senate; looking at training options and focusing on making sure ISU offers an inclusive campus environment.
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Senior Vice President, Student Affairs (Martino Harmon)

Priorities:

- Short term priorities -listening to all departments within the division of student affairs, filling several vacant positions, going around to different departments on campus to listen and understand their needs, and looking at structure of Student Affairs cabinet, moving towards a cluster model with teams, this will help with being more responsive.
- Long term priorities - 1) Focus on health/wellness of students (this is currently a gap area), 2) Employer wellbeing, 3) Enrollment management, 4) Student success, 5) Space (most complicated priority, needs short-term solutions and long-term visioning), 6) Diversity/Inclusion

Vice President, Diversity & Inclusion (Reginald Stewart)

- Need to take care of some functional items - staff structure, hiring, space, etc.
- Meeting many people on campus to understand campus climate
- Serves two functions - Vice President of Diversity & Inclusion - forward thinker and Chief Diversity Officer - compliance, functional role
- Role is to challenge the status quo - have to ask hard questions
- Diversity/Inclusion - not a problem to be solved instead trying to improve ISU and diversity/inclusion is just one of the tools
- Three data points being reviewed - [Diversity Audit and Asset Inventory, 2014](#), Status of Women report, and Higher Education Accreditation report
- Correct term to use is Under Represented instead of Minority
- Creating a Rapid Response Team - develop institutional response, work in partnership with Student Affairs
- Not just working on campus, networking with Ames PD, Mary Greeley, Leadership Ames, etc.

P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone! It has been another exciting and busy month for Council and this month looks to be pretty busy as well!

On April 21st, I presented a statement to the Iowa Board of Regents, on behalf of the Iowa State University Professional and Scientific Employees. I have shared that statement, in its entirety, with you via Special Report to Council 16SP03 and, as a Special Report to Council; it has also been included in the Council Docket, which can be found on the Meetings Page of the Council Website.

- The opportunity to present a statement to the Iowa Board of Regents is provided to Council each year and one that we greatly value as it provides us with a platform to highlight the impact and contributions of Professional and Scientific Employees on our institution and I hope that we were effective in doing that again this year.

We also received the response to Council Motion FY16.7 Seeking Clarification regarding interpretation and application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy during and Iowa State University partial closing!

- I shared the response with each of you with a request for review and for feedback, concerns, and questions and we want to let you know that we greatly appreciate the comments and suggestions that we received!
- The comments and suggestions have been compiled and are currently being reviewed. Once the Policies and Procedures Committee has had a chance to meet they will help us to determine what our next steps will be.

A portion of our April Executive Committee Meeting was dedicated to the discussion of the proposed salary recommendations and benefits information.

- The Executive Committee was joined by the Compensation and Benefits Committee as well as Julie Nuter and Emma Houghton for the discussion and the information that was provided, while it was via preliminary reports for discussion purposes only, served to inform the FY 2017 Compensation Recommendation that the Compensation and Benefits Committee is bringing forward for a first read today.

I would also like to remind each of you that comments on the draft Iowa State University Strategic Plan are being accepted through the online comment form on the Strategic Planning Website through May 10th. If you haven't submitted your feedback yet, you have until Tuesday!

- This is document that will guide Iowa State University in to the year 2022 and this is YOUR opportunity to provide feedback, concerns, and questions to the Strategic Planning Steering Committee.
- The final reports from each of the six Strategic Planning Subcommittees: Student Experience, Research Profile, Economic Development and Service to Iowa, Campus Environment, Infrastructure Enablers, and Additional Creative Opportunities are also available on the strategic plan development website.

I would also like to provide you with brief updates on the Administrative Searches that are currently underway.

- The Search Committee for the University Counsel position, on which I am serving as a representative of the Iowa State University Professional and Scientific Employees, has successfully brought three candidates to campus for interviews.
 - Feedback forms have been collected and are currently being reviewed. This process has moved quickly thus far and I expect that the rapid pace will continue as we continue to move forward.
- The Search for the Senior Vice President of University Services is also moving forward at a rapid pace and we are planning to have candidates on-campus next week.
 - I am also serving on this search committee as a representative of the Iowa State University Professional and Scientific Employees. Additionally, members of the Professional and Scientific Council Executive Committee, Faculty Senate Executive Committee, and Student Government will be participating in a portion of the on-campus interviews each of the candidates.

The presentations from the *Ethical Research in the Age of Open Access* Conference that was hosted by Faculty Senate held on April 26th were recorded and will be available on the Faculty Senate Website soon.

- I have asked Jonathan Sturm, the New Faculty Senate President, to notify exec when they have been posted and we will get that information out to the Professional and Scientific Employees, likely via our monthly newsletter.

An e-mail survey will be sent out to all returning and new Councilors tomorrow requesting that you enter your name and rank your top three preferences for FY 2017 Professional and Scientific Council Committee Appointments.

- You may also indicate, via question 3, if you are interested in serving as a Committee Chair. If you are interested in serving as a Committee Chair we are asking that you provide a statement about why you are interested in serving as the Committee Chair.
- We will be asking for a pretty quick turn around on these so that the committee assignments can be made prior to the May 26th Meeting.

The meeting on May 26th will serve as our June Meeting and we would like to INVITE all of the Current Councilors to join us for Lunch at 12:15 in the Vet Med Fish Tank Lobby, prior to your Committee Meetings.

- New Councilor Orientation will begin at 11 AM on May 26th and the newly elected councilors will be seated at the end of the Council Meeting that will be held from 2:10 - 4 PM in 2226 Vet Med.
- Additional directions, maps, and parking information will be sent out prior to the meeting.

Secretary (Kate Goudy-Haht)

Expenses for April totaled \$473, this included IT services, Constant Contact newsletter subscription and Awards Breakfast room rental. The Council general account has \$2,213.31. 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 April 14th. There were 17 New Employees in attendance. I shared about all the accomplishments we've had over the past year and encouraged attending the Seminar Series. The next session is Tuesday, May 17th.
- I will get the new employee lists out to you tomorrow, please continue to send the welcome emails!
- Join us today, after the meeting at El Azteca (on Dayton) for our after meeting social.
- Also... June 11th - Break the Cycle - proceeds benefit the Ames Assault Care Center. 25 mile round trip bike ride, costing \$30.

VP for University Planning and Budget (Jordan Bates)

We have received confirmation for participation from the majority of individuals who will have membership on the University Planning and Budget Committee.

Membership includes:

- Jordan Bates, Chair, Vice President for University Planning and Budget of the Professional and Scientific Council
- Tera Lawson, President of the Professional and Scientific Council, University Budget Advisory Committee
- Clayton Johnson, President-Elect of the Professional and Scientific Council
- Amy Tehan, Past-President of the Professional and Scientific Council
- Darin Wohlgemuth, Assistant Vice President, Financial Planning and Budgets
- Bart Dobson, Business and Finance Advisory Committee
- Camille Schroeder, Student Affairs Advisory Committee
- Soma Mitra, Fiscal Officer, College of Business, Division of Academic Affairs
- Fiscal Officer from Academic Affairs

We are working on scheduling our first meeting and hope to hold this next week.

VP for Equity and Inclusion (Katie Davidson)

Faculty/Staff Associations (FSAs)

- 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.
- As of July 1st the BFSA will have new co-chairs: Kevin Lazard and Corey Williamson.
- Colegas held their spring social at Della Vitta on Main St. in Ames on Thursday, April 28. Fall meeting schedule is forthcoming
- Pride Week was April 11-17. <http://www.lgbtss.dso.iastate.edu/programs/events/pride-week>
LGBTQA+ FSA: To learn about upcoming events and to get involved, please email 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/
Twitter: @ISU_LGBTQA_FSA

- Consider attending final #UnitelowaonRace lecture at the Olmsted Center at Drake University. Jose Antonia Vargas (documentary film maker and founder of Define American: <http://joseantoniovargas.com/>), Friday May 6th, 7:00 pm to 10:00 pm. Register here: <https://tickets.desmoinesregister.com/e/uniteiowa-one-night-united>

4. P&S Committee Reports

Awards (Diane Rupp)

No report

Communications (Amy Ward)

No report

Compensation & Benefits (Karl Schindel)

Comp and Benefits committee members worked with the executive committee on the compensation proposal that will have a 1st reading later today.

Peer Advocacy (Ben Green)

- In April, the Peer Advocacy Committee members finished visiting all of the published lactation rooms on campus. We found the rooms are either newly updated or decidedly outdated; not much middle ground. Some were easy to find, some were hard to find. We have documented our experiences for our internal use.
- Also, we have continued to make progress on mentoring and plan to share our materials with the Executive Committee in May.

Policies and Procedures (Kris Koerner)

- Tera requested Council's feedback on the Holiday, Vacation, Flex Time and University Break Guidelines/Policy updates. The deadline for feedback was May 4th at noon. A compiled report of this feedback will go to the Policies & Procedures Committee for their review. Our Committee will work with the Executive Committee to pull together some type of response back to UHR.
- Our Committee is also reviewing some updates to the Facilities and Grounds Use, Activities Policy as it applies to Designated Public Forums (previously referred to as Free Speech Zone). Whitney Grote is a member of that work group. Updates are merely clarifications and do not change any requirements or meaning. Our Committee will be reviewing and providing Whitney with any feedback. These updates will likely be in place by July 1st. The other changes to the Facilities and Grounds Use, Activities Policy has to do with the Unmanned Aircraft Systems (drones) addition. More work was done on this section to provide further clarification. P&S Council endorsed the original changes back in November 2015.

Professional Development (Kate Goudy-Haht)

- Save the Date! Tuesday, February 28, 2017 is the next Professional and Scientific Council Professional Development conference. The conference will be held at Scheman. The committee is working on the theme of the conference and looking into national keynote speakers. If you know of a good speaker within our university community or outside please let us know by emailing the committee. Also if you or someone in your office would like to help plan the 2017 conference send us an email: pands-pd@iastate.edu.
- May 10 is the next Professional and Scientific Council Seminar Series event, check out the [website](#) for details. We will not hold a seminar in June. For the July seminar, pre-registration is required since there is a minimum (20) and maximum (40) participant limit. Pre-register by emailing pands-pd@iastate.edu. For more details on the July seminar, check out the [website](#).

Representation (Stacy Renfro)

- The Representation Committee met to finalize councilor representation areas for the 2016-2017 cohort of councilors.
- We also reviewed the survey results from the P&S Council Elections Process Evaluation Outgoing councilor Survey. We adjourned early to meet the new councilors prior to the meeting and look forward to getting to know them better at the New Councilor Orientation in May.

Unfinished Business and General Orders

Amend Rules and Bylaws of the Professional and Scientific Council - second reading of motion
Opened for discussion, closed discussion, voted, motion passes

Send the ISU Lactation Spaces and Policies Proposal to University Human Resources - second reading of motion

Opened for discussion, closed discussion, voted, motion passes

New Business

Professional and Scientific Council FY2017 Compensation Recommendation - Motion
1st reading, opened for discussion, closed discussion. 2nd reading and vote will take place at next general council meeting on May 26. You may submit comments via email prior to the meeting or provide comments during the meeting on May 26. pands-cb@iastate.edu

Announcements

Announcements from Councilors

Aaron Fultz - Bethany Burdt had a baby boy!

Professional and Scientific Council Seminar Series: Money for Life, Barb Wollan, Field Specialist III, Human Sciences Extension and Outreach, May 10, 2:00-3:00 PM, Memorial Union Gallery Room. Livestream will be available.

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

Professional and Scientific Council Meet and Greet - May 24 from 3:00-5:00 p.m. at Sukup Atrium in Elings Hall. Light snacks and refreshments will be served.

Last General Council Meeting of the year: Thursday, May 26, 2:10-4:00 PM, 2226 Veterinary Medicine. This meeting takes the place of the regular June Council meeting.

Adjournment: TIME: 3:58 p.m.