

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, August 4, 2016 Agenda | 2:10 - 4:00 PM | Gallery Room, Memorial Union

2016-2017 Officers:

President-Elect: Jessica Bell

President: Clayton Johnson

Past-President: Tera Lawson

Secretary/Treasurer: Melissa Gruhn

Vice-President UPB: Jordan Bates

Vice President UCR: Ben Green

Vice President EI: Samone York

Attending:

Chelsey	Aisenbrey	X		Erin	Kalkwarf	X
Teresa	Albertson	X		Tera	Lawson	X
Jordan	Bates	X		Kevin	Lazard	S
Tonia	Baxter	X		Jason	McLatchie	A
Jessica	Bell	X		Sarah	Morris-Benavides	X
Kara	Berg	X		Stacy	Renfro	A
Bethany	Burd	X		Lisa	Rodgers	S
Malinda	Cooper	X		Brittney	Rutherford	X
Jacob	Cummings	X		Matthew	Speicher	A
Kristi	Dillon	X		Shankar	Srinivasan	X
Ryan	Drollette	X		Joy	Stroud	X
Megan	Fink	X		James	Studley	X
Glen	Galvin	X		Tim	Tesar	X
Nancy	Gebhart	X		Katie	Thorson	X
Ben	Green	X		Nick	Van Berkum	X
Whitney	Grote	X		Jen	Van Ryswyk	X
Melissa	Gruhn	X		Amy	Ward	X
Glenn	Hansen	X		Lynn	Wellnitz	X
James	Harken	A		Katrina	Williams	A
Jeff	Hartwig	X		Jamie	Wilson	A
Chris	Johnsen	S		Barbara	Wollan	S
Clayton	Johnson	X		Samone	York	X

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Miles Lackey, Ed Holland, Karl Schindel

Call to Order & Seating of Substitutes (Jessica Bell) 2:11 pm

Jenny Pollard for Lisa Rodgers

Ron Jacobson for Kevin Lazard

Marisue Hartung for Barb Wollan

Chris Knight for Chris Johnson

Establish Quorum (Melissa Gruhn) - yes, a quorum was established

1. Approval of the Agenda

- Name spelling correction for Timothy Denger

2. Approval of the Minutes

July 7, 2016 Regular Council Meeting

- Corrections to the notations of the Fair Labor Standards Act to read FLSA instead of FSLA
- Emma Houghton - UHR will develop an classification and compensation restructuring advisory committee not steering committee

3. Administrative Reports

Senior Vice President & Provost (Brenda Behling on behalf of Jonathan Wickert)

- ISU had a record \$425 million in external funding for FY16
- Brenda recognized some key staff in the Vice President for Research Office: Vice President of Research Sarah Nusser; Liz Zuercher who leads the grants hub, Becky Musselman who leads leads OSPA which administers all grants and contracts other agreements from external sponsors; and Asrun Kristmundsdottir
- In Extension and Outreach we have Professional and Scientific employees who impact lowans all over the state such as the various county fairs and state fair. Brenda recognized Chad Higgins who is the Senior Director for Iowa State University Extension and Outreach and Assistant Vice President for County Services, Robert Dodds.
- Also in the Office of the Senior Vice President and Provost, Akelo Harris is a recent hire from Vet Med Administration.
- Enrollment for fall not official yet but record summer enrollment was recorded.
- Teresa Albertson asked a question about the intention of the FY'17 3.5% average salary increase for Professional and Scientific employees. Brenda responded that there was no central funding for the collective raised. They were funded by the unit individual units.

Chief of Staff/Chief Financial Officer (Miles Lackey)

Slides sent out with the minutes

FY17 General budget review

Revenue

- Overall budget increase of \$35 million total revenue for FY17
- State appropriations included \$2.2 million increase but the BOR had asked for about 8 million in increases
- Recent tuition increases are in response of lack of state appropriations.
- Resident tuition increased by \$250 in June 2016, and non-resident and international students have seen larger increases in Dec. 2015 and June 2016.

- The BOR approved \$1500 international tuition increase phased in a 3 year plan
- Increased revenue from international tuition will fund enhanced services for international students such as pre-arrival and arrival services, peer to peer and social advisory services, and other resources.

Expenditures

- Faculty and P&S salary, compensation, and benefits make up 59% of the overall budget
- Merit salary and benefits make up approximately 7% of the total budget
- There was an average salary increase of 3.6 % for P&S staff
- ISU has the highest faculty to student ratio among our peer institutions
- \$12 million expenditure is for student scholarships which is necessary to market the university to students
- P&S salary increases-
 - 1% minimum increase for any employee with a satisfactory performance review which is keeps up with inflation for this year.
 - Vast majority of employees are exceeding expectations
- In other expenditures, there is money allocated to the classification and compensation structure reorganization. RFP proposals are due August 5th and will be evaluated soon after.
- The new ERP software program will be another expenditure. The University is in final negotiations with the vendor now. The software should include human capital management systems, finance, payroll, and student systems. Implementation plans are being developed for this now.
- BOR - state appropriations for BOR office was reduced so ISU will get \$150,000 taken from our general budget to help cover shortfall in BOR budget.

Business and Finance

- Business and Finance was separated into the Division of University Services and the Division of Finance. Benefits of the division are: to use financial data to create actionable intelligence, for the debt strategy/policy to be in alignment with the strategic plan, and to maximize general fund resources.

Quality vs. cost

- ISU has the lowest tuition for residents among our peer group institutions as well as non-resident tuition.
- President Leath has emphasized that access and affordability of education without quality is not valuable and one of the President's priorities will be to make sure that ISU is receiving the revenue to support the quality we put out.

Director of Benefits (Ed Holland)

Slides sent out with minutes

- Kristi Darr was named as the interim VP of UHR as of 8/1/16
- UHR staff is operating in "business as usual" mode.
- The UHR staff is committed to fulfilling FLSA commitments and hitting milestones.
- ERP implementation will include human management systems
- UHR website is also being refreshed.
- There have been some recent "wins" for UHR staff: The new tuition reimbursement process has been implemented and is more streamlined. A new student and scholar health insurance program has been implemented. In the area of ISU child care and family resources

services, ISU was ranked 15 out of 50 colleges that offer certain amenities within child care offerings. Also, the Employee Assistance Program benefits were expanded from 3 free in-person meetings to 6.

- There is no timeline set yet for hiring the new VP for UHR.

4. Professional and Scientific Council Executive Committee Reports

President (Clayton Johnson)

Good afternoon everyone!

I am happy to report that it has been a very busy and productive month for the Professional and Scientific Council!

First of all, Council has received an invitation from the Vice President for Diversity and Inclusion to participate in the interviews for two new positions on campus, the Project Director for Diversity and Inclusion in Hispanic/Latino Affairs and the Project Director for Diversity and Inclusion in LGBTQA+ Affairs. I have brought a sign-up sheet for the interview times, I would encourage you to sign up for a time slot, as you are available. These will be hour-long meetings between just the candidates and members of Council, so this will be a fantastic opportunity to discuss areas of growth and concern with the candidates.

On July 21, the Executive Committee met with Emma Houghton (University Human Resources) and Maureen De Armond (University Legal Counsel) for an update on the status of the upcoming P&S Classification and Compensation Review and the impact of the new requirements of the Fair Labor Standards Act (FLSA). Maureen updated us on the new requirements of the FLSA, and Emma focused on how these changes will affect ISU employees and the greater Classification and Compensation Review. Human Resources is in the process of identifying the employees who will be affected by the new FLSA requirements, and will be in communication directly with these employees regarding the new requirements. A new classification will be created for these employees entitled "Professional and Scientific Non-Exempt." These will still be Professional and Scientific employees, and the Professional and Scientific Council will still represent these individuals.

In regards to ISU Policies and Procedures, a component of the new FLSA will likely be a new Timekeeping Policy which will be developed through PLAC, so we will have an opportunity to provide input regarding this policy before it is adopted.

Emma anticipates forming an Advisory Committee soon to guide the Classification and Compensation Review, and has assured us that Professional and Scientific Council will be represented on this committee. I will continue to follow-up with HR to be sure we are included in this process.

On July 28, members of the Executive Committee met with new Board of Regents member, Dr. Michael Richards as part of his orientation as a new Regent. We talked about Professional and Scientific Council, our role on campus, and current concerns of Professional and Scientific employees at the university.

The Executive Committee retreat was held on August 2. During this full-day retreat, the Executive Committee completed a number of activities. The bulk of our time was spent discussing the results of our Priority Planning workshop during the July 6 Professional and Scientific Council Meeting. We had the opportunity to discuss every issue, question, and concern brought to our attention, and have identified a number of priorities to tackle over the next year. Several of the priorities you identified will likely be addressed in the Classification and Compensation review, and the new FLSA requirements. We have listed all of these applicable priorities and will be sure the Professional and Scientific Council representative(s) on the Advisory Committee address these priorities. Any priority that is deemed to be outside of the scope of the review will be brought back to the Executive Committee and addressed at that time. If any of you have any concerns about the manner in which we are addressing these

priorities, or the timeline these will be addressed, please let me know and I would be happy to discuss this with you.

I am hoping to further work with the Executive Committee and produce a priority list for the 2017 Fiscal Year which can be available for all Professional and Scientific Councilors, and all Professional and Scientific employees at the University. On a final note, I would like to thank you all for helping us identify priorities important to you, your constituents, and the larger University.

Secretary/Treasurer (Melissa Gruhn)

- \$9984.56 is the current balance.
- The Executive Committee was asked and will consider a request to share the overall council budget with all councilors

VP for University Community Relations (Ben Green)

- There were 43 new employees at last the orientation.
- Plans are to continue to raise awareness of P&S employees by expanding our social media presence and will work with Communications Committee to implement that plan.

VP for University Planning and Budget (Jordan Bates)

Slides sent out with the minutes

The Professional and Scientific Council University Planning and Budget Committee met at the end of July. Throughout this presentation, I'll go through the topics discussed during that meeting.

Tuition increases were approved by the Board of Regents, State of Iowa at the July 18, 2016 meeting. The Board unanimously adjusted down the increase for resident undergraduates from the proposed \$300 to \$250. This change reduces the estimated tuition revenue growth at Iowa State by \$915,000, which represents a .2% variance in the total anticipated revenue generated from tuition.

Other tuition increases were approved as proposed including an increase of \$100 for nonresident undergraduates and all graduate students (both resident and nonresident), and \$50 for all veterinary medicine students.

For some student groups, these increases are in addition to increases that were approved in December.

The three senior vice president have been informed of the programs that have been approved and the funds generated from the increase to international student tuition have been allocated. As the \$1,500 increase in international student tuition is phased in, (\$500 in 2016-2017, \$1,000 in 2017-2018, and \$1,500 in 2018-2019) Year 1 focused on funding existing programs where units were absorbing the costs of providing the services. Year 2 and Year 3 will focus on new and expanded programs. While the determination has been made for this year as to which programs will be funded, now is a perfect time to do some future planning. As students begin to return to campus, be thinking of those ideas of things that you can't do right now that you would like to do that would really improve the experience for international students. Be working with your supervisor, up to the appropriate senior vice president so that your ideas can be submitted when there is a call for proposals next year.

In other news, Iowa State topped its external funding record during fiscal year 2016. Iowa State

attracted a record \$425.8 million which is an increase of approximately \$900,000 from the previous record raised in fiscal year 2015.

VP for Equity and Inclusion (Samone York)

- BfSA retreat is planned for August 27th.
- Upcoming meeting with Reg Stewart Vice President for Diversity & Inclusion.
- Members of the Council have been invited to participate in the interviews for Project Director positions for Diversity and Inclusion in Hispanic/Latino Affairs and LGBTQA+ . More information is available from Council President Clayton Johnson.
- A collaborative of representatives from faculty and staff groups on campus (MLOs, Equity Advisors, FSA Council, P&S Council, Faculty Senate) cordially invites you to:
Campus Conversation I: Baton Rouge, Dallas, Orlando...
For faculty and staff who are hurting and those who care about them.

Tuesday, August 16
3:30pm-5pm
Sun Room, Memorial Union

The purpose of this event is to provide a safe space for faculty and staff to share and discuss the impact of recent events in Baton Rouge, Dallas, Orlando, St. Paul, etc. on ourselves and our colleagues. This discussion is open to all ISU faculty and staff - those who are hurting and those who are interested in supporting colleagues and understanding their experiences. Our goal is to build a more inclusive campus through sharing and listening to better prepare ourselves to continue our work at Iowa State in light of these events.

RSVP at <http://bit.ly/cc1rsvp>
Direct questions to campusconv@iastate.edu

5. Professional and Scientific Council Committee Reports Awards (Kara Berg)

- Overview of awards committee
- University Awards Ceremony is Mon, September 26th 3:30 in the MU Great Hall
- University Awards Committee meeting will be August 9th.
- Planning for CYtation Awards which will be Wed March 23rd, 2017

- Staff highlights -
#highlighting ISU staff

Communications (Amy Ward)

- The committee is working on LinkedIn presence.
- Photography procurement - please contact committee with good pics from events so they can use them on our social media sites.

Compensation & Benefits (James Studley)

- The committee discussed FLSA issues and priority planning for FY17.

Peer Advocacy (Nick Van Berkum)

- The committee held a prioritizing and brainstorming session.
- One of their priorities will be to research parental leave policies and compare ISU to peer institutions.
- P&S staff are encouraged visit the exercise clinic in Forker which is an on-campus adult fitness program sponsored by the Kinesiology Department.

Policies and Procedures (Bethany Burdt)

- The University PLAC meeting was cancelled this month so no new policies are being addressed right now.
- The committee discussed priorities for the upcoming year.

Professional Development (Tera Lawson for Jim Harken)

Jim is unable to be with us today ask he is ill. As the Professional and Scientific Council Professional Development Conference Chair I'm excited to share that we are moving forward on the Professional and Scientific Council Professional Development Conference! The Council PD Sub-Committee has been formed and is off and running (February is already rapidly approaching!). This Sub-Committee contains the members of the Council

Professional Development Committee as well as 8 additional Professional and Scientific Employees who are volunteering their time, effort, and energy. The e-mail for the Subcommittee is pands-conf@iastate.edu if you have comments or suggestions. The theme for our February 28th Professional and Scientific Council Professional Development Conference will be: Cultivate Your Adventure: from Initiating to Innovating. I'd also like to highlight the upcoming Professional and Scientific Council Seminar Series Events. The first of which is NEXT Tuesday, August 9th from 2-3 PM in the Gallery Room of the Memorial Union and is titled "Being Prepared for the Unexpected. Safety in Your Office and Public Places" and will be presented by Timothy Denger from ISU Police. The second Seminar Series Event I would like to highlight today will be held on September 13th from 2-3 PM in the Gallery Room of the Memorial Union. We will be hearing from Ross Wilburn, ISU Extension and Outreach Diversity Officer, about Meeting Diversity Needs Through University Outreach and in Our 100 County Offices. BOTH of these Professional and Scientific Council Seminar Series Events will be live streamed and recorded. If you can't attend in person please visit the Professional and Scientific Council Website for the link to the livestream.

Representation (Melissa Gruhn for Stacy Renfro)

- Our committee reviewed our timeline and responsibilities for the year. There are some new openings on campus committees for P&S staff and we will be looking for representation for those in the upcoming weeks.

6. Unfinished Business and General Orders

None

7. New Business

None

8. Announcements from Councilors

- Teresa Albertson shared:
LAS Kickoff
Tuesday, August 30
11 AM - 1 PM
Catt Hall Plaza
- **Sept. 14 – Fall Convocation & Awards Ceremony, 3:30-5:30 p.m., Sun Room**

Dean Beate Schmittmann will address the "State of the College," college and university award recipients will be recognized and new faculty and staff will be introduced. A reception will follow.

Executive Committee

Meeting: TBD

General Council Meeting: September 1, 2:10-4:00, Memorial Union Gallery Room

P&S Council Seminar Series: Officer Timothy **Denger**, ISU Police - "Being prepared for the unexpected, safety in your office and public places", August 9, 2 - 3 PM, Gallery Room, Memorial Union

Adjournment 3:43 pm