

2016-2017 Officers:

**President: Clayton Johnson**

**Secretary/Treasurer: Melissa Gruhn**

**Vice President UCR: Ben Green**

**Vice President EI: Samone York**

**President-Elect: Jessica Bell**

**Past-President: Tera Lawson**

**Vice-President UPB: Jordan Bates**

**Attending:**

Chelsey Aisenbrey X  
Teresa Albertson X  
Jordan Bates X  
Tonia Baxter X  
Jessica Bell X  
Kara Berg X  
Bethany Burdt X  
Malinda Cooper X  
Jacob Cummings X  
Kristi Dillon X  
Ryan Drollette X  
Megan Fink X  
Glen Galvin X  
Nancy Gebhart X  
Ben Green X  
Whitney Grote X  
Melissa Gruhn X  
Glenn Hansen X  
James Harken X  
Jeff Hartwig X  
Clayton Johnson X

Erin Kalkwarf X  
Tera Lawson X  
Kevin Lazard X  
Jason McLatchie X  
Sarah Morris-Benavides X  
Stacy Renfro X  
Lisa Rodgers X  
Brittney Rutherford X  
Matthew Speicher X  
Shankar Srinivasan X  
Joy Stroud X  
James Studley X  
Katie Thorson X  
Nick Van Berkum A  
Jen Van Ryswyk X  
Lynn Wellnitz X  
Katrina Williams A  
Barbara Wollan X  
Samone York X

X = Present, A = Absent, S = Substitute

**Guests:** Katy Leichsenring, Ellen Johnson, Andy Bock, Keenan Kent, Jason Wiegand, Johnathon Wickert, Ed Holland, Martino Harmon, Johnathon Sturm

**Substitutes:** No substitutes present.

**Call to Order & Seating of Substitutes** (Jessica Bell) 2:10 pm

**Establish Quorum** (Melissa Gruhn)

Yes, quorum is established.

## 1. Approval of the Agenda

- Move to update the next P&S Council Seminar Series presenter to remove ISU police from Ross Wilburn's title. Approved.

## 2. Approval of the Minutes August 4, 2016 Regular Council Meeting

- Corrections
  - a. Remove Jamie Wilson from attendance list as is no longer employed at ISU and to provide consistency to attendance.
  - b. Awards Committee report updated to show that Monday September 26th is the date for the University Awards ceremony and to update the correct spelling for the Cytation Award.

## 3. Administrative Reports

### Senior Vice President & Provost (Jonathan Wickert)

- Enrollment numbers are not official yet but another record is expected to be set.
- Lots of building and renovation projects going on around campus, including renovations to Marsten and Pearson buildings.
- The Provost shared a reminder with staff to bear in mind what today's students are like and how their life experiences are likely much different from ours.
- The next Board of Regents meeting will be held at UNI on September 7-8<sup>th</sup>. On the agenda for discussion will be consideration of new capital projects like renovation to Gentle Doctor area at the Veterinary Medicine complex and a 124 million FY 2018 capital request of new construction at the Veterinary Diagnostics Lab space.  
[http://www.iowaregents.edu/media/cms/2016ISUCapitalRequest\\_BDFC3C4FAB71B.pdf](http://www.iowaregents.edu/media/cms/2016ISUCapitalRequest_BDFC3C4FAB71B.pdf)
- The Board will also consider an ISU request to award an honorary doctor of science degree to Dennis Muilenburg who received a bachelor's degree in Aerospace Engineering from Iowa State University in 1986. Muilenburg went from summer intern at Boeing to recently-appointed CEO. Faculty members from ISU's Department of Aerospace Engineering stated that he "uniquely exemplifies the standards and quality of students coming from the state of Iowa and Iowa State University." [http://www.iowaregents.edu/media/cms/0916\\_ASAC03a\\_A733C9CAAF7BE.pdf](http://www.iowaregents.edu/media/cms/0916_ASAC03a_A733C9CAAF7BE.pdf)
- The Provost also shared efforts from around the University to improve diversity and to make the University a more inclusive place. In 2015 the Center for Excellence in Learning and Teaching (CELT) was asked to lead an Inclusive Classroom Task Force. The task force was charged with creating and implementing a professional development program for faculty that addressed diversity and inclusion in Iowa State's learning environment. Resulting from the task force was the Inclusive Classroom Workshop, which will be offered eight times this academic year. The workshop provides strategies instructors can use to foster respectful learning environments at ISU
- The Diversity and Inclusion report was compiled to centralize all diversity and inclusion efforts across the University. It is a communication mechanism to facilitate discussion on campus about what needs to be done to become a more welcoming campus. The full report can be found here: <http://www.provost.iastate.edu/sites/default/files/uploads/about/Academic%20Affairs%20FY2016%20Diversity%20and%20Inclusion%20Report%206-1-16.pdf>

### **Senior Vice President, Student Affairs (Martino Harmon)**

- Dr. Harmon communicated some additions within the Student Affairs Division. The positions of director of student wellness; director of assessment and research, and student affairs development officer have been created.

<http://www.studentaffairs.iastate.edu/pistilli-joins-the-division-of-student-affairs/#more-3379>

<http://www.studentaffairs.iastate.edu/rowe-barth-joins-the-division-of-student-affairs/#more-3385>

- Student Affairs staff have been participating in staff wellness initiatives including the Live Healthy Iowa Next Step Challenge. SVPSA paid for registration for 187 staff members to participate in the challenge. <https://www.livehealthyiowa.org/step-challenge>
- There has also been a focus on improving work-life balance. Efforts have been made to identify pinch points and find ways to alleviate them. The SVPSA has hired several new positions and continues to look for ways to direct resources accordingly such as approving shorter hours for a chunk of the summer to provide a break to staff.

### **Director, University Human Resources (Ed Holland)**

- See PowerPoint presentation included with the minutes.
- Ed provided an update on the FLSA/Classification and Compensation-related changes.
- A number of proposals from consultants to conduct the classification and compensation review in partnership with UHR have been received. UHR is evaluating the proposals now and should be ready to award the bid in October.
- The timeline for the review starts with Phase 1 which is to meet the December 1<sup>st</sup>, 2016 FLSA deadlines. UHR will be completing this Phase independently from the consultant.
- Three Project teams have been established guide this process:

*The Core Team: Advisory group comprised of experts that will assist with coordinating the sub-teams and synthesizing information to be shared with executive leadership. The Core team has been tasked with:*

- Discuss enterprise wide issues and priorities
- Scope the project for a successful implementation on December 1
- Define and identify long-term FLSA enhancements
- Coordinates communication across stakeholder groups
- Engages with Implementation and Time sub-teams for collaboration

*Implementation Team: Provide feedback and create strategies to support a successful implementation with stakeholder engagement.*

- Make strategy recommendations to the Core Team
- Create and implement a process for gathering feedback on tools, training, communication, etc.
- Develop communications for various stakeholders

- Advise on workplace culture considerations associated with implementation and develop solutions
- Collaborate with Time Team as necessary to provide seamless tools and information

*Time Team: Work towards the development of the appropriate tools and processes in support of tracking hours worked for the impacted group.*

- Subcommittee of the Implementation Team.
- Make recommendations to the Core Team
- Collaborate as necessary with Implementation Team to provide seamless tools and information
- Create and implement a process for gathering feedback on tools, training, communication, etc. related to the tracking of hours worked
- Define and implement a process for the compliant tracking of hours worked
- The next UBC meeting will be next Tuesday and will focus on possible changes to employee health insurance plans and premiums, and the open change period coming up.

### **Faculty Senate (Jonathan Sturm)**

- The Faculty Senate Executive Board will meet next Tuesday and with the full senate meeting following on Tuesday, September 13<sup>th</sup>.
- Jonathon shared that he chaired the enrollment management task force and that the recommendations from faculty on the topic of enrollment management will be on the Faculty Senate website soon. The report includes direct feedback from both faculty and staff.
- The Spring Faculty Conference, entitled Ethical Research in the Age of Open Access, was held April 26<sup>th</sup>, 2016 focused on responsible research, which will be a continued priority for the Faculty Senate this year.
- Other Faculty Senate priorities for the year will be:
  - Efforts to provide open information. Increasing costs for journals and other research publications are making subscriptions cost-prohibitive and other ways of sharing research need to be explored.
  - Faculty focus on diversity and inclusion efforts
  - Reviewing Dead Week policies
  - Focus on sexual assault issues on campus
  - Focus on equal pay of equal work
  - Student evaluations of faculty

## **4. Professional and Scientific Council Executive Committee Reports**

### **President (Clayton Johnson)**

Good afternoon everyone!

As usual, it has been a very busy and productive month for the Professional and Scientific Council! To begin, I would like to provide a status update regarding the results of the July 2016 Priority Planning Session. As you may remember from last month, I reported that I hoped to produce a Priority List for

the 2017 fiscal year. I am happy to report that I have been working diligently with the Executive Committee and we have finalized the FY17 Professional and Scientific Council Priorities and Strategic Initiatives document that you see on the screen. This document is organized by the four purposes of Council as defined in our Constitution: The Iowa State University Professional and Scientific Council serves as a resource and an advocate for Professional and Scientific employees, The Iowa State University Professional and Scientific Council identifies the needs of its constituents, The Iowa State University Professional and Scientific Council provides information and advice in response to the needs of its constituents, and The Iowa State University Professional and Scientific Council recommends policies and procedures to the administration that benefit Professional and Scientific employees and assists in fulfilling the mission of Iowa State University. This document will be included in the meeting minutes for today, and will be posted on our website so our constituents can be aware of the strategic initiatives we have identified. This is not meant to be a static document, and we will be adjusting these initiatives as we make progress and receive feedback from Councilors and our constituents.

<http://www.pscouncil.iastate.edu/about-us/priorities>

I am very proud of this document, and very proud of the strides we have made on this subject. To my knowledge, this is the first time we, as a Council, have publically published a document such as this, and I think it is a great continuation of all the progress we have made as a Council over the past few years.

I have been contacted by Kristi Darr, the Interim Vice President for University Human Resources, to participate in the Implementation Team as part of the rollout of the new Fair Labor Standards Act (FLSA) regulations. My role on the team will be to represent Professional and Scientific employees across the University. We have yet to meet, but I will update Council on the progress as this group works to meet the December 1 deadline for compliance.

Jessica and I have established a regular monthly meeting schedule with Provost Wickert as well as senior representatives from Human Resources. We look forward to working with both of these offices to continue representing the needs of Professional and Scientific employees at the university.

On a final note, I would like to express a big THANK YOU to everyone who participated in the interview process for the Project Director for Diversity and Inclusion in Hispanic/Latino Affairs and the Project Director for Diversity and Inclusion in LGBTQA+ Affairs positions. We had great representation from Council, and we were excited to participate in the interview process and explore areas of collaboration between the Professional and Scientific Council and the Office of the Vice President for Diversity and Inclusion.

- Ben Green is replacing Amy Ward as head of the Communications committee.

#### **Secretary/Treasurer (Melissa Gruhn)**

#### **Professional and Scientific Council Annual Budget FY2017: \$10,250**

- Budget allocated by the Office of the Senior Vice President and Provost

#### **Budget Allocation Areas**

- ITS = \$750
- Constant Contact (newsletter) = \$750
- Memorial Union Rental Fees = \$1,000
- Office Supplies (printing, nametags, banners, etc.) = \$700
- Professional & Scientific Council Sponsored Events = \$1,000
- Professional & Scientific Council Executive Committee Retreat = \$300
- June New Councilor Orientation/Outgoing Councilor Goodbye Lunch = \$1,500
- Professional & Scientific Council Awards Breakfast, frames, printing, etc. = \$2,500
- Extension Recording Seminar Series (7 times) = \$1,750
- Additional support for the Professional Development Conference = \$5,000

### **VP for University Community Relations (Ben Green)**

One orientation last month and Jessica Bell filled in for me.

My first goal this year is to develop a comprehensive guide encompassing all of our communications. We have many different platforms and we all use them in different ways. My first step is to study how we do things now. I will gather information from each committee chair and have spoken with most of the them. I am looking forward to compiling this information to share with you and the Executive committee.

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

#### **Iowa State University Financial Reports**

- Iowa State University financial reports are posted online:
- <http://www.controller.iastate.edu/far/financial%20report.htm>

Iowa State University financial reports are posted online on the Controller's Department website. These financial reports are prepared in accordance with accounting principles generally accepted in the U.S. as prescribed by the Governmental Accounting Standards Board (GASB).

The financial reports are comprised of three financial statements:

- Statement of Net Position
- State of Revenues, Expenses, and Changes in Net Position
- Statement of Cash Flows

The Statement of Net Position presents the financial position of the University at the end of the fiscal year.

The purpose of the Statement of Revenues, Expenses, and Changes in Net Position is to present operating and non-operating revenues and expenses earned and incurred by the University.

The primary purpose of the Statement of Cash Flows is to provide information about the cash receipts and disbursements of the University for the fiscal year.

Digging into the Statement of Net Position a bit, we have the Statement of Net Position for the year ended June 30, 2015 as the financial report for fiscal year 2016 is not yet available. The June 30, 2015 Statement of Net Position does have a side-by-side comparison of the two previous fiscal year.

A couple of things to note here:

- The total net position for the University is approximately \$1.4 billion. As you can see, the net position has been increasing over the last three fiscal years. It has increased approximately \$169 million between 2013 and 2015.
- For the fiscal year ended June 30, 2015, the current assets are in excess of current liabilities. It's a good position to be in when your current assets can cover your current liabilities. Current liabilities are those items that are coming due in one year or less and current assets are cash and other assets that are expected to be converted to cash within one year. From the three year comparison, we can see that our current assets were in excess of current liabilities for 2013, then something must have happened in 2014 where our current assets were less than our current liabilities, but turned back around for 2015.

The Statement of Net Position, and the related Statements of Revenues, Expenses, and Changes in Net Position and Cash Flows are independently audited by the Auditor of State, State of Iowa. The 2015 audit opinion concluded that the financial statements presented fairly, in all material respects, the respective financial position of Iowa State University.

Under the cash basis of accounting, revenue is recognized when cash is received and expenses are recognized when cash is paid.

Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when an obligation is incurred.

I'm going to make a distinction here. At Iowa State University, our financial management system is very much on a cash method basis of accounting. What happens to your accounts? There's a transaction when you receive cash and then there's a transaction when an expense is paid. We then have the consolidated financial statements which are prepared under the accrual basis of accounting. Revenues are recognized when earned, earned meaning when we have a claim to that revenue, and expenses are recorded when we have an obligation to pay, not when we pay, but when we have an obligation to pay. Information is rolling up to a very high level to be presented in the consolidated financial statements. If you'll recall from our August council meeting, CFO Miles Lackey talked about preparing financial statements for business units under the accrual basis of accounting. My interpretation of that is that as a whole, we have Iowa State University consolidated financial statements prepared under the accrual basis of accounting, at a very high level. From an individual business unit level, you have financial reports in the financial management system that are under the cash basis of accounting. I think that what Miles is getting at is that having accrual basis financial statements at individual business unit levels along with information from the financial management system in the cash basis that this might lead to identifying some trends that could be helpful in making business decisions.

- See PowerPoint presentation included with the minutes.

## **VP for Equity and Inclusion (Samone York)**

- Samone shared that the FSA's on campus are starting their meetings for the academic year.
- Everyone is welcome to a Faculty Staff Association (FSA) Meet & Greet on September 14 from 4-6 p.m. in the MU Gallery Room. This event provides a chance to learn all about the associations on campus.
- Black Faculty & Staff Association  
Cordially Invites You to Our 5th Annual Welcome Event
- September 8, 2016  
Memorial Union – Multicultural Center  
Please mark your calendar, and plan to join us as we welcome new employees and reconnect with current colleagues within the Iowa State community.  
Reception: 4:00pm to 6:00pm •  
BFSA Social Time with ISU Students: 6:00pm to 6:30pm  
Lecture & Performance: Michael Fosberg- Incognito: On Race, Identity and Self Discovery –Great Hall, Memorial Union 7pm to 9pm

Please RSVP by September 1st to Samone York at [smyork@iastate.edu](mailto:smyork@iastate.edu)

As in years past, there will be a welcome reception slideshow. If you would like to be included, please email me a picture with your name, title, and department at [smyork@iastate.edu](mailto:smyork@iastate.edu) by September 6th.

## **5. Professional and Scientific Council Committee Reports**

### **Awards (Kara Berg)**

- The University Faculty and Staff Awards Ceremony will be held on Monday, Sept. 26 at 3:30 p.m in the MU Great Hall.
- Everyone is encouraged to nominate staff for next year's awards. Start thinking now as many of the colleges have their own internal deadlines for awards.
- The next Cytation Awards ceremony is planned for Thursday March 23<sup>rd</sup>, 2017. More information to come at the next Council meeting.
- The Woodin award recipient, Brenda Schmitt, was highlighted in the Council newsletter this month. <http://www.pscouncil.iastate.edu/committees/awards/spotlight>

### **Communications (Teresa Albertson for Ben Green)**

- Teresa shared how the committee's efforts will be divided among the members
- Teresa Albertson will be focused on the committee's social media presence using Facebook, Twitter, and Linked-in.
- Email list will be maintained by Kevin Lazard and Ben Green.
- Council website updates will fall on Teresa and Kevin.
- Other committee members will be liaisons to other Council committees.

### **Compensation & Benefits (James Studley)**

During our committee meeting we discussed some constituent comments regarding FLSA requirements and the upcoming December 1 deadline.

### **Peer Advocacy (Jessica Bell for Nick Van Berkum)**

We are still gathering benefits information from our Peer institutions, and will be creating a report detailing them in comparison to ISU. We also are setting up a meeting with Dr. Franke and the Exercise Clinic. We want to write an article about the clinic and highlight the benefits to ISU employees.

### **Policies and Procedures (Bethany Burdt)**

- The PLAC meeting cancelled for this month so no new policies to consider this month.
- The committee focused on reviewing the policy development process and the Policy Library itself.

### **Professional Development (Jim Harken)**

- The P&S Council Professional Development conference will be Feb 28<sup>th</sup> 2017, at the Scheman building.
- This month's seminar series event on September 13<sup>th</sup> will feature Ross Willburn, a diversity officer with ISU Extension, speaking on "Meeting diversity needs through University outreach and in our 100 County offices."
- The next in the series will be on October 11<sup>th</sup> and will feature Ed Holland from UHR speaking about changes to benefits packages.
- Both events will be live streamed.

### **Representation (Stacy Renfro)**

- The committee will finalize their new councilor survey and will send it out next week.
- They will also will be developing an existing councilor survey. More details to come later.
- The committee is looking for P&S representation for the ISU Retirees Association. They would like help finding two new representatives.
- The committee is also looking for representation on the upcoming critical response team exercise. The team would like to include a P&S member to be involved in this activity. Councilors can contact Stacy Renfro if interested.

### **6. Unfinished Business and General Orders**

None

### **7. New Business**

#### **Nomination to fill Council vacancy in the Division of Student Affairs (through 6/2017)**

- The motion to approve Katie Lieschenring to replace Tim Tesar as a Student Affairs representative was approved by placard vote.

## **8. Announcements**

### **Announcements from Councilors**

- Stacy Renfro announced that she started a new position as the Program Manager for the Center for Statistics and Applications in Forensic Evidence.

**Executive Committee Meeting:** September 19, 9-11 AM, 107 Lab of Mechanics

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

**P&S Council Seminar Series:** September 13, 2-3 PM, Memorial Union Gallery Room

Ross Wilburn, Diversity Officer, ISU Extension– “Meeting diversity needs through University outreach and in our 100 County offices” (also available through livestream)

**Adjournment 3:37 pm**