

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, October 6, 2016 Agenda | 2:10 - 4:00 PM | Gallery Room, Memorial Union

### 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 A  
Jordan Bates X  
Tonia Baxter A  
Jessica Bell X  
Kara Berg X  
Bethany Burdt X  
Malinda Cooper X  
Jacob Cummings A  
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  
Chris Johnsen X  
Clayton Johnson X

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

X = Present, A = Absent, S = Substitute

### Guests:

Brenda Behling, Erin Rosacker, Sheryl Rippke, Reginald Stewart, Ed Holland,

### Substitutes:

Chuck Rodgers for Lisa Rodgers  
Susan Lammers for Brittney Rutherford  
Tammy Corcoran for Joy Stroud  
Rick Charles for Kevin Lazard

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

**Establish Quorum** (Melissa Gruhn)- A quorum was established.

**1. Approval of the Agenda - Approved**

**2. Approval of the Minutes**

September 1, 2016 Regular Council Meeting

- Jamie Wilson is still employed at ISU so we need to correct the corrections from last month's Council meeting minutes.

**3. Administrative Reports**

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

- President Leath gave his annual address on September 14<sup>th</sup> where he introduced the FY17-22 strategic plan <http://www.president.iastate.edu/messages> .
- The plan lists 4 overarching goals that will be addressed by President Leath and his leadership team over the next 5 years. <http://strategicplan.iastate.edu/> .
- There have been minor changes to the document "Offering Faculty Rank to P&S Employees". The Provost's office has talked discussed the changes to the document with the Professional and Scientific President and President-Elect. The updates to document will be up on the website tomorrow.
- Campus leadership will also be addressing the proposal from Student Government President, Cole Staudt, for a new student orientation course potentially titled "Cyclones 101". At some point various representative groups like the College Deans, Professional and Scientific Council, etc... will be asked to participate in the vetting process. There are lots of details to be discussed and developed like logistics and implementation details. As it stands, this initiative is still the in the proposed status and has not yet been approved to go forward.
- The next IBOR meeting will be on October 19<sup>th</sup> and 20<sup>th</sup> at UNI. <http://www.iowaregents.edu/meetings/past-meeting-agendas/october-19-20-2016/>

**Vice President for Diversity and Inclusion (Reginald Stewart)**

- PowerPoint presentation included with the minutes
- Dr. Stewart discussed his various roles in his position and the distribution of the time he spends in these roles.
- Approximately 25% of his time is spent in the role of the Office of Equal Opportunity which is an understaffed department.
- About 25% spent advising the president and the leadership team.
- Approximately 50% of his time is spent on policy development, planning, and personnel.
- One example of his responsibilities in action: The fire department just hired the first African American firefighters in 120 years. Dr. Stewart has been involved in developing support for these new employees as they transition in to the community. He is also often called to extend his efforts of diversity and inclusion to the larger community as well.
- He also was called to address the free expression policy (officially called Facilities and Grounds Use, Activities Policy) <http://www.policy.iastate.edu/policy/facilities/use> to ensure that it made sense to new employees. The goal was to decouple the philosophy and the implementation/application. This is an example of something he does a lot of diversity and inclusion policies already on the books

- In regards to a religious accommodation policy - Dr. Stewart indicates that the University needs one. There needs to be a conversation about religious work-restricted holidays. Leadership will be looking at peer institutions' policies to see what others have in place in this regard.
- There has been progress in this area recently including adding many religious holidays to the Alumni calendar this year.
- He will also be looking at other religious behavioral issues such as the times if the day when food is available and other dietary restrictions.
- Dr. Stewart's office will all be addressing the University's bias reporting system and response team. His goal is to have one on-line portal for reporting of bias-related issues on campus where submissions generate a case number and pushes notifications to stakeholders.
- He will also be involved in operationalizing President Leath's Strategic Plan Goal #4 which is to develop and implement a comprehensive campus climate assessment system. The last assessment was done in 2004.
- His office will most likely work with an external vendor to assist in planning for and performing the comprehensive study.
- On the personnel front, his office employs a team-based approach. Two new positions have been created already in the first 6 months and a few existing positions have been repurposed.
- The University Committee on Diversity has been repurposed to be the VPDI (Vice President for Diversity and Inclusion) Council <http://www.diversity.iastate.edu/research/vpdi-council> . The Council talks about diversity and inclusion issues from around the country. Additionally, specific programs or departments will brief the council on important issues. For example, the FSA's have met with the Council and have developed operating budgets.
- Dr. Stewart encouraged the Council members to reach out and make his two new hires, Nicci Port and Dr. Liz Mendez-Shannon, feel welcome.

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

- PowerPoint included with the minutes
- Ed revisited the timeline for FLSA implementation.
- UHR leadership is now scheduling individual vendor presentations for the Classification and Compensation review.
- The FLSA website is now live. <http://www.hrs.iastate.edu/hrs/flsa>
- UHR is currently gathering information from supervisors of employees who are close to the salary threshold and is beginning to gauge the possible cost of overtime pay to the University.
- November 1<sup>st</sup> still the planned date to distribute information to impacted employees.
- The benefits open change period is upcoming. Pay attention to dates for P&S employees.
- Ed encouraged the Council members and guests to take advantage of the annual flu shot clinic in October.
- On the issue of lactation spaces; there have been some updates to facilities including improving and remodeling a few existing spaces and budgeting about \$32,000 for a new space in Atanasoff.
- Brenda Behling also offers her thanks to the Professional and Scientific Council for the 8 pages of comments they gathered and compiled from constituents concerning FLSA-related issues. The comments will be used to guide and inform some of the decisions being made.

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

- The Faculty Senate will also be involved in addressing the “Cyclones 101” proposed course. There are a number of campus issues that may potentially be included in this orientation program including diversity and inclusion, financial literacy, sexual assault education, among others. There are a number of concerns about the feasibility and logistical issues of this type of program, and the Faculty Senate will be involved in vetting the various pieces of the proposal.
- The IBOR has indicated that they want to mandate a financial literacy class at the Regent institutions so that may tie into the “Cyclones 101” proposal.
- Other Senate actions this year include the review of President Leath’s office this year. A committee is being formed now and they are hoping to be finished with the review around mid-March 2017.
- A need to conduct a faculty gender equity pay study and the Provost’s Office has volunteered to pay for this initiative. Proposals from outside consulting firms will be evaluated and the initiative will be moving forward soon.
- This particular study will only be studying the faculty side of the pay equity issue but the outside firm involved with the P&S Classification and Compensation review will likely address this issue from the P&S perspective during the review.

#### **Critical Incident Response Team Report from September Meeting and Tabletop Exercise (Ben Green)**

- PowerPoint included with the minutes.
- The exercise was facilitated by ISU Environmental Health and Safety department and consisted of a simulated emergency incident. <http://www.cirt.iastate.edu/>
- The participants were split into groups and addressed pieces of the developing situation and how each would handle the things as events unfolded.
- One of Ben’s observations was that it was very interesting that each person had their own internal threshold on when the situation reached a critical level.
- Ben’s main take-away was that everyone who participated really wanted to help.
- There will be two more upcoming CIRT events. The Winter/Spring CIRT event will be an active-shooter functional exercise and the Summer event on campus will be full-scale exercise.

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

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

Good afternoon everyone!

I have several updates for you today, so let’s dive right in! I would like to start out by highlighting some very good things that have happened over the past month for Professional and Scientific employees and for the Professional and Scientific Council.

##### **University Awards**

The University Awards ceremony was held on Monday, September 26. During the awards ceremony, several Professional and Scientific employees were recognized. We highlighted these awards in our October Professional and Scientific Council newsletter, and these folks were also highlighted in Inside Iowa State. I would encourage you to take a minute and congratulate recipients. These folks are making some fantastic contributions to our university.

##### **Lactation Spaces**

The September 29 issue of Inside Iowa State featured an article on the lactation spaces around campus, and a report on the various updates and improvements of these spaces. I would encourage you to review this article. Last year the Peer Advocacy committee developed the “Iowa State University Lactation Spaces and Policies” proposal, which we forwarded to University Human

Resources. This article is in direct response to this proposal. Congratulations to the Peer Advocacy committee and Ben Green, who was the chair of that committee during the development of this proposal. Updating, improving, creating new, and publicizing lactation spaces is still a huge priority for us, so we are not done with this issue, but it is great to see some progress.

### **Partial shutdown during university breaks**

The October 6 issue of Inside Iowa State featured an article entitled “Partial shutdown authorized for winter break.” I would encourage you to review this article. Last year the Executive committee developed the “Request for Clarification regarding interpretation and application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy during Iowa State University partial closing.” This article is in direct response to this motion. Congratulations

to the Executive Committee and Tera Lawson. As with the lactation spaces, this does not mean that we are done with this issue. I’m sure we will face additional challenges in this area in the future, but this is fantastic progress.

### **Senior Vice President for University Services**

On October 4, Jessica Bell and I met with Kate Gregory, the Senior Vice President for University Services. During this meeting, Jessica and I had the opportunity to discuss Council priorities as they pertain to University Services and potential areas for future collaboration. We also invited Senior Vice President Gregory to attend Council meetings, and provide a report to Council, which we anticipate will happen in early 2017.

### **Council Communications**

First of all, I want to thank you all for your work in forwarding communication to your constituents monthly in our Council Meeting updates, and also as time-sensitive communications come up. We have heard from folks that they are much more aware of the work of Council and are more aware of what is going on, in general. With that in mind, we do have a request regarding the Council Meeting updates forwarded to Council members by Barb Wollan. While we want you to feel free to personalize your messages to your constituents, we want you to be cautious if you choose to edit these messages. Specifically, we do not want you to change the intention of the message when it comes to the actual content of what happened during the Council meeting (any business that occurred and updates from administration). If you have any question about this, please do not hesitate to contact myself, Jessica, or any member of the Executive Committee.

### **Fair Labor Standards Act updates**

Jessica and I continue our work on the Time Team and the Implementation Team (respectively). Both teams are working diligently to meet the December 1 deadline for compliance regarding the new FLSA guidelines. Jessica and the Time Team are reviewing current options available in support of tracking hours worked for the impacted group of employees. In the implementation team, we are currently working on communication and training that will go to impacted employees and supervisors. There are a lot of things regarding the FLSA that are currently in progress, and we will have much more to share at our November meeting. On a final note, thank you all for forwarding our request for feedback regarding the FLSA, collecting that feedback, and forwarding it to the Executive Committee. Jessica and I compiled this feedback, condensed (when appropriate), removed any possibly identifying data, and forwarded it to Human Resources and the Office of the Provost to develop communication tools for employees—including FAQs.

### **Nomination of Vacancies**

I would like to nominate Jamie Wilson for the council vacancy created by the departure of Katrina Williams from the Division of Academic Affairs.

Jamie is an Administrative Specialist from Veterinary Medicine and will be elected to a term through June 2017. Jamie will be serving on the Professional Development committee.

I would like to nominate Amy Ward for the council vacancy created by the departure of Amy Ward from the Division of Academic Affairs.

Amy is a Program Coordinator from the Center for Excellence in Learning and Teaching and will be elected to a term through June 2017. Amy will resume her role as chair of the Communications Committee.

In an additional note, I'd like to thank Ben Green for taking on the task of serving as the interim Communications Committee chair for the past two months. Your service is greatly appreciated!

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

- Melissa shared a reminder for guests and substitutes to sign the attendance pages and print their names legibly for the records.

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

In September I spoke at the new employee orientation session to 21 new Professional and Scientific employees. The trend so far this year is that new Professional and Scientific employees are energetic and detail oriented! At every session there is at least one question we haven't heard before and have to go look up so we are building a good bank of questions and answers. I keep bumping in to people on campus who say hi and that they remember me from their orientation. I am personally excited to welcome these folks to Iowa State University and hope to have the opportunity to work with them. I would like to thank UHR and Jill Pretzer who runs the employee orientation program. She is great to work with and we are grateful for the opportunity to meet with new employees.

In other news, last month I attended a meeting in which the web development team shared a preview of a new design for ISU websites. When it is completed, groups on campus will be able to use the template. That will be a great opportunity for us to refresh our website to stay in sync with the look and feel of other university websites and to get on board with the digital accessibility standards being implemented at Iowa State University. This is a long-term goal and something we could look at in the spring.

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

- PowerPoint presentation included with the minutes
- Jordan gave a more in depth explanation of the University's Statement of Net Position and how it is defined as seen in the included PowerPoint presentation.

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

- PowerPoint included with the minutes
- The FSA Meet and Greet that was held on September 14th was well attended.
- The AAPI, Asian American and Pacific Islander, FSA held their Social last Friday at Alluvial and will have their next regular scheduled meeting on Thursday, October 20<sup>th</sup> from 12-1pm.
- The Black and Brown Male Empowerment Symposium will be held on Saturday, October 8<sup>th</sup> at the Memorial Union from 8:30 am to 3:30 pm.
- New hires in Office of Diversity and Inclusion include Nicci Port who is the Project Director for LGBTQA+ and Dr. Liz Mendez-Shannon who is the new Project Director in Hispanic/Latinx Affairs.
- The Fall 2016 Diversity Resource Fair will be held October 11<sup>th</sup> from 5-7 pm in the memorial Union Sun Room. *Theme:* "Celebrating Diversity, CYde by CYde"

- Save the Date reminder: The Dr. George Jackson Memorial Program will be held on Saturday, November 12, 5 pm. More information to follow soon.
- The next BFSA Meeting will be Thursday, October 20th in 1155 Administrative Services Building.
- The next Colegas meeting will be held on Monday, November 7th in Room 2210 in the Memorial Union.

## 5. Professional and Scientific Council Committee Reports

### Awards (Kara Berg)

- The CYtation awards are now open for nominations. The deadline is December 1<sup>st</sup>.
- Some colleges have upcoming deadlines for next year's University Awards so everyone is encouraged to pay attention to individual college dates.
- Congratulations to Jordan Bates who was the first recipient of the new Outstanding New Professional and Scientific Council Member CYtation Award.

### Communications (Ben Green)

Today we had a lively discussion our social media content. Our goal is to generate a quick reference list that will help us keep our content fresh and our message focused. Last month we posted four #highlightingSUstaff tweets and one so far this month. Go check out our page @ISUPSCouncil to see them. We want to ask all of you to be observant of your colleagues and create content for us. Snap a picture, type up a sentence and send it to our committee. We want to continue to raise awareness about the amazing contributions of Professional and Scientific staff.

### Compensation & Benefits (James Studley)

- James offered a reminder of upcoming FLSA implementation deadline of December 1<sup>st</sup>. That date falls on a Thursday so implementation at the University is likely to start the prior Sunday.

### Peer Advocacy (Nick Van Berkum)

- Councilors are encouraged to take part in upcoming wellness initiatives around campus.
- The Committee has plans to take field trips to Hort Research Station and the Exercise Clinic to highlight the services offered to P&S employees.

### Policies and Procedures (Bethany Burdt)

- The September PLAC meeting was cancelled so no policy updates to discuss this month.

### Professional Development (Jim Harken)

- The new Professional Development Conference logo has been developed and will be shared soon.

### Representation (Stacy Renfro)

- The Representation Committee worked on appointing replacements for two Councilors that have left Council recently.
- The Committee will be reviewing survey results and compiling information for distribution to Executive Committee and the rest of Council.

## 6. Unfinished Business and General Orders

None

## 7. New Business

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

- There was a nomination to appoint Jamie Wilson to replace Katrina Williams which was approved by placard vote.
- A nomination to appoint Amy Ward to replace herself now that she is re-employed with the University was also approved by placard vote.

## 8. Announcements

### Announcements from Councilors

- Bethany Burdt shared that the CHS P&S council had the opportunity to attend a fair at which they manned a booth to share what P&S Council does.
- Tera Lawson shared that the vacation leave policy has been updated in the policy library as well as the guidance documents.
- Barb Wollan shared that it is National 4H Week this week.
- Samone York shared that the LAS Councilors have been attending monthly meetings with LAS Dean Schmittman to share information back and forth about Council and P&S employees issues and concerns.

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

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

**P&S Council Seminar Series:** October 11, 2:00 - 3:00 PM, Memorial Union Gallery Room

Ed Holland, Director, Benefits, University Human Resources - University Benefits Preview for the upcoming open enrollment period.

**Adjournment 3:53 pm**