

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, November 3, 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 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 A
James Harken X
Jeff Hartwig X
Chris Johnsen X
Clayton Johnson X

Erin Kalkwarf X
Tera Lawson X
Kevin Lazard X
Katy Leichsenring 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 X
Jen Van Ryswyk S
Amy Ward X
Lynn Wellnitz X
Jamie Wilson X
Barbara Wollan S
Samone York X

X = Present, A = Absent, S = Substitute

Guests:

Brenda Behling, Emma Houghton, Erin Rosacker, Jonathon Sturm, Jonathon Wickert, Sheryl Rippke, Maureen De Armond, Kristi Darr

Substitutes:

Kim Venteicher for Jen Van Ryswyk
Marisue Hartung for Barb Wollan

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

Establish Quorum (Melissa Gruhn) Yes, quorum was established.

- **Approval of the Agenda** - The agenda was amended to note the executive committee meeting time change from 10-12pm. The change to the agenda was approved by a placard vote.
- **Approval of the Minutes**
October 6, 2016 Regular Council Meeting - Approved as they stand.
- **Administrative Reports**

Senior Vice President & Provost (Jonathan Wickert)

- PowerPoint slide presentation included with the minutes.
- Provost Wickert shared a story about an encounter with some well-known, highly successful Engineering alumni and about how inspiring it is to know that some of the students graduating from ISU will go on to great things as well.
- Progress on BOR strategic plan metrics:
- Goal 1 is about need-based aid. ISU increased need-based aid to students by \$1.6M over last year.
- Goal 2 and 3 are about graduation rates. The graduation rate of all and of underrepresented students has increased since last year. The Provost gave credit to the LAS college and which has done wonderful work in "gateway" classes such as freshman math and others in making sure class placements are correct and in communicating with high schools and community colleges. These efforts have helped cut DFW's (D's, F's, and Withdrawals) in half by deploying these tactics in freshman math classes. Efforts are being made to drill down to identify more classes and specific areas where an impact can be made.
- Goal 4 - Goal is being addressed by greater promotion of online courses. There was a 5% growth in online education over last year.
- Goal 5 - Administration is looking for ways to improve in this area.
- Goal 6 - There was a 9% increase in sponsored funding over last year.
- Goal 7 - ISU is exceeding the target in 19 continuous quality improvement initiatives.

T. Albertson: What percent of students achieve degrees online specifically?

Provost Wickert: Most online degrees are graduate degrees (30+ now). They are terminal Masters degrees that are coursework only. The constituents are usually working professionals that are improving their skillset. The Bachelor of Liberal Studies is an online-specific undergraduate degree. There has been an initiative to reach out to former students that have not completed a degree to see if they would benefit from a customized degree such as the Bachelor of Liberal Studies.

Interim Vice President, University Human Resources (Kristi Darr with Emma Houghton, Director Classification and Compensation)

- PowerPoint slide presentation included with the minutes.

Kristi Darr

- The benefits open change period ends on Friday, November 18th. There will be a live webcast and it will be placed on the Benefits web page.
- The newly launched **Incident Portal** is a partnership with EHS and Risk Management to make sure there is a standard way to report injuries. There is a streamlined process with enhanced access to key people.
- Human Resources is also working to help broaden the net to capture candidates for university positions. They have recently negotiated reduced advertising costs for open positions.
- HERC partnership - 42 faculty and 14 P&S applicants
- HR recently finished a project to convert all employee files into e-content. They reduced space and were able to eliminate paper copies of employee files.
- The application for tuition reimbursement is now open.

- There is a Well Being “Walk and Talk” every Friday at 12:15 through November 18th. Participants meet in front of Beardshear.
- A new record was set for flu shot usage. 3500 shots were ordered and 3300 were used.

Emma Houghton

- The Classification and Compensation review is on pause for now as the FLSA process takes precedence.
- FLSA changes are being implemented in phases. The December 1st deadline is only Phase 1.
- The complete classification and compensation review may take up to 2 years.
- As of now, the original 12 vendor proposals have been narrowed down to 3 finalists and these potential consultants are being invited to visit campus soon.
- The meetings to determine the status of those close to the exempt/non-exempt salary threshold ended on October 31st.
- The employee notification letters were all sent to supervisors as of today. Supervisors have a deadline of November 4th to meet with the employees to explain the changes.
- Supervisor and employee online timekeeping training is now available. Time tracking methods should be determined and implemented by November 27th which is the beginning of the work week before the Dec 1st deadline.
- The training is available through Learn@ISU <https://training.ehs.iastate.edu/lowaSU/site/>. There are links to training to the 30-minute training for supervisors and for affected employees.
- Small group training will be available to supervisors starting November 7th.
- There will also be a separate training for employees who enter hours into University systems.
- The FLSA website is being updated continually. The website provides an overview and links to specific topics.

Questions and Comments

- *T. Albertson:* - How does the “duties “portion of FLSA requirements affect an employee’s exempt/non-exempt status”

Emma: - There is a 2-pronged test - If someone passes the duties test, then they must also pass salary test to be exempt. The classification and compensation review will do a deeper dive into duties portion to determine if there are situations where an employee’s status needs to be changed.

- *S. Renfro* - What is the breakdown by unit and how many employees are affected?

Commented [GMS[1]:

Emma: - HR is waiting for the dust to settle with individual employee issues before that data can be shared. There were 745 notifications sent to P&S employees. Some of these were determined to be exempt and some were determined to be non-exempt with or without a salary increase.

- *J. Hartwig:* Is the time keeping method a paper method?

Emma/Kristi: - For units that don’t or can’t use electronic time keeping methods, HR will meet with to discuss time-keeping options. The hope is that paper forms are not the standard for much longer but HR recognizes there may be situations where that may be needed.

- *J. Hartwig:* Are their FLSA exemptions for Ag workers?

Kristi/Emma:- The Ag exemptions do not apply to the type of jobs here at the university.

- *S. Renfro:* How is the University coaching supervisors to talk to the employees about professional development and professional service?

Kristi: - We would encourage supervisor and employee to discuss this issue. The supervisor makes the determination about if activities outside normal work duties are related to employee's job or not. Guidance already exists for the supervisor in making this determination.

- *K. Berg*: Can a supervisor determine whether an employee must work a flexible schedule or if comp time vs overtime pay will be used for an employee?

Kristi: Supervisor can make those decisions.

- *S. Renfro*: How is UHR dealing with supervisors who may implement overreaching policies across exempt and non-exempt employees to simplify office management?

Kristi: There have been discussions with leadership on how to deal with these issues. Units need to determine what are the priorities and if there are duties that need to be changed or adjusted accordingly.

- *S. Renfro*: How does placing greater complexity on performance reviews affect supervisors?

Emma: UHR is working hard to make supervisor training a priority.

- *J. Hartwig*: 2 years of dealing with problems until the Classification and Compensation review is done is not ideal.

Emma: The University is not waiting 2 years to deal with issues. Continuous conversations with employee and supervisors will be had.

- *T. Lawson*: What will the Classification and Compensation review steering committee formation look like?

Emma: UHR will form an Advisory committee at some point. The current FLSA committees will be dissolved.

Kristi: The long term timeline is still hazy. Partnership with vendor contract negotiations are still taking place.

President, Faculty Senate (Jonathan Sturm)

- The faculty have lots of things in progress.
- Diversity curriculum - The Provost's office just issued an RFP for new courses.
- The non tenure-eligible task force is doing a lot of work.
- The issue of open-access to research is ongoing.
- The CELT review of Blackboard will be done this year.
- The task force for student evaluations of faculty is looking for best practices to be implemented.
- There will be a statement concerning the media coverage of the president's use of planes which will address faculty support of the president.
- The faculty maintains support for freedom of speech on campus but will address racism, bigotry, and the like on campus.

- **Professional and Scientific Council Executive Committee Reports**

President (Clayton Johnson)

As usual, it has been a very busy month for the Professional and Scientific Council!

Jessica and I have continued our involvement with the implementation of the revised FLSA (Fair Labor Standards Act) guidelines, in serving on the Timekeeping and Implementation Teams—respectively. The Implementation Team worked to revise the notification letters received by employees and also the process in which employees were informed (in-person meetings with supervisors). The Timekeeping Team has been working on developing tools employees will use to track time worked, as well as what options employees will have in tracking time.

I have requested an Open Forum between University Human Resources and Professional and Scientific employees to address any general questions that folks may have regarding the new guidelines. We are currently still coordinating calendars, but we are hoping to host this forum in early December. Once we have a date set, we will inform all Councilors and notify all Professional and Scientific employees. If possible, we will try to livestream the meeting so Professional and Scientific employees who are unable to attend in-person can still participate in the discussion.

In response to the Iowa State University Practices for Professional and Scientific Employees who also have for Credit Teaching Responsibilities proposal submitted by the Professional and Scientific Council to the Office of the Senior Vice President and Provost and University Human Resources in March 2016, the Office of the Senior Vice President and Provost has posted guidelines entitled Offering faculty rank to P&S employees to its website. This document offers some specific guidelines to colleges and departments of exact policies related to granting faculty rank to P&S employees, when it is appropriate to grant faculty rank to P&S employees, and how to grant faculty rank to P&S employees. Thank you to Provost Wickert and Brenda Behling, the Director of Academic Policy and Personnel, for your diligent work on developing these guidelines.

On Friday, October 28, members of the Executive Committee and I met with President Leath. This was a meeting requested by President Leath, and he specifically requested to meet with a small group of Councilors, preferably from the Executive Committee. The meeting was in regards to the recent media coverage of issues surrounding University Flight Services. President Leath addressed the accuracy of media coverage, and provided context to a number of recently published articles. President Leath also requested advice from the Executive Committee regarding handling of the situation, and best practices in these situations in the future.

In closing, I would like to thank all of you for your great communication with Jessica, your constituents, and me regarding feedback to the new FLSA guidelines. I realize this has been an intensive process which has dominated a lot of our time so far this year, and your assistance in gathering and distributing information has been greatly appreciated. Great work! I hope this open communication will continue throughout the remainder of the year!

Open discussion about Council's ongoing priority list. - **Priority document included with the minutes.**

Secretary/Treasurer (Melissa Gruhn)

- The current balance is \$9210.68.
- October expenditures include usage charges for the MU meetings and Constant Contact newsletter support.

VP for University Community Relations (Ben Green)

- At the October employee orientation, I was joined by our own Jeff Hartwig, who requested to attend. Afterward we discussed some new ideas for communicating our message. One idea is to create a presentation that can be used for more multiple events - for example presenting to new

employees, recruiting employees to run for Council, and others. I am going to continue to experiment each month and if anyone else would like to be involved please contact me.

VP for University Planning and Budget (Jordan Bates)

- No report

VP for Equity and Inclusion (Samone York)

- The Program for Women in Science and Engineering is accepting nominations for WISE 30th Anniversary Awards beginning October 5, 2016 through November 11, 2016.
- The memorial service for Dr. George Jackson will be November 12, 2016, 5:00 PM in the South Ballroom of the ISU Memorial Union.
- FSA Council Tailgate going on now! 3:30 to 6:30 pm in Lot G6.
- Nominations for the Martin Luther King, Jr. Advancing One Community Awards are due Friday, November 11th.
- The next Asian and Pacific Islander FSA meeting will be held on Thursday, November 17th from 12-1pm in 2639 Lagomarcino.
- The next Black FSA meeting will be held Thursday, November 17th from 12-1pm in the Gold Room in the Memorial Union.
- The next Colegas meeting is Monday, November 7th in room 2210 Memorial Union.
- The Office of the Vice President for Diversity and Inclusion is hosting the next in the Campus Conversation Series. "Let's Talk About the Election." Students, staff, faculty and community members are invited to gather and discuss election outcomes from 2:30 pm to 5:00 pm in 3150 Beardshear Hall.

Professional and Scientific Council Committee Reports

Awards (Kara Berg)

PowerPoint slide included with the minutes

- The P&S Council Citation nominations are now open until December 1st.
- PS staff spotlights highlighted Tonia Baxter, an adviser in Chemical & Biological Engineering.
- University Awards: many colleges have upcoming internal deadlines for these awards.

Communications (Amy Ward)

- The committee is working on ideas for social media usage and is looking for suggestions from various colleges' social media pages.

Compensation & Benefits (James Studley)

PowerPoint slide included with the minutes

- Summary of Compensation & Benefits Committee Report

Professional and Scientific Council's Initiative:

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.

Chair of the C&B Committee belongs to the University Benefits Committee (UBC) and is the Professional and Scientific Council representative on this committee.

The UBC advises the university through the university's Chief Financial Officer regarding all matters related to the employee benefit programs.

October Meeting Key points

- Approved motions recommending no Premium Rate increase for active plan participants for 2017.
- Approved motions recommending no Premium Rate increase for retirees for 2017.
- Approved motions recommending increased benefit for Avesis voluntary eye insurance with a slight decrease in cost to employees.

November Meeting Key points

- Informational presentation from Advance Capital Group concerning fiduciary responsibilities and best practices for Iowa State University.
- This session was motivated by questions from UBC and recent litigation in the education sector.
- Some examples of recent litigation:
 - Tracey v. MIT Cates v. Columbia Cassell v. Vanderbilt • Vellali v. Yale
 - University Sweda v. Penn Clark v. Duke • Sacerdote v. NYU Cunningham v. Cornell Kelly v. John Hopkins
- Question for the C&B Committee?
- Email us at pands-cb@iastate.edu or studley@iastate.edu.
- Reminder: Benefits Open Change period, November 1-18 at 5pm.

Peer Advocacy (Nick Van Berkum)

- Visits to the Exercise Clinic and the Hort Farm.
- The committee hopes to share videos of these interviews with Council soon.

Policies and Procedures (Bethany Burdt)

- There was no October PLAC meeting.
- The committee is seeking feedback from constituents about the Policy Library.

Professional Development (Jim Harken)

- The committee talked about food, registration, and giveaways for the conference.
- Dr. Stewart will not be presenting at the November 8th. The committee is hopeful that a new speaker will be lined up for that date.

Representation (Stacy Renfro)

- PowerPoint slide included with the minutes
- The committee reviewed the results of the councilor survey. There was 100% response rate and provided some good feedback.
- The committee will be involved in a panel discussion session at the upcoming PD conference. The will also be creating a video highlighting P&S staff.
- The committee continues following up with representatives on various University committees.

- **Unfinished Business and General Orders**
None

- **New Business**
None

- **Announcements**
Announcements from Councilors

T. Albertson: The Music Department is presenting "Cabaret" in Fisher Theater on several dates in November. <http://www.theatre.iastate.edu/cabaret-iowa-state-university-theatre-production/>

The annual Band Extravaganza will be held on Sunday, Nov. 15 at 7 p.m in Stephens Auditorium.

The College of Liberal Arts and Sciences Fall 2016 Undergraduate Convocation is on Friday, December 16, 2016 at 7:00 p.m. in Stephens Auditorium.

T. Lawson: Don't forget to attend one of the last few "Walk and Talk" events of the season sponsored by ISU WellBeing. The walking group meets at 12:15 on Fridays in front of Beardshear Hall. The events will start back up in the Spring sometime around Spring Break.

N. Van Berkum: Invitation from the Greek Community for a Staff Recognition event on November 8th from 5-6:30 pm in the Memorial Union Oak Room.

C. Johnson: There is a Council social at London Underground tonight.

K. Dillon via Jessica Bell: - The University Childcare Committee is looking for additional members. Julia Graden jagraden@iastate.edu is the contact if you are interested.

Executive Committee Meeting: November 21, 10 AM -12 PM, 107 Lab of Mechanics

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

P&S Council Seminar Series: November 8, 2:00 - 3:00 PM, Memorial Union Gallery Room
Dr. Reginald Stewart, Vice President for Diversity and Inclusion - Learn about this new position and what is being done to foster inclusiveness across Iowa State. - Cancelled

Adjournment 3:07 PM