

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, December 1, 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 X
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 X
Amy Ward X
Lynn Wellnitz X
Jamie Wilson X
Barbara Wollan X
Samone York X

X = Present, A = Absent, S = Substitute

Guests: Jonathan Wickert, Kristi Darr, Mike Norton, Jonathan Sturm, Jim Kurtenbach, Brenda Behling, Erin Rosacker, Lisa Negus, Emily Bowers, Emma Houghton, Hannah Darr, Nick Grossman

Substitutes: None

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

Establish Quorum (Melissa Gruhn)

1. Approval of the Agenda

The order of administrative reports was adjusted to allow Jim Kurtenbach to address Council first. UHR/University Council representatives Kristi Darr and Mike Norton will speak second, followed by reports from Jonathan Wickert and Jonathan Sturm. Last will be a presentation by Multicultural Liaison, Nick Grossman, from the ISU Police. The approval of the agenda changes was unanimous.

2. Approval of the Minutes

Changes to the minutes for the November 3, 2016 Regular Council Meeting will include spelling corrections for the names of Jonathan Wickert and Jonathan Sturm.

3. Administrative Reports

Jim Kurtenbach - Vice President and Chief Information Officer

- The University signed an agreement for new its new ERP and student information systems. The package will include a new human capital system, a new financial system, a new student information management system among other pieces.
- The Workday application is a state of the art system which functions through a web browser or mobile device.
- One of the main goals of the ERP is to make all information on campus safe and easily accessible.
- Workday will replace, over the next several years, systems like ADIN, part of mainframe, Quali, and the financial systems. There may be some systems currently used at the University that won't be replaced but they will need to be connected to Workday.

S. Renfro -In regards to the purchase of institutional software licenses like Smartsheet ® - how does ISU decide what products they will buy institutional licenses for? What is the process?

J. Kurtenbach -The University needs to do a security assessment and then determine how to transition to a University-wide license in instances where it makes sense to utilize a University-wide license.

Human Resources and University Council Kristi Darr and Mike Norton

Kristi Darr

- The open benefits change period closed on 11/18/16.
- Employee confirmation statements will be available on 12/2/16 for employees to make sure all their information is correct.
- Employees have until 5 pm on 12/9/16 to make updates.
- After 12/9/16 no changes to employee benefits will be allowed without a qualifying event.
- The Voluntary Group Supplemental Retirement Plan may be updated anytime throughout the year.
- Tuition reimbursement for employee is open through 1/6/17.
- FLSA update - On 11/22/16 a judge in Texas issued an injunction on the changes and implementation deadline for the FLSA regulations.
- On November 23rd, President Leath sent an email message to notify employees of the injunction and that all the University's FLSA-related actions were on hold.

Mike Norton

- A group of states and businesses filed a lawsuit to challenge that the Federal Government had overstepped its bounds with its changes to the FLSA regulations.
- The judge's ruling indicates that it is likely that the plaintiffs have the strongest case and so there is a hold on the implementation of the changes to the law until the case can be reviewed and a final decision rendered.

- The case may take some time but is on a fast track. It's likely that the court's decisions will be appealed and will probably end up being reviewed by the Supreme Court.
- There are many things that could affect the lawsuit so the final outcome is not predictable at this time.
- Until the court's decision is final the University will continue to operate under the existing FLSA regulations.

Kristi Darr

- The classification and compensation review will go on as planned.
- Employees who were affected by the FLSA injunction may still make benefit changes until 12/9. However, employees may not be able to make additional changes when lawsuit is settled.

T. Albertson- Can the plaintiffs choose where to file their lawsuit?

M. Norton - Plaintiffs can choose their jurisdiction but cannot choose which judge will hear their case.

B. Wollan - Will decisions be made under the new administration or the current one?

M. Norton - Its likely to be a combination of some decisions made now and some that will be made under the new administration.

J. Hartwig - Where are we on the classification and compensation review timeline?

K. Darr - The reviews of vendors are taking place and UHR hopes to have a contract signed within the next month or so. Its likely to be at least 18 months of background work with the vendor before a real timeline and milestones can be established.

T. Lawson - When will the advisory committee for the review be formed?

K. Darr - UHR is waiting until the vendor is on board and get their recommendations before moving the committee forward.

Senior Vice President & Provost (Jonathan Wickert)

- Slide presentation included with minutes
- The Iowa Board of Regents recently reviewed the Student Innovation Center facility.
- The facility has already been approved and about ½ of the necessary funding is already in place.
- The building will go on the site of the Nuclear Engineering building and the old part of Sweeney Hall.
- It will be a 5-story building with 4 above and 1 below ground. It will end up being around 140,000 square feet.
- The facility is designed for multi-departmental use including classrooms, auditoriums, break-out rooms, and fabrication rooms.
- The center is designed to foster collaboration by encouraging interaction between faculty, staff, and students from all over the University.
- It will feature whiteboards on hallway walls and other innovative concepts.
- The building will also house a store and a café.
- Board of Regents meeting on Monday will include a 2nd reading of their tuition proposal and its expected that the Board will act on the proposal.
- Some new collaboration between academic affairs and student affairs is aimed to improve onboarding of new students, freshman, and new graduate students and to make the transition to ISU easier.
- There is no single unit that handles all the issues which affect incoming students.

- A task force will take a look at student onboarding for successful life and academic performance.
- Some questions that the task force will ask -Can onboarding be streamlined? How do we deliver the information students need?

T. Lawson - Will new international students be included?

J. Wickert - Yes, they will be included.

T. Lawson - Will there be any permanent staff located in the Student Innovation Center?

J. Wickert - Yes. The building needs to be managed and safety training standardized for the shop areas.

Faculty Senate (Jonathan Sturm)

- On November 8th, the Faculty Senate unanimously passed a resolution in support of diversity and inclusion
- Resolved: That the Faculty of the Iowa State University Senate stand united for the ideals of diversity and inclusion at our university. We welcome all students to learn to the best of their abilities on our campus in an environment free from racism, sexism, bigotry, harassment, and oppression. We uphold these ideals ourselves, and strongly encourage our colleagues across the university both to uphold these ideals, and to teach them when appropriate to our students as a way to move human society forward.
- The UNI and U of I faculty are moving forward with similar resolutions.
- The Iowa Board of Regents will be voting on the tuition increase proposals. Faculty Senate will be sending a statement to BOR in support of comprehensive tuition changes instead of differential tuition.
- The Faculty review of the President's office is underway. The committee has had one meeting so far.
- The Faculty will hear from Aaron Delashmutt about the ISU Police body cameras.
- The Faculty Senate will also be dealing with potential policy changes concerning "deadweek" and a possible name change.

T. Lawson- will the P&S Council have a chance to have input into the President's office review?

J. Sturm - Yes.

Multicultural Liaison, ISU Police (Nick Grossman, M.A.)

- The MLO program includes three officers but only a portion of their duties are dedicated to outreach.
- The vision statement for the program is promote a safe environment and communication.
- The department provides training for police officers but more training needed.
- They will be bringing in groups and speakers to do training.
- They are currently working on a seminar course called Hate Crimes 101.
- Would like to have more open forums in the future and to provide more community building events
- They also continue to build an online presence and are working to use social media to create a positive dialog.

B. Green - How long how you been working on this initiative and what data have you collected?

N. Grossman - about 1 year. Data is hard to collect in these types of issues.

K. Lazard - Have you used any other universities as a resource to learn about what they are doing?

N. Grossman -Yes, one of them is Ohio State which has a BART program.

J. Cummings - Thank you to the 3 officers who are part of your program and is there any push to create a full-time position to handle these duties?

N. Grossman - Yes, there is talks and will probably become necessary as time moves on

S. Renfro - Thanks for recognizing the need for this program and putting forward efforts in this area.

4. Professional and Scientific Council Executive Committee Reports

President (Clayton Johnson)

Good afternoon everyone!

I have a few brief updates from the month of November.

As all of you were informed by the letter from the President on November 23, all changes resulting in the anticipated updated FLSA guidelines are currently on hold. In the November 29 Professional and Scientific Council newsletter, I asked that any constituents with questions or concerns related to FLSA contact me directly. Currently, I have not received any contacts from constituents regarding FLSA, but I will keep you and Human Resources informed as those concerns arise. I can tell you that members of the Executive Committee have received some concerns, and we have been forwarding those to Human Resources as we have been receiving them. I have also been in contact with Matthew Gordon and Erin Brothers, my counterparts at UNI and the University of Iowa, respectively, and I can tell you that those institutions have taken similar measures—putting all action related to the updated FLSA guidelines on hold. We will continue our work on FLSA as appropriate, and will inform you if there are any changes.

The Executive Committee has been exploring a number of possible actions for Council going into the Spring semester, one of which that I am particularly excited about is the exploration of “Shared Governance” at Iowa State University. As members of the Professional and Scientific Council, we talk often about our role at the University and the concept of “Shared Governance.” However, if you scour the ISU website, our website, the Policy Library, and a number of other University resources, you will see that the idea of Shared Governance is generally nonexistent. Therefore, in accordance with Article III, section 1 of the Professional and Scientific Council Rules and Bylaws, the Executive Committee and myself have decided to create an ad hoc committee to explore the idea of Shared Governance and what it means at ISU—both formally and in practice, explore what it means at the other Regent institutions, and create a number of resources regarding Shared Governance and recommendations we can pass along to University Administration in formalizing the role of Shared Governance at Iowa State University. If you are interested in participating in and/or chairing this ad hoc committee, please contact myself or any other member of the Executive Committee.

On a final note, I have been asked to serve on the search committee for the new Vice President for Human Resources. The search committee will be chaired by Michael Norton (University Counsel) and Beate (Bay-ough-tuh) Schmittmann (Dean of Liberal Arts and Sciences). We have our first meeting next week, and I will keep you updated as this search progresses.

Secretary/Treasurer (Melissa Gruhn)

No report

VP for University Community Relations (Ben Green)

No report

VP for University Planning and Budget (Jordan Bates)

- She hopefully will provide the Council with a presentation on the policy development process in January. Please send suggestion to Jordan or Bethany Burdt.

VP for Equity and Inclusion (Samone York)

Slide presentation included with minutes

- Hate crimes 101 Session 2 will be held on 12/5 in Room 0101 Carver from 4:10 to 5:00 pm. The educational workshop will be presented by an ISU Police Multicultural Liaison Officer and will touch on topics related to Hate Crimes and resources for victims of Hate crimes or incidents.
- The Office of Equal Opportunity is the Operational Manager for the Campus Climate Response Team. The hotline number is 515-294-1222.
- There is an open call for proposals for the Women's and Diversity Grants Program. The deadline 3/1/17. Information regarding the program can be found here <http://www.diversity.iastate.edu/global/women-s-and-diversity-grants-program>
- The Black FSA winter celebration will be held on 12/10/16 in Nevada at the S.C.O.R.E. Pavilion from 6:00 - 11:00 pm.
- The VPDI's office is holding an open house event on 12/9/16 from 8:30 to 11:00 an in 3410 Beardshear.
- Additional Resources:
<https://socialabjection.wordpress.com/2016/06/30/bystander-intervention-againsthate/>
<http://www.justjasmineblog.com/blog-1/self-care-for-people-of-color-after-emotional-and-psychological-trauma>
- The FSA groups are not meeting in December, but will resume again in the Spring Semester.

T. Albertson - In regards to Hate crimes 101 Session 2I - do you need to have gone to Session 1 to go to Session 2?

S. York - No.

S. Renfro - Great resources and will you pass this information on to the Wellbeing coordinator?

S. York - Yes. Will do.

5. Professional and Scientific Council Committee Reports

Awards (Kara Berg)

- The Council CYtation award nominations close tonight at 11:59 pm.
- The Awards Committee will review nominations in January.

- The names of Previous recipients have been added to the website.

T. Albertson - Will all the nominees for these awards be contacted?

K. Berg - Yes.

Nick Van Berkum - Will the non-winners be notified?

K. Berg - The Committee will contact all nominators with the results.

S. Renfro - In the notification letter to the recipient, please include who nominated them.

K. Berg - Noted.

Communications (Amy Ward)

- Slide presentation included with minutes
- The Council Newsletter open rate is on the rise.
- The latest edition had a 39% open rate.
- The average among peer institutions is 24.5%.

Compensation & Benefits (James Studley)

- If you want to contact the committee, please send an email to pands-cb@iastate.edu

Peer Advocacy (Nick Van Berkum)

- The Committee worked on wrapping up the editing on videos they did for Wellness.
- They are also working on workplace support matrix which is an online guide to resources.
- The Committee will be meeting with Julia Graden to discuss the lactation spaces report and how to move forward.
-

T. Albertson - What is a workplace support matrix?

N. Van Berkum - Other universities have some good ones - Its an online guide to direct employees to resources.

Policies and Procedures (Bethany Burdt)

- The November PLAC meeting was cancelled so now new information from them.
- The Policies and Procedures Committee is also working with the Peer Advocacy Committee to propose a lactation break policy at ISU.

Professional Development (Jim Harken)

- The upcoming professional development conference will cost \$80 and will feature 37 different speakers.
- Registration for the conference will open next week.
- The open forum that was scheduled for Dec. 13th will be postponed indefinitely due to the FLSA injunction.

- The January 10th forum will feature Elaine Newell speaking about communication and conflict.

T. Albertson - When does the conference registration close?

T. Lawson - There are 2 tiers - an \$80 early and \$95 late bird dates.

S. Renfro - How many Council professional development seminars are set for the spring semester?

J. Harken - Speakers are already scheduled for all the spring dates. Also two conference sessions will be recorded and scheduled as spring professional development seminars.

Representation (Stacy Renfro)

- The Representation Committee continues to work on University committee appointments. They are currently looking for volunteers to serve on student onboarding experience so if interested contact the Committee.
- They are conducting a survey of any Professional and Scientific employees who serve on University committees to gauge the activity.
- Nominations will be open February 13 through March 10 for PS council general elections.
- The Committee will be hosting another "Invite a guest to council" initiative at the March 2nd meeting. They will be holding an informational session prior to the March meeting for guests.
- Council officer elections are also coming up. Nominations also open in February.
- The Representation Committee is also considering slight bylaws changes to reflect the change in university structure. More information to come in upcoming meetings.

Spend a few minutes talking to fellow councilors about best ways to get people interested in running for Council. - interaction among councilors.

6. Unfinished Business and General Orders

None

7. New Business

Motion to add statement regarding Diversity and Inclusion to the FY17 Strategic Initiatives document

- Motion included in minutes
- First read by Clayton
- Open up for comments
- *N. Gebhart - Previous initiatives had actionable wording attached, what actionable things can we add?*
- *B. Wollan - Good point*
- *B. Wollan - Should the Council itself be assessed for diversity and inclusion issues?*
- *C. Johnson - Some actionable ideas have been developed such as designating an actual committee to the VP for Equity and Inclusion so the Executive Committee can further develop this idea and add language to the motion.*
- *T. Lawson - Don't make the actionable item too specific.*
- The 2nd read for this motion will take place at the January meeting.

8. Announcements

Announcements from Councilors

- *J. Cummings - There is an open house for Vice President for Diversity and Inclusion and the Office of Equal Opportunity on December 9th from 8:30 to 11:00 at 3410 Beardshear.*
- *C. Johnson - The end of semester get-together at his house is tonight. All Councilors are welcome.*

Executive Committee Meeting: December 19, 10 AM -12 PM, 107 Lab of Mechanics

General Council Meeting: January 5, 2:10-4:00 PM, Memorial Union Gallery Room

Adjournment 3:57 pm