

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, May 4, 2017 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
Ryan Barbauld S
Tonia Baxter X
Jessica Bell X
Kara Berg X
Bethany Burdt X
Malinda Cooper X
Jacob Cummings X
Kristi Dillon X
Ryan Drollette X
Aaron Fultz X
Glen Galvin X
Nancy Gebhart X
Ben Green A
Whitney Grote X
Melissa Gruhn X
Glenn Hansen X
James Harken X
Jeff Hartwig X
Chris Johnsen A

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

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Erin Rosacker, Sheryl Rippke, Emily Bowers, Jonathan Wickert, Keesha Ward, Carolyn Duven, Amanda Rasmusson, Sara Parris, Abdul Muhammad, Janice Crow, J. Berg, Aaron Brand, Eduardo Boro,

Substitutes: Kelly Friesleben for Ryan Barbauld
Michelle Thorn for Shankar Srinivasan
Mike Murray for Matt Speicher

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

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

1. Approval of the Agenda

The agenda stands as distributed.

2. Approval of the Minutes

April 6, 2017 Regular Council Meeting

- No corrections, so the minutes stand as distributed.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

The Provost gave updates on several important issues currently affecting ISU

- Mike Richards was elected to be the new President of the Iowa Board of Regents.
- It is too early to know what kind of changes or agenda he will make, but there will be a public comment period at each Board of Regent meeting, which is a good sign for the transparency of the Board.
- The mid-year budget cuts have been made permanent to the baseline of the FY18.
- There is still some uncertainty about the future of the Leopold Center. Although the state funding has been cut, there were some private gifts to the center so they do have some funding if the governor would allow them to remain open.
- Other capital projects are finishing up and going forward like the Student Innovation Center and the Bessey and biosciences building projects.
- Enrollment estimates for FY18 will be coming in soon. The Board of Regents will be considering additional tuition increases for Fall 18 based on the cuts to state funding.
- The Board is considering forming a commission to review funding of education in Iowa. This could be an important piece in guiding how education is funded in the future.
- The Provost also reminded the Council that P&S staff plays a huge part in getting all 5100 plus students across the finish line to graduations that are taking place this weekend and we should be proud of that.

Discussion/Questions - None

Director, University Human Resources (Emma Houghton)

Emma gave a PowerPoint presentation to provide a status update about the Classification and Compensation Review.

- The primary goal of the Review is to examine current P&S jobs and pay practices in order to design a new, market-driven structure and pay philosophy that enables the attraction, retention, and reward of P&S employees at Iowa State that is aligned with our mission, and is fair, equitable and compliant.
- The expected outcomes of the review include:
 - o A. Create a University-wide compensation philosophy for P&S staff
 - o B. Develop defined job classifications and job categories
 - o C. Develop a defined pay structure
 - o D. Define pay administration processes and policies
 - o E. Define pathway for P&S career development
- Emma shared the timeline for the review and the phases of the implementation process.
- We are in Phase 1 right now, which includes project planning, philosophy development, and executive interviews with University administrators to gain more information.
- In addition, UHR is developing a collection tool to gather information from every P&S employee.
- In order to guide the process, two committees are being formed:
 - o The Extended Project Team will be comprised of senior leadership.
 - o The Advisory Committee is where Faculty Senate and P&S council will be involved and be able to provide feedback and input.
- UHR will be using multiple methods to share information and updates with P&S employees including:
 - o UHR website
 - o Inside Iowa State
 - o Direct email communication

- Face to face presentation, focus groups and meetings with HR liaisons

Discussion/Questions

Emma addressed various questions about the timeline of the review and how reclassifications will be handled. She indicated that there is no change to the reclassification policies and procedures at this time. There may be a time in the future when there will be a freeze on reclassifications.

4. Professional and Scientific Council Executive Committee Reports

President (Clayton Johnson)

Good afternoon everyone!

It's been another very active month for Council and I am excited to report on a few great initiatives from the past month!

Board of Regents Statement

On April 20, I provided a statement to the Iowa Board of Regents on behalf of the Iowa State University Professional and Scientific employees. You may have seen news of this in the April 27 edition of Inside Iowa State. I have included the statement, in its entirety, with you via Special Report to Council FY17SP02 and, as a Special Report to Council; it has been included in the Council Docket, located on the Meetings Page of the Council website.

The purpose of this statement, from the Regents perspective, is to offer comments regarding salary issues as the Board of Regents and university administration work through the FY 2018 budgetary process, and formulate a salary policy. In the statement, I tried to focus on a variety of concerns from Professional and Scientific employees, many of which you provided in your outreach to your constituents—Thank you!

The Board of Regents has invited the Council president to present for the past several years, and we greatly appreciate the opportunity to share our voice in this process. I hope this close collaboration will continue in the future!

Vice President for University Human Resources

As I have reported in the past, I am currently serving on the search committee for the next Vice President for University Human Resources. Over the past month, on-campus interviews were held for three finalists for this position. We will have one more candidate on campus Monday, May 15. The search committee will wrap up their work shortly after the last candidate, and I anticipate an announcement will be made by the end of May. I would like to thank all Councilors who have participated in the interview process. The person selected for this position will have an impact on all P&S employees, and your input is greatly valued!

Meeting with Dr. Ben Allen

On April 17, Jessica and I met with Dr. Ben Allen, who will take office as the Interim President of Iowa State University on Tuesday, May 9. Dr. Allen reached out to me shortly after the announcement of his selection as the Interim President in late March. As part of his acclimation to campus, Dr. Allen met with several representatives of the shared governance structure, including representatives from Faculty Senate and Student Government. Dr. Allen was curious as to the issues facing P&S employees on campus, and what P&S employees are concerned about that he can affect. We had a great conversation about a variety of issues.

One thing I would like to stress is that Dr. Allen has been very adamant that he believes in transparency and communication, and has expressed a desire to hear directly from us as questions and concerns arise. I was very glad to hear this. We have had a very communicative relationship with President Leath and the entire senior leadership team in the past, and I am looking forward to continuing in this manner.

May 25 Council Meeting

As I'm sure you are all aware, we will have our final meeting of the 2017 fiscal year on Thursday, May 25. The meeting will be held in 3300 Marston Hall. We will also have our regular committee meetings, lunch, and a group photo included as part of the agenda for this meeting. For our new councilors, we will hold an orientation session prior to the lunch. We will send a detailed schedule for the day to you soon, so please keep an eye out for that!

Card for President Leath

On a final note, Nick has been kind enough to bring a card today for President Leath, which will be sent on behalf of Council to thank President Leath for his service to ISU, and to wish him and Janet well into the future. During their tenure at ISU, the Leath's have done much to advance the mission of the University, and shape its future. We will pass the card around, please feel free to sign and include a message, if you wish.

Secretary/Treasurer (Melissa Gruhn)

- Currently, there is \$4842.95 in the Council budget.
- There are several expenditures coming up in the next few months related to the upcoming employee events and the last Council meeting of the year.

Discussion/Questions - None

VP for University Community Relations (Jessica Bell for Ben Green)

Jessica reminded councilors of the upcoming outreach events in the next few weeks including the Brown Bag Councilor lunch and the annual meet and greet event for all P&S staff.

Discussion/Questions - None

VP for University Planning and Budget (Jordan Bates)

- Jordan talked the group through the state de-appropriation process.
- She also defined the Revenue Estimating Conference and what the REC group's responsibilities are and how we ended up with an \$11.5 million decrease to our state appropriations.
- New enrollment projections are due by May.
- The BOR may consider a FY18 tuition increase but it will depend on the enrollment estimates.
- A tuition increase requires a 30-day notice and reviews at two Board of Regents meetings.

Discussion/Questions - None

VP for Equity and Inclusion (Samone York)

- Samone provided a PowerPoint presentation to give updates on upcoming Equity and inclusion-related events.
- She also updated us with the name of the faculty and staff winners of the first annual University Award for Inclusive Excellence. Tera Jordan, Assistant Professor in Human Development and Family Studies, and Audrey Kennis, Multicultural Liaison Officer in the College of Design, were the first winners of this award.

Discussion/Questions - None

5. Professional and Scientific Council Committee Reports

Awards (Kara Berg)

- Kara gave a brief overview of the responsibilities and activities of the Awards Committee for the newly elected Councilors.

Discussion/Questions - None

Communications (Amy Ward)

- Amy gave a brief overview of the responsibilities of the Communications Committee for the newly elected Councilors.

Discussion/Questions - None

Compensation & Benefits (James Studley)

- James gave a brief overview of the responsibilities of the Compensation and Benefits Committee for the newly elected Councilors.
- He also highlighted the accomplishments of the committee over the last couple of years.
- James also mentioned that Vendor Reviews for benefits start next week. These “year reviews” help the University Benefits Committee to gather information and help answer questions brought by constituents.

Discussion/Questions - None

Peer Advocacy (Clayton Johnson for Nick Van Berkum)

- Clayton gave a committee overview for Nick.

Discussion/Questions - None

Policies and Procedures (Bethany Burdt)

- Bethany gave a brief overview of the responsibilities of the Policies and Procedures Committee for the newly elected Councilors.
- PLAC did meet in April.
- The Policies and Procedures Committee will be bringing a motion to council later in this meeting to talk about the upkeep of Council documents.

Discussion/Questions - None

Professional Development (Jim Harken)

- Jim gave a brief overview of the responsibilities of the Professional Development Committee for the newly elected Councilors.
- The next seminar is scheduled for May 9th on Qualatics and Passwordstate. This session is only available online.

Discussion/Questions - None

Representation (Jeff Hartwig for Stacy Renfro)

- Jeff gave a brief overview of the responsibilities of the Representation Committee for the newly elected Councilors.

Discussion/Questions - None

6. Unfinished Business and General Orders

None

7. New Business

Motion - Compensation and Benefits Recommendation for FY18 - first read

- James read the motion for the first time and accepted suggestions and other comments.
- The motion will be read for a second time and voted on at the May 25th Council meeting.
- There were several wording and content changes for the committee and that will be incorporated into the document that will be read at the next meeting.

Motion - Amend Rules and Bylaws to include regular review by Policies and Procedures Committee - first read

- Bethany read the motion for the first time and accepted suggestions and other comments.
- The motion will be read for a second time and voted on at the May 25th Council meeting.

Motion - Adopting a shared governance philosophy - first read

- Jeff read the motion for the first time and accepted suggestions and other comments.
- The motion will be read for a second time and voted on at the May 25th Council meeting.

8. Open Discussion for the Betterment of Council

- It was suggested that we review our bylaws to possibility better define the processes for replacing elected officers who leave Council.

9. Announcements

Announcements from Councilors

- Katie Davidson is graduating with her PHD. She is a former Councilor.
- The Hub is open next week for lunch and Caribou is open as well.
- Bethany Burdt is graduating with Masters as well this week.
- Jessica Bell is on the new ISU President search committee.

Executive Committee Meeting: May 15, 10 AM -12 PM, 107 Lab of Mechanics

Seminar Series Event: Qualtrics and Passwordstate: Using ISU Licensed Software to Increase Your Productivity with Josh Mitchell and Dustin Evermore, May 9, 2 - 3 PM, Memorial Union Gallery Room

New Councilor Orientation: May 25, 11:00 - 12:00 AM, 3300 Marston Hall

General Council Meeting: May 25, 2:10-4 PM, 3300 Marston Hall

Adjournment - 3:54 pm