

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, August 3, 2017 Agenda | 2:10 - 4:00 PM | IMU Gallery

2017-2018 Officers:

President: Jessica Bell

Secretary/Treasurer: Jake Cummings

Vice President UCR:

Vice President EI: Samone York

President-Elect: Stacy Renfro

Past-President: Clayton Johnson

Vice-President UPD:

Attending:

Chelsey Aisenbrey	S	Jeff Hartwig	X
Teresa Albertson	X	Chris Johnsen	X
Tim Ashley	X	Clayton Johnson	X
Jordan Bates	X	Erin Kalkwarf	X
Tonia Baxter	X	Matt Laurich	X
Jessica Bell	X	Tera Lawson	X
Kara Berg	X	Jason McLatchie	X
Eduardo Boro	X	Sarah Morris-Benavides	X
Emily Bowers	X	Abdul Muhammad	A
John Burnett-Larkins	X	John Odenweller	S
Rick Charles	X	Sara Parris	S
Malinda Cooper	X	Amanda Rasmusson	X
Janice Crow	X	Stacy Renfro	X
Jake Cummings	X	Brittney Rutherford	X
Ryan Drollette	X	Shankar Srinivasan	S
Carolyn Duven	X	Joy Stroud	X
Kelly Friesleben	X	Katie Thorson	X
Aaron Fultz	X	Amy Ward	X
Glen Galvin	X	Keesha Ward	X
Whitney Grote	X	Barbara Wollan	X
Glen Hansen	X	Samone York	A
Jim Harken	S		

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Ed Holland, Erin Rosacker

Substitutes: Heather Shupick for Chelsey Aisenbrey. Camille Schroeder for John Odenweller. Dan Burden for Jim Harken. Maria Pringle for Sara Parris. Michelle Thorn for Shankar Srinivasan.

Call to Order (2:10 pm) & Seating of Substitutes (Stacy Renfro)

Establish Quorum (Jake Cummings) Yes, a quorum was established.

1. Approval of the Agenda

Bell - Miles Lackey was not able to attend. A motion was made to strike him from the agenda. Seconded. Voted and approved.

Bell - A motion was made to UHY Open Classification Forums to New Businesses. Seconded. Voted and approved.

2. Approval of the Minutes

May 4, 2017 Regular Council Meeting

Lawson - In Item Number Six of the July 6, 2017, Minutes, change "Nora Roberts" to read "Nora Hudson", and strike "I" from "IMU".

3. Administrative Reports

Senior Vice President & Provost (Brenda Behling for Jonathan Wickert)

The tuition task force is having a campus visit on August 8, 2017, from Noon to 1:00 p.m. in 240 Scheman. We encourage active participation in the listening session.

There is an exciting announcement - The Bessy Hall addition is nearing completion. This is part two of a major bio-sciences project happening on campus. Be sure to check it out.

Yesterday, on August 2, 2017, the Board of Regents met and approved the FY18 budgets for the regent institutions.

Questions:

None.

Director, University Human Resources (Ed Holland)

Provided an overview of the ongoing class/comp review

Discussed JPT submissions have been received from 2,345 employees, with a 76 percent completion rate

Most questions about the review can be addressed on the UHR website: www.hr.iastate.edu
> Careers > Job Classification > scroll down to Classification and Compensation Review
(<http://www.hr.iastate.edu/ccreview>)

Questions:

None.

4. Professional and Scientific Council Executive Committee Reports

President (Jessica Bell)

The Executive Committee Retreat was held last month. Committee members participated in a program using a strengths finder. The committee discussed business matters and priority planning as developed during the July General Council Meeting.

Stacy Renfro and I met with the Presidents and President Elects for regent institution staff councils. There is something we can learn from more developed organizations.

During our monthly meeting with University Human Resources we discussed the class and comp review. Also, Council will get a seat on both the Extended Project Team and the Advisory Team.

The next Executive Committee meeting is on August 24, 2017.

I met with Provost Wickert and requested a budget of \$10,250, which was approved. We had a discussion about making the work Council does more visible on social media, for example.

The new Awards Committee Chair is Jim Harken.

The Tuition Task Force is meeting at 240 Scheman on August 9, 2017. President Allen is presenting at 10:30 a.m. There will be a listening session at noon. The session is open to anyone. I met with Faculty Senate President Tim Day and Miles Lackey about the details of the plan. They are both aware of the need to scale the university.

Questions:

None.

Secretary/Treasurer (Jake Cummings)

Please be sure to sign the sign-in sheet.

The Council budget is currently \$10,250.00.

Questions:

None.

VP for Equity and Inclusion (Samone York)

No report.

VP University Community Relations (Teresa Albertson)

The Professional and Scientific council will have a table at the UHR Orientation to hand out information.

We have obtained past Council minutes from 2001 through 2011, which will be archived.

Questions:

[Bell] Do you have access to the Council banner at the table for orientation? A: Yes. We have been provided with the banner.

[Hartwig] Are we doing a table or is it up for discussion? A: We will bring it to Executive Committee for approval.

[Burton] We might want to think about what all this really means. This has been cyclical.

[Lawson] Move that this discussion be forwarded to Executive Committee for further consideration. Seconded. Voted and passed.

5. Professional and Scientific Council Committee Reports

Awards (Jim Harken) No report.

Communications (Amy Ward) No report.

Compensation and Benefits. (Ryan Drollette) No report.

Peer Advocacy. (Katie Thorson) No report.

Policies and Procedures. (Aaron Fultz)

Motion passed in May that amended the bylaws for the committee to look at and amend the bylaws. We are undertaking a comprehensive review. General Council should weigh in. Look at your committee and verify the chartering language makes sense. Provide some feedback prior to the next General Council Meeting. Email comments to the P and P Committee. The Professional and Scientific Website has a copy of the current bylaws.

Questions:

[Hartwig] Wasn't the charge about ongoing review? A: We are willing to help with changes - we are looking more comprehensively now to clean it up right now.

[Wollan] I would suggest bylaw revisions once a year, and not a continuous review.

[Johnson] The last time we revised the bylaws was two years ago, we thought there would be revisions each year, collect those, and vote on them at the end of the year.

Professional Development. (Tera Lawson) The August seminar series has been cancelled. Join us on September 12, 2017, from 2:00 -3:00 p.m. for the September event with University Wellness Coordinator Stephanie Downs. We are securing speakers for the remaining seminar series. Preparations for the Professional Development Conference are off and running. Cultivating Your Adventure is set to take place on February 14, 2018. Spend Valentine's Day with us.

Representation. (Sarah Morris-Benavides)

There are upcoming opportunities for Council representatives to serve on University committees. Well Being Leadership Alliance - to break down silos to work together to support the university community in sharing wellness initiatives. If you are interested in serving, please contact pands-r@iastate.edu to let us know you are interested.

6. Unfinished Business

Councilors met with their respective representation groups about communicating to their constituencies. Discussions occurred among the representation groups.

7. New Business

Bell - Regarding the UHR Open Forums, we are asking Council to work on three open forums for the class and comp review so that UHR can answer questions from employees and engage in a dialogue. There are forums in September, October, and November. Bell moves that this task be delegated to Peer Advocacy with support from Benefits. Seconded.

[Hartwig] What help is being requested? A: Collaboration. To help communicate about the open forums and encourage individuals to ask questions, and in helping the organization.

[Wollan] The Professional Development Committee is where it should be. [Lawson] - We would be willing to volunteer the 10/10/17 Professional Development seminar series date for this purpose. [Grote] I suspect the information will be similar for the different dates, it is to make sure the information is getting out to as many employees as possible.

[Duven] UHR would be facilitating and navigating the content.

[Lawson] Moved to add Professional Development Committee to the list. Seconded.

[Hartwig] I do not see where we are adding value, other than general function of Council to discuss the issue.

[Point of order - The Council should vote on Motion to add Professional Development Committee] [Bell moved to close discussion] Council voted on Professional Development Committee being added to the list. Three abstained. The motion passed - the Professional Development Committee will be added to the list of committees to would support this initiative.

[Lawson] This is our opportunity to tailor the information to Professional and Scientific employees for UHR. We are doing our piece as service to the constituency.

[Johnson] This is critical.

[Albertson] I would support Professional and Scientific Council involvement. The President and President Elect cannot be everywhere. Creating more involvement from the committees for these purposes to help spread that voice is needed. We should not turn it down.

[Duven] This is a good opportunity to provide critical feedback to UHR.

[Thorson] This would be building a good relationship with UHR.

[Lawson] Moved to close discussion. Seconded. Voted. The motion passed and the discussion was closed.

There was a vote on the committees - Peer Advocacy, Benefits, and Professional Development to work on the UHR open forums. One abstained. The motion passed.

8. Discussion for the Betterment of Council

[Ward] How the CyBox account works - You will have overarching ability to get to general PS information and to your specific area on CyBox. Let us know if you have any trouble getting to your area. A discussion was held.

[Hartwig] Are we going to have a bigger picture of the priority planning from the previous General Council meeting?
Bell: Executive committee is compiling and there will be a discussion at the upcoming executive committee meeting.

[Duven] Green Dot is beginning this year. There are trainings available for all in the university community. I can provide more information about how you can request. Jazzmine Hudson is the contact on campus for facilitations.

9. Announcements

Announcements from Councilors

[Lawson] Her mom is doing better in her fight against cancer.

[Bell] Tonia Baxter is leaving us. Tomorrow is her last day. Thank you for your service!

General Council Meeting: September 7 3, 2:10-4:00, Memorial Union Gallery Room

P&S Seminar Series: Cancelled for August.

Adjournment: 3:24