

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, September 7, 2017 Agenda | 2:10 - 4:00 PM | IMU Gallery

2017-2018 Officers:

President: Jessica Bell

Secretary/Treasurer: Jake Cummings

Vice President UCR: Teresa Albertson

Vice President EI: Samone York

President-Elect: Stacy Renfro

Past-President: Clayton Johnson

Vice-President UPB: Jordan Bates

Attending:

Chelsey Aisenbrey X

Teresa Albertson X

Tim Ashley A

Jordan Bates X

Jessica Bell X

Kara Berg X

Eduardo Boro X

Emily Bowers X

John Burnett-Larkins X

Rick Charles A

Malinda Cooper X

Janice Crow X

Jake Cummings X

Ryan Drollette X

Carolyn Duven X

Kelly Friesleben S

Jason Follett X

Aaron Fultz X

Glen Galvin X

Whitney Grote S

Glen Hansen A

Jim Harken A

Jeff Hartwig X

Chris Johnsen X

Clayton Johnson X

Erin Kalkwarf X

Matt Laurich X

Tera Lawson X

Barry McCroskey X

Jason McLatchie X

Sarah Morris-Benavides X

John Odenweller X

Sara Parris X

Amanda Rasmusson X

Stacy Renfro X

Brittney Rutherford X

Casey Smith X

Shankar Srinivasan X

Joy Stroud X

Katie Thorson X

Amy Ward A

Keesha Ward X

Barbara Wollan X

Samone York X

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Ed Holland, Emma Mallarino-Houghton, Erin Rosacker,

Substitutes: Mindy Heggen for Kelly Friesleben; Emily Bingaman for Whitney Grote

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

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

1. Approval of the Agenda

Motion to add VP University Planning and Budget under Item Number 4, Professional and Scientific Council Executive Committee Reports. Seconded. Voted. Motion passed.

Motion to add report of Faculty Senate under Administrative Reports. Seconded. Voted. Motion passed.

2. Approval of the Minutes

August 3, 2017 Regular Council Meeting. Minutes approved following friendly amendment to change typographical error.

3. Administrative Reports

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

There was a Board of Regents meeting held yesterday, September 6, 2017, and also today. The tuition task force presented a report, but there was no recommendation included. The report may be found on the Board of Regents website: www.iowaregents.edu/reports/page-of-reports/#section_t. The timeline for setting tuition will be different this year. The October and December meetings will be the first and second readings, respectively, for tuition setting proposals. The proposals for resident graduate tuition would go up seven percent each of the next five years.

The current enrollment, 36,321, is the second largest in school history. We have made great strides on international enrollment, 8,780 students currently. Multi-cultural student enrolment is up to 4,674. Despite concerns about immigration policy, ISU is able to enroll international students.

The University of Iowa discussed discontinuation of its fulltime MBA program. Iowa State continues to have robust enrollment in its MBA program, including international students. The cost to run our program is not cost prohibitive. Our enrollment is strong, and yet we have maintained quality.

In response to President Trump's announcement on DACA, Interim President Allen immediately released a message on September 5th. Thank you to the Professional & Scientific employees for all they do in working with the student population. You all have a role in hopefully creating some calm.

The President's address will be in the Great Hall of the MU at 6:30 p.m., on September 14, 2017.

Director of Compensation and Classification (Emma)

Update on the Class and Compensation Review - we are at almost 6 months.

Primary Goal: Review 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.

Expected Outcomes:

- Create and establish a University-wide Compensation philosophy for P&S staff;
- Develop defined job classifications and job families for P&S jobs;
- Develop a defined P&S pay structure (including a nonexempt pay structure) that balances market, equity, and performance;
- Develop defined pay administration policies and practices to maintain a modern and competitive pay program; and
- Build a foundation off which to better define pathways for P&S career development.

Project Update

Current State

- Sharing executive interview and other preliminary data with President Allen
- Reviewing JPT data collected
- Extended Project Team assembled and working
- Advisory Team development
- Open forums/communication plan

Next Steps

- Conduct preliminary title and structure review
- Build preliminary structure
- Collect and evaluate benchmark market data



What UHR Needs from Professional and Scientific Council:

Champion the change

Promote a best practice approach

Enable the communication

Reach out directly with questions.

Questions/Comments:

How is the extended project team selected? A: We tried to get representatives that have far reach across campus. They solicited Deans and Associate Deans for suggestions.

The Class and Comp website is hard to find, even with an online search. A: Yes, it has been harder with this new University global website format. We can try to find a way to make it more explicit

There are unique positions in CALS that do not relate to the University structure. How can we make sure those positions are not forgotten? A: We are making sure we are not forgetting them, which has been part of this JPT structure. We asked Kathy Shuckert to be part of the extended project team as she has knowledge of those jobs in CALS. [Hartwig] Should I make contact with Kathy in CALS? A: Yes. We are going to publicize the names of the extended project team members, with their blessing. Feel free to reach out to them.

Twenty-five percent is a lot to me. Is there a method for going out so you have a more accurate picture? A: Yes. We just started diving into the JPT a few weeks ago. Before we can move onto benchmarking a job, the structure will be set.

If we find out someone didn't fill out the JPT, is it too late for them to fill it out? A: Please have them fill it out. Yes. UHR will always look to an individual's position description as a backup.

Faculty Senate (Peter Martin, President-Elect)

Faculty Senate be meeting next Tuesday for the first time. There are two priorities: (1) NTE policy revisions and (2) to have the faculty look at U.S. Diversity and Inclusion class list.

Dr. Stewart will be making comments.

Questions/Comments:

During the NTE review, please pay attention to how revisions may affect Professional and Scientific employees.

4. Professional and Scientific Council Executive Committee Reports President (Jessica Bell)

President's Report - September 7, 2017

After our last general council meeting, I presented to the Board of Regents Tuition Task Force. My statement highlighted the vital importance of P&S Employees across the University. That we are all tasked with completing the mission of Iowa State University and we are challenged to so with diminishing resources.

I also joined campus Leadership for a discussion on the campus climate. It was a meeting to inform us about the possibility and likelihood of continuing protests on campus as the semester unfolds. Many opportunities for students and faculty to learn about diversity and inclusion were mentioned and highlighted. I specifically mentioned that staff are also interested these opportunities. Two specific things resulted from this discussion. First, we will be inviting Assistant Vice President and Chief of Police Michael Newton to council to help inform us about the actions they are taking to keep everyone safe on campus when protests occur. Second, Provost Wickert offered to present talking points to Provost Council about how P&S Employees can be included in diversity and Inclusion conversations and initiatives. The points provided were taken directly from the priorities we gathered right here in Council.

Sarah (Representation Chair), Stacy and I also hosted a brown-bag lunch for new councilors. I'm glad many of you were able to attend. It was a productive and informative conversation for all who attended. We went into more detail about Roberts Rules of Order, discussed how we all can encourage more participation in our meetings, and talked about keeping constituents informed and involved.

Stacy and I continue to meet with UHR and the Provost monthly. I already mentioned the productive conversation with the Provost about diversity and inclusion, and our meeting with University Human Resources was just as productive. As you will be hearing more of today, the Wellbeing Portal has now gone live. Go to the Professional and Scientific Council Seminar Series next Tuesday (Sept 12th) at 2:00 p.m. in the Pioneer Room to hear more about the new program available to you!

I am also happy to report that Tera Lawson has been selected to serve on the University Human Resources Extended Project team for the Classification and Compensation Review. Tera's experience at the University, and experience representing all P&S employees will serve us well! We will hear more about the Advisory Committee in the coming weeks.

I encourage all of you and all employees to attend the upcoming open forums on the classification and compensation review. On September 19th, UHR Classification and Compensation is hosting an information session. Stay tuned to Inside Iowa State for details to come.

We also have a Professional and Scientific Council representative as a WorkCyte Change Liaison. John Odenweller will be attending their regular meetings and sharing information they receive. We are looking for a councilor to join John as a member of the WorkCyte Communications Team. This person will be requested to attend weekly meetings to help inform the communications around the WorkCyte Project. Please let myself or the Representation Committee know if you are interested.

Coming up in the next few weeks, I will be joining Katie Thorson to meet with the new Ombuds Officer, I will be representing you at the President's Annual Address on Thursday September 14th, Stacy and I will be meeting with UHR and the Provost again later this month, and I will be representing all 3094 P&S Employees in the search for the new President of Iowa State University.

Questions/Comments:

None.

Secretary/Treasurer (Jake Cummings)

A snapshot report was made regarding the status of Council budget. The FY18 budget was approved in July. It was allocated based on the budget of FY17, which was in a small surplus at the conclusion. We are currently within budget.

I have reconsidered my resignation from the Secretary/Treasurer position, and am going to run for the vacancy. Sorry for the inconvenience.

Questions/Comments:

None.

VP for Equity and Inclusion (Samone York)

The Black Faculty Staff Association is meeting every second Wednesday of the month at noon,

The Know Your Rights, campus conversation shall be immediately after this meeting, regarding immigration rights and DACA in Parks Library.

Questions/Comments:

None.

VP University Community Relations (Teresa Albertson)

We have been welcomed back to the new employee orientation. There were approximately 300 new Professional and Scientific employees last year.

In the College of Liberal Arts and Sciences we had our convocation. I sent cards on behalf of Council to people doing good works. Please let me know who is doing good work, and I will be sure to thank them.

I attended the University awards meeting on behalf of Jim Harken, our Awards Committee Chair.

- a. Sept. 25, 2017 is this year's awards ceremony for those awarded last spring
- b. Stated deadline for nominations is Feb 10, 2018 (Actually Feb 12)
- c. Other unit deadlines: for example CALS is Nov. 13
- d. Council participates in reviewing P&S employee award nominees
- e. Greater diversity is focus; especially women in research and econ. dev.
- f. Nominators and nominees are notified of outcome May 1
- g. Feedback to all nominators is always provided regarding unsuccessful awardees

Comments/Questions:

Professional and Scientific Council Awards have the word CyTation in them. University awards do not.

VP University Planning and Budget. Bates

No Report.

5. Professional and Scientific Council Committee Reports

Awards (Teresa Albertson)

We talked about ideas for the exec committee. We are putting a schedule together for deadlines and reviewing nominations. It is early in the process. It will be moving along more in the coming months.

Communications (Amy Ward)

No report. The committee did not meet today, but will meet in a few weeks.

Questions/Comments:

Our email for student affairs email list is still not working.

Compensation and Benefits. (Ryan Drollette)

Reminder that Merit employees are now receiving university benefits, but in their own pool effective January 1, 2018. All new Merit employees are on it, existing Merit employees will be on January 1, 2018. The new open enrollment will still be held in November, but shall be enacted on January 1 to coincide with this new change.

We will not have any increases in health benefits this year. Health benefits changed in five years.

The committee started looking at recommendations for salary increases. We will have a recommendation around January 2018.

Questions/Comments:

Q: There have been no increases in employee contributions. [Holland] Yes. [Wollan] Yes, the University is keeping costs down, which is the main reason.

Q: Have there actually been increases in costs that the University has been covering on our behalf? A: No, because it is a self-funded pool.

Peer Advocacy (Katie Thorson)

The University Committee on disabilities is looking for a rep from Professional and Scientific Council. We were unable to fill that role. A Professional and Scientific employee joined in an ex officio role.

We are collaborating with UHR for some forums on the Class and Compensation review the September 19th at 11:30 in 206 Durham. October 10th Professional and Scientific Council will be hosting a UHR event from 2-3 in the MU.

The committee met today. We began working on the workplace matrix.

Questions/Comments:

None.

Policies and Procedures (Aaron Fultz)

We are welcoming a new member to our group: Casey Smith. We would like to express our gratitude to Emily Bingaman for filling for Whitney Grote.

There had been an issue presented last week from an employee about vacation being taken within the first month of employment. Policy exists that does not allow for un-accrued vacation. It has been addressed, and all is well.

Questions/Comments:

Q: You can't take vacation within the first few weeks of employment? A: Correct.

Q: Baby details for Grote? A: She is here! It is a girl.

Professional Development (Tera Lawson)

The Professional Development Committee looks forward to seeing you at our September Council Seminar Series Event, "Personal Leadership: Life Skills for Everyday Self Care", which held on Tuesday, September 12th from 2-3 PM in the Pioneer Room of the Memorial Union.

This session will be presented by Stephanie Downs, our Iowa State University Wellbeing Coordinator and will include a discussion about self-care as a component of personal leadership and bringing your best self to work and life everyday AS WELL AS a guided exploration of the new Adventure2 online platform that was launched on Wednesday, September 6th. This session will follow the September 19th 11:30 - 12:30 presentation in 206 Durham Center that is being provided by University Human Resources.

You are welcome to bring your own device and explore with us! If you are unable to attend in person you are welcome to join us via [livestream](#). The link to the livestream is available on the seminar series page of our Council website.

As you may have heard, the October Council Seminar Series Event will be an open forum about the P&S Classification and Compensation Review and will be held on Tuesday, October 10th from 2-3 PM in the Pioneer Room of the Memorial Union. University Human Resources Classification and Compensation will present and this will be your opportunity to ask questions about the review and process. This session will also be [live streamed](#) and recorded.

The Professional Development Committee is continuing to work to secure speakers for the remaining Seminar Series Events and will keep you posted. The Monthly Council Seminar Series Events will be held from 2-3 PM on the second Tuesday of each month (except for April, when it will be the third Tuesday of the Month).

I also have a report from the Professional and Scientific Council Professional Development Conference Sub-Committee to share with you today.

We would like you to not only make sure that you have February 14, 2018 marked on your calendars as a day you intend to devote to YOUR personal and professional development, but to ask each of you to recommend to one person or one group of people that they complete our online call for proposals to be a session speaker at our conference!

This is your chance to have that session speaker you've always wanted to see at our conference. It will not happen unless they submit a proposal to the call!

The link to the [online proposal submission form](#) was in this month's [Council Newsletter](#) and we hope will be included in the post-meeting update provided to Councilors as the Council Conference Sub-committee will need to receive proposal submissions by **September 29th** to have time to review all proposals and make final selections.

We look forward to reviewing all of the submissions!

Questions/Comments:

The Professional Development Conference date? A: February 14, 2018.

Are there any skill sets you are looking for in speakers? There is an email that the conference communications committee that lists the different conference areas.

Representation. (Sarah Morris-Benavides)

We are trying to keep up with requests for P&S Council representation on new and re-invigorated committees. Let me know if you are interested. Today we met and discussed priority planning, the new councilor survey going out this fall. We also talked about dividing some of the tasks.

Questions/Comments:

When the new councilor survey go out? A: At the end of this month. The list should be earlier.

6. Unfinished Business

[Bell] Priority Planning Discussion:

These are the priorities we discussed in council at our July 6th meeting. The Executive Committee took the large post-it posters, that we had marked with priorities (using A,B, and C) and organized them into the priority categories we also discussed in Council, University Human Resources, Supervisory Training, Workplace Environment/Non-Financial Benefits (previously known as Perks), Inclusion, Salary and Family Leave. These are your priorities. These priorities will help guide our committee work.

I would like a show of support for the priorities as you see in front of you, can I get a show of support? Does anyone have serious concerns about any of the priorities?

Questions/Comments:

How will this be decided? A: At the Executive Committee with direct input from the committee chairs. These headings are our priorities for the year, but we cannot accomplish every bullet point.

Maybe committees could look and come back with specific action plans. Bell proposed for the Executive Committee to look at this to divvy up among committees and then committees can decide what is achievable.

[The priority-planning document is provided as an attachment to the Minutes]

7. New Business

New Councilor Vote Information:

There are three open seats in the Division of Academic Affairs. To fill those seats I will nominate a P&S Employee, one at a time, then we will vote.

[Bell] I nominate Barry McCroskey, to represent the College of Agriculture and Life Sciences, and serve on the Representation Committee. Vote held. All in favor. Admitted.

I nominate Jason Follett, to represent the College of Engineering and to serve on the Awards Committee. Vote was held. All in favor. Admitted.

I nominate Casey Smith, to represent the College of Agriculture and Life Sciences and serve on the Policies and Procedures Committee. Vote held. All in favor. Admitted.

Welcome new Councilors!

Nominations for Secretary/Treasurer

Cummings nominated. Seconded. A vote was held. Cummings voted to retain Secretary/Treasurer.

8. Discussion for the Betterment of Council

[Hartwig] Three months into the year, and just now getting our priorities gathered up. Maybe we should do this at the end of the Fiscal Year, so we can be more expedient.

9. Announcements

Announcements from Councilors

Albertson - Our Dean (LAS) spoke with employees today, and she shared something that I want to share with you - 92 percent of the budget for LAS is tuition based.

Dr. Liz Mendez-Shannon is hosting a forum, Know Your Rights, immediately after this meeting, regarding immigration rights and DACA in Parks Library.

There is a campus climate survey coming up on October 3rd through October 31st for all faculty, staff and students. Please participate.

There is a program out of Student Affairs targeting faculty and staff called The Spark. It is geared towards developing multicultural competency. The last day to sign up is tomorrow. Type in The Spark in iastate.edu search engine for more information.

Green Dot Launches on September 27th on Parks Library lawn. Get into it.

The ISU Dairy Club is selling ice cream again from 11-1 on Wednesdays in Kildee Hall.

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

P&S Seminar Series: Personal Leadership: Life Skills for Everyday Self-Care, September 12 from 2-3 PM in the Memorial Union Pioneer Room

Adjournment (3:56)