

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, October 5, 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	S	Jeff Hartwig	X
Teresa Albertson	X	Chris Johnsen	X
Tim Ashley	A	Clayton Johnson	X
Jordan Bates	X	Erin Kalkwarf	X
Jessica Bell	X	Matt Laurich	X
Kara Berg	X	Tera Lawson	X
Eduardo Boro	X	Barry McCroskey	X
Emily Bowers	X	Jason McLatchie	X
John Burnett-Larkins	X	Sarah Morris-Benavides	X
Rick Charles	X	John Odenweller	X
Malinda Cooper	X	Sara Parris	X
Janice Crow	X	Amanda Rasmusson	X
Jake Cummings	X	Stacy Renfro	X
Ryan Drollette	X	Brittney Rutherford	S
Carolyn Duven	X	Casey Smith	X
Kelly Friesleben	X	Shankar Srinivasan	X
Jason Follett	X	Joy Stroud	X
Aaron Fultz	X	Katie Thorson	X
Glen Galvin	X	Amy Ward	X
Whitney Grote	S	Keesha Ward	A
Glen Hansen	X	Barbara Wollan	X
Jim Harken	S	Samone Whitfield	X

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Ed Holland, Jonathan Wickert, Erin Rosacker,

Substitutes: David Brown for Jim Harken, Emily Bingaman for Whitney Grote, Robin McNeely for Britney Rutherford, Laura Kim for Chelsea Aisenbrey

Call to Order (2:11pm) & Seating of Substitutes (Stacy Renfro)

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

1. Approval of the Agenda

None. Agenda stands as distributed.

2. Approval of the Minutes

September 7, 2017 Minutes. A friendly amendment was made to correct discussion of health benefits. Seconded. Voted. Amendment passed. No other changes to the minutes.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

The Board of Regents held a special meeting last week, and appropriation requests to go to the legislature this spring. There shall be a \$5 million request for ISU. There were presentations from the university presidents regarding efficiency initiatives. The Board is making sure universities are following up on those recommendations. Interim-President Allen highlighted over \$20 million in savings secured at ISU because of such initiatives. The drive toward efficiency will continue for the near future.

There is another Board of Regents meeting on the 10/18 and 10/19, which will include evaluating some governance reports and the annual report on strategic plan progress. Iowa State implemented the new strategic plan beginning in 2017 through 2022.

The search for the next Dean of Vet Med Dean is ongoing. The search for Vice President of Extension and Outreach is also ongoing.

Questions/Comments:

A Councilor asked about the Board of Regents and the upcoming approved budget/funding request suggesting the ISU is planning for no increase in compensation. Wickert said he would not interpret the situation as ISU being satisfied with the compensation climate, but rather what is possible or realistic under the current situation.

University Human Resources, Director of Benefits Ed Holland

UBC Meeting Update - 2018 Plan Recommendations

Changing benefit plan year to a calendar year

Eliminate excess credits/HRA for Medical and Dental

Eliminate excess credit for opt out of basic term life, default the opt-outs in to the basic term live policy without underwriting

Eliminate excess credit of 50% coverage level of LTD and defaulted those participants back to the 75%/60% without underwriting

Allow Merit employees to enroll in Voluntary Dependent Term life coverage for their spouse and dependents if also enrolled in Voluntary Live

Voluntary term life allow for a limited open enrollment up to the 1X salary benefit level up to the guarantee issue benefit maximum without underwriting, available to all ISU employees

Rate setting for 2018

There will be a flu shot clinic at Ames Lab on 10/9 through 10/20, from 9:00 a.m. to 4:00 p.m., at no cost for employees.

Questions:

A Councilor asked for a comment about whether Professional and Scientific employees will be required to keep their lunch breaks at 30 minutes. Holland said he had not heard about that.

4. Professional and Scientific Council Executive Committee Reports

President (Jessica Bell)

The Executive committee met last month and discussed how we want to move forward with our Council priorities. It is important that we keep the progress transparent, and keep a record of our progress. It was decided that as committees and individuals works on a priority, we will keep a record of what actions or progress in being made. This record will then be posted on our website, to be updated quarterly. We will get it posted soon.

The Executive Committee members will also add to their reports to council on how their committees and/or initiatives are working towards accomplishing our priorities. You should be hearing about progress each month.

We have recently updated the homepage to reflect motion FY17.6, Document a Shared Governance Philosophy at Iowa State University, by adding our definition of shared governance.

Stacy and I met with University Human Resources Leadership. A majority of the conversation was around both the Classification and Compensation review and the impacts of Workday. Workday is going to move ISU to a standard method of time entry, regardless of employee type. For Professional and Scientific Employees, this would impact our non-exempt from FLSA employees, and employees who currently enter time for other employees. This method will most likely be an online system of time entry. Stacy and I encouraged UHR to make sure to consider employees who do field work and may not have access to cell service for extended periods of time. If you think of other ways P&S Employees could be impacted, please let Stacy or me know and we'll share the concern.

We also had our monthly meeting with Provost Wickert and Brenda Behling. We discussed with them one of our priorities around supervisor training. With the classification and compensation review and workday implementation, many practices will need to be standardized and supervisors trained on the changes and their impacts to employees. Provost Wickert stated he supports mandatory supervisor training.

I'm hoping you have heard about the Presidential Search Candidate visits taking place Monday, Tuesday, Wednesday and Thursday next week. Open forums have been scheduled. I encourage everyone to attend, or participate by viewing the live - online streaming of the presentations. I advocated strongly to keep the online streaming available so ALL employees across the state can participate. Please take advantage of the opportunity and provide your input! A feedback form will be available to share your thoughts and comments with the Board of Regents before they make their decision on the next president of our university.

The Presidential Search Committee has scheduled time specifically for the Executive Committee to interview all 4 candidates. If you have questions or subjects you would like us to pursue, please email them to me. However, I can't stress enough, I encourage you to attend or view the open forums and participate in the process.

Finally, our next Professional and Scientific Council meeting, and committee meetings are WEDNESDAY, November 1st. Please make sure your calendars are correct!

Questions/Comments:

There will be a live stream of the Presidential candidate's address, with a link on the Professional and Scientific Council website.

Secretary/Treasurer (Jake Cummings)

Comments were made about the sign-in sheet, and the current budget.

Questions/Comments:

None.

VP for Equity and Inclusion (Samone Whitfield)

Tuesday - Fourth campus conversation. We encourage everyone to participate to connect and discuss current events. Look for the next one coming up. Everyone please take the campus climate survey. The Black Faculty and Staff Association is having its first Friday meeting at the Gateway Hotel. The next meeting is on 10/11 in the Memorial Union. It is LATINX heritage month. Colegas had a salsa-dancing event last night. There is a new Jewish Faculty and Staff Affinity group. You can find information on the VPDI website.

York was invited to join the VPDI Diversity and Equity Council, as well as to serve as a Deputy Title IX Coordinator.

Questions/Comments:

A Councilor had a question about the responsibilities of a Deputy Title IX Coordinator. The role includes disseminating information about Title IX and the role of the Office of Equal Opportunity under Title IX.

VP University Community Relations (Teresa Albertson)

No report.

5. Professional and Scientific Council Committee Reports

Awards (Clayton Johnson for Jim)

Congratulations to everyone who was honored at the University Awards. Special shout out to Tera J. Lawson. Planning has begun for the CyTation ceremony. We will be updating on the website. Keep an eye out for an email for an announcement about nominations and deadlines.

Questions/Comments:

A Councilor also noted that Keesha Ward also won a University Award.

Communications (Amy Ward)

There is a great deal of training going on for the committee. Please send updates to pands-c@iastate.edu. There will be a number of changes on the website and newsletter.

Questions/Comments:

A Councilor asked about the frequency of mailing list updates for new Professional and Scientific employees. Ward said they would receive a new list every month, and the feed is updated as soon as the list comes out. Other lists are updated as we get new information on new members.

Compensation and Benefits. (Ryan Drollette)

No report.

Peer Advocacy (Katie Thorson)

The committee today met with the University Ombuds officer, Deanna Clingan-Fischer, to discuss what services she provides here, which will help us communicate to the constituency.

Disability awareness week is 10/16-10/20. You can find more information at: Sdr.dso.iastate.edu/disability-awareness. The disability summit is on 10/19 with keynote speaker Tom Harkin.

Questions/Comments:

No Questions.

Policies and Procedures (Aaron Fultz)

The committee received new information, and the policy library advisory committee met last week. There were three policy development plans discussed, two of which have been published for consideration. The policies can be found by going to: policy.iastate.edu

The policies in development include Sexual Misconduct Involving Students and Donated Leave for Catastrophic Illness, both available for comment, along with draft policies and draft procedures.

For more information about PLAC itself go to: <http://www.committees.iastate.edu/comm-info.php?id=103>

If our committee has any comments or changes, we would make a motion at Council, and then have any such approvals submitted to PLAC.

Questions/Comments:

None.

Professional Development (Tera Lawson)

The Professional Development Seminar Series includes an upcoming open forum on the Class and Compensation review on 10/10, from 2:00 p.m. to 3:00 p.m. in Pioneer Room of the Memorial Union. You are welcome to join via live stream and the link is available on the Professional and Scientific Council website.

There will be Green Dot presentation for Professional and Scientific employees on January 9, in the Pioneer Room of the Memorial Union.

Questions/Comments:

None.

Representation. (Sarah Morris-Benavides)

It has been suggested a university IT Committee be formed. Amy Ward has agreed to serve on the committee. If anyone is passionate about IT issues, please let Amy know.

If there are any other University committees you would like to serve on, please let the committee know.

Questions/Comments:

A Councilor asked about the function of the IT committee? The Tech Advisory Committee is owned by Jim Kurtenbach. The charge of that committee is to advise the President and administration to talk about the issues/successes people are having with IT. The IT Committee provides the opportunity for staff to talk directly with Kurtenbach about pertinent staff issues.

6. Unfinished Business

None.

7. New Business

Campus Climate Survey Team Update (Clayton Johnson)

Regarding Goal 4 of the Strategic Plan . . . we encourage you to complete this anonymous and voluntary survey. Also, encourage those who you know on campus to complete this survey. This is the best way ISU can identify any needed changes. The survey will take 20-30 minutes. The survey closes on 10/31.

Questions/Comments:

A Councilor commented that it was an excellent survey.

A Councilor asked about what happens once the survey period closed. Johnson said there will be a period where we won't hear much because Rankin and Associates will be compiling the data. Late in the spring semester they will report the information in a number of open forums to the campus communities, which will be open to everyone.

A Councilor asked about the plan moving forward to have an ongoing assessment. A: Iowa State will plan to conduct the survey every 5 years, going forward.

A Councilor commented that the survey may not consider the people who have left, whose opinions may be relevant, and that there are no current university-wide exit surveys.

8. Discussion for the Betterment of Council

Next week in National Coming Out Day on 10/11, and there will be is a picnic at Brookside Park. On 10/14 Ames will host its first ever Pridefest at Bandshell Park.

9. Announcements

Announcements from Councilors

Reiman Gardens is going to have 600+ pumpkins on display. Bring your kids for Spirits of the Garden on 10/21.

This is Human Sciences week, there is a great deal of information about it on Human Sciences main page.

General Council Meeting: Wednesday, November 1, 2:10-4:00, Memorial Union Gallery Room

P&S Seminar Series: C&C Review Open Forum, 10/10 2-3, MU Pioneer Room or check it out online

Hold:

Adjournment (3:21)