

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, January 5, 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 El: 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 A
Glen Galvin X
Nancy Gebhart X
Ben Green X
Whitney Grote X
Melissa Gruhn X
Glenn Hansen A
James Harken X
Jeff Hartwig X
Chris Johnsen X
Clayton Johnson X

Erin Kalkwarf X
Tera Lawson X
Kevin Lazard X
Katy Leichsenring S
Jason McLatchie A
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 A
Amy Ward X
Lynn Wellnitz A
Jamie Wilson X
Barbara Wollan A
Samone York X

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Erin Rosacker, Jonathan Wickert, Ed Holland, Sheryl Rippke, Francis Quinn, Sarah Nusser,

Substitutes: Ryan Barbauld for Katy Leichsenring

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

Establish Quorum (Melissa Gruhn) - Yes, a quorum was established.

1. Approval of the Agenda

Agenda was approved as distributed.

2. Approval of the Minutes

December 1, 2016 Regular Council Meeting

Minutes were approved as distributed.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- There were a record number of students participating in Fall Commencement in December. Kudos to the Registrar's Office staff for making the ceremony more efficient.
- The ceremony featured Senator Joni Ernst, an ISU alum, gave the commencement address. <http://www.graduation.iastate.edu/sites/default/files/uploads/programs/Fall16Program.pdf>
- Lt. Governor Kim Reynolds participated in the ceremony as she received her Bachelor of Liberal Studies degree with concentrations in political science, business management and communications.
- The latest revenue estimates for the state coming out of the Revenue Estimating Conference in December are about 100 million less than projected earlier in the year. Kristin Failor, the new state relations officer, has been making the case to the legislature to protect ISU's state appropriations, but it's unclear how the shortfall will affect the University at this time.
- This week is the official start of Workday implementation. Workday is used by Cornell University, Arizona State University and many other high profile universities and corporations. It's considered to be the best ERP software system available and will make the University's processes more modern and efficient.
- Implementation teams being put together now to guide the processes.

Francis Quinn - Workday Interim Change Management Lead

- The University is at Phase zero of Workday implementation which means there is special attention being paid to the institution's complexity. This is a pre-planning stage to make sure the University gets off to the best start possible.
- A training program for those people who will be the core implementation team is being developed.
- The University will be deploying three modules over time starting with human capital management, financial, and payroll systems. Student information systems will follow.
- Workday needs to "open up the hood" at ISU and make sure they understand the processes that are particular and special to the University to help meet the goal of seamlessly blending all these into one system.

T. Albertson - Are the ISU Foundation's systems being updated along with the University systems?

J. Wickert - I'm not certain but will find out and report back to Council.

Vice President for Research (Sarah Nusser)

- Thanks to grant support staff for the work with researchers. Thanks to researchers for conducting research and mentoring personnel. And thanks to those who enable faculty success and contribute to the important research that takes place.

ISU strategic Plan update

Strategic Plan Goal 2 is to enhance the University's research profile
The VPR office worked with colleges to identify 5 general teams in this area.

1. Developing grand challenge research themes
2. New and ongoing internal funding programs for interdisciplinary research and instrumentation
3. Visioning team for arts and humanities
4. Facilities development
5. Capacity building for staff - such as strengthening the grant coordinator staff and having them work collaboratively.

Advancing Research Careers

Workshops and services

- Finding research funding, developing proposals, managing awards
- Team building and project managements
- SPECS training

Information Sources

- E-news - go to yprcomm@iastate.edu to sign up
- Attend Grant Coordinators meetings
- Use Tip sheets to make complicated processes more clear
- Please provide input to improve processes.
- What can we be doing for staff who are connected to the research mission?

J. Bell - Regarding the UHR classification and compensation review: there should be a classification of employees called Grant Coordinators so those employees are more aligned and identifiable.

T. Lawson -Grant coordination should be better defined and identified so that employees whose duties include grant coordination, but not necessarily called Grant Coordinators are aligned as well.

Director, University Human Resources (Ed Holland)

UHR updates

- There is nothing new to note with FLSA. UHR will continue to provide updates as information is received.
- HERC - Since implementation there have been 83 total applicants and 2 hires already after only being live for a few months. The applicant portal will be going mobile very soon.
- Updates to UHR website - A new template and more design updates are coming soon.

Classification and Compensation review updates

- UHR is finalizing a contract with the vendor who was selected to partner with the University. No further information is available until the vendor planning process begins.
- The timeline for project kickoff is still targeted for January.
- UHR's priorities include communication and transparency.

- Phase 1 - Project kickoff, planning, and data collection
 - Phase 2 - Job review and structure development
 - Phase 3 - Market benchmarking and implementation planning
- A reminder that the tuition reimbursement deadline is January 6th.
 - The tuition reimbursement program is available
 - to all current merit and P&S employees who work in a non-temporary position at least 20 hours per week, and have successfully completed at least one year of service.

K. Dillon - Tuition reimbursements are being batched now so your reimbursement date depends on which tax year your reimbursement paperwork was submitted.

President, Faculty Senate (Jonathan Sturm)

- Not in attendance today.

4. Professional and Scientific Council Executive Committee Reports

President (Clayton Johnson)

Good afternoon everyone!

Welcome back! I hope everyone had the chance to get away a bit during break, take a breather, and get yourselves ready for a productive 2017!

As I reported last month, I am serving on the search committee for the new Vice President of Human Resources. On December 9, the search committee met with the search firm—Parker Executive Search—to begin the search process and set a preliminary timeline. Parker has suggested an aggressive hiring timeline. Advertisements for the position will be included in January editions of various publications. We will begin reviewing applicants in February, and are hoping to conduct airport interviews in March. As of now, we are hoping to have 3-4 candidates selected for on-campus interviews in April. I will continue to update you throughout this process, and will likely look for your feedback throughout this process. The Professional and Scientific Council will be included in the interview schedules for the final candidates, so please stay tuned!

I also wanted to make all of you aware that I will be serving on two additional committees in the spring and summer months, both of which relate to Goal 4 of the FY 2017 - 2022 ISU Strategic Plan. Goal 4 reads: “Continue to enhance and cultivate the ISU Experience where faculty, staff, students, and visitors are safe and feel welcomed, supported, included, and valued by the university and each other” and subgoal 4.1 reads “Develop and implement a comprehensive campus climate assessment system to regularly evaluate the climate at Iowa State University as experienced by all. Regularly evaluate, disseminate, and publicly report this data.” As part of these goals, I will be serving on the 2017 ISU Strategic Plan Goal 4 Implementation Team, chaired by Vice President Reg Stewart and Senior Vice President Kate Gregory. This team of approximately 45 members met on December 14 for an initial presentation, and will oversee the progress of Goal 4 and all related subgoals. In addition to the implementation team, I will also be serving on the Campus Climate Survey Work Group. This group of approximately 15 members will specifically develop the new Campus Climate Survey in conjunction with the outside consultant—Rankin and Associates.

We will be meeting and developing the survey throughout the Spring and Summer months, with a projected distribution in the Fall 2017 semester to the entire campus community—students, faculty, and staff. A goal in the development of this survey is that it will be distributed on a reoccurring basis. I will be in regular communication with you throughout this process, as your feedback will be

key to develop this new, and extremely important, tool for the ISU campus. In addition, just to highlight, the work being done by the implementation team and the work group would directly relate to the proposed addition to our Strategic Initiatives document which I will present for a second read, and vote, today.

Clayton also offered some comments regarding the requirements and duties of the P&S Council President position in preparation for open nominations in February.

S. Renfro - A reminder to Councilors that if your regular term is on Council is expiring, you are still eligible to run for Council President.

T. Albertson - Clayton, thank you for your service.

Secretary/Treasurer (Melissa Gruhn)

The current Council account balance is \$8099.68.

VP for University Community Relations (Ben Green)

As you may remember, last year in May we held the 2nd annual Professional and Scientific Council Meet & Greet reception. This one to two hour-long event is held on campus and all Professional and Scientific employees are invited. It provides another great opportunity for Professional and Scientific employees to network with each other, get involved in the Professional and Scientific employee community, and get face time with their Professional and Scientific Council representatives.

Planning for this year's reception has begun, along with some brainstorming and discussion about other possible events. In the past the work of planning and actualizing this event has taken place within the Executive committee. This year I want to engage the larger Council body and invite any of you to join me and work together on this. If you are interested in more information, please contact me.

VP for University Planning and Budget (Jordan Bates)

Policy Development and Approval Process

Jordan Bates

- Policy needs may arise from law changes or may arise from a specific department's needs.
- When there is a policy need, then units contact PLAC to let them advise the process.
- PLAC meets regularly to oversee the policy development and revision processes.
- PLAC meets with policy developers to guide the process but does not create or approve policies.
- PLAC also reviews the policy draft to make sure it complies and works with other existing policies on the Policy Library.
- PLAC has representation from units and constituent groups from all parts of the University.

Bethany Burdt

PDP - Policy Development Plan

- Policy Development Team
- Policy Development
 - o Provides a description of the proposed policy.
 - o Stakeholders are identified.

- Constituent response, such as the P&S Council response, is solicited.
- Policy is adopted and implemented.
- Policy approvals and signatures are finalized.

Jordan Bates

Policy library homepage

- Comments and feedback thru website
- Policy is routed for approvals and signatures
- Policy announced and posted.

Jeff Hartwig - When is the last time this process was used?

T. Lawson, Et al - Policy revisions happen all the time. Some policies do not affect P&S employees and some do. Council is involved in the process when appropriate.

VP for Equity and Inclusion (Samone York)

- The FSA Council will be hosting an open discussion forum for all ISU Faculty and Staff and Administration employees to come together and reflect on the various national events that took place during the fall semester. They hope this time will provide everyone a space to discuss feelings, thoughts and emotions as we prepare for the change of the country's leadership. Feel free to come and go as your schedule allows. There will be members of the Office of Equal Opportunity (OEO) to help facilitate dialogue amongst the group.
Session 3: Memorial Union, Gold Room 1/10/2017 12 p.m.
- **UNIVERSITY AWARD FOR INCLUSIVE EXCELLENCE.**
 - Nominate deserving individuals for the newly-created University Award for Inclusive Excellence. This university award recognizes faculty and P&S staff for their commitment to inclusion initiatives at Iowa State University. Give recognition to individuals who have advanced the university's mission of diversity, equity, and inclusion by nominating them today!
 - Questions? Email Nicci Port @ nport@iastate.edu Award Description can be found on the Provost's website <http://www.provost.iastate.edu/faculty-and-staff-resources/awards/faculty/inclusive-excellence>
- **Let Freedom Ring - Carillon Concert**
 - Wednesday, January 11, 2017, 11:50 AM @ Central Campus - A carillon concert in honor of Dr. King. Tin-Shi Tam, carillonneur. Part of the Martin Luther King Jr. Legacy Series.
- **Ames Community Celebration in honor of Dr. Martin Luther King, Jr**
 - Celebrate with song, story and birthday cake. An Ames tradition! Join us at 5:30 for cake and music, with an hour long program beginning at 6:00. Part of the Martin Luther King Jr. Legacy Series
 - Monday, January 16, 2017, 5:30 PM @ Ames Middle School, 3915 Mortensen Road
- **Dr. Martin Luther King, Jr., Legacy Convocation**
 - Thursday, January 19, 2017, 3:30 PM @ Sun Room, Memorial Union - Celebrate the legacy of Dr. Martin Luther King, Jr., and learn how his global vision of equality for everyone remains relevant today. The Advancing One Community Awards will also be presented. Part of the Martin Luther King Jr. Legacy Series
- **What Are Your Rights? A Conversation**
 - Monday, January 23, 2017, 7:00 PM @ Sun Room, Memorial Union -Opening remarks will be provided by ACLU of Iowa Legal Director Rita Bettis, and Corey Saylor, head of the Council of

American Islamic Relations (CAIR) Department to Monitor and Combat Islamophobia. He is a national expert on countering Islamophobia and co-authored CAIR's Islamophobia report, *Confronting Fear*. Then join us for a discussion of the constitutional and legal rights of Muslims. Students and others on campus are invited to share their own concerns, ask questions and help raise awareness about resources available on and off-campus during this uncertain post-election period. Clark Wolf, Iowa State professor in Philosophy and Political Science and director of Bioethics, will moderate the discussion.

- **Rap, Race, Reality & Technology - Chuck D**

•Thursday, January 26, 2017, 8:00 PM @ Great Hall, Memorial Union - Chuck D is leader and co-founder of legendary rap group Public Enemy and is known for creating politically charged and socially conscious hip hop music. As a rapper, producer, author, and social activist, Chuck D delivers a powerful message about race, rage and inequality. He is a national spokesperson for Rock the Vote, the National Urban League, and the National Alliance for African American Athletes. He is also co-author of *Fight the Power: Rap, Race, and Reality*. Chuck D redefined rap music and hip hop culture with the release of Public Enemy's debut album, *Yo Bum Rush The Show*, in 1987. Public Enemy was inducted into the Rock and Roll Hall of Fame in 2013.

- **A Deeper Black: Race in America - Ta-Nehisi Coates**

•Monday, January 30, 2017, 7:00 PM @ Great Hall, Memorial Union - Ta-Nehisi Coates is a national correspondent at The Atlantic, where his cover story on slavery and race, "The Case for Reparations," struck a national chord. His latest book, *Between the World and Me*, is written in the form of a letter to his teenage son about the challenges he will face growing up black in America. Coates is also the author of *The Beautiful Struggle*, a memoir about growing up in Baltimore with a father who was a Vietnam vet and Black Panther with his own underground black press. Coates is Journalist in Residence at the School of Journalism at CUNY and a former writer for *The Village Voice*, and a contributor to *Time*, *O*, and *The New York Times Magazine*. He was previously the Martin Luther King Visiting Associate Professor at MIT. Martin Luther King Jr. Legacy Series Keynote

- **NAACP Banquet-Registration Deadline January 17**

- **Call for Proposal -Women's and Diversity Grants Program**

•This program is designed to support initiatives that will enrich the experiences of women and diverse faculty, staff, and students at Iowa State University. Grant funding is available in support of women's and diversity initiatives for either one-time programming or as seed money to stimulate additional funding from other sources.

•Guidelines, application form and timeline are available at:

<http://www.diversity.iastate.edu/global/women-s-and-diversity-grants-program>

•Grant proposals may be submitted by ISU faculty or staff, as well as individuals or as teams, and at least one of the participants is required to have faculty or staff status. Individual grants will be awarded for up to \$5,000 which must be expended between July 1, 2017 and June 30, 2018.

•Deadline for submission of proposals is March 1, 2017.

•Questions? Contact the office at 515-294-8840

- Black Faculty & Staff Association will meet Thursday, January 19, 2017 in the Gold Room, Memorial Union 12 pm

5. Professional and Scientific Council Committee Reports

Awards (Kara Berg)

•Professional & Scientific Council Cytation Awards

-Nominators and award winners will receive emails end of January (including nominators of non-winners)

-Cytation Awards Ceremony - Thursday, March 23rd

-Official press release is coming closer to ceremony

- New University Award for Inclusive Excellence
- Announced in the December issue of Inside Iowa State
- Any ISU faculty or staff member can nominate someone
- The award does not require college-level vetting
- Nominations for this award are due to the Provost's Office by February 10th

Communications (Amy Ward)

- The committee is developing some social media guidelines which will be presented to executive committee at the next meeting.
- The committee is also gearing up to work with Representation Committee on upcoming Council election details.

Compensation & Benefits (James Studley)

- The Compensation and Benefits Committee continued to discuss the timeline for the end of the year.

Peer Advocacy (Nick Van Berkum)

- Met with Julia Graden from Child Services to discuss the next steps for lactation spaces. Heady and Lagomarcino spaces are being considered.
- A lactations spaces layer will soon be added to the ISU official map.

Policies and Procedures (Bethany Burdt)

- The last PLAC meeting was held on the 15th of December.
- The Committee discussed the Student Withdrawal policy.
- The P&S Council was not a stakeholder for this policy but any comments can be made via PLAC website.
- The Committee is also working with Peer Advocacy Committee to develop lactation break policy proposal.

Professional Development (Jim Harken)

The Professional Development Committee is working to get the word out for many PD opportunities available to P&S employees.

The Professional and Scientific Council Professional Development Conference Sub-Committee would like to encourage you to invest time in YOUR professional development and register for the upcoming Professional and Scientific Council Professional Development Conference!

We have scheduled 32 sessions involving 36 speakers and panelists on topics and in areas designed to "Cultivate Your Adventure: from initiating to innovating"!!!

This year we will be featuring boxed lunches so that you can take them with you as you partake in a variety of lunchtime activities including:

Viewing Ted Talks in Benton Auditorium

Getting a professional headshot taken by University Photographer Chris Gannon

Browsing books recommended by our conference speakers

Participating in an Iowa State University Trivia Contest

AND networking with your fellow P&S Employees!!!

The conference will be held on Tuesday, February 28, 2017 at the Scheman Building and early bird registration ends January 31st!

We hope to see you and your co-workers there!!!

T. Albertson - Does the registration cost for the conference increase after January 31st?

T. Lawson - Yes. The cost increases from \$80 to \$95.

K. Lazard - Will and of the conference sessions be recorded?

J. Harken - Two sessions will be recorded for sure, but its cost prohibitive to record all. The IT panel and mental health sessions will be recorded.

Representation (Stacy Renfro) Jeff Hartwig for Stacy Renfro

- The Committee is drafting bylaws changes to reflect the University structure changes.
- Planning for the election process is also taking place.
- The annual "Invite a Guest to Council" initiative will be held at the March 2nd Council meeting.

B. Wollan - What is the timeline for the nominations process?

J. Hartwig - Please refer to the election flowchart that was included at the November 3rd Council meeting.

- **Professional & Scientific Council Nominations**
- *February 13 - March 10*
- **Council Panel at the Professional Development Conference**
- *February 28*
- **Invite a Guest to Council Initiative & Information Session**
- *March 2*
- **Elections**
- *March 20 - March 31*
- **Announcement of Elected Councilors**
- *April 12*
- **Elected Councilors Invited to Attend May Council Meeting**
- *May 4*
- **New Councilors Seated at June Council Meeting**
- *June 1*

Shared Governance - Ad Hoc Committee (Jeff Hartwig)

- Desire to better define and document Shared Governance and how P&S Council participates and contributes to shared governance at ISU
- Explore the meaning of shared governance at ISU and other institutions
- Provide recommendations for possible resources to be created to better document Shared Governance

Step 1: Exploring the definition of Shared Governance by reviewing available resources such as the University of Iowa's Shared Governance webpage <https://uiowa.edu/sharedgovernance>

B. Wollan - Who is on the ad hoc Shared Governance Committee?

J. Hartwig- The members currently include Jeff Hartwig, Teresa Albertson, Jessica Bell, Stacy Renfro, and Jamie Wilson

B. Wollan - Are you seeking new members?

J. Hartwig - Yes.

6. Unfinished Business and General Orders

The second read of the Motion to add statement regarding Diversity and Inclusion to the FY17 Strategic Initiatives by Clayton Johnson took place and the floor was opened for comments.

Council Motion: *Inclusion of statement regarding Diversity and Inclusion in the FY 2017 Priorities and Strategic Initiatives Document*

Submitted by: *Executive Committee
December 1, 2016*

Whereas: *The Executive Committee has created a statement regarding Diversity and Inclusion to be included in the FY 2017 Priorities and Strategic Initiatives Document*

Whereas: *Diversity and Inclusion are important priorities for the university, and have been identified as such in the FY 2017-FY 2022 University Strategic Plan*

It is moved: *That the following statement be inserted in the Professional and Scientific Council FY 2017 Priorities and Strategic Initiative Document under the priority “The Iowa State University Professional and Scientific Council serves as a resource and an advocate for Professional and Scientific employees”:*

Diversity and Inclusion: The Professional and Scientific Council will serve as an advocate for diversity and inclusion at Iowa State University. Council will work to identify available resources and create new opportunities for advocacy, education, and professional development for Professional and Scientific employees on topics which relate to diversity and inclusion. Council will also advocate for, and collaborate with, employees, students, and visitors to ensure that Iowa State University is a safe, welcoming, and inclusive place to work and to learn.

B. Wollan - What is the reason for using the words “education” and “professional development”? They seem redundant.

Clayton Johnson - No real reason other than education and Professional Development may not always be seen as the same thing in higher educations

N. Gebhart - This motion does not have any actionable items and seems like an empty gesture.

C. Johnson -Councilors were given the opportunity and no one suggested any actionable items. Additionally, the majority of the other initiatives do not have any actionable items either.

B. Green - I move to extend the meeting by 10 minutes.
The motion was seconded and a placard vote approved the motion.

S. Renfro - This motion is also meant to encourage additional work in this area. I don't see this as an empty gesture.

T. Albertson - There are already 4 actions in this motion - *identify, create, advocate, and collaborate*

B. Wollan - I appreciate Nancy's comments on empty gestures. Council doesn't need to toot our own horn.

C. Johnson - I want the strategic initiatives document to be owned by Council.

J. Hartwig - We did participate in the document, but addition seems like it is being pushed by the executive committee; not coming from councilors.

B. Green - I personally don't understand why we need to do this.

B. Behling - The Council bylaws are about governance. Is this more of a mission statement instead of strategic plan?

A motion to end discussion was presented and seconded. The motion was approved by a 2/3 majority to end the conversation.

A vote on the Diversity and Inclusion motion was held. 19 votes in favor and 13 against. The motion passed.

7. New Business

None

8. Announcements

Announcements from Councilors

The upcoming PD Seminar series event has been changed. Elaine Newell is unavailable. More information will be forthcoming.

Executive Committee Meeting: January 23, 10 AM -12 PM, 107 Lab of Mechanics

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

Professional and Scientific Council Seminar Series: January 10, 2:00 - 3:00 PM, Memorial Union Gallery Room

Elaine Newell, Ombuds Officer - Communication and Conflict Escalation: Patterns, Pitfalls and Pointers - **Cancelled. Look for updates.**

Adjournment 4:10 pm