

IOWA STATE UNIVERSITY

Professional and Scientific Council

Wednesday, April 6, 2016 Agenda | 2:10- 4:00 PM | Gallery Room, Memorial Union

2015-2016 Officers:

President: Tera Lawson

Secretary/Treasurer: Kate Goudy-Haht

Vice President UCR: Jessica Bell

Vice President EI: Katie Davidson

President-Elect: Clayton Johnson

Past-President: Amy Tehan

Vice President UPB: Jordan Bates

Attending:

X	Teresa Albertson	X	Whitney Grote	S	Stacy Renfro
X	Jordan Bates	X	Melissa Gruhn	A	Lisa Rodgers
X	Jessica Bell	A	Glen Hansen	X	Diane Rupp
X	Kara Berg	S	Katrina Hardin-Williams	X	Karl Schindel
X	Bethany Burdt	X	James Harken	X	James Studley
X	Malinda Cooper	X	Makenzie Heddens	X	Amy Tehan
X	Katie Davidson	X	Clayton Johnson	S	Nick Van Berkum
X	Kristi Dillon	X	Erin Kalkwarf	X	Jen Van Ryswyk
X	Bart Dobson	X	Kris Koerner	X	Amy Ward
A	Megan Fink	X	Joyce Lash	S	Lynn Wellnitz
X	Glen Galvin	X	Tera Lawson	A	Mike White
X	Kate Goudy-Haht	X	Jason McLatchie	X	Lyndsey Williams-Mayweather
S	Ann Greazel	X	Sarah Morris-Benavides	X	Jamie Wilson
X	Ben Green	S	Daniel Nutini	X	Barbara Wollan
				X	Samone York

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Erin Rosacker, Julie Nuter, Sheryl Rippke, Emma Houghton, Robert Wallace, and Jeff Hartwig

Substitutes: Jason Follett for Lynn Wellnitz, Robin McNeely for Stacy Renfro, Josh Obrecht for Ann Greazel, Lindsey Wanderscheid for Katrina Hardin-Williams, Kathy Box for Nick Van Berkum, and Tami Corcoran for Dan Nutini.

Call to Order & Seating of Substitutes (Clayton Johnson) TIME: 2:11 p.m.

Establish Quorum (Kate Goudy-Haht) Yes, a quorum was established.

- 1. Approval of the Agenda** - Yes, stands as approved, with one amendment, last general council meeting will be held in 2226 Vet Med starting at 2:10 p.m.
- 2. Approval of the Minutes**
March 2016 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

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

- BOR - Next meeting is April 20-21. The meeting will include the annual report on faculty tenure, recommendations for faculty promotion/tenure (ISU submitted 58), and annual retention report.
- IP Assignment - 90% of P&S employees have completed their IP assignment form on AccessPlus (overall 86% for the University).
- Dean Search for College of Human Sciences - The search committee continues to bring candidates to campus. The interviews will finish up in April.
- Sexual Assault Awareness Month - many departments hosting events, we all have a role with decreasing and reporting, FAQ on the [Dean of Students Office](#) website.
- Margo Foreman is the new director for the [Office of Equal Opportunity](#) for the University. Foreman will start April 25. We are encouraged to invite her to a future Council meeting.

Vice President, University Human Resources (Julie Nuter)

Slides included with minutes

- Community Health Partnership - working together on some priority health concerns (mental health and chronic condition support), bringing strengths to the table. This is a unique partnership between ISU, McFarland Clinic and Wellmark.
- [Student & Scholar Health Insurance Program](#) - new health insurance available to eligible students through Wellmark. ISU is starting to communicate to students; the new insurance will be available in August. This will save money for departments by reducing the cost of graduate research assistants' health costs.
- The Greater Iowa Higher Education Recruitment Consortium - collaborative project with other state institutions. There is a National [HERC](#) that the greater Iowa consortium can tap in to for resources. [Inside Iowa State article](#)

Faculty Senate (Robert Wallace)

Slides included with minutes

- Faculty Senate is looking at review process for Senior Administrator of Business and Finance. The designated review committee has started the process and should be completed by end of year. [Review Process](#)
- For the Enrollment Management Task Force, feedback needed by end of April. Councilors can submit feedback to jsturm@iastate.edu. [Inside Iowa State article](#)

P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

It has been another exciting and busy month for Council!

I would like begin by congratulating the Professional and Scientific Council Awards Committee on the wonderful March 10th Professional and Scientific Council Cytation Awards Breakfast! This committee's efforts enabled us to honor and recognize FIFTY Iowa State University Employees through 15 individual and 5 team awards!

I would also like to congratulate both the Professional and Scientific Council Representation Committee and the Professional and Scientific Council Communications Committee on running a

successful election for the newly elected 2016-2017 Councilors! Running and publicizing an election of this size is no small feat.

I'm sure that most of you noticed that this year we encountered a new AccessPlus limitation that required some additional communications efforts. What most of you don't know is that we encountered this limitation the night before the elections went live! Through some effective problem solving, the exploration of all of our options, a little panic, and some thoughtful coordination we were able to successfully launch and hold this year's elections.

I would also like to provide Council with updates on the progress of the 3 motions that Council approved this semester.

- 1) I am happy to report that significant progress has been made in response on our Motion Seeking clarification regarding interpretation and application of the Flexible Hours Program, the Flex Time Policy, and Vacation Leave Policy during an Iowa State University partial closing that was approved by Council during our January 7th Meeting!!!

I look forward to receiving the suggested policy changes and the newly created guidelines document to clarify the interpretation and application of these policies from the group that has been drafting them VERY shortly.

As soon as I receive the suggested policy changes and the guidelines document from Kristie Darr I will be sending them to each of you with a request that you not only review the documents and provide feedback, but that you share these documents with your constituents and request their feedback and comments as well. It is my understanding that the proposed changes to the policies are not considered to be substantial as they don't change the original intent of the policies and thus the Council's review of the policy changes and the guidelines document will be one of the final steps in the process of clarifying the interpretation and application of these policies.

- 2) Significant progress has also been made in response to our motion proposing changes to the Tuition Reimbursement Program which was approved during our January 7th Meeting!!!

This motion was brought forward by the Compensation and Benefits Committee and Karl will be updating us on the progress of this motion during the Compensation and Benefits Committee Report.

- 3) Significant progress has also been made in response to our motion regarding the Iowa State University Practices for Professional and Scientific Employees who also have for Credit Teaching Responsibilities Proposal which was approved during our March 3rd Meeting.

The Provost's Office has created a procedures document titled "Offering Faculty Rank to P&S Employees" that references our proposal and guidelines and has committed to posting both documents on the Provost's Office website.

The Provost's Office is also committed to communicating the expectation that these procedures and guidelines be followed to the Deans and Department Chairs as well as including it in the training for New Department Chairs.

We are making great progress and improving the lives of our fellow professional and scientific employees! I'm proud to say that we are continuing to keep the progress and improvements going and I am looking forward to the first read of the Motion that is being brought forward today from the Peer Advocacy Committee regarding the Iowa State University Lactation Spaces and Policies Proposal.

I would also like to share with you that the Iowa Board of Regents has invited me, as the representative of a non-represented employee group, to make a brief statement concerning FY 2017 Salary Issues at the April 20th and 21st Board of Regents Meeting.

This is an opportunity that is provided to Council each year and one that we greatly value.

During the next couple of weeks the Executive Committee will be working to draft the statement that will be shared with the Board of Regents during their April Meeting and I intend to share that statement with all of you via a Special Report to Council during our May Council Meeting so that each of you know what was presented and we have a record of that statement in the Council Docket.

I would like to remind each of you that the first draft of the Iowa State University Strategic Plan is ready for YOUR review.

Don't wait until the May 10th deadline to submit your comments through the online comment form, submit them NOW so that they can inform changes to the draft plan.

I attended both of the open forums regarding the draft plan and the feedback provided to the steering committee was well received.

This is document that will guide Iowa State University in to the year 2022 and this is YOUR opportunity to make sure Iowa State University is moving in the direction that YOU want it to be for the next 6 years.

The final reports from each of the six Strategic Planning Subcommittees: Student Experience, Research Profile, Economic Development and Service to Iowa, Campus Environment, Infrastructure Enablers, and Additional Creative Opportunities are now available on the strategic plan development website.

I also wanted to briefly update you on the search for the University Counsel position as I am serving on this search committee as a representative of the Iowa State University Professional and Scientific Employees. The Search Committee is moving very quickly and we hope to bring candidates on campus for interviews in the next couple of weeks.

The *Ethical Research in the Age of Open Access* Conference being hosted by Faculty Senate is now open to Professional and Scientific Employees! The conference is being held on April 26th in the Great Hall of the Memorial Union starting with a continental breakfast at 7:30 am and concluding at 3 pm. If you are interested in attending this conference please contact Sherri Angstrom (sangstro@iastate.edu) to register. A flyer for the event can be found at: [2016 Faculty Conference](#)

The Executive Committee has moved the June Professional and Scientific Council Meeting to May 26th. The meeting on May 26th will serve as our June Meeting and the newly elected councilors will be seated at the end of the meeting. Please Mark your calendars NOW for the Professional and Scientific Council Meeting on May 26th from 2:10 - 4 PM at 2226 Vet Med.

Secretary (Kate Goudy-Haht)

Expenses for March totaled \$2,134.28, this included IT services, Constant Contact newsletter subscription, MU rental fees, and Council member nametags. This also included the costs associated with the CYtation Awards breakfast. The Council general account has \$2,186.31. All funds are allocated through the end of the year for Council related activities.

VP for University Community Relations (Jessica Bell)

- New Employee Orientation was held March 7th. There were 25 New Employees in attendance. I've been speaking about elections coming up and promoting running for council and voting. The next session is Thursday, April 14th.
- I'm continuing to receive a monthly report of new employees, and employees who have new positions within ISU and am emailing you the lists shortly after I receive them. Thank you for

sending them welcome emails and introducing yourselves. Let me know if you have any questions.

- Please continue to promote our Professional Development opportunities that are now on learn@isu.
- We are planning several new social events.
 - a. First - a P&S Employee social - for all employees - is being planned for Tuesday, May 24th in Sukup Atrium.
 - b. There are several opportunities for fun runs/rides coming up for councilors to join. Robin McNeely is serving as the coordinator.
 - i. Doughnut run - April 9th (proceeds benefit student triathlon org.)
 - ii. April 23rd - SCAVMA Scamper, proceeds go to the Vet School student chapter. \$25 until April 11th.
 - iii. May 1st - the Vet School Wildlife Care Clinic "Run with the Wild 5K" at Ada Hayden.
 - c. June 11th - Break the Cycle - proceeds benefit the Ames Assault Care Center. 25 mile round trip bike ride, costing \$30.

VP for University Planning and Budget (Jordan Bates)

As discussed we are working on bringing together the University Planning and Budget Committee. We are still in the process of contacting those individuals who will have membership on the committee. Due to busy schedules, we were unable to have a meeting in March. We plan on meeting throughout the rest of the spring/summer as budgeting activities pick up and I will provide updates at future Council meetings.

VP for Equity and Inclusion (Katie Davidson)

Faculty/Staff Associations (FSAs)

- A reminder: The BFSA, LGBTQA+ FSA, Colegas, and AAPI FSA are available to meet with any interview candidates or as a welcoming committee to any faculty or staff hired who will benefit from the support of the FSAs. The Provost's office is working with the FSAs to centralize and streamline this process.
- As of July 1st the BFSA will have new co-chairs: Kevin Lazard and Corey Williamson. Next BFSA meeting is Friday, April 15th at 4:30 in the MU Multicultural Center.
- Colegas will hold their spring social at Della Vitta on Main St. in Ames on Thursday, April 28 from 6-10.
- Pride Week is April 11-17. [Pride Week](#)

There is a Safe Zone training Thursday, April 14th from 8-12. Register through link above.

- LGBTQA+ FSA: To learn about upcoming events and to get involved, please email LGBTFSA@iastate.edu. You will be put on the email list to receive invitations to and updates about group activities. Learn more at: ISU website: <http://www.iastate.edu/lgbtqafsa> Facebook: www.facebook.com/groups/ISUworkOUT/ Twitter: @ISU_LGBTQA_FSA
- ISCORE: Over 200 faculty & staff attended the ISCORE pre-conference and around 215 attended the conference itself. Approximately 750 people overall attended ISCORE.
- Check out the current edition of Visions ISU alumni magazine for an extensive diversity piece that highlights several P&S staff. Read the full issue here: [Visions](http://www.visionsmagazine.com)
- The Intensive English Orientation Program (IEOP) will hold an anniversary reception Wednesday, April 20th from 3-5 in Landscape Architecture. IEOP not only provides language instruction for students, but for faculty, staff, visiting scholars and their families. They also provide cultural classes to help people adjust to life in Ames. Read more about IEOP here: <http://www.ieop.iastate.edu/>
- African Night will be held Saturday, April 16th at Scheman. Dinner is from 5:30-7 and the main program is from 7:30-9:30. The first 250 ticket holders to arrive will receive a complimentary African dinner (starting at 5:30). The program will showcase many of the diverse cultures within Africa, including dance, music, and fashion. Tickets are \$10 in advance, \$15 at the door. See graphic for ticket contact:

- Asian Heritage week begins Friday, April 7th.



Asian American Heritage Celebration 2016

Food Night
April 7th
This event will celebrate Asian culture through a line-up of five traditional and contemporary cuisine options with their original stories from various Asian countries.
6 pm - 9 pm, Black Cultural Center, 517 Welch Avenue

The Asia Project
April 10th
The Asia Project is the story of Asia Norcross, a career counselor who has won accolades throughout the country with her inspiring, candid and comical spoken word shows.
7 pm - 9 pm, The Maintenance Shop

Deconstructing Stereotypes: Asian at Iowa State
April 14th
Through candid and self-reflective dialogues, current ISU Asian American student presenters will explore how their racial/ethnic identities have played a role in their complex campus experiences.
6 pm - 7 pm, Memorial Union Multicultural Center

Cultural Night
April 8th
What does Asian American Pacific Islander mean? What countries and communities are considered to be part of that identity? Why is it confusing for some individuals to reconcile their identity of our answers to these questions and more - while also participating in the Spicy Korean Instant Noodle Challenge?
6 pm - 8 pm, Carver 294

Faculty/Staff Spotlight
April 6th, 13th, 20th and 27th
Each Wednesday throughout the month of April, the Office of Multicultural Student Affairs and University Relations will recognize an ISU faculty or staff member who identifies as Asian American, Native Hawaiian, or Pacific Islander American for their significant efforts to support, advocate for and improve the college experience for multicultural students at Iowa State University.
Visit <http://www.multicultural.iastate.edu/spotlight> to see the spotlight recipients.

With Prizes!

Partners and sponsors: Asian Pacific American Awareness Coalition, Delta Phi Lambda sorority, AAPI Graduate Student Association, Student Union Board and the Office of Multicultural Student Affairs

- Also consider attending #UniteIowaRace at Drake lecture series at the Science Center. The next one is "Criminal Justice" April 15th from 6:30 to 9:00. RSVP here: <https://tickets.desmoinesregister.com/e/uniteiowa-criminal-justice>

4. P&S Committee Reports

Awards (Diane Rupp)

- Since the last P&S Council meeting we held the 2015 Professional & Scientific Council Cytation Awards ceremony.
 - Alumni Center served as the venue for the ceremony for first time this year
 - As previously announced we awarded 14 individual and 5 team awards.
 - A list of the winners and photos from the ceremony can be found P&S Council website under Activities and Events
- The awards committee has now completed the evaluation of the University P&S Awards and have forwarded our recommendations to Dawn Bratch-Prince in the Provost Office. Recipients, Dept Chair and Deans will be notified by May 1st and finalists will be recognized at the University Awards Ceremony in the fall.

- I would like to take a moment to thank all of the individuals on the awards committee for their commitment to the nomination evaluation process and coordination efforts for the P&S Citation awards ceremony. Dan, Lynn, Katrina, Jamie, Dianne, Julie and Lindsey, this was truly a team effort. Well done!

Communications (Amy Ward)

We are in the process of testing permissions for the new Professional and Scientific Council CyBox account and will be releasing it to everyone this month. You will get an email when your access has been granted. At that point we would like Committees that have their own CyBox folders to move their current information to their committee folder. If you need assistance doing this, please let us know. We will be moving information from Sharepoint in the coming weeks and would like other past information to be put in the archives on this site.

Compensation & Benefits (Karl Schindel)

Your compensation and benefits committee met today.

My first item to report is that yesterday I presented our Professional and Scientific Council proposal on expanding the Tuition Reimbursement program. As you may recall, the proposal was for expanding from 3 credits to 4 as well as supporting reimbursement for differential tuition. It passed unanimously. The majority of today's meeting was discussing compensation issues.

Peer Advocacy (Ben Green)

- Our committee has been collaborating with many other committees on campus to prepare a proposal for lactation spaces and policies. We'll get to that later in the meeting today.
- We have been contacted by one of the college-level Professional and Scientific Councils and will be meeting with their group in May to answer their questions.
- Today we started looking forward to the end of the year. We divided up some tasks that we can all take to create documentation and closure to several projects, to leave our committee in good shape for the next year. We are also working on a couple of items to go out in the monthly newsletter over the next couple months.

Policies and Procedures (Kris Koerner)

No report

Professional Development (Makenzie Heddens for Kate Goudy-Haht)

Save the Date! Tuesday, February 28, 2017 is the next Professional and Scientific Council Professional Development conference. The conference will be held at Scheman. The committee is working on the theme of the conference and looking into national keynote speakers. If you know of a good speaker within our university community or outside please let us know by emailing the committee: pands-pd@iastate.edu. We have speakers for the upcoming Professional and Scientific Council Seminar Series, please check out the [website](#) for details. We will not hold a seminar in June.

Representation (Amy Tehan for Stacy Renfro)

The Representation Committee held our post-election meeting today. First, voting totals went up to 605 over 535 last year. Based on the process and our experiences, we're implementing some changes to the nomination form for next year. We'll also be sending out a post-election survey to all the candidates to get their input on the process and any ideas they might have for improving it. Finally, we're going to put together some guidance for nominees in future years on how they might "campaign" to their peers. We think this will be a good way to get the most engaged and proactive nominees to rise to the top.

Unfinished Business and General Orders

None

New Business

Motion to amend Rules and Bylaws of the Professional and Scientific Council

1st reading, opened for discussion, closed discussion. 2nd reading will take place at next general council meeting in May. You are welcome to send suggested changes or comments to the motion to kgoudy@iastate.edu.

Motion to send the ISU Lactation Spaces and Policies Proposal to University Human Resources

1st reading, opened for discussion, closed discussion, 2nd reading will take place at next general council meeting in May. You are welcome to send suggested changes or comments to the motion to pands-pa@iastate.edu.

Announcements

Announcements from Councilors

Ben Green - Jim Kurtenbach is now the CIO (was the interim CIO) [Inside Iowa State article](#)

Lindsey Wanderscheid - Utilities is celebrating 125 years, April 21st 1-4, Tour the Power Plant

Makenzie Heddens - Governor signing the Renewable Energy Tax Credit

Teresa Albertson - [Dean's Lecture Series \(LAS\)](#) and [Carrie Chapman Catt Center for Women and Politics](#)

Professional and Scientific Council Seminar Series: It Matters what staff say too, Denise Williams-

Klotz, Student Services Specialist IV, Multicultural Student Affairs; Katie Davidson, Program

Assistant II, Veterinary Medicine, April 19, 2:00-3:00 PM, Memorial Union Gallery Room

Executive Committee Meeting: April 15, 10:00 AM -12:00 PM, 107 Lab of Mechanics

General Council Meeting: Thursday, May 5, 2:10-4:00 PM, Memorial Union Gallery Room

Last General Council Meeting of the year: May 26, 2:10-4:00 PM 2226 Veterinary Medicine

Adjournment: TIME: 3:42 p.m.