

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, May 26, 2016 Agenda | 2:10- 4:00 PM | Room 2226 Veterinary Medicine

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

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Jonathan Wickert, Erin Rosacker, Emma Houghton, Julie Nuter, Kevin Lazard, Tonia Baxter, Jacob Cummings, Jeff Hartwig, Ryan Drollette, Brittney Rutherford, Katie Thorson, Chelsey Aisenbrey, Timothy Tesar, and Nancy Gebhart

Substitutes: Aaron Fultz for Bethany Burdt, Joy Stroud for Glenn Hansen

Call to Order & Seating of Substitutes (Clayton Johnson) TIME: 2:12 p.m.

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

1. Approval of the Agenda - Yes, stands as approved.

2. Approval of the Minutes

May 5, 2016 Regular Council Meeting - Yes, minutes stands as approved.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Showcased the College of Veterinary Medicine since Council was meeting out at [Vet Med](#) for the first time.
- Next capitol campaign project - new standalone building for Diagnostic Laboratory (120 million) at the Vet Med College.
- Spring Commencement held at Jack Trice Stadium for the first time. It was very successful!
- 50-60 people from ISU attended the NSCORE conference - students, staff, and faculty.
- Board of Regents ([BOR](#)) - June 8-9: will discuss the proposal of mid-cycle tuition increase, will have a second meeting in July for final approval, presentation by Student Affairs on Co-Curricular Transcript (two parts, what ISU tracks and other experiences that the student will self-report).
- Expect to have 36 million in new revenue (2.2 million from increase in state appropriations); salary policy includes an average 3.5% compensation increase for employees.
- Reorganization of Central IT services, impacted 23 positions from multiple areas within ITS. First time looking at IT services in 10 years. It was a thoughtful process developed over a period of time. Several new IT positions will be created with this reorganization.

Vice President, University Human Resources (Julie Nuter and Emma Houghton)

Slides included with minutes

- FY17 Annual Salary Adjustment Parameters and updated 2016-2017 Salary Matrix on [Classification and Compensation](#) website.
- May 18 new regulation came out from federal government (a mandated change in the Fair Labor Standards Act will raise the salary threshold for individuals who qualify for overtime pay, from about \$23,000 to \$47,476). This will go into effect December 1. It is business as usual right now. See [Inside Iowa State](#) article.
- Professional and Scientific Classification/Compensation System - UHR is looking at how we define our jobs, how we categorize them, policies/procedures that support pay administration for sustainability, and will set the system up to be market based, focused on performance, and ensure internal equity. UHR will hire a consultant to assist with this major undertaking, have talked with five different vendors. UHR will also create a steering committee to make this happen so there is good participation from the University community, including Professional and Scientific Council. This is about attraction, retention and reward - makes sense to do this.
- Collection point for questions - Compensation and Benefits committee (pands-cb@iastate.edu).

4. P&S Council Executive Committee Reports

President (Tera Lawson)

Good afternoon everyone!

At every meeting this year I have used my President's Report to tell you about the exciting things that have kept Council busy during the previous month, but as this is the last President's Report that I will give as your Council President I thought we'd change it up a bit and instead reflect on the very busy and exciting YEAR the Professional and Scientific Council has had!

I shared the first Special Report to Council with all of you during our October meeting as a way to record, share, and archive information as Council works to resolve issues, find additional information, and to share information with not only Council, but all Professional and Scientific Employees.

I will be sharing the fourth Special Report to Council which is titled the 2015-2016 Professional and Scientific Council Year End Report with you as an attachment to the meeting minutes. I have asked Jessica to pull up the document for us so that you can see the things that we have accomplished this year. Please note that the document is 12 pages long and while some of that is due to the use of tables and the inclusion of brief descriptions we really have accomplished a lot this year!

The document has been organized into seven priority areas. Six of these are from the 2015-2016 priority planning session we engaged in as a Council during our meeting on July 9, 2015. The ideas, suggestions, and comments provided by Councilors during that meeting were kept in their original words, but grouped by the Executive Committee, during the Executive Committee Retreat on July 30th, into six priority areas including: Benefits/Services to Employees, Professional/Personal Development, Compensation, Collaboration, Communication, and Professional and Scientific Employee Networking. As a Council we worked to address these 2015-2016 priorities in addition to, or in conjunction with, the Council Priorities of: Serving as the Voice of P&S Employees in the Shared Governance Structure, Investigating and Responding to P&S Employee Concerns, Providing Professional Development Opportunities for P&S Employees, Honoring P&S Employees, Representing P&S Employees, and Encouraging P&S Employee Engagement.

This Special Report to Council includes the progress we've made on each of these priorities in 2015-2016 and includes things that can be found in the Council Docket, that came to Council in the form of a motion or a Special Report to Council, as well as things that have been happening less publically like the creation of a Learn@ISU section for opportunities offered by Council, the development of Councilor surveys, our efforts to increase collaboration with Faculty Senate and our counterparts at the other regent institutions, our efforts to be more mindful of and plan for the involvement of our colleagues who work off-campus, and our efforts to encourage P&S Employee Engagement.

We as a Council addressed timely issues as well as long standing ones, we looked at old problems in new ways, we did our research, we made great strides toward increasing the visibility of Professional and Scientific Employees at our University, we represented our constituents and made our collective voice heard, and we helped to improve the lives of Professional and Scientific Employees at our University!

We have definitely had a busy and exciting year and I want to thank each of you for your contributions and efforts, it has been a pleasure serving as your President, and I look forward to continuing our work in the upcoming year!

Secretary (Kate Goudy-Haht)

Since this is the second meeting in May, there is no new update on expenditures. All funds are allocated through the end of the year for Council related activities. A report will be submitted at the end of the fiscal year outlining Council expenses.

VP for University Community Relations (Jessica Bell)

I attended the May 17th New Employee Orientation and spoke with 13 new Professional & Scientific Employees about Council as well as advertising the upcoming seminar series with Julia Nuter in July. I've also been working with the upcoming VP of University Community Relations Ben Green to ensure he has access to continue the new employee lists we have started, as well as transferring other knowledge and documentation for the position

VP for University Planning and Budget (Jordan Bates)

For this report please refer to the slides included with the minutes.

VP for Equity and Inclusion (Katie Davidson)

No report

5. P&S Committee Reports

Awards (Diane Rupp)

- Yearly recap of awards: 21 Professional and Scientific Council Awards, 14 individual CYtation, 5 team CYtation , as well as the Dan Woodin award and the inaugural Outstanding New Councilor Award. In total, 48 nominations were reviewed in 2015 compared to 28 in 2014. Obviously everyone did a great job promoting these very special awards.
- This year we also evaluated 29 nominations and forwarded 12 suggestions in conjunction with 4 University P&S Level Awards to the Provost's Office. That awards ceremony will take place in the fall.
- The awards committee will also continue to contribute to staff spotlights in the Professional and Scientific Council Newsletters.

Communications (Amy Ward)

No report

Compensation & Benefits (Karl Schindel)

Your Compensation and Benefits committee met twice between the last meeting and today. We focused on the Compensation and Recommendation motion in our earlier meeting, and today we welcomed our new committee members and talked about how our committee works. In addition, as Chair I attended three benefits vendor reviews in the last week. There are three more next week.

Peer Advocacy (Ben Green)

- As a follow up to the motion passed last month regarding improvements to lactation spaces and policies, our proposal was sent to university administration including University Human Resources. We heard back right away that they received the proposal and will study this topic. Additionally, two groups have sent a letter supporting the proposal to both Professional and Scientific Council and University Human Resources. Those letters were from the Iowa State University Postdoctoral Association and the Work/Life Advisory Committee.
- Also, last month our committee met with the Professional and Scientific Council of the College of Design. We shared information about our committee and their members had some great ideas for ways our committee can serve Professional and Scientific staff. Their ideas have been added to our list of objectives for next year.

Policies and Procedures (Kris Koerner)

- Policies and Procedures met on May 17th to discuss the feedback received from Council on the vacation and flex policy changes and new supporting Guidelines document from UHR. This was in response to the motion the Executive Committee brought forward in January's Council meeting. Our committee wrote up a draft response with recommendations for further clarifications and suggestions that was discussed at the May 19th Executive Committee Meeting. A few changes were made and the response was sent to Council with the May 26th Council meeting agenda.
- If anyone has comments or questions about the response document, send those to Kris Koerner (kkoerner@iastate.edu), Chair of Policies and Procedures Committee. Because the Executive Committee presented the original motion to UHR back in January, the Executive Committee will draft a memo to UHR, to go along with the response document, which will be presented to Council likely in the July meeting before submitting to UHR.

Professional Development (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 determining state/national speakers (outside of ISU) for this year's conference. After that is completed, the committee will work on finding qualified ISU speakers to speak on the following topics: Diversity, Leadership/Management, IT, Personal Health/Wellness, Communication, Career Development, and Iowa State Services/Resources. If you know of a good speaker within our university community or outside please let us know by emailing the committee. Also if you or someone in your office would like to help plan the 2017 conference send us an email: pands-pd@iastate.edu.
- July 12 is the next Professional and Scientific Council Seminar Series event, check out the [website](#) for details. This seminar has met the capacity limit, if you want to be put on a waiting list in case there are cancellations, you can email pands-pd@iastate.edu.

Representation (Stacy Renfro)

No report

6. Unfinished Business and General Orders

Professional and Scientific Council FY2017 Compensation Recommendation - Second reading of Motion

Opened for discussion, discussion occurred, motion to change title of motion, voted, motion passes. Motion to change the new title, voted, motion passes. Motion to change the third bullet under Competitive Compensation, voted, motion passes. Motion to change third bullet under Performance-based Compensation, voted, motion passes. Motion to change the first bullet under Competitive Compensation, voted, motion passes. Motion to change first bullet under Performance-based Compensation, voted, passes.

Discussion closed, vote, motion passes.

7. New Business

Nominations to fill Council vacancies (through 6/17)

Motion to nominate Megan Fink, voted, passes

Motion to nominate Timothy Tesar, voted, passes

Motion to nominate Jake Cummings, voted, passes

Outgoing Councilor Certificates

Recognition of Executive Committee Members

8. Announcements

Announcements from Councilors

Jessica Bell - Entomology Department's Insect Zoo is holding a fundraiser on the ISU foundation website, keep the event free and going! [Fund the ISU's Insect Zoo!](#)

Joyce Lash - [#ISU99](#), RED BOX marketing campaign in all 99 counties, Extension is partnering with Athletics! Check out these Facebook pages for pictures: Iowa State University Extension and Iowa State Athletics.

Executive Committee Meeting: June 16, 9:00 AM -11:00 AM, 107 Lab of Mechanics

General Council Meeting: July 7, 2:10-4:00 p.m., Memorial Union Gallery Room

Professional and Scientific Council Seminar Series: Your Career: Being in the Driver's Seat, Dr. Julie Nuter, Vice President for University Human Resources, July 12, 2:00-3:30 p.m., Memorial Union Pioneer Room. This seminar has met the capacity limit. If you want to be placed on a waiting list in case there are any cancellations, email pands-pd@iastate.edu.

9. Installation of New Councilors, Committee Chairs, and Officers
Seating of 2016-2017 Councilors
Seating of 2016-2017 Executive Committee
Passing of the Gavel

Adjournment: TIME: 4:11 p.m.