

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, July 7, 2016 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 EI: Samone York

President-Elect: Jessica Bell

Past-President: Tera Lawson

Vice-President UPB: Jordan Bates

Attending:

Chelsey	Aisenbrey	X	Erin	Kalkwarf	X
Teresa	Albertson	X	Tera	Lawson	X
Jordan	Bates	X	Kevin	Lazard	X
Tonia	Baxter	X	Jason	McLatchie	X
				Morris-	
Jessica	Bell	X	Sarah	Benavides	X
Kara	Berg	X	Stacy	Renfro	X
Bethany	Burdt	X	Lisa	Rodgers	X
Malinda	Cooper	X	Brittney	Rutherford	X
Jacob	Cummings	X	Matthew	Speicher	X
Kristi	Dillon	S	Shankar	Srinivasan	X
Ryan	Drollette	X	Joy	Stroud	X
Megan	Fink	X	James	Studley	X
Glen	Galvin	X	Tim	Tesar	X
Nancy	Gebhart	S	Katie	Thorson	X
Ben	Green	X	Nick	Van Berkum	X
Whitney	Grote	X	Jen	Van Ryswyk	X
Melissa	Gruhn	X	Amy	Ward	X
Glenn	Hansen	X	Lynn	Wellnitz	A
James	Harken	X	Katrina	Williams	A
Jeff	Hartwig	X	Jamie	Wilson	A
Chris	Johnsen	A	Barbara	Wollan	X
Clayton	Johnson	X	Samone	York	X

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Erin Rosacker, Emma Houghton, Maureen DeArmond, Sheryl Ripcke

Substitutes: Adienne Gennett for Nancy Gebhart, Kris Koerner for Kristi Dillon

Call to Order & Seating of Substitutes (Jessica Bell) Time 2:11 pm

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

1. Approval of the Agenda The agenda stands as approved.

2. Approval of the Minutes

May 26, 2016 Regular Council Meeting – Wording change from “will” to “with”. Stands as amended.

3. Administrative Reports

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

- Iowa BOR Academic and Student Affairs Committee met on ISU campus on July 6th, 2016. Their focus was on the reaccreditation of the Music and Hospitality Management programs, Board received maximum reaccreditation.
- BOR next meeting will be week of July 18 and will focus on the review and approval of FY17 budget and tuition.
- President Leath released a statement on May 31st outlining the proposed tuition increases and several initiatives that will benefit from this new revenue.
- Also, there is a proposed tuition increase for international students with revenue to directly benefit international students.
- New required course for incoming international students. University Studies 110X – International First-Year Experience Seminar – focuses on the transition to college in the U.S.
- BOR will also consider approving the proposed new Bachelor of Science Degree in Entrepreneurship. The Iowa State University College of Business would be the first state university to offer an undergraduate major in Entrepreneurship.
- The Faculty Senate approved a proposal to establish a clinical track for non-tenure eligible faculty. This new track may be implemented as early as July 2017.

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

- UHR will be undertaking a complete review and overhaul of the P&S Classification and Compensation structure. This initiative will bring ISU into alignment with new federal FLSA regulations but will also address other issues with the current structure as well.
- The new classification system will have more relevant job categories, defined career pathways, and a compensation structure that balances market equity with performance.
- UHR is currently developing an RFP to hire a consultant team to partner with ISU and to provide expertise in this area.
- While UHR is currently developing resources like a website, timelines, and FAQ's, it's likely no substantive changes will be made until the consultant partner is chosen.
- Changes needed because of FLSA will be the first priority but every P&S job will be evaluated eventually.

- It is likely that a new P&S non-exempt category will be developed. Employees in this category will be entitled to receive overtime pay for time worked over 40 hours per week.
- It is likely that new policies such as a time-keeping policy and other related policies will be implemented as well.
- UHR is talking to campus leaders now; gathering information and educating about FSLA implications.
- A steering committee will be developed and P&S Council will be asked to provide representation.

4. Professional and Scientific Council Executive Committee Reports

President (Clayton Johnson)

Good afternoon everyone!

First of all, I would like to say that I am looking forward to another exciting and productive year with the Professional and Scientific Council! We have built a lot of very positive momentum over the past few years, and I am honored to continue this energy!

The main item I have for you today is the “Memo to University Human Resources” containing our collective responses to the proposed changes to the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy. As a quick overview, in January 2016, the Professional and Scientific Council approved the “Motion Seeking Clarification regarding interpretation and application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy during an Iowa State University partial closing.” This was in response to a number of contacts Council received regarding various interpretations—and perceived misinterpretations—of these policies during the December 28-31 2015 partial close.

In response to our Motion, University Human Resources reviewed these policies and provided a number of proposed edits that were presented by Tera Lawson during our May 5 Professional and Scientific Council meeting. Feedback was edited into a single document by the Policies and Procedures Committee under the leadership of Kris Koerner, which was presented during the May 26 Professional and Scientific Council meeting. Since then, the Executive Committee has further evaluated the information, and based on those responses, we have developed our first Professional and Scientific Council Memo, which was distributed to Councilors by Jessica Bell on Friday, July 1. Following this meeting, the memo will be officially sent to Kristi Darr and Julie Nuter from University Human Resources, and it will also be documented on our docket for posterity.

The Executive Committee will have a special meeting on July 21, during which we will hear from Emma Houghton (University Human Resources) and Maureen DeArmond (University Legal Counsel) regarding the P&S Classification and Compensation Review and the Fair Labor Standards Act. I know these are both hot-button issues for many P&S employees across the university, and I look forward to reporting on that meeting next month.

Jessica and I are currently organizing the annual Executive Committee Retreat, which will be held on August 2. We will be discussing several topics during our retreat, and will spend a significant amount of time discussing our priorities for our 2016-2017 session. Our conversation will be guided by the topics discussed by all of you during our Priority Planning session later today, so I would encourage all of you to be thoughtful and inclusive in the topics you discuss.

Thank you, and I look forward to our work in the upcoming year!

Secretary/Treasurer (Melissa Gruhn)

No Report

VP for University Community Relations (Ben Green)

The next new employee orientation is Friday, July 7th.

My plan this year is to continue to get new employees excited about council and will continue to ask councilors to contact new employees via email.

VP for University Planning and Budget (Jordan Bates)

No Report

VP for Equity and Inclusion (Samone York)

The BFSA held a well-attended Juneteenth picnic celebration.

A candlelight ceremony was held June 16th to honor LGBTQA+ victims in Orlando

5. Unfinished Business and General Orders

None

6. New Business

FY 17 Priority Planning

A brainstorming session was held to share what priorities Councilors and their constituents would like to focus on for the upcoming year.

Communication within Representation Groups

Councilors for each representation area met to determine the schedule for handling ongoing communication duties to constituents.

Councilors were reminded to use the blind CC function when communicating with constituents to make sure people don't accidentally use the "Reply to All" function and share confidential information.

7. Announcements

Announcements from Councilors

- LAS ISU theater costume staff are working with Santa Fe Opera this summer.
- Councilors are reminded to think about the hard work of Extension and Outreach staff when enjoying all the 4H activities and exhibits at the various county fairs this summer.
- Lots of fun activities going on at Reiman Gardens this summer including an art fair coming up on Sunday, July 17th.

Executive Committee Meeting: July 21, 9:00 – 11:00 AM, 107 Lab of Mechanics

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

P&S Council Seminar Series: Your Career: Being in the Driver's Seat, Dr. Julie Nuter, Vice President for University Human Resources, July 12, 2-3:30PM, Memorial Union Pioneer Room **Registration Required!**

Adjournment