

IOWA STATE UNIVERSITY

Professional and Scientific Council

Executive Committee Meeting
Monday September 19, 2016 | 9 AM - 11 AM | 107 Lab of Mechanics

Members	Opening Go Around
Clayton Johnson	
Jessica Bell	FLSA Updates
Melissa Gruhn	
Ben Green	Updates from Provost and Human Resources
Samone York	
Jordan Bates	Leadership Invites for Council Meetings
Tera Lawson	
Kara Berg	Campus Leaders Breakfast Questions
Nick Van Berkum	
Bethany Burdt	Priority/Guiding Principle List
Jim Harken	
Stacy Renfro	
James Studley	Closing Go Around

Opening Go Around

Ben Green - The Communication Committee needs to find a way to simplify the new employee list and separating them out into representation areas.

Stacy Renfro - The Representation Committee has received replies from the new Councilor survey and will share the results at the next Exec meeting.

Clayton Johnson - Will defer report until the new business portion of the meeting.

Jordan Bates - Is preparing report for October Council meeting. Will be taking suggestions for topics.

Nick Van Berkum - Looking for new ways to highlight staff. Ideas for shooting a video and other new ideas.

Samone York - The group that organized Campus Conversations would like to continue this type of event. Will reach out to P&S Council and Faculty Senate to see if they can offer any type of support to make this an ongoing series that addresses hot topics that arise around campus.

Jessica Bell - A lot of FLSA meetings and updates to share along with Clayton's report.

Tera Lawson - P&S Council Professional Development conference is moving forward. The Participant Experience subcommittee is focusing on what the 90-minute lunch will look like and bringing new ideas of events at lunch.

Melissa Gruhn - Is looking into the Council's Constant Contact account and potentially receiving discounts that we aren't currently receiving.

FLSA Updates

Clayton

- There have been several meetings devoted to this topic this month.
- There have been 700-800 P&S employees who will be classified as NON-EXEMPT.
- Supervisors of affected employees will most likely be notified in October and the employees will be notified in November.
- An online training module for supervisors is being developed.
- As we are getting lots of FLSA-related questions from constituents. It is best for Councilors to forward all questions to Emma Houghton to avoid mis-information.
- There are still some questions about how time-keeping will be handled for professional development, university service like participating on P&S Council, and other similar activities.
- The Executive Committee is gathering feedback from constituents to take back to these leadership meetings.
- Clayton will use Councilors to send out an email to constituents to gather feedback.
- There was a discussion about communicating to Councilors about making sure they are not changing the content of emails they are forwarding to their constituents. Councilors are encouraged to personalize emails they are forwarding to constituents but will be asked by Council leadership to not change the content.
- There are new guidelines to come concerning staff who have teaching responsibilities to be published on Provost's website.
- The Provost has asked to compile a list of commonly-asked FLSA questions from constituents. The results will be used to develop an FAQ document.
- Term Appointments - The Provost and Kristi Darr addressed P&S Council concerns about the potential misuse of term appointments. President Leath wants to wait for any movement on this issue until new VP of UHR is on board.
- In a meeting with UHR we were updated that Diane Muncrief is coordinating efforts between Human Resources departmental liaisons to improve communication from liaisons to constituents.
- At this time UHR is not planning to increase salaries in response to FLSA, but case by case decisions will be made.
- There are new Flex-time policy updates coming out soon and will be communicated to P&S staff.
- Lactation spaces- There is new information coming out very soon to update the ISU website on lactation spaces available at the University.

Leadership Invites for Council Meetings

There was a discussion about inviting other campus leaders to address Council at upcoming meetings. Some suggestions were made to invite Jim Kurtenbach, Margo Foreman, Cathann Kress.

Campus Leaders Breakfast Questions

Possible topics for questions:

- campus leadership vacancies and the plans to fill them
- employee morale issues specifically in areas like IT and other areas affected by the Business and Finance reorganization
- Salaries will be a priority this year, but what other pinch points will need to be addressed when certain employees may now be directed to limit their work time to 40 hours per week?

Priority/Guiding Principle List

- To be addressed with committee chairs at a later meeting

Closing Go Around

- Assignment to write up a Highlighting P&S employee article on a staff member or group and provide them to the Communication Committee.