

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, July 6, 2017 Agenda | 2:10 - 4:00 PM | IMU Gallery

2017-2018 Officers:

President: Jessica Bell

Secretary/Treasurer: Jake Cummings

Vice President UCR:

Vice President EI: Samone York

President-Elect: Stacy Renfro

Past-President: Clayton Johnson

Vice-President UPD:

Attending:

Chelsey Aisenbrey X
Teresa Albertson X
Tim Ashley X
Jordan Bates X
Tonia Baxter X
Jessica Bell X
Kara Berg X
Eduardo Boro X
Emily Bowers X
John Burnett-Larkins X
Rick Charles X
Malinda Cooper X
Janice Crow X
Jake Cummings X
Ryan Drollette A
Carolyn Duven X
Kelly Friesleben S
Aaron Fultz X
Glen Galvin X
Whitney Grote X
Glen Hansen X
Jeff Hartwig X

Chris Johnsen A
Clayton Johnson X
Erin Kalkwarf X
Matt Laurich X
Tera Lawson X
Jason McLatchie A
Sarah Morris-Benavides X
Abdul Muhammad A
John Odenweller X
Sarah Parris X
Amanda Rasmusson X
Stacy Renfro X
Brittney Rutherford X
Shankar Srinivasan X
Joy Stroud S
Katie Thorson X
Amy Ward A
Keesha Ward X
Barbara Wollan X
Samone York X

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Ed Holland, Sheryl Ripke

Substitutes: Ed Moran for Joy Stroud. Tim Hauber for Kelly Friesleben

Call to Order (1:11 pm) & Seating of Substitutes (Stacy Renfro)

Establish Quorum (Jake Cummings) Yes, a quorum was established.

1. Approval of the Agenda

Lawson - Friendly amendment to the agenda that Ed Holland is referred to as "Director" instead of "Direct".

Bell - Moved to amend the agenda such that New Business would immediately follow Committee Reports. Seconded. Vote was held. The vote was unanimous. Motion adopted. Agenda approved.

2. Approval of the Minutes

May 4, 2017 Regular Council Meeting

There were no additions, corrections or deletions. The minutes stand as approved.

3. Administrative Reports

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

Tuition increases approved during the June 7th and 8th Board of Regents meetings. There will be a \$216 increase for each ISU student during the upcoming academic year.

The FY18 salary policies were approved for all regent institutions. There was a ZERO percent salary increases for faculty and staff. Some exceptions were made for highly-specialized salary increases, which amounted to .25 percent of the salary base.

During a June 18th telephonic meeting there was an update on the Executive Director for the Board of Regents search. Keith Saunders had been named interim director. The search is underway.

Associate Provost for Academic Programs David Holger retired on June 30th. An internal search is currently underway. Also, an internal search is underway for the Dean of the Graduate College.

The new Dean of the College of Veterinary Medicine will begin in the Fall Semester. The new Vice President for Extension and Outreach will also begin in Fall Semester

Discussion/Comments

Bell: Have you heard how the Board of Regents will report on the progress of the tuition task force? **Behling:** We would expect regular reports at the Board of Regents meetings. The next meeting is in August.

Director, University Human Resources (Ed Holland)

There were two updates.

1) The Job Profile Tool (JPT) Process. The deadline to submit the JPT was June 30th. About 56% have been submitted, reviewed and recorded. The goal of a 50% response rate had been met. The deadline for supervisors to submit was July 14th. The next steps will include Aon analyzing the results of the JPT, and working with UHR to develop initial structure. Then, UHR is to identify an extended project team and advisory committee structure.

2) Phased Retirement. A new phased retirement program was approved in a special session of the Board of Regents on June 28th. Eligibility for phased retirement isn't changing. A reduced phasing schedule up to a possible 5 years to a possible 2 years. The new policy will be in effect through June 2022.

Discussion/Comments-

Lawson: What happens when a supervisor, who happens to be a faculty member, does not send along the JPT? **Holland:** The submitted JPT will still be utilized, without the supervisory comments. **Lawson:** What if the supervisor has comments differing from employees' comments? **Holland:** The reviewer will reach out for more information.

Albertson: Why our goal 50%? **Holland:** The goal was set based on previous information, a typical goal discussed with Aon. **Albertson:** What is used for people who do not submit their JPT? **Holland:** Then the position description would be relied upon.

Wollan: I sent it directly to my supervisor, and not online. **Holland:** You should submit to your supervisor and online. It is not too late to submit online.

Bell: How will Aon assess the results? **Holland:** I don't know. I can look into that.

Wollan: We were initially told to wait to complete because we will get some special instructions from HR. They had created a standard of things already within the system, and then copy and paste into the JPT, but that was a little upsetting. I didn't know whether that was a recommended process or not. **Holland:** I can't speak to what they were trying to do. Send that to me and I can forward it to Emma Houghton.

Lawson: What is the estimated identification date for the project teams? **Holland:** Emma said early to middle Fall.

Albertson: Stacy Kilstofte provided a training session for filling out the JPT. Without it I would have been lost. **Holland:** I had heard there were positive reviews.

4. Professional and Scientific Council Executive Committee Reports

President (Jessica Bell)

There is excitement for the upcoming year. We are here to represent our peers, therefore we serve as a resource and as advocates.

We are continuing conversations regarding Workday, working with committees to best determine Professional and Scientific Council involvement.

Thank you for your input from your constituencies regarding the presidential search. We used your comments when we met with the AGB Search Firm. The comments helped shape the announcement that came out today on the presidential search website.

On July 20th, we will be meeting with the Presidents and President Elects from Iowa and UNI, to discuss common learning experiences.

There will be an executive committee retreat on July 18th to examine the agenda items discussed today regarding priority planning.

Questions:

None.

Secretary/Treasurer (Jake Cummings)

Please be sure to sign the sign-in sheet.

Questions:

None.

VP for Equity and Inclusion (Samone York)

No report

5. New Business

FY 18 Priority Planning Group Brainstorming

We will form groups, and review the input you previously received from your constituents about priority planning. Write down the actionable items based on that input, and rate priority - A = Highest, B = Moderate, C = Low.

FY 18 Priority Planning Discussion Liz Zuercher

Zuercher helped with Council goal-setting. She noted there were a lot of great goals on the Professional and Scientific Council website. But, Council needed to narrow its focus a little bit. Zuercher identified the A's - highest priority, through group discussion and comments based on the group work posted signs. - List of "A" priorities

HR

Supervisory Training

Perks

Inclusion

Salary

Family Leave

6. Professional and Scientific Council Committee Reports

Professional Development (Tera Lawson)

On July 11, 2017, you are invited to learn some simple yoga and mindfulness exercises to navigate stressful work situations, hosted by Nora Roberts. This will occur from 2-3 pm in the IMU Pioneer room (this will not be live streamed or recorded).

Please follow Council on Facebook and Twitter to get the word out to constituents.

Questions:

None.

Representation (Sarah Morris-Benavides)

There were two committees expressing interest in Professional and Scientific Council representation - one dealing with wellbeing and the other involving Workday implementation.

Questions:

None.

7. Unfinished Business and General Orders

Vice President for University Community Relations

Call for new nominations. There were none.

Albertson, having been previously nominated, discussed her interest in the position. She would explore the purpose and goal of the position. She would ask: What is the reason for this job?

A vote was held. Albertson was elected.

Vice President for University Planning and Budget

Nominations were open. Bell nominated Jordan Bates. Bates accepted. There were no other nominations. Nominations closed.

Comments by Bates.

A vote was held. Bates was elected.

8. Open Discussion for the Betterment of Council

None.

9. Announcements

Woolan: Everyone should be routinely reminded of the larger university land grant mission, that requires outreach statewide. Whatever county you live in there is a county fair, and if you can or wish, look at the 4H exhibits of our youth.

Bell: If you have no idea where to go with information you are hearing from constituents, just speak with the executive committee.

Announcements from Councilors

Executive Committee Retreat: July 18, 2017.

General Council Meeting: August 3, 2:10-4:00, Memorial Union Gallery Room

P&S Seminar Series: Thriving Well At Work: Mindfulness techniques to empower individuals to navigate stressful work situations, July 11, 2017 from 2-3 PM, Memorial Union Pioneer Room

Adjournment: 3:33