GRADUATE AND PROFESSIONAL STUDENT SENATE
Remarks and Reports

I. Report of the President
   i. Thank you to all of those who came to the Social. We hope that you had a lot of fun.
   ii. We're inquiring about creating a GPSS Blackboard organization, which would allow
        announcements and e-mails that are not time-sensitive to be compiled, and other time-
        sensitive announcements to be sent to your e-mail.
   iii. You're encouraged to join the Senate committees. Thank you to all who are already
        contributing your voices.

II. Report of the Vice President
   i. Please email me to join the Senate Rules and Social Committees.
   ii. Please forward any suggested speakers for Open Forum to gpssvicepresident@iastate.edu
   iii. Thanks for promoting the Fall Social to all of your constituents! The event was well
        attended. We have received some good feedback on the event and suggestions for how to
        further improve. If you have any suggestions, please forward them to
        gpssvicepresident@iastate.edu

III. Report of the Treasurer
   i. Regular Allocations: we are now accepting allocations requests from graduate and
      professional student organizations! Deadline is 5pm on Friday, September 25th.
      ENCOURAGE YOUR CONSTITUENTS TO APPLY!
   ii. Regular Allocations URL: www.gpss.iastate.edu/students/allocations
   iii. ENCOURAGE YOUR CONSTITUENTS TO APPLY!

IV. Report of the Chief Information Officer
   i. 66 Senators as of September 13.
   ii. Social media:
       a. https://twitter.com/ISUGPSS
       b. https://www.facebook.com/GPSS.ISU
       c. https://www.linkedin.com/grp/home?gid=8355380
          1. Inviting ideas to connect with industry and alumni.
   iii. Current methodology gives incorrect representation to at least some interdisciplinary
        departments/majors. New proposal to enable representation for currently un/under-
        represented units:
        a. Based on major, except for majors listed under only one department.
   iv. Call for Election and Operations Committee members

V. Report of the University Relations and Legislative Affairs Chair


Iowa State University
Graduate & Professional Student Senate

Some Policy changes inviting comments:

E-Cigarettes amendment to the Smoke-Free Campus policy

I. Smoke-Free Campus Policy

Effective: November 1, 2012
Updated/Revised: January 1, 2016
Contact: ISU Police Department of Public Safety

Introduction

The Smokefree Air Act, effective July 1, 2008, applies to Iowa State University. The purpose of this legislation is “to reduce the level of exposure by the general public and employees to environmental tobacco smoke” and is designed to “regulate smoking in public places, places of employment, and outdoor areas” and “to improve the public health of Iowans.”

Included in this policy statement are the applicable sections of the Smokefree Air Act, Iowa Code Chapter 142D, and the rules and regulations of the Iowa Department of Public Health found at Iowa Administrative Code Section 641, Chapter 153, that relate to the campus community.

Consistent with the purposes of the Smokefree Air Act, and to protect the health of the campus community, Iowa State University has extended this policy to include e-cigarettes (personal vaporizers (PV’s)).

Scope

This policy applies to all university employees, students and visitors. This policy covers all university owned, leased or operated buildings, property and grounds under the control of the university.

Definitions

For the purpose of the Smokefree Air Act, this policy:
Iowa State University
Graduate & Professional Student Senate

- The university is a “school” and “public educational facility” governed by the Board of Regents, State of Iowa, pursuant to Iowa Code section 262.7.
- The grounds of the university include parking lots, athletic fields, playgrounds, tennis courts, and any other outdoor areas under the control of the university, including inside any vehicle located on university grounds.
- Smoking materials include lighted cigars, cigarettes, pipes, or other tobacco products in any manner or form including ash, cigarette butts or filters, or cigar stubs.
- Smoking materials also include vaporization in devices commonly called ‘e-cigarettes’ or ‘personal vaporizers’ (PVs), regardless of whether the device is used for tobacco derivatives, nicotine or other substances.

Policy Statement

It is the policy of Iowa State University to comply with the Smokefree Air Act by declaring the entire university grounds and properties as a Smoke-Free Campus. Therefore, smoking is prohibited in “public buildings and vehicles owned, leased, or operated by or under the control of” the university as well as on the entire “grounds of the university.”

Smoking is prohibited and a person shall not smoke in any of the following enclosed areas:
- Enclosed areas within places of employment including but not limited to work areas, private offices, conference and meeting rooms, classrooms, auditoriums, employee lounges and cafeterias, hallways, medical facilities, restrooms, elevators, stairs and stairwells.
- Vehicles owned, leased or provided by the university.
- Privately owned vehicles when operated or parked on the grounds of the university.

Smoking is prohibited and a person shall not smoke in or on any of the following outdoor areas:
- The entire grounds of the university.
- The seating and parking areas of outdoor sports arenas, stadiums, amphitheaters and other entertainment venues where members of the general public assemble to witness entertainment events.
- The ISU Farms.
- Veenker Golf Course.

When a university employee, student, or visitor enters the grounds of the university any smoking material shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the grounds of the university.

The sale, sampling or advertisement of all tobacco products is prohibited on university property or at university sponsored events in accordance with university Trademark Management policy.

Exceptions
IOWA STATE UNIVERSITY
Graduate & Professional Student Senate

- Smoking will be allowed in designated private apartments in university housing in accordance with Department of Residence policy.
- Smoking will be allowed in an enclosed area within the university that conducts a medical or scientific research or therapy program, if smoking is an integral part of the program.

Responsibilities and Enforcement

All members of the ISU community are responsible for observing the provisions of this policy and share responsibility for compliance.

The Smokefree Air Act designates the Iowa Department of Public Health as responsible for enforcement with respect to tobacco products. ISU Department of Public Safety will coordinate compliance with the law on campus.

The Iowa Department of Public Health designates law enforcement authorities of the state and of each political subdivision of the state to assist with the enforcement of the Smokefree Air Act. ISU Department of Public Safety officers is responsible for enforcement of this policy and the Smokefree Air Act may issue citations against a person who smokes in an area where smoking is prohibited on the grounds of the university.

Complaints

Concerns or complaints regarding this policy that involve ISU property should be directed to the ISU Department of Public Safety by calling 294-4428 or by visiting their website, www.police.iastate.edu.

Any person may also register a complaint regarding a violation of the Smokefree Air Act with the Iowa Department of Public Health by:

- Calling the toll-free number, 1-888-944-2247, or
- Registering a complaint on the department’s website, www.IowaSmokefreeAir.gov, or
- Downloading a complaint form from the department’s website and mailing it to the department at:

  Department of Public Health
  Division of Tobacco Use Prevention and Control
  Lucas State Office Building
  321 East 12th Street
  Des Moines, IA 50319.
New Video Cameras policy (and guidelines)

Video Cameras, Administrative Uses

Effective: [date]
Contact: Facilities Planning and Management

Introduction

1. Purpose
Iowa State University’s administrative use of video cameras enhances the efficiency of operations and the safety of the university community. However, administrative use of video cameras is permitted on university property only where privacy and legal standards are met.

2. Scope
This policy regulates the university’s administrative use of video cameras for reasons of safety, security, or enhancement of business services that may capture human behavior and interaction without the subjects’ consent.

3. Exclusions
The following uses are not governed by this policy:
Graduate & Professional Student Senate

- Standard academic uses in teaching, research and extension;
- ISU Police usage when consistent with standard police practices, the ISU Police Operations Manual, and as provided by law;
- Uses of cameras that are not intended to capture human behavior or interaction, such as video monitoring of equipment;
- Uses for intercollegiate athletics, recording of public events, musical, theatrical and similar performances;
- Training programs and presentations;
- Journalistic uses by affiliated student publications and news outlets, as well as university news and marketing uses; and
- Uses for other than university purposes.

Excluded uses may be subject to other regulations. For example, use in the classroom may be subject to student privacy policies, and research uses may be subject to human subjects requirements.

**B. Policy Statement**

Iowa State University permits units to place video cameras on university property subject to meeting the requirements of this policy and the related Guidelines on Administrative Uses of Video Cameras (see Resources below).

1. **Standards Applicable to all Video Cameras Permitted Under this Policy**
   - Video camera equipment may not record conversations unless the system is set up and operated to obtain the consent of the persons being monitored.
   - Retention of recordings will be limited to 30 days, unless preservation is requested and approved under the Electronic Privacy policy.
   - Video cameras will be placed so as to avoid invasion of privacy; video cameras will not be placed in, or to primarily monitor, private areas such as private work areas, medical treatment areas, rest rooms, dressing rooms, locker rooms or similar areas.
   - Video cameras may not be permanently affixed to buildings without authorization from the University Architect.

2. **Crime Prevention and Response Uses**
   When a university administrator desires to use video cameras in substantial part for purposes of crime prevention, the administrator/requestor must complete the Administrative Video Camera Request, and the video camera(s) must meet standards established by Facilities Planning and Management, Building...

Systems installed to monitor the areas such as the following are deemed to involve crime prevention even if the primary rationale is customer service:

- Entryways to secure facilities
- Cash-handling areas such as cashiers, point of sale operations and the like
- Equipment and inventory storage areas
- Chemicals and hazardous materials storage areas
- Pharmaceutical dispensaries and storage areas
- Computer laboratories.

Systems installed for crime prevention are required to meet the following standards:

- Other than release to the Department of Public Safety, video recordings shall be released upon approval pursuant to the Electronic Privacy policy; and
- The unit shall require individuals within the unit who have access to the video feed to acknowledge responsibility to adhere to FP&M requirements and agree to maintain confidentiality of video data. See Resources below for Guidelines on Administrative Uses of Video Cameras established by Building Security Systems.

3. Public Spaces and Events

University administrators may install video cameras to transmit images of outdoor areas for public relations purposes. Typical uses include web cameras transmitting live or near live images, but which are not set to record. Public areas are outdoor areas freely available to the public and common areas in buildings where individuals have a minimal expectation of privacy. Video cameras must be set up and used so as to avoid invasion of privacy.

4. Customer Service and Other Uses

Administrators desiring to use video cameras for purposes not indicated above, such as for improvement of customer service, or monitoring safety in closed spaces, must operate the video system in compliance with the following requirements:

- The unit shall require individuals within the unit who have access to the video feed to acknowledge responsibility to adhere to the requirements of this policy and agree to maintenance of confidentiality of video data;
Video recordings shall be released upon approval pursuant to the Electronic Privacy policy; in cases where the actions of university personnel will be monitored on a regular basis, the Associate Vice President for University Human Resources must approve if not in a public location; and

- Guidelines on Administrative Uses of Video Cameras (see Resources below)

### C. Resources
- Guidelines on Administrative Uses of Video Cameras
- Building Security Services
- Office of the University Architect
- Acceptable Use of Information Technology Resources
- Data Classification policy and related guidance
- Electronic Privacy policy
- Catalog: Ownership of Course-related Presentations; Recording and Transmission of Classes
- Student Disciplinary Regulations 4.2.25, Unauthorized Sale of Others' intellectual Works
- Faculty Handbook 8.3.6.4, Ownership of Course-related Presentations
- Faculty Handbook 10.6.2, Distant Sites (notification of recordings)

## II. Guidelines on Administrative Uses of Video Cameras

The utilization of video cameras for administrative purposes and the preservation of video recordings are increasingly useful in university operations. Iowa State University has adopted a policy (Video Cameras, Administrative Uses), which outlines responsibilities for protection of privacy and other legal standards.

### A. Exempt Activities

These guidelines do not apply to the exempt activities stated in the “Exclusions” section of the “Video Cameras, Administrative Uses” as defined in the policy.
Iowa State University
Graduate & Professional Student Senate

- Academic uses in teaching, research and extension;
- Police;
- Uses not intended to capture human activity;
- Recording athletic, ceremonial and performance events;
- Training programs;
- Use for journalistic purposes.

The respective units using video cameras for exempt activities set their own policies. Please consult with the unit for any policies governing those uses.

B. Non-Exempt Administrative Uses
Administrative uses of video cameras are subject to the following requirements as indicated in the policy.

No Recording or Monitoring of Conversations. To comply with Iowa law prohibiting clandestine recording of conversations without consent, video camera equipment must be set to disable sound monitoring and recording unless protocols are set up and followed to collect the affirmative consent of each person whose voice communications are being monitored. Notice of sound monitoring or recording is not sufficient.

Retention Limited to 30 Days. Retention of recordings will be limited to 30 days, unless preservation is requested and approved under the Electronic Privacy policy. Because recordings can be used in ways to invade privacy or threaten safety, retention is limited. ISU policy does permit longer retention and access to such recordings, but only upon a showing of need, and approval by appropriate university administrators. See the Electronic Privacy policy, Section 2.3. Retention of single frames in a non-video format is excluded from this retention limitation.

Location of Cameras to Respect Privacy. Consideration must be given to camera placement to avoid invasion of privacy. Cameras should be aimed or set up so that use is limited to their intended purpose. For example a camera used for monitoring access to an outside doorway should be located and zoomed to serve that purpose, and not to broadly capture traffic down an indoor hallway. A camera installed to monitor customer waiting lines should to the extent possible avoid capturing employee or
other activity. Cameras must avoid such areas where there is an expectation of privacy such as private offices, medical treatment areas, rest rooms, dressing rooms, locker rooms.

Approval for Permanent installation onto Buildings. To preserve the beauty of the campus and avoid damage to buildings or interference with building systems, permanent affixation to buildings requires authorization from the university architect, who may specify that Facilities Planning and Management staff conduct the installation.

No Dummy Cameras. A dummy camera (i.e., a fake, simulated, or decoy camera) is a non-functional camera designed to mislead a person who sees it into believing the area is being watched or recorded. To avoid giving the public a false sense of security, use of dummy cameras is prohibited.

C. Administration of Policy

Crime prevention and resolution uses (see section below) require prior review and approval by FP&M Building Security Services to assure integrity of the content and prevention of misuse of cameras and their recordings.

Other uses may not require pre-approval (see section below); however, units may choose to comply with the higher standards applied to crime prevention. Review of other uses by FP&M is recommended to assure proper application of the policy. FP&M has experience in operating cameras, can house the data in a secure manner and can provide access to software for managing such systems.

Contact Building Security Services at 294-4211 or securitycameras@iastate.edu for determinations on permissible uses, and for advice on installation of cameras.

D. Additional Requirements for Certain Uses

The following uses require that the additional standards and processes below be followed.
## Crime Prevention and Resolution

**Applicability:**

Cameras are installed primarily for securing premises, prevention of crime and resolution of suspected criminal behavior. This process may be used for other uses at the election of the unit installing the cameras.

**Requirements:**

1. **Equipment.** Units must use cameras approved by Building Security Services to assure compatibility.
2. **The requesting unit should be ready to demonstrate measures to limit use to the intended purposes.**
3. **Notice of camera use must be prominently displayed**
4. **Unit Staff.** The unit requesting installation of the cameras must specify the individuals or the position(s) responsible for managing the camera. The unit must require staff to receive training from FP&M in the following areas:
   - a. Protection of privacy
   - b. University data access policies
   - c. Unit protocols to appropriately limit access to recorded content
5. **Staff with access to recorded content must sign an appropriate acknowledgment of their duty to maintain confidentiality of the data.**
6. **NOTE REGARDING SYSTEMS INSTALLED OR PURCHASED PRIOR TO THE EFFECTIVE DATE OF THE POLICY:** All systems installed for crime prevention purposes must meet these requirements as they are replaced or by July 1, 2020, whichever comes first.

<table>
<thead>
<tr>
<th>ADMINISTRATIVE USE</th>
<th>REQUIREMENTS AND PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Prevention and Resolution (continued)</td>
<td><strong>Procedure:</strong></td>
</tr>
</tbody>
</table>

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11
The requesting unit must complete an application at http://www.fpm.iastate.edu/buildingsecurity/surveillance_cameras.asp indicating how the unit will comply with the above requirements. The application will be reviewed and approved by DPS, UHR and FP&M.

Questions: Contact Maggie Hamilton in FP&M, Building Security Services, 290-5200 or mmhamil@iastate.edu.

Building Security Website: http://www.fpm.iastate.edu/buildingsecurity/surveillance_cameras.asp

<table>
<thead>
<tr>
<th>Customer Service, safety (non-crime) monitoring and similar uses (but not marketing use for public spaces and events)</th>
<th>Applicability:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a catch-all category for uses other than crime prevention or broadcast of public spaces and events. Typical uses are:</td>
<td></td>
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<tr>
<td>• Monitoring for persons needing services, such as queues or reception or service desks</td>
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<tr>
<td>• Monitoring the availability of equipment to assure efficient usage in a computer lab or similar setting</td>
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<tr>
<td>• Monitoring use of equipment in a shop or laboratory to assure availability, proper use or safe use</td>
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<tr>
<td>Requirements:</td>
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<tr>
<td>1. Notice of camera use must be prominently displayed</td>
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<tr>
<td>2. Personnel managing the camera and with access to recorded content must acknowledge responsibility to follow privacy protocols of the university and the unit, and sign an appropriate acknowledgement of that responsibility</td>
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<tr>
<td>3. In cases where university personnel will be monitored on a regular basis, and where the monitoring occurs in a place that is not in a public area, or where the camera is set up with a view of the area not available from the public area approval must be secured from the associate vice president for University Human</td>
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</table>
Resources (UHR). UHR shall monitor for privacy considerations and conduct any necessary discussion with employee representatives.

4. **NOTE REGARDING SYSTEMS INSTALLED OR PURCHASED PRIOR TO THE EFFECTIVE DATE OF THE POLICY:** All systems installed for customer service, safety monitoring, or similar uses must comply with these requirements as existing systems are replaced or by July 1, 2016, whichever comes first.

**Questions:** Contact Andrea Little, University Human Resources, 294-8915 (alittle@iastate.edu).

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**Drones amendment to Facilities Use policy**

**Facilities and Grounds Use, Activities**

Effective: Moved to Policy Library from 2.1(1), UPM 2.1(2), UPM 2.5(14)

a) **Updated/Revised:** November 25, 2013 | January 1, 2016

Contact: Facilities Planning and Management

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1. **Introduction**

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13. Priority of University-Related Activities

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17. —Scheduling

18. —Public Events
Introduction

This policy provides for access to Iowa State University facilities and grounds, while preserving the primacy of the university's teaching and research mission. This university policy is in accordance with:

- Iowa Code 721.2.5 prohibiting the use of university property for personal gain.
- Iowa Administrative Code Sections 681, sections 13.10 through 13.14 regarding uses of facilities and grounds. The Iowa Administrative Code prevails in any conflict with this university policy.

This policy applies to indoor and outdoor weddings and other private events, as well as public events. Except as specifically indicated, this policy is applicable to non-commercial uses. Commercial uses are subject to the Iowa Administrative Code sections on Commercial and Charitable Uses (681 IAC 13.15). Conduct at Public Events is addressed in 681 IAC 13.16. See Resources below. http://www.policy.iastate.edu/policy/facilities/use-top

Policy Statement

Priority of University-Related Activities

University facilities and grounds are primarily dedicated to its missions of teaching, research and service. While facilities and grounds are generally open to non-commercial use by the public, students, student organizations and staff, use for other than university-related purposes must not substantially interfere with university activities and must be in conformity with the requirements indicated below. University-related activities, including the activities of recognized campus and student organizations, will be given priority.

Not for Personal Gain

No university or non-university persons may use university property or physical facilities for personal gain. Persons or groups engaged in activities for which an admission is charged or collections of money are made in any form may not reserve or use university facilities or grounds for such activities unless the personnel and the activities are clearly associated with or a part of a university department. (Iowa Code 721.2.5) http://www.policy.iastate.edu/policy/facilities/use-top

Access to Facilities and Grounds

University facilities and grounds are generally open to public access except as provided below:

- Persons may not enter buildings or facilities without authorization when the buildings or facilities are locked, when signs indicate they are closed to the public or when they are closed to the public for specific events.
The following facilities and grounds are restricted areas; therefore access requires express permission of the relevant building supervisor, superintendent, or other person in charge of the facility:

- individual residences or dwellings
- research laboratories or facilities
- farms and associated buildings
- animal storage and confinement facilities
- utility maintenance closets, mechanical rooms, utility facilities, and utility tunnels
- storage areas
- hazardous materials waste storage and handling areas
- marked or fenced construction areas
- institutional food preparation areas
- private offices
- work rooms
- shops
- areas where medical, psychological or other consultation takes place
- radio and television studios
- intercollegiate athletics competition facilities
- areas which bear signs indicating that access is restricted

The university has leased some of its facilities and grounds to other parties for use related to the university purposes (for example, the Ames Laboratory and the National Laboratory for Agriculture and Environment). Such areas are not open to the public use except as provided by the lessee of the property or facility.

The Scheman Continuing Education Building, Stephens Auditorium, Fisher Theater, and the Iowa State University Research Park are managed by separate organizations that regulate usage of these facilities and grounds.

Access to facilities and grounds may be denied when they are closed to the public for special university events, or when access would conflict with an approved use of the facilities or grounds. The university may limit or control access to areas of the campus for ceremonial events and celebrations such as graduation.

Access to facilities and grounds by the general public are subject to preemption for university activities for use by recognized student and campus organizations and for uses by students, faculty and staff for purposes related to the university’s mission.

Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment of a fee for entry. Visitors are required to abide by policies established for the various facilities and grounds.

Access to campus roads and parking is governed by university parking and traffic regulations, as well as signage erected upon campus roadways and parking areas.

Authorization Requirements

Scheduling: To prevent conflicts in the use of facilities and grounds, groups or person wishing to use facilities or grounds, whether indoor or outdoors, must schedule use of university facilities and grounds as provided in this policy.

The university has designated public forum areas with few restrictions. Public events require filling of a notice, or approval, depending on the event.

Public events are defined as outdoor events where more than 50 persons are participating or at which the sponsor reasonably expects more than 50 persons to be involved, or indoor events where more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be involved. Organizations and groups desiring to use university facilities and grounds should contact the offices listed below (see Offices to Contact) to determine availability and fees for use.

Drones: For reasons of privacy and safety, the operation of drones (i.e., unmanned aircraft systems [UAS]) on ISU property (indoors or outdoors) for non-university purposes or events requires prior written approval from ISU Facilities Planning and Management (FP&M) Campus Planning with the following exception:
Graduate & Professional Student Senate

2. Designated Public Forums

The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for non-commercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first come, first served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet and has a footprint of not more than 100 square feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted if done in a way to avoid substantial littering of the campus. http://www.policy.iastate.edu/policy/facilities/use-

3. Uses of Outdoor Areas that Require Only Notice

Student organizations, university departments, and others wishing to use outdoor areas other than a designated public forum for a public event must notify the Memorial Union Event Management office. If possible, such notice should be submitted at least twenty-four hours in advance of the event, but in any case must be submitted at least three hours prior to the event. No approval is necessary if the event meets the following criteria:

- For events held on weekdays between the hours of 8:00 a.m. and 4:00 p.m., the event will be held at least one hundred feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area, or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections, except that hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not at one of the two public forum areas the event will occur only between the hours of 8:00 a.m. to 10:00 p.m.; and

- ISU Farms: Prior approval to use drones on or over research and demonstration farms must be obtained in writing from the director of ISU research and demonstration farms.
- Commercial users of drones, in addition to requesting approval from FP&M, shall—
  - Provide to FP&M proof of appropriate insurance coverage
  - Comply with FAA regulations regarding the use of UAS
- Scope of drones (UAS) requirements: These requirements and restrictions regarding drones (UAS) apply to unmanned powered aircraft such as model airplanes that may be operated by hobbyists.
- Do not apply to unmanned aircraft systems (UAS) that have been approved for research, academic or extension purposes by the senior vice president and provost or the vice president for research in conformity with FAA regulations.

(a) Outdoor Areas

- Institute of Public Affairs
- Graduate & Professional Student Senate
• The sponsor of the event indicates that the event will comply with the general restrictions indicated above. [http://www.policy.iastate.edu/policy/facilities/use - top]

Uses of Outdoor Areas that Require Approval

A public event not at a designated public forum, and which does not meet the above criteria, requires prior approval by the filing of an Online Event Authorization Request Form –

• With the Student Activities Center when recognized student organizations make the request, and
• With Facilities Planning and Management when university departments and non-university entities make the request.

It is preferred that the online request be made at least ten business days and not less than four business days in advance of the proposed event. The Student Activities Center or Facilities Planning and Management will make every effort to provide approval or non-approval, with a statement of the reasons for non-approval in a timely manner. The sponsors of the event may request a waiver of the four day requirement. A waiver may be granted if the Student Activities Center or Facilities Planning and Management determines that there are good reasons for an exception.

Approval of events will be based upon whether the event meets the General Policy Regarding Use (below) and whether the event is appropriate for the location. Approval may be conditioned upon sponsors making reasonable assurances that the event will comply with the General Policy Regarding Use. In addition, reasonable time, place and manner restrictions may be required. Unless the event will violate the law, events will not be disapproved based upon the content of proposed speaking or expressive activity. Persons denied authorization may appeal to the senior vice president for business and finance.

Following approval of the event, the organization shall make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability insurance as directed by the Student Activities Center or Facilities Planning and Management.

• If parking lots will be involved, the organization must receive clearance from the ISU Parking Division.
• If streets will be involved, the organization must receive clearance from the office of the senior vice president for business and finance.

Preferred locations for outdoor events covered under this policy are the areas south or north of the Campanile, west of Curtiss Hall, south of Mackay Hall, south of the Hub, south of the Parks Library, and west of Marston Hall provided the events do not conflict with university classes or scheduled activities and provided the events conform to appropriate uses for the area. [http://www.policy.iastate.edu/policy/facilities/use - top]

Indoor Areas

General Policy Regarding Use of Indoor Areas

Any use of indoor areas must not conflict with university programs and events and must be compatible with the purpose of the facility or the particular area to be used.

• Members of the general public and campus community are free to enter university facilities (other than restricted areas) during business hours as necessary to transact business, seek information about the university or deliver petitions or correspondence.
• Organizations and groups desiring to use university buildings and facilities for meetings, events, and conferences should contact the relevant office(s) as listed below (see Offices to Contact) to determine availability and fees for use.
Organizations (other than recognized campus and student organizations) using classrooms, auditoria, and meeting rooms will be charged the customary rental of those facilities. All users will be responsible for costs incurred for setup, equipment use, clean up and use of services and materials of the university.

To avoid disruption, the following kinds of indoor areas are not available for non-university related assembly or solicitation: hallways, stairways, waiting rooms, residence halls and apartments, dining facilities, work rooms, common areas provided around service windows, the Lloyd Veterinary Medical Center and the Thielen Student Health Center. Atria and open areas in buildings are generally available for use except when they are used as waiting areas or common areas around service windows.

**Uses of Indoor Areas that Require Scheduling**

To avoid conflicts with university activities and permitted use by others, organized use of indoor areas by groups of fifteen or fewer persons, that will substantially exclude others from using the same or adjacent areas (other than transitory passage through public areas and hallways), require scheduling through the Memorial Union Event Management Office when recognized student organizations make the request and with Facilities Planning and Management or Conference Planning and Management when university departments or non-university entities make the request. [http://www.policy.iastate.edu/policy/facilities/use-top](http://www.policy.iastate.edu/policy/facilities/use-top)

**Uses of Indoor Areas that Require Approval**

Organized or concerted assembly or solicitation at indoor areas by groups involving more than fifteen persons for non-university-related purposes must be approved by filing an Online Event Authorization Request Form—

- With the Student Activities Center when recognized student organizations make the request, or
- With Facilities Planning and Management or Conference Planning and Management when university departments or non-university entities make the request.

It is preferred that the online request be made at least ten business days and not less than four business days in advance of the activity. The Student Activities Center and Facilities Planning and Management or Conference Planning and Management will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) in a timely manner. The sponsors of the event may request a waiver of the four-day requirement. A waiver may be granted if the Student Activities Center or Facilities Planning and Management or Conference Planning and Management determines that there are good reasons for an exception.

Approval of events—

- Will be based upon whether the event meets the General Rules on Use of Facilities and Grounds (see below) and whether the event is appropriate for the facility.
- May be conditioned upon sponsors making reasonable assurances that the event will comply with the General Rules on Use of Facilities and Grounds. In addition, reasonable time, place and manner restrictions may be required.
- Will not be disapproved based upon the content of proposed speaking or expressive activity unless the event will violate the law.

Persons denied authorization may appeal to the senior vice president for business and finance. [http://www.policy.iastate.edu/policy/facilities/use-top](http://www.policy.iastate.edu/policy/facilities/use-top)

**Offices to Contact Regarding Outdoor or Indoor Use**

The Student Activities Center and users must coordinate use of these facilities and grounds with the listed offices:

- **Common areas in buildings**: Building supervisor, see [www.tpm.iastate.edu/maps/buildings/](http://www.tpm.iastate.edu/maps/buildings/)
Rooms in academic or administrative buildings: FP&M Room Scheduling, General Services Building (515) 294-4493; for Room Reservation Request Forms see www.fpm.iastate.edu/roomscheduling/department_form/

Memorial Union: Event Management Office, 3630 Memorial Union (515)294-1437

Iowa State Center: Center Office, 4 Scheman Conference Center (515)294-3347

Residence halls: General (515)294-2900; meeting rooms (515)294-6428; conferences (515)294-8384

Apartments: Schilletter and University Village (SUV) Office (515) 294-5360; Fredericksen Court Office (515) 294-2107

Recreation facilities: Recreation Services Administrative Office, 1180 State Gym (515) 294-4980; recreation facilities and grounds are listed at www.recservices.iastate.edu/facilities

Howe Hall Auditorium: Engineering Distance Education (515) 294-7470

University Studios: Studios office (515) 294-6014

Farm Bureau Pavilion: Animal Science (515) 294-5424

Athletic facilities: Athletic Department, Jacobson Athletic Building (515) 294-3662; athletic facilities and grounds are listed at www.cyclones.com

Alumni Center: Alumni Association, 420 Beach Avenue (515) 294-4625

Reiman Gardens: Private Events and Tours Coordinator (515) 294-8994

Students and student organizations have priority for use of residence facilities, recreation facilities and the Memorial Union. Students and student organizations may directly contact the offices listed above to schedule use of meeting rooms and other facilities.

Organizations (other than recognized campus and student organizations) using facilities will be charged the customary rental of those facilities. All users will be responsible for costs incurred for setup, equipment use, cleanup and use of services and materials of the university.

As part of the university's comprehensive effort to conserve energy and save money, activities will generally be scheduled into buildings normally open and operational in the evenings. More information may be obtained through FP&M Room Scheduling and in the policy on the after-hours use of facilities (see Resources below). http://www.policy.iastate.edu/policy/facilities/use-top

Display of Non-Instructional Materials

Displays Within Buildings

Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. Such display materials may not have a surface area of greater than 300 square inches.

Iowa State University students and organization as well as the general public may use “General” bulletin boards without approval for posting information related to their activities.

Bulletin board notices must include the date they are posted or the date of the event and may be posted no more than one month in advance of the event. Undated and early notices will be removed. Properly posted notices will be removed after thirty days or in the case of advertisements for an event, after the date of the event.

“Restricted” bulletin boards are limited to the use of designated departments or organizations. The official representative of the respective department or organization must approve use of these bulletin boards. http://www.policy.iastate.edu/policy/facilities/use-top
Exterior Displays

Residence Department buildings: Signs, banners, and other display materials may be affixed to buildings only with the authorization of the Coordinator of Residence Life in each residence complex.

Academic, administrative and service buildings: Signs, banners and other display materials are not to be affixed to buildings. Exceptions may be made in cases where the display materials have temporary celebratory or informational messages. Prior approval of intent, location, design, and installation timetable must be obtained from the Director of University Marketing and the University Architect by submitting the Event Banner Authorization Form (see Resources below).

Exterior, not affixed to buildings: Signs, banners and other display materials are not to be affixed to sidewalks, trees, fences, shrubs, light poles or other fixtures of the landscape. Freestanding displays are not to be placed in any area other than those areas authorized through the activity authorization process coordinated by the Student Activities Center. See Resources below for link to Event Authorization Form.

Clean up: All visual displays must be removed 48 hours after authorization has expired. If clean-up is not prompt, the university's campus services unit will remove displays and bill the unit or individual responsible for the display. Unauthorized posted displays, banners and signage will be removed by Campus Services and the unit or individual responsible for the materials will be billed for clean-up. [http://www.policy.iastate.edu/policy/facilities/use-top]

General Rules on Use of Facilities and Grounds

• University facilities and grounds may not be used in a manner that substantially disrupts university events or the lawful use by other persons; substantially interferes with the free flow of vehicle or pedestrian traffic; results in injury or creates the threat of injury to persons; involves commission of a crime or illegal behavior; damages or defaces university property or creates the threat of damage to property; or results in significant littering, pollution or other nuisance.

• No person may conduct him- or herself in a manner so as to engage in harassment or stalking as defined by Iowa Criminal law, or engage in sexual or racial harassment in violation of university policy.

• No person may engage in public urination, defecation or other actions that create a sanitary hazard.

• Persons entering specialized facilities, such as libraries, recreation facilities, clinics, research laboratories and other research facilities, and areas not open to the general public must comply with policies established by such facilities. Questions about applicable policies should be directed to the manager or supervisor of the facility.

• Weapons are not permitted on the campus except for purposes of law enforcement and as specially authorized for purposes of instruction, research or service. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, taser or stun gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives have a blade exceeding five inches for cooking purposes.

• Consumption of alcohol is not permitted in outdoor areas of the campus. An exception is made for consuming alcoholic beverages served at approved events for which a valid liquor permit has been issued as provided by state law, and for private events or designated areas at events. Unauthorized alcoholic beverages are subject to confiscation.

• Vehicles are not permitted off of roadways or parking areas without permission from FP&M Campus Services.

For reasons of safety, sanitation, and preservation of campus property, camping is not permitted except for special events approved by the senior vice president for business and finance or senior vice president for student affairs. [http://www.policy.iastate.edu/policy/facilities/use-top]
Resources

Links

- Online Event Authorization Request Form
- After-Hours Facilities Use Policy
- Student Activities Center
- Conference Planning and Management
- Facilities Planning and Management
- Facilities Planning and Management Room Scheduling
- Office of the Senior Vice President for Business and Finance
- Iowa Administrative Code 6681 Chapter 13

Vacancies in several committees, please contact me if you’re interested
VI. Report of the Professional Advancement Grant Chair
   i. Distribution of PAGs in accordance with the PAG policy.
   ii. PAG Committee talked about current policy and possible improvements.
   iii. We would like to encourage Senators to promote the nomination of ISU outstanding professors for the Margaret Ellen White award.
   iv. PAG applications are being received. For students that are planning to attend a conference in November, please apply no later than October 15th 2015.

VII. Report of the Graduate and Professional Student Research Conference Chair
   i. Survey for 2nd GPSRC was sent out.
      a. We got about 50 responses.
      b. Please encourage your colleagues to spend few minutes and take the survey.
      c. Deadline extended to 30th September.
   ii. 12 graduate students and 2 post-docs have shown their interest to be part of organizing committee.
      a. First meeting to happen on 17th September
   iii. I attended the CyBiz meeting. Are you interested to know about this program?
      a. Learn more about CyBiz- http://www.business.iastate.edu/cybizlab/