



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

GRADUATE AND PROFESSIONAL STUDENT SENATE

Remarks and Reports

- 1
- 2
- 3
- 4 I. Report of the President
- 5 i. Thank you to all of those who came to the Social. We hope that you had a lot of fun.
- 6 ii. We're inquiring about creating a GPSS Blackboard organization, which would allow
- 7 announcements and e-mails that are not time-sensitive to be compiled, and other time-
- 8 sensitive announcements to be sent to your e-mail.
- 9 iii. You're encouraged to join the Senate committees. Thank you to all who are already
- 10 contributing your voices.
- 11 II. Report of the Vice President
- 12 i. Please email me to join the Senate Rules and Social Committees.
- 13 ii. Please forward any suggested speakers for Open Forum to gpssvicepresident@iastate.edu
- 14 iii. Thanks for promoting the Fall Social to all of your constituents! The event was well
- 15 attended. We have received some good feedback on the event and suggestions for how to
- 16 further improve. If you have any suggestions, please forward them to
- 17 gpssvicepresident@iastate.edu
- 18 III. Report of the Treasurer
- 19 i. Regular Allocations: we are now accepting allocations requests from graduate and
- 20 professional student organizations! Deadline is 5pm on Friday, September 25th.
- 21 ENCOURAGE YOUR CONSTITUENTS TO APPLY!
- 22 ii. Regular Allocations URL: www.gpss.iastate.edu/students/allocations
- 23 iii. ENCOURAGE YOUR CONSTITUENTS TO APPLY!
- 24 IV. Report of the Chief Information Officer
- 25 i. 66 Senators as of September 13.
- 26 ii. Social media:
- 27 a. <https://twitter.com/ISUGPSS>
- 28 b. <https://www.facebook.com/GPSS.ISU>
- 29 c. <https://www.linkedin.com/grp/home?gid=8355380>
- 30 1. Inviting ideas to connect with industry and alumni.
- 31 iii. Current methodology gives incorrect representation to at least some interdisciplinary
- 32 departments/majors. New proposal to enable representation for currently un/under-
- 33 represented units:
- 34 a. Based on major, except for majors listed under only one department.
- 35 iv. Call for Election and Operations Committee members
- 36 V. Report of the University Relations and Legislative Affairs Chair

37



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1 **Some Policy changes inviting comments:**

2

3 [E-Cigarettes amendment to the Smoke-Free Campus policy](#)

4 **I. Smoke-Free Campus Policy**

5 Effective: November 1, 2012

6 [Updated/Revised: January 1, 2016](#)

7 Contact: ISU [Police Department of Public Safety](#)

8

9 **Introduction**

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

14

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

18

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

21

22 **Scope**

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

25

26 **Definitions**

27 For the purpose of [the Smokefree Air Act, this policy:](#)



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

11 Policy Statement

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

16

17 Smoking is prohibited and a person shall not smoke in any of the following enclosed areas:

- 18 • Enclosed areas within places of employment including but not limited to work areas, private offices,
19 conference and meeting rooms, classrooms, auditoriums, employee lounges and cafeterias, hallways,
20 medical facilities, restrooms, elevators, stairs and stairwells.
- 21 • Vehicles owned, leased or provided by the university.
- 22 • Privately owned vehicles when operated or parked on the grounds of the university.

23 Smoking is prohibited and a person shall not smoke in or on any of the following outdoor areas:

- 24 • The entire grounds of the university.
- 25 • The seating and parking areas of outdoor sports arenas, stadiums, amphitheaters and other entertainment
26 venues where members of the general public assemble to witness entertainment events.
- 27 • The ISU Farms.
- 28 • Veenker Golf Course.

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

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

33 Exceptions



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

5 **Responsibilities and Enforcement**

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

8

9 The Smokefree Air Act designates the Iowa Department of Public Health as responsible for enforcement
10 [with respect to tobacco products](#). ISU Department of Public Safety will coordinate compliance with the law
11 on campus.

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

17 **Complaints**

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

20

21 Any person may also register a complaint [regarding a violation of the Smokefree Air Act](#) with the Iowa
22 Department of Public Health by:

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

26 Department of Public Health

27 Division of Tobacco Use Prevention and Control

28 Lucas State Office Building

29 321 East 12th Street

30 Des Moines, IA 50319.

31

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1 Resources

- 2 Iowa State University Police (<http://www.police.iastate.edu/>)
- 3 Iowa Department of Public Health (<http://www.idph.state.ia.us/>)
- 4 Quit Line Iowa: <http://www.quitlineiowa.org/default.asp>
- 5 Smokefree Air Act website (<http://www.iowasmokefreeair.gov/>)
- 6 Smoking Cessation: (<http://www.hrs.iastate.edu/benefits/homepage.shtml>)
- 7 Trademark Management Policy (<http://policy.iastate.edu/policy/trademark/>)

9

10 =====END 1=====

12 [New Video Cameras policy \(and guidelines\)](#)

14 Video Cameras, Administrative Uses

Register your video camera / system [here!](#)

15 Effective: [date]
 16 Contact: Facilities Planning and Management

18 **Introduction**

19 **1. Purpose**

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

23 **2. Scope**

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

27 **3. Exclusions**

28 The following uses are not governed by this policy:



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

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

15

16 **B. Policy Statement**

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

20 **1. Standards Applicable to all Video Cameras Permitted Under** 21 **this Policy**

- 22 • Video camera equipment may not record conversations unless the system is set up and
- 23 operated to obtain the consent of the persons being monitored.
- 24 • Retention of recordings will be limited to 30 days, unless preservation is requested and
- 25 approved under the Electronic Privacy policy.
- 26 • Video cameras will be placed so as to avoid invasion of privacy; video cameras will not be
- 27 placed in, or to primarily monitor, private areas such as private work areas, medical
- 28 treatment areas, rest rooms, dressing rooms, locker rooms or similar areas.
- 29 • Video cameras may not be permanently affixed to buildings without authorization from
- 30 the University Architect.

31 **2. Crime Prevention and Response Uses**

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



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1 Security Systems (see Resources below). Crime prevention encompasses personal safety and property
2 protection.

3

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

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

12

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

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

Commented [slr1]: Notice statement moved to guidelines

20 3. Public Spaces and Events

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

26 4. Customer Service and Other Uses

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

- 30 • The unit shall require individuals within the unit who have access to the video feed to
31 acknowledge responsibility to adhere to the requirements of this policy and agree to
32 maintenance of confidentiality of video data;

Commented [slr2]: Notice statement is in the guidelines.



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- 1 • Video recordings shall be released upon approval pursuant to the Electronic Privacy policy;
- 2 • In cases where the actions of university personnel will be monitored on a regular basis,
- 3 the Associate Vice President for University Human Resources must approve if not in a
- 4 public location; and
- 5 • *Guidelines on Administrative Uses of Video Cameras* (see Resources below)

7 **C. Resources**

- 8 • Guidelines on Administrative Uses of Video Cameras
- 9 • [Building Security Services](#)
- 10 • [Office of the University Architect](#)
- 11 • [Acceptable Use of Information Technology Resources](#)
- 12 • [Data Classification policy and related guidance](#)
- 13 • [Electronic Privacy policy](#)
- 14 • [Catalog: Ownership of Course-related Presentations; Recording and Transmission of Classes](#)
- 15 • [Student Disciplinary Regulations 4.2.25, Unauthorized Sale of Others' intellectual Works](#)
- 16 • [Faculty Handbook 8.3.6.4, Ownership of Course-related Presentations](#)
- 17 • [Faculty Handbook 10.6.2, Distant Sites \(notification of recordings\)](#)

22 **II. Guidelines on Administrative Uses of Video**

23 **Cameras**

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

28 **A. Exempt Activities**

29 These guidelines do not apply to the exempt activities stated in the “Exclusions” section of the “Video
30 Cameras, Administrative Uses” as defined in the policy.

Register your
video camera /
system [here!](#)



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- 1 • Academic uses in teaching, research and extension;
- 2 • Police;
- 3 • Uses not intended to capture human activity;
- 4 • Recording athletic, ceremonial and performance events;
- 5 • Training programs;
- 6 • Use for journalistic purposes.
- 7

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

10

11 **B. Non-Exempt Administrative Uses**

12 Administrative uses of video cameras are subject to the following requirements as indicated in the policy.

13

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

19

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

26

27 **Location of Cameras to Respect Privacy.** Consideration must be given to camera placement to
28 avoid invasion of privacy. Cameras should be aimed or set up so that use is limited to their intended
29 purpose. For example a camera used for monitoring access to an outside doorway should be located and
30 zoomed to serve that purpose, and not to broadly capture traffic down an indoor hallway. A camera
31 installed to monitor customer waiting lines should to the extent possible avoid capturing employee or



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1 other activity. Cameras must avoid such areas where there is an expectation of privacy such as private
2 offices, medical treatment areas, rest rooms, dressing rooms, locker rooms.

3

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

8

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

12

13 **C. Administration of Policy**

14

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

18

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

23

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

26

27 **D. Additional Requirements for Certain Uses**

28 The following uses require that the additional standards and processes below be followed.



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ADMINISTRATIVE USE	REQUIREMENTS AND PROCEDURES
Crime Prevention and Resolution	<p><u>Applicability:</u></p> <p>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.</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. <p>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.</p>

1

ADMINISTRATIVE USE	REQUIREMENTS AND PROCEDURES
Crime Prevention and Resolution (continued)	<p><u>Procedure:</u></p>



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	<p>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.</p> <p><u>Questions:</u> Contact Maggie Hamilton in FP&M, Building Security Services, 290-5200 or (mmhamil@iastate.edu).</p> <p><u>Building Security Website:</u> http://www.fpm.iastate.edu/buildingsecurity/surveillance_cameras.asp</p>
<p>Customer Service, safety (non-crime) monitoring and similar uses (but not marketing use for public spaces and events)</p>	<p><u>Applicability:</u></p> <p>This is a catch-all category for uses other than crime prevention or broadcast of public spaces and events. Typical uses are:</p> <ul style="list-style-type: none"> • Monitoring for persons needing services, such as queues or reception or service desks • Monitoring the availability of equipment to assure efficient usage in a computer lab or similar setting • Monitoring use of equipment in a shop or laboratory to assure availability, proper use or safe use <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Notice of camera use must be prominently displayed 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 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



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	<p>Resources (UHR). UHR shall monitor for privacy considerations and conduct any necessary discussion with employee representatives.</p> <p>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.</p> <p><u>Questions:</u> Contact Andrea Little, University Human Resources, 294-8915 (alittle@iastate.edu).</p>
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1

2 =====END 2=====

3

4 [Drones amendment to Facilities Use policy](#)

5

6 **Facilities and Grounds Use, Activities**

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

8 a) Updated/Revised: ~~November 25, 2013~~ [January 1, 2016](#)

9 Contact: [Facilities Planning and Management](#)

10 **Contents**

11 **Introduction**

12 (1) **Policy Statement**

13 Priority of University-Related Activities

14 Not for Personal Gain

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18 —Public Events



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1 —[Drones](#)

2 —Outdoor Areas

3 —Indoor Areas

4 —Offices to Contact Regarding Outdoor or Indoor Use

5 Display of Non-Instructional Materials

6 General Rules on Use of Facilities and Grounds

7 **Resources**

8 **Introduction**

9 This policy provides for access to Iowa State University facilities and grounds, while preserving the primacy of the
10 university's teaching and research mission.

11 This university policy is in accordance with:

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

15 This policy applies to indoor and outdoor weddings and other private events, as well as public events.

16 Except as specifically indicated, this policy is applicable to non-commercial uses. Commercial uses are subject to the
17 Iowa Administrative Code sections on Commercial and Charitable Uses (681 IAC 13.15). Conduct at Public Events is
18 addressed in 681 IAC 13.16. See Resources below. <http://www.policy.iastate.edu/policy/facilities/use - top>

19 **Policy Statement**

20 **Priority of University-Related Activities**

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

26 **Not for Personal Gain**

27 No university or non-university persons may use university property or physical facilities for personal gain. Persons or
28 groups engaged in activities for which an admission is charged or collections of money are made in any form may not
29 reserve or use university facilities or grounds for such activities unless the personnel and the activities are clearly
30 associated with or a part of a university department. (Iowa Code
31 721.2.5) <http://www.policy.iastate.edu/policy/facilities/use - top>

32 **Access to Facilities and Grounds**

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

- 34 • Persons may not enter buildings or facilities without authorization when the buildings or facilities are locked, when
35 signs indicate they are closed to the public or when they are closed to the public for specific events.



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- 1 • The following facilities and grounds are restricted areas; therefore access requires express permission of the
- 2 relevant building supervisor, superintendent, or other person in charge of the facility:
- 3 o individual residences or dwellings
- 4 o research laboratories or facilities
- 5 o farms and associated buildings
- 6 o animal storage and confinement facilities
- 7 o utility and maintenance closets, mechanical rooms, utility facilities, and utility tunnels
- 8 o storage areas
- 9 o hazardous materials waste storage and handling areas
- 10 o marked or fenced construction areas
- 11 o institutional food preparation areas
- 12 o private offices
- 13 o work rooms
- 14 o shops
- 15 o areas where medical, psychological or other consultation takes place
- 16 o radio and television studios
- 17 o intercollegiate athletics competition facilities
- 18 o areas which bear signs indicating that access is restricted
- 19 • The university has leased some of its facilities and grounds to other parties for use related to the university purposes
- 20 (for example, the Ames Laboratory and the National Laboratory for Agriculture and Environment). Such areas are
- 21 not open to the public use except as provided by the lessee of the property or facility.
- 22 • The Scheman Continuing Education Building, Stephens Auditorium, Fisher Theater, and the Iowa State University
- 23 Research Park are managed by separate organizations that regulate usage of these facilities and grounds.
- 24 • Access to facilities and grounds may be denied when they are closed to the public for special university events, or
- 25 when access would conflict with an approved use of the facilities or grounds. The university may limit or control
- 26 access to areas of the campus for ceremonial events and celebrations such as graduation.
- 27 • Unapproved uses of university facilities and grounds by the general public are subject to preemption for university
- 28 activities for use by recognized student and campus organizations and for uses by students, faculty and staff for
- 29 purposes related to the university's mission.
- 30 • Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment
- 31 of a fee for entry. Visitors are required to abide by policies established for the various facilities and grounds.
- 32 • Access to campus roads and parking is governed by university parking and traffic regulations, as well as signage
- 33 erected upon campus roadways and parking areas. <http://www.policy.iastate.edu/policy/facilities/use - top>

34 Authorization Requirements

35 **Scheduling:** To prevent conflicts in the use of facilities and grounds, groups or person wishing to use facilities or

36 grounds, whether indoor or outdoors, must schedule use of university facilities and grounds as provided in this policy.

37 ISU has designated public forum areas with few restrictions. Public events require filling of a notice, or approval,

38 depending on the event.

39 **Public events** are defined as outdoor events where more than 50 persons are participating or at which the sponsor

40 reasonably expects more than 50 persons to be involved, or indoor events where more than 15 persons are

41 participating or at which the sponsor reasonably expects more than 15 persons to be involved. Organizations and

42 groups desiring to use university facilities and grounds should contact the offices listed below (see Offices to Contact) to

43 determine availability and fees for use.

44 [Drones: For reasons of privacy and safety, the operation of drones \(i.e., unmanned aircraft systems \(UAS\)\) on ISU](#)

45 [property \(indoors or outdoors\) for non-university purposes or events requires prior written approval from ISU Facilities](#)

46 [Planning and Management \(FP&M\) Campus Planning, with the following exception:](#)

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- 1 • ISU Farms: Prior approval to use drones on or over research and demonstration farms must be obtained in
- 2 writing from the director of Iowa State research and demonstration farms.
- 3 Commercial users of drones, in addition to requesting approval from FP&M, shall—
- 4 • Provide to FP&M proof of appropriate insurance coverage
- 5 • Comply with FAA regulations regarding the use of UAS
- 6 Scope of drones (UAS) requirements: These requirements and restrictions regarding drones (UAS)—
- 7 • Apply to individuals, groups, student and other organizations, vendors, and the general public.
- 8 • Apply to unmanned powered aircraft such as model airplanes that may be operated by hobbyists.
- 9 • Do not apply to unmanned aircraft systems (UAS) that have been approved for research, academic or extension purposes by
- 10 the senior vice president and provost or the vice president for research in conformity with FAA regulations.

12 (a) Outdoor Areas

13 2. Designated Public Forums

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

23 3. Uses of Outdoor Areas that Require Only Notice

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

- 28 • For events held on weekdays between the hours of 8:00a.m. and 4:00 p.m., the event will be held at least one
 29 hundred feet away from buildings that normally hold classes;
- 30 • 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
 31 adjacent area;
- 32 • The organizers do not intend to use amplification equipment or equipment requiring use of electrical power
 33 connections, except that hand-held megaphones are permitted if used so as to direct the sound away from nearby
 34 buildings that normally hold classes;
- 35 • Participants will not use displays other than signs or banners carried at all times by one or two participants
 36 (unattended displays may not be used without permission);
- 37 • 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
 38 10:00 p.m.; and

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- 1 • The sponsor of the event indicates that the event will comply with the general restrictions indicated
2 above. <http://www.policy.iastate.edu/policy/facilities/use - top>

3 **Uses of Outdoor Areas that Require Approval**

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

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

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

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

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

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

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

30 **Indoor Areas**

31 **General Policy Regarding Use of Indoor Areas**

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

- 34 • Members of the general public and campus community are free to enter university facilities (other than restricted
35 areas) during business hours as necessary to transact business, seek information about the university or deliver
36 petitions or correspondence.
37 • Organizations and groups desiring to use university buildings and facilities for meetings, events, and conferences
38 should contact the relevant office(s) as listed below (see Offices to Contact) to determine availability and fees for
39 use.



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1 • Organizations (other than recognized campus and student organizations) using classrooms, auditoria, and meeting
2 rooms will be charged the customary rental of those facilities. All users will be responsible for costs incurred for set-
3 up, equipment use, clean up and use of services and materials of the university.

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

9 **Uses of Indoor Areas that Require Scheduling**

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

16 **Uses of Indoor Areas that Require Approval**

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

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

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

28 Approval of events—

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

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

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

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

- 40 • **Common areas in buildings:** Building supervisor , see www.fpm.iastate.edu/maps/buildings/



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- 1 • **Rooms in academic or administrative buildings:** FP&M Room Scheduling, General Services Building (515) 294-
2 4493; for Room Reservation Request Forms see www.fpm.iastate.edu/roomscheduling/department_form/
- 3 • **Memorial Union:** Event Management Office, 3630 Memorial Union (515)294-1437
- 4 • **Iowa State Center:** Center Office, 4 Scheman Conference Center (515)294-3347
- 5 • **Residence halls:** General (515)294-2900; meeting rooms (515)294-6428; conferences (515)294-8384
- 6 • **Apartments:** Schilleter and University Village (SUV) Office (515) 294-5360; Fredericksen Court Office (515) 294-
7 2107
- 8 • **Recreation facilities:** Recreation Services Administrative Office, 1180 State Gym (515) 294-4980; recreation
9 facilities and grounds are listed at www.recservices.iastate.edu/facilities
- 10 • **Howe Hall Auditorium:** Engineering Distance Education (515) 294-7470
- 11 • **University Studios:** Studios office (515) 294-6014
- 12 • **Farm Bureau Pavilion:** Animal Science (515) 294-5424
- 13 • **Athletic facilities:** Athletic Department, Jacobson Athletic Building (515) 294-3662; athletic facilities and grounds
14 are listed at www.cyclones.com
- 15 • **Alumni Center:** Alumni Association, 420 Beach Avenue (515) 294-4625
- 16 • **Reiman Gardens:** Private Events and Tours Coordinator (515) 294-8994

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

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

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

27 **Display of Non-Instructional Materials**

28 **Displays Within Buildings**

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

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

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

36 "Restricted" bulletin boards are limited to the use of designated departments or organizations. The official representative
37 of the respective department or organization must approve use of these bulletin
38 boards. [http://www.policy.iastate.edu/policy/facilities/use - top](http://www.policy.iastate.edu/policy/facilities/use-top)



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1 Exterior Displays

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

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

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

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

17 General Rules on Use of Facilities and Grounds

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

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

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

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

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

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

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

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



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1 **Resources**

2 **Links**

- 3 • [Online Event Authorization Request Form](#)
- 4 • [After-Hours Facilities Use Policy](#)
- 5 • [Student Activities Center](#)
- 6 • [Conference Planning and Management](#)
- 7 • [Facilities Planning and Management](#)
- 8 • [Facilities Planning and Management Room Scheduling](#)
- 9 • [Office of the Senior Vice President for Business and Finance](#)
- 10 • [Iowa Administrative Code §681 Chapter 13](#)

11 =====END 3=====

12 **Vacancies in several committees, please contact me if you're interested**

13

14



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

- 1 VI. Report of the Professional Advancement Grant Chair
- 2 i. Distribution of PAGs in accordance with the PAG policy.
- 3 ii. PAG Committee talked about current policy and possible improvements.
- 4 iii. We would like to encourage Senators to promote the nomination of ISU outstanding
- 5 professors for the Margaret Ellen White award.
- 6 iv. PAG applications are being received. For students that are planning to attend a conference
- 7 in November, please apply no later than October 15th 2015.
- 8 VII. Report of the Graduate and Professional Student Research Conference Chair
- 9 i. Survey for 2nd GPSRC was sent out.
- 10 a. We got about 50 responses.
- 11 b. Please encourage your colleagues to spend few minutes and take the survey.
- 12 c. Deadline extended to 30th September.
- 13 ii. 12 graduate students and 2 post-docs have shown their interest to be part of organizing
- 14 committee.
- 15 a. First meeting to happen on 17th September
- 16 iii. I attended the CyBiz meeting. Are you interested to know about this program?
- 17 a. Learn more about CyBiz- <http://www.business.iastate.edu/cybizlab/>