General Council Meeting
June 2, 2022  2:10 p.m.
In-Person, Garden Room, Reiman Gardens

Councilors: Please make sure you have signed in at the registration table and have your name placard
Welcome, and thank you for joining our virtual meeting!

Please stay muted and keep your camera turned off unless you are speaking. These efforts preserve bandwidth and cut down on outside noise and distraction to provide a better experience for everyone in the meeting.

- Call to Order & Seating of Substitutes
- Establish Quorum (Sarah Larkin)
- Approval of the Agenda
- Approval of the Minutes

May 5, 2022 general council meeting minutes
Welcome, and thank you for joining our virtual meeting!
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Administrative Reports

Ed Holland
Director of Benefits, University Human Resources

Dwaine Heppler
Associate Vice President of Human Resources Delivery
WorkFlex
Professional & Scientific Council
June 2, 2022
Key Information

• Important Dates
  • Employee request window opens: June 6, 2022
  • Employee request deadline: July 1, 2022
  • Staff appointing authority approval deadline: December 22, 2021
  • WorkFlex arrangement effective date: July 29, 2022

• Data and Reporting
  • Initial round of requests utilized a custom request process in Workday. Due to the custom process used, reporting is limited.
  • Workday offers a standard business process for flexible work arrangements that was utilized for the spring request window.
  • Reporting will be more robust with the use of the Workday business process.
**Divisional Utilization of WorkFlex**

- 15% utilization in the first window
- Academic Affairs leveraged the program the most (20%)
- Student Affairs leveraged the least (6%)

<table>
<thead>
<tr>
<th>Division</th>
<th>WorkFlex Requests</th>
<th>Eligible Workers</th>
<th>% of Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>SVPP</td>
<td>524</td>
<td>2641</td>
<td>20%</td>
</tr>
<tr>
<td>SVPOF</td>
<td>91</td>
<td>845</td>
<td>11%</td>
</tr>
<tr>
<td>SVPSA</td>
<td>36</td>
<td>594</td>
<td>6%</td>
</tr>
<tr>
<td>PRES</td>
<td>49</td>
<td>577</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
<td><strong>4657</strong></td>
<td><strong>15%</strong></td>
</tr>
</tbody>
</table>
Duration of Requested Arrangements

- Highest number of arrangements approved for a full year, but many limited to Spring
- Durations requested through Spring 2023 are being adjusted to last no longer than 1 year

<table>
<thead>
<tr>
<th>Division</th>
<th>Spring</th>
<th>Spring + Summer</th>
<th>Spring + Summer + Fall</th>
<th>Spring 2023*</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SVPP</td>
<td>227</td>
<td>93</td>
<td>203</td>
<td>1</td>
<td>524</td>
</tr>
<tr>
<td>SVPOF</td>
<td>7</td>
<td>1</td>
<td>83</td>
<td></td>
<td>91</td>
</tr>
<tr>
<td>SVPSA</td>
<td>18</td>
<td>2</td>
<td>15</td>
<td>1</td>
<td>36</td>
</tr>
<tr>
<td>PRES</td>
<td>2</td>
<td>3</td>
<td>44</td>
<td></td>
<td>49</td>
</tr>
<tr>
<td>Total</td>
<td>254</td>
<td>99</td>
<td>345</td>
<td>2</td>
<td>700</td>
</tr>
</tbody>
</table>
### Arrangement Types

- Arrangements including Remote Hybrid options were the most selected with over 84% of requests including Remote Hybrid.
- Compressed Workweek was the second highest arrangement type requested at 8%.
- 6% of requests were denied, some still awaiting supervisor or staff appointing authority approval.
- HR Delivery continues to work with leaders to ensure all requests are dispositioned.

<table>
<thead>
<tr>
<th>Arrangement(s) Requested</th>
<th>Denied</th>
<th>In Progress</th>
<th>Successfully Completed</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Work &gt; Gradual Return to Work</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>How to Work &gt; Gradual Return to Work</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Work &gt; Reduce Hours</td>
<td>1</td>
<td>5</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>How to Work &gt; Reduce Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When to Work &gt; Compressed Workweek</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Work &gt; Reduce Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When to Work &gt; Flexible Start/Stop Times or Flex Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Work &gt; Retirement Transition</td>
<td>1</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>When to Work &gt; Compressed Workweek</td>
<td>3</td>
<td>25</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>When to Work &gt; Compressed Workweek</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When to Work &gt; Flexible Start/Stop Times or Flex Day</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>When to Work &gt; Compressed Workweek</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When to Work &gt; Flexible Start/Stop Times or Flex Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td>15</td>
<td></td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>When to Work &gt; Compressed Workweek</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td>12</td>
<td></td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>When to Work &gt; Flexible Start/Stop Times or Flex Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td>14</td>
<td>40</td>
<td>15</td>
<td>69</td>
</tr>
<tr>
<td>When to Work &gt; Flexible Start/Stop Times or Flex Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td></td>
<td>71</td>
<td>7</td>
<td>79</td>
</tr>
<tr>
<td>Where to Work &gt; Remote Hybrid</td>
<td>20</td>
<td>430</td>
<td>32</td>
<td>482</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>42</td>
<td>601</td>
<td>57</td>
<td>700</td>
</tr>
</tbody>
</table>
Next Steps

UHR will be working to update Workday and our communications/website for the upcoming Fall window. We are anticipating releasing a survey to managers about the WorkFlex program once final data is made available from the P&S survey.

HR Delivery will continue to work with employees and supervisors as questions about current and potential future WorkFlex arrangements come to light.

UHR and Leadership will be monitoring the program to determine if any modifications are necessary but given the fact most arrangements are still relatively new few modifications are expected for the Fall window.
Where to Go for Help

- WorkFlex program documents and guidance materials can be found at: https://worklife.hr.iastate.edu/workflex
- Contact your HR Partner or HR Coordinator for assistance by emailing HR_Delivery@iastate.edu or by contacting them directly
- We encourage you to work with your HR Delivery staff on any questions you may have on the WorkFlex program.
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Administrative Reports

Bonnie Whalen
Associate Vice President for Institutional Financial Strategy, Office of Senior Vice President for Operations & Finance
Professional and Scientific Council Executive Committee Reports

- President – Chris Johnsen
- Secretary/Treasurer – Sarah Larkin
- Vice President for Equity and Inclusion – Jahmai Fisher
- Vice President for University Community Relations – John Burnett-Larkins
- Vice President for University Planning and Budget – John Hascall
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Professional and Scientific Council
Committee Reports

- Awards – Susy Ankerstjerne
- Communications – Deanna Sargent
- Compensation and Benefits – Patrick Wall
- Peer Advocacy – Jacob Larsen
- Policies and Procedures – Paul Easker
- Professional Development – Matthew Femrite
- Representation – Jason Follett
CONFERENCE PLANNING COMMITTEE

Tera Lawson, Chair
Nellie Corning*
Matthew Femrite*
Kate Goudy
Jeff Jackson*
Rano Marupova*
Christine Reinders*
Miles Tritle
Megan Van Heiden*

*Council Members
2022 Professional Development Conference Highlights

• **292 individuals** took advantage of the opportunity to Cultivate their Adventure and Engage, Innovate, Evolve on February 23, 2022!

• Were able to offer **17** concurrent sessions presentations on a wide range of topics and ideas.

• Had a **fantastic keynote speaker** whose message helped participants close the gap between what they intend to do and the actual impact they make.

• Offered a **full-day** of personal and professional development opportunities for Professional and Scientific Employees.

• **97.8%** of the **185** evaluation survey respondents reported being satisfied or very satisfied overall with the conference.

• **63%** evaluation survey response rate.
Finances for the 2022 Conference

• Budgeting starts in August
  • Determine Expense Categories
• Project Revenues and Expenses
  • Set Registration Rates Based on Anticipated Expenses and Number of Anticipated Registrants
• Manage Expenses throughout conference lifecycle
Revenue

<table>
<thead>
<tr>
<th>Known Revenue in August for the 2021 PD Experience</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$20,638.62</td>
</tr>
<tr>
<td>Office of the Senior Vice President and Provost Contribution</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Remaining revenue needed to run the conference is derived through registration fees.
Revenue

<table>
<thead>
<tr>
<th>Revenue Generated from Paid Participants</th>
<th>Projected</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td>$39,000</td>
<td>$28,440</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>$3,500</td>
<td>$4,480</td>
</tr>
<tr>
<td>Total</td>
<td>$42,500</td>
<td>$32,920</td>
</tr>
</tbody>
</table>
# Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected</th>
<th>Actual</th>
<th>Percentage of Expense Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$9,350</td>
<td>$9,328.51</td>
<td>25.01%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$14,673.72</td>
<td>$12,176.86</td>
<td>32.65%</td>
</tr>
<tr>
<td>Venue</td>
<td>$5,219.65</td>
<td>$327.05</td>
<td>0.88%</td>
</tr>
<tr>
<td>Food</td>
<td>$17,350.62</td>
<td>$15,463.81</td>
<td>41.46%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$46,593.99</strong></td>
<td><strong>$37,296.23</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
# Three-Year Comparison

<table>
<thead>
<tr>
<th>Category</th>
<th>2020 Dollar Amount</th>
<th>2020 Percentage</th>
<th>2021 Dollar Amount</th>
<th>2021 Percentage</th>
<th>2022 Dollar Amount</th>
<th>2022 Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$9,391.92</td>
<td>21.16%</td>
<td>$7,000</td>
<td>46.64%</td>
<td>$9,328.51</td>
<td>25.01%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$13,033.57</td>
<td>29.37%</td>
<td>$1,627.10</td>
<td>10.84%</td>
<td>$12,176.86</td>
<td>32.65%</td>
</tr>
<tr>
<td>Venue</td>
<td>$7,448.11</td>
<td>16.78%</td>
<td>$6,380</td>
<td>42.51%</td>
<td>$327.05</td>
<td>0.88%</td>
</tr>
<tr>
<td>Food</td>
<td>$14,510.86</td>
<td>32.69%</td>
<td>$0</td>
<td>0%</td>
<td>$15,463.81</td>
<td>41.46%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$44,384.46</strong></td>
<td><strong>100%</strong></td>
<td><strong>$15,007.10</strong></td>
<td><strong>100%</strong></td>
<td><strong>$37,296.23</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td><strong>Balance Forward</strong></td>
<td><strong>$22,235.72</strong></td>
<td></td>
<td><strong>$20,638.62</strong></td>
<td></td>
<td><strong>$20,638.62</strong></td>
<td></td>
</tr>
</tbody>
</table>
2023 Professional and Scientific Council Professional Development Conference

• Space is being held at the Gateway Hotel and Conference Center for **Wednesday, February 22, 2023**!

• **Call for Proposals** should be released in August!
  - If you want to see a session at the conference on a topic respond to the call!
  - This is how you share your new idea, topic, as well as the people who can share them with us, with the Conference Planning Committee!
CULTIVATE YOUR ADVENTURE
Unfinished Business and General Orders

- Nomination and election of P&S Council Secretary-Treasurer (Jason Follett)

- WorkFlex Survey – Preliminary Results Update (Jacob Larsen)
New Business

- Recognition of Outgoing Councilors

- Kalli Baker
- Valyn Bodensteiner
- Susan DeBlieck
- Lorena Dorado-Robles
- Tom Elston
- Jahmai Fisher
- Glenn “Butch” Hansen
- John Hascall

- Lesya Hassall
- Jeff Jackson
- Gayle Mastbergen
- Megan Van Heiden
- Patrick Wall
- Rich Wrange
- Yue (Iris) Yin
Welcome, and thank you for joining our virtual meeting! Please stay muted and keep your camera turned off unless you are speaking. These efforts preserve bandwidth and cut down on outside noise and distraction to provide a better experience for everyone in the meeting.

New Business

- Recognition of Outgoing Executive Committee Members

  - Chris Johnsen - President
  - Jamie Sass - President-Elect
  - Sara Parris - Past President
  - Jahmai Fisher - VP Equity & Inclusion/Chair Equity & Inclusion Committee
  - John Burnett-Larkins - VP University-Community Relations
  - John Hascall - VP University Planning & Budget

- Sarah Larkin - Secretary-Treasurer
- Patrick Wall - Chair, Compensation & Benefits
- Matthew Femrite - Chair, Professional Development
Open Discussion for the Betterment of Council
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Announcements

▪ Announcements from Councilors

▪ Seminar Series event: “Stroll Into Summer – Well-Being Wherever You Are”
  June 13, 2:00 – 3:00 p.m., 3580 Memorial Union. In-person event only.
  Pre-registration required by June 10 (see council newsletter emailed May 31
  or Seminar Series page of council web site for more information)

▪ Executive Committee Meeting
  June 16, 10 a.m. – noon, 206 Durham

▪ General Council Meeting
  July 7, 2:10 p.m. Location and delivery mode to be determined
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Installation of New Councilors, Committee Chairs and Officers

Seating of 2022-2023 Councilors

- Nellie Corning, Operations & Finance
- Matthew Crain, Academic Affairs
- Karrie Daniels, Academic Affairs
- Ani Das, Academic Affairs
- Mike Fischer, President’s Office
- Laura Graves, Academic Affairs
- Whitney Groomes, Academic Affairs
- Megan Jensen, President’s Office
- Darshana Juvale, Academic Affairs
- Ally Kuehl, Student Affairs
- Emily Ladewig, Academic Affairs
- Liz Luiken, Student Affairs
- Susan McNicoll, Academic Affairs
- Tina Prouty, Academic Affairs
- Christine Reinders, Operations & Finance
- Sophia Sarver, Student Affairs
- Anugrah Saxena, Academic Affairs
- Prashant Singh, Academic Affairs
- Lora Socia, President’s Office
- Michelle Thompson, President’s Office
- Melissa Swarg, Operations & Finance
- Kaylee Wellik, Academic Affairs
- Brittni Wendling, President’s Office
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Installation of New Councilors, Committee Chairs and Officers

Seating of 2022-2023 Executive Committee

- Jamie Sass - President
- Patrick Wall – President Elect
- Chris Johnsen – Past President
- Sarah Larkin – VP University Community Relations
- Marlene Jacks – VP Equity & Inclusion/Chair, Equity & Inclusion Committee
- Matthew Femrite – VP University Planning & Budget
- Suzanne Ankerstjerne – Chair, Awards Committee
- Deanna Sargent – Chair, Communications Committee
- Erin Gibson – Chair, Compensation & Benefits Committee
- Jacob Larsen – Chair, Peer Advocacy Committee
- Paul Easker – Chair, Policies & Procedures Committee
- Jennifer Schroeder – Chair, Professional Development Committee
- Jason Follett – Chair, Representation Committee
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Adjournment