General Council Meeting
October 6, 2022, 2:10 p.m.
Room 3560, Memorial Union

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 (Patrick Wall)
- Establish Quorum (Lynne Campbell)
- Approval of the Agenda
- Approval of the Minutes

September 1, 2022, General Council Meeting Minutes
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.

Administrative Reports

- Heather Paris – Interim Senior Vice President for Operations & Finance
- Rachael Gross – Operations Manager for Finance Service Delivery
Training and Development:
Introduction to Financial Leadership
Agenda

- Provide concept background
- Discuss key participants
- Review tentative dates and set future meeting schedule
- Share mission/vision
- Discuss the proposed project plan
- Review tentative dates and set future meeting schedule
Background

• Clear need has been communicated to provide training for financial leadership roles across campus.

• Financial leaders new to the University have limited training and “word of mouth” guidance or desk manuals (department developed).

• Requested by senior leadership to develop training materials for those roles, preferably in digital format.

• General concept was introduced in FLAG leadership meeting in August.
  • Requested recommendations from the FLAG leadership team for those who could assist in the project.

• Met with change management to develop a project plan and methodology to get the project off the ground.
Vision

- **Objective:** To provide an introductory training course on financial business processes and tools, interdepartmental collaboration, and essential information needed to work in a financial leadership position at Iowa State University.

- **Mission:** Enhance financial staff knowledge and skills with high-quality and accessible training. The training aims to inform and educate financial leaders on institutional financial strategy, policy and procedures, common financial transactions, and other financial-related topics.
Audience & Tentative Timeline

• **Audience:**
  - Cost Center Managers (CCM)
  - Business Unit Managers (BUM)
  - Business Unit Financial Analysts (BUFA)
  - Financial Administrative Support Specialists (CCFA or similar)

• **Timeline:** Training will be delivered via Workday Learning. The goal is to have this 3-part training developed and available for staff by July 1, 2023.
Key Participants

Payroll and Tax (Angela Elthon)
Divisional Business Administration (Kayt Conrad)
Finance Service Delivery (Rachael Gross & Stephanie Schoeller)
Treasurers (Brad Dye)
Accounts Receivable (Tammy Hansen & Kylie Lara)
Procurement (Cory Harms & Tera Lawson)
Institutional Financial Strategy (Brad Steward)
Controller’s Office (Joe Golwitzer)

Recommendations?
Format

To make training more manageable (for both the trainer and the trainee), we propose creating developmental training levels.

**Introductory** – Intended to provide details on introductory topics such as Foundation Data Model, organizational structure, budget structures, sponsored programs, allowability and appropriateness, and intro to basic workday transactions.

**Intermediate** – Provides higher level training on reporting, appropriately moving spending authority/balances, petty cash, payroll accounting, expense reimbursement, and other challenging transactions.

**Advanced** – Provides complex training on audit reporting, internal billing (FFS), receivables, tuition, retro payroll, COI, and non-conventional payments.
Phase I: Introductory Training

1. Confirm the individual contributors. (End of August)
2. Hold kickoff presentation to share the concept with the identified committee. (by 9/9)
3. Review the outlines from each contributor and organize content by training levels. (by 9/23)
4. Send Introductory course training outlines to contributors and PPT Template for course creation. (by 9/30)
5. Allow one month for each contributor to develop their training for first module. (Return by 10/31)
6. Pull all content from each contributor into one course using Articulate Storyline. (by 11/18)
7. Share the course with a focus group to gather feedback and make improvements. (by 12/9)
8. Launch first course on LMS platform; Workday Learning. (by 12/22)
Phase II & III

• Phase II in the Spring (Intermediate Module)
• Phase III in the Summer (Advanced Module)
To gather additional topics, knowledge gaps, and training opportunities, we will be administering a survey and survey link to Cost Center Managers and Business Unit Managers. This is an opportunity to hear from you and your team on what topics will be beneficial to incorporate into the training.

Following the completion of the draft module, we will use Articulate Review 360 to gather additional feedback and make necessary changes before publishing.
Conclusion

Any questions?

Next steps

• Please participate in the survey to provide additional topics we can incorporate in training.
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.

Professional and Scientific Council
Executive Committee Reports

- President – Jamie Sass
- Secretary/Treasurer – Lynne Campbell
- Vice President for Equity and Inclusion – Marlene Jacks
- Vice President for University Community Relations – Sarah Larkin
- Vice President for University Planning and Budget – Matthew Femrite
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.

ISU WORKLIFE Newsletter

• Flu Vaccine Clinic – Open through October 14 at State Gym. Monday-Friday from 9 AM – 4 PM
• CyDay Friday Walk – Friday, October 7 at 12 PM, starting in front of Beardshear Hall. Great way to connect!
• Contact worklife@iastate.edu with questions

The SHOP Food Pantry

• Increasing hunger awareness and food security
• Run by volunteers and food is obtained through donations
• Located at 1306 Beyer Hall
• https://www.stuorg.iastate.edu/shop-foodpantry-2011
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.
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.

Report of the Vice President for University Planning and Budget
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.

Professional and Scientific Council

Committee Reports

- Awards – Susy Ankerstjerne
- Communications – Deanna Sargent
- Compensation and Benefits – Erin Gibson
- Peer Advocacy – Jacob Larsen
- Policies and Procedures – Paul Easker
- Professional Development – Jennifer Schroeder
- Representation – Jason Follett
Request for Proposals is now open!

- Submissions are being accepted from September 1 through November 4
- All submissions will be reviewed by the conference subcommittee
- Speakers will be notified by November 18
Looking for proposals to match four tracks:

<table>
<thead>
<tr>
<th>Human Interactions</th>
<th>Leadership</th>
<th>Health and Wellness</th>
<th>Professional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>networking, communication, conflict resolution, diversity and inclusion, etc.</td>
<td>leading from different levels, working with people and groups, etc.</td>
<td>stress management, financial planning, personal health and safety, mental health, etc.</td>
<td>technical tips and tricks, tools, project management, benefits, etc.</td>
</tr>
</tbody>
</table>
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.

Unfinished Business and General Orders

- None
New Business

- Work Session on FY23 Strategic Initiatives – Developing Measurable Outcomes
Work Session: Measuring Strategic Initiatives

Goals: Developing strategies and/or plans that will identify WHAT is being accomplished in accordance with our strategic initiatives and HOW we can measure success and share information with constituents.
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.

Instructions

• Find your committees
• In your committees...
  • Review our strategic initiatives
  • What is a “wish list” of accomplishments for your committee in relation to the strategic initiatives?
  • What part does YOUR committee play in moving the needle?
    • What are action items? What form do they take…motions, conversations, research?
    • What do you need to do these things? Resources, buy-in, information?
    • Who are your potential collaborators? Other committees? Exec? Our shared governance partners? Other campus collaborations?
• How can you demonstrate what is being accomplished?
  • Can we quantify any of the potential action items? How? How to distribute and share?
  • Can we qualitatively share progress on our potential action items? How? How to distribute and share?
• How are we actively seeking constituent feedback as we consider all of the above?
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.

Open Discussion for the Betterment of Council
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.

Announcements

- Announcements from Councilors

- Seminar Series Event: Effective Professional Reference & Nomination Writing, October 11th, 2 PM, Webex (Jamie Sass, Director of the Ivy Writing & Speaking Center)

- Executive Committee Meeting
  October 20, 2022, 10AM-Noon, Location: TBA

- General Council Meeting
  November 3, 2:10 PM, The Great Hall, Memorial Union
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.

Adjournment