General Council Meeting
May 4, 2023, 2:10 P.M.
Room 3580, 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

April 6, 2023, General Council Meeting Minutes
Welcome, and thank you for joining our virtual meeting!

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Administrative Reports

- Jonathan Wickert - Senior Vice President & Provost
- Steve Mickelson – Senior Policy Advisor
  WorkCyte Phase II: Student Information & Receivables
WorkCyte Phase II:
Student Information and Receivables

P&S Council
May 4, 2023
IMPLEMENTATION TIMELINE

Workday Student and Receivables

1. Rollout period
   - June - September 2023
   - Fall Semester Begins

2. Rollout period
   - October 2023 - January 2024
   - Fall Semester Ends

3. Rollout period
   - March - June 2024
   - Spring Semester Begins

4. Rollout period
   - July - August 2024
   - Spring Semester Ends

5. Rollout period
   - September - October 2024
   - Fall Semester Begins

6. Rollout period
   - November 2024
   - Fall Semester Ends

Stabilization
### Students

- Experimental Courses in Catalog
- New application opens for prospective students

### Faculty

- Experimental Courses in Catalog
- Graduate Admissions Evaluation

### Staff

- Instructor Eligibility for Faculty and Non-Faculty Staff Instructors
- Experimental Courses in Catalog
- Graduate Admissions Evaluation
- Recruiting Awards for Undergraduate Applicants

### Rollout 1

- Experimental Courses in Catalog
- New application opens for prospective students

### Rollout 2

- Course Fees

### Rollout 3

- Student Sponsor Contracts
- Academic Progress Report (APR)
- Graduate Plan of Study & Committees
- Graduate Oral Exams
- Graduate Assistantship Academic Appointments
- Graduate Faculty Academic Appointments
- Class Registration in Workday
- Automated Course Prerequisite Checking

### Rollout 4

- Tuition & Fee Assessment
- Student Payments
- Academic Requirement Overrides, Substitutions & Waivers
- NSC Reporting
- Enrollment Verification

### Rollout 5

- Transcript Requests
- Grading

### Rollout 6

- Degree Clearance
- Character Limitations

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**WorkCyte Phase II**

Student Information and Receivables
## Rollout 1 Changes – Partial List

**June – September 2023**

### Students
- Experimental Courses in Catalog
- New application opens for prospective students

### Faculty
- Experimental Courses in Catalog
- Graduate Admissions Evaluation

### Staff
- Instructor Eligibility for Faculty and Non-Faculty Staff Instructors
- Experimental Courses in Catalog
- Graduate Admissions Evaluation
- Recruiting Awards for Undergraduate Applicants
Training Format Deliverables

Just in time methodology

Digital Learning Course
Online self-paced training

Knowledge Base Article
Written step-by-step instructions

Instructor-Led
Classroom-based training (in-person or virtual)
Training Timeline Overview

First Use - Rollout 1

<table>
<thead>
<tr>
<th>2023</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>TBD *</td>
<td>Rollout 1</td>
</tr>
<tr>
<td>Instructor Led Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Releases</td>
<td></td>
<td></td>
<td>May 5</td>
<td></td>
</tr>
<tr>
<td>How-To Articles</td>
<td>June 15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Training materials created for curriculum management, graduate college, recruiting and admissions, reporting and analytics, student core and student financials workstreams

*Schedule subject to change  **Security group discussion/verification ongoing
Manage Applications

Logged in as: geoff_derno5@mailinator.com
Log Out

This is our new system for fall 2024 applications and beyond.
To view your application(s) whose entry term is before fall 2024 please visit the Application Activity page.

Current Applications

Undergraduate Domestic First Year - 2024 Fall Semester - Computer Science

WorkCyte Phase II
Student Information and Receivables
Congratulations on your admission to Iowa State University!
Application Type: Undergraduate Domestic Transfer
Application Entry Term: 2024 Fall Semester
Program of Study: Bachelor of Science Nursing
Status: Under Review
Last Saved: April 25th 2023 11:53am

Action Item:
Please submit your unofficial college transcript from Des Moines Area Community College (DMACC).

Status:
Received

Upload Other Document(s)

Start Chatting
Learn More

### Website

<table>
<thead>
<tr>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.workcyte.iastate.edu">www.workcyte.iastate.edu</a></td>
</tr>
</tbody>
</table>

### Newsletter

<table>
<thead>
<tr>
<th>Newsletter</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.workcyte.iastate.edu/workcyte-digest-archive">www.workcyte.iastate.edu/workcyte-digest-archive</a></td>
</tr>
</tbody>
</table>

### Training Resources

Knowledge base articles and FAQs will soon be posted in the ISU Service Portal.
Welcome, and thank you for joining our virtual meeting!

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Professional and Scientific Council Executive Committee Reports

- President – Jamie Sass
- Secretary/Treasurer – Lynne Campbell
- Vice President for Equity and Inclusion
- 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!
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- Upcoming Event
  - May 26 / Creamery Tour / 1 PM

salarkin@iastate.edu or Teams
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

May 4, 2023
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### FY24 Revenue Estimate Comparisons

<table>
<thead>
<tr>
<th></th>
<th>12/14/22 Est.</th>
<th>3/10/23 Est.</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Receipts</td>
<td>$ 10,679.40</td>
<td>$ 10,370.50</td>
<td>-2.9%</td>
</tr>
<tr>
<td>Other Receipts</td>
<td>$ 368.80</td>
<td>$ 425.10</td>
<td>15.3%</td>
</tr>
<tr>
<td>Accruals Receipts</td>
<td>$(1,552.10)</td>
<td>$(1,274.70)</td>
<td>-17.9%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$ 129.40</td>
<td>$ 129.40</td>
<td>0.0%</td>
</tr>
<tr>
<td>Net Revenues</td>
<td>$ 9,625.50</td>
<td>$ 9,650.30</td>
<td>0.3%</td>
</tr>
</tbody>
</table>
Welcome, and thank you for joining our virtual meeting!
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- SF 560 – FY24 Appropriations for Board of Regents.
- Passed both House and Senate on May 3rd.
- Appropriations to ISU general fund, Experiment Station & Extension are unchanged from FY23.
- Additional $2.8 million for expanding certain STEM degrees & certificates.
- Study & review of DEI efforts, freezes DEI-related hiring & budget increases.
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 – Liz Luiken
- Peer Advocacy – Jacob Larsen
- Policies and Procedures – Paul Easker
- Professional Development – Jennifer Schroeder
- Representation – Jason Follett
CULTIVATE 2023

February 22, 2023
8:15 AM-4:30 PM
Gateway Hotel & Conference Center

Professional Development Conference
Presented by the Professional & Scientific Council
CONFEERENCE PLANNING COMMITTEE

Tera Lawson, Chair
Nellie Corning
Emily Dougill
Kate Goudy
Isaac Ehlers
Megan Jensen
Sara Parris
Christine Reinders
Deana Sargent
Jen Schroeder
Michelle Thompson
Miles Tritle
2023 Professional Development Conference Highlights

• 281 individuals gathered on February 22, 2023 to invest in their personal and professional development, foster connections with fellow P&S Employees we had not yet met, and to strengthen connections with those we maybe hadn’t seen in person in a while!

• 20 concurrent sessions speakers who presented on a wide range of topics and ideas and a fantastic keynote speaker!

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

• 98.55% of the 138 evaluation survey respondents reported being satisfied or very satisfied overall with the conference!

• 49% evaluation survey response rate!
Finances for the 2023 Council PD 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

**Known Revenue in August for the 2023 PD Conference**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$21,262.39</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>$31,200</td>
<td>$33,720</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>$5,600</td>
<td>$3,500</td>
</tr>
<tr>
<td>Total</td>
<td>$36,800</td>
<td>$37,220</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>$10,671.68</td>
<td>$10,601.90</td>
<td>25.24%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$15,535.69</td>
<td>$12,365.20</td>
<td>29.63%</td>
</tr>
<tr>
<td>Venue</td>
<td>$5,357.96</td>
<td>$4,038.20</td>
<td>9.68%</td>
</tr>
<tr>
<td>Food</td>
<td>$14,817.16</td>
<td>$14,725.40</td>
<td>35.29%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$46,382.09</strong></td>
<td><strong>$41,730.70</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
### Four-Year Comparison

<table>
<thead>
<tr>
<th>Category</th>
<th>2020 Dollar Amount</th>
<th>2020 % of Costs</th>
<th>2021 Dollar Amount</th>
<th>2021 % of Costs</th>
<th>2022 Dollar Amount</th>
<th>2022 % of Costs</th>
<th>2023 Dollar Amount</th>
<th>2023 % of Costs</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>
<td>$10,601.90</td>
<td>25.24%</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>
<td>$12,365.20</td>
<td>29.63%</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>
<td>$4,038.20</td>
<td>9.68%</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>
<td>$14,725.40</td>
<td>35.06%</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>
<td><strong>$41,730.70</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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Balance Forward:
- 2020: $22,235.72
- 2021: $20,638.62
- 2022: $20,638.62
- 2023: $21,751.69
2024 Professional and Scientific Council
Professional Development Conference

Space is being held at the Gateway Hotel and Conference Center for Wednesday, February 21, 2024!
CULTIVATE 2023

February 22, 2023
8:15 AM-4:30 PM
Gateway Hotel & Conference Center

Professional Development Conference
Presented by the Professional & Scientific Council
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Unfinished Business and General Orders

- None
New Business

- Motion 23.4 to Amend the Rules & Bylaws of the Professional & Scientific Council – First Read
Open Discussion for the Betterment of Council
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**Announcements**

- **Seminar Series:** May 9 – Living in the Moment – Stephanie Downs – Senior Wellbeing Coordinator

- **Cardinal Women* applications** being accepted through June 15

- **Executive Committee Meeting**
  May 17 – 10-Noon – TBA

- **General Council Meeting**
  June 1 - 2:10 PM - TBA
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