

IOWA STATE UNIVERSITY™

Professional and Scientific Council

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**

IOWA STATE UNIVERSITY™

Professional and Scientific Council

- **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

Administrative Reports

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



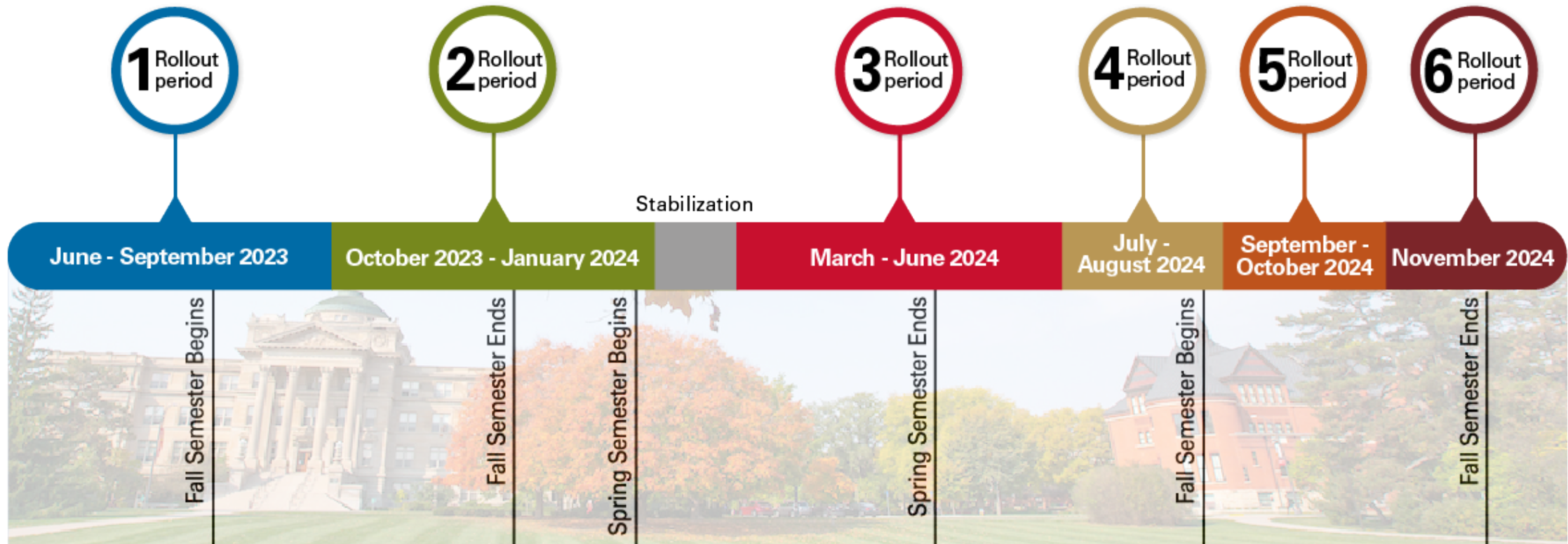
WorkCyte Phase II: Student Information and Receivables

P&S Council




May 4, 2023

IMPLEMENTATION TIMELINE

Workday Student and Receivables





	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
 Students	Rollout 1									Rollout 3				Rollout 4		Rollout 5		Rollout 6
	<ul style="list-style-type: none">Experimental Courses in CatalogNew application opens for prospective students									<ul style="list-style-type: none">Student Sponsor ContractsAcademic Progress Report (APR)New Transfer, New or Returning VetMed, Continuing Students Packaged Financial AidGraduate Plan of Study & CommitteesGraduate Oral ExamsGraduate Assistantship Academic AppointmentsGraduate Faculty Academic AppointmentsClass Registration in WorkdayAutomated Course Prerequisite Checking				<ul style="list-style-type: none">Tuition & Fee AssessmentStudent PaymentsAcademic Requirement Overrides, Substitutions & WaiversNSC ReportingEnrollment Verification		<ul style="list-style-type: none">Transcript RequestsGrading		<ul style="list-style-type: none">Degree ClearanceCharacter limitations
 Faculty	Rollout 1				Rollout 2					Rollout 3				Rollout 4		Rollout 5		Rollout 6
	<ul style="list-style-type: none">Experimental Courses in CatalogGraduate Admissions Evaluation				<ul style="list-style-type: none">Course Fees					<ul style="list-style-type: none">Academic Progress Report (APR)Graduate Plan of Study & CommitteesGraduate Oral ExamsGraduate Faculty Academic AppointmentsClass Registration in WorkdayAutomated Course Prerequisite Checking				<ul style="list-style-type: none">Tuition and Fee AssessmentAcademic Requirement Overrides, Substitutions & Waivers		<ul style="list-style-type: none">Grading		<ul style="list-style-type: none">Requests to facilitate business processesIncreased flexibility with Workday ReportingCharacter limitations
 Staff	Rollout 1				Rollout 2					Rollout 3				Rollout 4		Rollout 5		Rollout 6
	<ul style="list-style-type: none">Instructor Eligibility for Faculty and Non-Faculty Staff InstructorsExperimental Courses in CatalogGraduate Admissions EvaluationRecruiting Awards for Undergraduate Applicants				<ul style="list-style-type: none">Course FeesNew Undergraduate Packaged Financial AidCourse Section Edits					<ul style="list-style-type: none">Student Sponsor ContractsAcademic Progress Report (APR)New Transfer, New or Returning VetMed, Continuing Students Packaged Financial AidGraduate Plan of Study & CommitteesGraduate Oral ExamsClass Registration in WorkdayAutomated Course Prerequisite Checking				<ul style="list-style-type: none">Student Residency CodesTuition & Fee AssessmentStudent PaymentsAcademic Requirement Overrides, Substitutions & WaiversNSC ReportingEnrollment Verification		<ul style="list-style-type: none">Transcript Requests		<ul style="list-style-type: none">Degree ClearanceRequests to facilitate business processesIncreased flexibility with Workday ReportingCharacter limitations



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

2023	March	April	May	June
				★ Rollout 1
Instructor Led Training			TBD *	
Digital Releases			May 5	
How-To Articles				June 15

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_demo5@mallinator.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



Start Chat



Congratulations on your admission to Iowa State University!

< Account

Application

[Instructions](#)

[New Application](#)

[Logout](#)

[Contact Us](#)

Help



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


Change Entry Term

Change Program of Study

Withdraw Application

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

Upload Other Document(s)



Let's Chat!

To start, tell us about yourself.

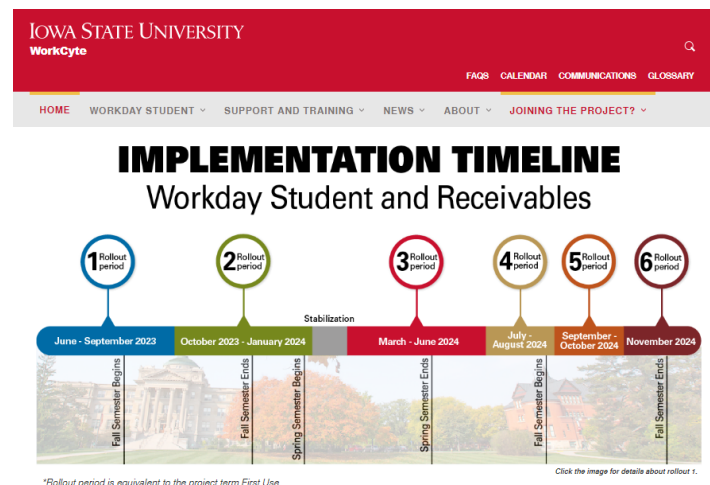
*First Name

*Last Name

Email

Start Chatting

Learn More



Your *WorkCyte Digest* Newsletter

A digital monthly publication delivered to faculty and staff

SUBSCRIBE HERE!

ISU SERVICE PORTAL

ISU Service Portal

Website	Newsletter	Training Resources
www.workcyte.iastate.edu	www.workcyte.iastate.edu/workcyte-digest-archive	Knowledge base articles and FAQs will soon be posted in the ISU Service Portal.

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**

- **Upcoming Event**
 - **May 26 / Creamery Tour / 1 PM**

salarkin@iastate.edu or Teams

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Report of the Vice President for University Planning and Budget

May 4, 2023

IOWA STATE UNIVERSITY™

Professional and Scientific Council

FY24 Revenue Estimate Comparisons

	12/14/22 Est.	3/10/23 Est.	% Change
Tax Receipts	\$ 10,679.40	\$ 10,370.50	-2.9%
Other Receipts	\$ 368.80	\$ 425.10	15.3%
Accruals Receipts	\$ (1,552.10)	\$ (1,274.70)	-17.9%
Transfers	\$ 129.40	\$ 129.40	0.0%
Net Revenues	\$ 9,625.50	\$ 9,650.30	0.3%

Legislative Update

- **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.**

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**

IOWA STATE UNIVERSITY
Professional and Scientific Council

CULTIVATE 2023



Professional Development Conference
Presented by the Professional & Scientific Council

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



CONFERENCE 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	
Balance Forward	\$21,262.39
Office of the Senior Vice President and Provost Contribution	\$5,000

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





Revenue

Revenue Generated from Paid Participants		
	Projected	Actual
Early Registration	\$31,200	\$33,720
Regular Registration	\$5,600	\$3,500
Total	\$36,800	\$37,220





Expenses

2023 Conference Expenses			
Category	Projected	Actual	Percentage of Expense Total
Speakers	\$10,671.68	\$10,601.90	25.24%
Conference Supplies	\$15,535.69	\$12,365.20	29.63%
Venue	\$5,357.96	\$4,038.20	9.68%
Food	\$14,817.16	\$14,725.40	35.29%
Total	\$46,382.09	\$41,730.70	100%





Four-Year Comparison

Category	2020 Dollar Amount	2020 % of Costs	2021 Dollar Amount	2021 % of Costs	2022 Dollar Amount	2022 % of Costs	2023 Dollar Amount	2023 % of Costs
Speakers	\$9,391.92	21.16%	\$7,000	46.64%	\$9,328.51	25.01%	\$10,601.90	25.24%
Conference Supplies	\$13,033.57	29.37%	\$1,627.10	10.84%	\$12,176.86	32.65%	\$12,365.20	29.63%
Venue	\$7,448.11	16.78%	\$6,380	42.51%	\$327.05	0.88%	\$4,038.20	9.68%
Food	\$14,510.86	32.69%	\$0	0%	\$15,463.81	41.46%	\$14,725.40	35.06%
Total	\$44,384.46	100%	\$15,007.10	100%	\$37,296.23	100%	\$41,730.70	100%
Balance Forward	\$22,235.72		\$20,638.62		\$20,638.62		\$21,751.69	





Cultivate 2023

Professional Development Conference
Presented by the Professional & Scientific Council

2024 Professional and Scientific Council Professional Development Conference

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



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Professional and Scientific Council

CULTIVATE 2023



Professional Development Conference
Presented by the Professional & Scientific Council

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

Unfinished Business and General Orders

- **None**

New Business

- **Motion 23.4 to Amend the Rules & Bylaws of the Professional & Scientific Council – First Read**

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Open Discussion for the Betterment of Council

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**

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Adjournment