

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, October 4, 2018 Agenda | 2:10 – 4:00 PM | Gallery Room, Memorial Union

2018-2019 Officers:

President: Stacy Renfro

Secretary/Treasurer: Joy Stroud

Vice President UCR: Kelly Friesleben

Vice President E&I: Jake Cummings

President-Elect: Amy Ward

Past-President: Jessica Bell

Vice-President UPB: Barry McCroskey

Attending:

Suzanne Ankerstjerne	X	Tera Lawson	X
Tim Ashley	A	Lloyd	X
Jordan Bates	X	Barry McCroskey	S
Jessica Bell	S	Jason McLatchie	A
Emily Bowers	X	Lindsay Moeller	X
John Burnett-Larkins	X	Sarah Morris-Benavides	X
Malinda Cooper	X	Moscoso, Dustin	X
Janice Crow	X	Chris Myers	X
Jake Cummings	X	John Odenweller	A
Ryan Drollette	X	Sara Parris	A
Monica Ernberger	A	Amanda Rasmusson	X
Jason Follett	X	Natalie Reich	X
Kelly Friesleben	X	Stacy Renfro	X
Robyn Goldy	S	Brittney Rutherford	S
Whitney Grote	X	Casey Smith	X
Jeff Hartwig	A	Shankar Srinivasan	X
John Hascall	X	Joy Stroud	X
Lesya Hassall	S	Katie Thorson	X
Chris Johnsen	X	Amy Ward	X
Kara Keeran	X	Keisha Ward	X
Jacob Larsen	X	Barb Wollan	X
Matt Laurich	X		

X = Present, A = Absent, S= Substitute

Guests: Martino Harmon, Ed Holland, Peter Martin, Jean McMaken, Don Paulsen, Dave Roepke, and Jonathan Wickert

Call to Order & Seating of Substitutes (Amy Ward)

Meeting called to order at 2:10 p.m.

Substitutes: Eduardo Boro for Robin Goldy; Clayton Johnson for Jessica Bell; Rano Marupova for Lesya Hassall; Duane Johnson for Barry McCroskey; Glen Galvin for Brittney Rutherford

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

A motion was made to add Faculty Senate President Peter Martin to Administrative Reports on the agenda. The motion was seconded and passed.

A motion was made to omit the word 'Online' from the "Professional and Scientific Council Online Series Event . . ." from Announcements. The motion was seconded and passed.

Agenda was approved as amended.

2. Approval of the Minutes

September 6, 2018 Regular Council Meeting

A motion was made to add Provost Wickert to the list of guests present.

A motion was made to change Kara Keeran from absent to present under Attending. The motion was seconded and passed.

A motion was made to change Chris Meyers from substitute to present under Attending. The motion was seconded and passed.

The minutes of the September 6, 2018 Regular Council Meeting were approved as amended.

3. Administrative Reports

Faculty Senate President (Peter Martin)

- Term Faculty Policies – passed last spring ; cannot use new titles yet; Caucus leaders are currently changing leadership documents;
- Campus Climate Survey – meeting regularly on the recommendations for change action items to make ISU even more inclusive;
- Joint task force on teaching variations – work with faculty and Provost; committee has been put together; discussions and recommendations are coming from the task force soon; this is an exercise in faculty involvement – what can we do better;
- Feedback for WorkDay and Improved Service Delivery – primary focus for all of us this year; good working relationship between the Faculty Senate and Professional and Scientific Council; this is a joint effort to ensure the best outcome for the university;
- This year we celebrate 30 years since forming the Faculty Senate.

Senior Vice President & Provost (Jonathan Wickert)

- Campus Leadership Breakfast Update

- Improved Service Delivery – be involved and share concerns and thoughts; there are two more open forums next week – all employees are encouraged to attend; there is information in Inside Iowa State; there is a lot of change going on at ISU which can create stress, questions, etc. and affects all of us; Provost Wickert encouraged all to be informed, ask questions and share ideas – as final plans have not been laid;

Why are we doing this?

1. UHR – lack of consistency within the two systems: central UHR office and then HR in the units which can cause inconsistencies; Our IT system is not serving us well now . . . been patched together; we can improve how we deliver HR
 2. Finance – systems not currently compatible with WorkDay; designed for people who have expertise in financial functioning; there will be finance experts and functional experts; The forums and town meetings are led by Institutional Effectiveness Leadership Team (IELT) members Dr. Sarah Nusser and Dr. Beate Schmittmann who are doing high level thinking about the why and how; now we are sharing openly on campus and collecting ideas from employees – engage, participate, ask questions;
- General information on how the university works – “The color of money”; there are different types of money allocated for the university – some are flexible and some are earmarked for specifics; examples of earmarked funding include:
 - building on athletics - athletics is self-funded from ticket sales, t.v., donor funds, etc.; athletics gives back in terms of student scholarships and student employment, etc.;
 - recreation fields being updated through student fees;
 - \$240M in research grants for specific projects;
 - philanthropic gifts generally come for specific purposes;

The funding we receive from the State of Iowa is earmarked in a capital budget specifically for operating funds;

The general fund budget is where the tuition comes in and then this becomes the working budget that we can use for day operations;

Question: Will the two Improved Delivery System town hall meetings next week be livestreamed?

Answer: Yes, but employees cannot propose questions via livestream next week; but they can submit questions any time on the WorkCyte website;

Additional Comment: The P&S Council forum yesterday should be online next week;

Senior Vice President for Student Affairs (Martino Harmon)

- Student Affairs Update (See Attachment)
- Improved Service Delivery – Dr. Beate Schmittmann and Dr. Sarah Nusser came to speak to about 30 leaders in Student Affairs and it was very helpful; the message is: things are changing every week; this is an evolving process – we do not have all the answers right now; we are working on this process now and as of now there is no approved model; we will be as transparent as possible;
- Mission, vision, values and priorities handout – core values and what we believe are important
 - 18/19 Priorities
 - Enrollment Management – campus conversation regarding planning enrollment; where, how to you recruit? In state/out of state?

- Student Success - Closing the Achievement Gap; health and wellness for students; green dot (staff involvement); student wellness office;
- Campus Climate – Principle of Community Video at <https://www.studentaffairs.iastate.edu/>; division staff gift; NCORE-ISCORE Office
- Space/Facilities: Memorial Union (MU) Renovation; health and wellness spaces – want to expand but are out of space;
- Staff Wellbeing – division committee; leadership on Campus-wide Wellness Committee; Lunch and Learn/Bagel and Breakfast; New Onboarding processes for new staff; staff appreciation day; Staff well-being in evaluations (how are supervisors promoting staff wellness).

Question: There was a recent MU renovation that changed the hotel space to student housing; is that changing now?

Answer: There were approximately 50 to 60 students living in the renovated MU space; we have sufficient student housing space now so there are no longer students living in the MU space; plans are to convert the 4th, 5th and 6th floors to provide more space for student services and student lounges.

WorkCyte Update (Stacy Renfro for John Odenweller)

Good Afternoon Councilors,

It has been a while since I have presented as the Professional & Scientific Council's WorkCyte Change Liaison representative for Workday. The blunt reason being, there just has not been much to share with you all. Changes have been made to combine Change Liaison and PitCrew meetings to streamline and keep information consistent from here on out. Also, the Workday leads are making a concerted effort to provide more pertinent information at these meetings. I have already seen the benefit to these changes. At our last meeting, we met with different University segments to see the changes Workday will bring.

Human Resources

- Everything will be automated, NO MORE PAPER FORMS! (Sorry for my excitement I have routed too many of the paper forms)
- There will also be better transparency as to where the routing process is and who is next to approve
- There will be fewer approvals throughout these EPA, FTE, etc. change processes
- Overall simplified processes

Employee Reimbursement

- Travelers will have an app to take pictures and upload receipts to their requisition immediately
- It is expected that employees will receive a travel P-Card as opposed to using their personal card or the travel advance process; details are still being worked out to determine guidelines

Financial

- Better reporting capabilities

These are a few changes that workday will bring. Overall automation and streamlining services seem to be a common thread. There are multiple workshops coming up and I have attached the flyer with those dates. You can sign up for these at Learn@ISU. I recommend attending these workshops if possible. I have personally attended Compensation and Reimbursement workshops which provide a

good look at how the Workday software looks and operates. You will also get basics on processes for these individual segments of Workday. These are not in depth trainings but still very beneficial.

Last, I look forward to representing the Council as a PitCrew Member in addition to a Change Liaison. I will continue to update as the information warrants.

4. Professional and Scientific Council Executive Committee Reports

President (Stacy Renfro)

Hello Everyone!

I would like to start by saying a THANK YOU to everyone that attended yesterday's open forum on Improved Service Delivery. Also a special thanks to those that helped organize the session on a short timeline. These proposed changes, are a critically important topic for Professional and Scientific Employees. As such, this is the topic I have been dedicating the majority of my time to.

I, through engagement on the Supergroup and in individual meetings, have been reviewing materials and sharing perspectives of professional and scientific employees on behalf of Council. The subset of the Executive Committee provided suggestions for improvements to the messaging and encouraged more robust communication on the website.

Main themes coming forward:

- Uncertainty for our future
- Unit levels are not clearly defined
- Transition and timeline

Later today, we will be talking about what Council can do to uphold our mission throughout the next steps in the ISD conversation. I look forward to that portion of our meeting. Due to the expedited timeline of this project, we need to act quickly to be a resource and advocate for Professional and Scientific Council.

I want to take the opportunity to thank all of you for your service and leadership on Council. We are all feeling the impact of change through conversations around Improved Service Delivery, Workday implementation and the Classification and Compensation review.

It is times of uncertainty, times of change – such as this- where our participation and voice becomes critical. We have the opportunity to craft a better future, we are in this together, and we can make a difference.

Secretary/Treasurer (Joy Stroud)

Presented a FY19 Year-To-Date Budget/Actual Council Report (See Attached)

Question: What is a Hazardous Waste Fee?

Answer (by Tera Lawson) – if you order anything like batteries that are potentially a hazard when thrown away, they come with a small disposal fee

VP for University Community Relations (Kelly Friesleben)

- **End of year celebration** - You have worked hard all throughout the semester, so it's time to take a break! Come and take time to relax and celebrate the end of fall semester with your fellow Professional and Scientific colleagues from 2:00 - 4:00 p.m. on Monday, December 17th in the Campanile Room at the Memorial Union. There will be warm winter beverages and treats! We hope to see you there!

VP for University Planning and Budget (Barry McCroskey)

No report

VP for Equity and Inclusion (Jacob Cummings)

- Green Dot Action Week 2.0 is from October 14th – October 20th; encouraged all to attend Green Dot Bystander Training by signing up on Learn @ ISU <https://training.ehs.iastate.edu/iowaSU/site/>.

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

No report

Communications (Brittney Rutherford)

No report

Compensation & Benefits (Ryan Drollette)

The Compensation and Benefits committee is currently working on two motions to come before council. A motion on performance appraisals and the annual motion on salaries. The committee has also been fielding questions on benefits from constituents. Two of the most recent questions have been regarding supplemental health insurance and dental insurance plans.

Peer Advocacy (Katie Thorson)

No report

Policies and Procedures (Sara Parris)

No report

Professional Development (Tera Lawson)

Hello Everyone!

The Professional Development Committee would like to thank you for attending our October Council Seminar Series Event – an Open Forum on Proposed Improved Service Delivery Models for Human Resources and Finance, which was held yesterday morning.

We had 96 people in attendance and another 90 joined us via the livestream. We hope to have the recording of the session posted in Learn@ISU as early as tomorrow afternoon.

As I mentioned last month, our November Council Seminar Series Event is titled Getting a Mentor, Being a Mentor and will be presented by Taren Crow, from the College of Liberal Arts and Sciences. Please plan to join us on November 13th from 2-3 PM in the Gallery Room of the Memorial Union to explore models of mentoring and ideas on developing informal mentorship relationships. During this session you will identify your inclinations of giving vs. taking in workplace relationships, discover ways to improve your leadership, networking, and collaborative skills, and receive take away strategies to be

a more effective mentor and mentee! This Council Seminar Series Event will be livestreamed and can be viewed online using guest access. Please visit the Professional and Scientific Council Seminar Series Webpage for the link to access the livestream.

I also have a report from the Professional and Scientific Council Professional Development Conference Sub-Committee to share with you today!

We are happy to announce that the theme for this year's conference will be Cultivate Your Adventure: Planting the Seeds of Success. Please make sure you have February 26th marked on your calendars as a day you intend to devote to YOUR personal and professional development AND get those proposals and recommendations for presenters submitted!!!

The Call for Proposals is open through THIS Friday, October 5th! I'm really hoping that there are several proposals out there that just need some finishing touches before they are submitted!!!

The link to submit to the call was included in the October Council Newsletter AND is available via the Professional Development Conference Page on our Council Website!!!

Representation (Matt Laurich)

- We currently have three open seats on Council. We are hopefully going to take care of two of those later on at this meeting. If those (two) work out that will leave us with one remaining seat on Council, which would be in the Student Affairs area. We have gone through all the options and we have no leads on that seat. If you know anyone in Student Affairs who you think would be interested in serving, please reach out, either to the person directly or to the Representation Committee and we'd be happy to make contact.
- Final notice, if you do not have a head shot on the Professional & Scientific Council website please send one to Matt or risk having your picture taken at any time.

6. Unfinished Business and General Orders

7. New Business

Nominations to fill Council vacancies

Ben Boecker was nominated and elected to replace Monica Ernberger in Academic Affairs
Don Paulsen was nominated and elected to replace Keesha Ward in the President's Office

Breakout group of Councilors into Rep areas

At the meeting, council members met in divisional representation groups to propose action items for helping P&S staff as the service delivery initiative moves forward. Those ideas will be discussed at the council's October 31st meeting.

8. Open Discussion for the Betterment of Council

9. Announcements

The ISU Homecoming Committee: would like to invite all to employees to purchase a Homecoming button for \$5 and receive free food! Visit this website for more information:

<https://securelb.imodules.com/s/565/17/interior.aspx?sid=565&gid=1&pgid=2095>

Announcements from Councilors

- Tera – Natalie' birthday is today

Executive Committee Meeting: October 18, 9:30-11:30 AM, 107 Lab of Mechanics

General Council Meeting: Wednesday, October 31, 2:10 – 4:00, Memorial Union Gallery Room

Professional and Scientific Council Seminar Series Event: Getting a Mentor, Being a Mentor

Taren Crow, College of Liberal Arts and Sciences, November 13, 2:00-3:00, Memorial Union Gallery Room

Adjournment: 3:52 p.m.

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