

IOWA STATE UNIVERSITY

Professional and Scientific Council

Wednesday, October 31, 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

McCroskey

Vice President E&I: Jake Cummings

President-Elect: Amy Ward

Past-President: Jessica Bell

Vice-President UPB: Barry

Attending:

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

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Kristen Constant, Peter Martin,
Sarah Nusser, Sheryl Rippke, Dave Roepke, Beate Schmittmann, and Jonathan Wickert

Call to Order & Seating of Substitutes (Amy Ward)

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

Substitutes: Dianne Brotherson for Dustin Moscoso; Kate Goudy for Natalie Reich; Kenny Thelen for Kara Kerran

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Agenda was approved as submitted.

2. Approval of the Minutes

The minutes of the October 4, 2018 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Information regarding new CALS Dean, Daniel Robison; he has great credentials; there was an excellent search committee; new dean will start no later than March 31st;
- Board of regents meeting in two weeks: some of the items of discussion are related to facilities – the poultry research facility is funded by private funding and will include turkeys; ISU plans to build out the top part of the building across from the horse barn with private funding; addition to Jack Trice stadium funding through athletics; there are a couple of academic programs to bring up to the board; Supply chain and ITS should be stand alone;
- Improved Service Delivery (ISD) – thanked council and council leadership for participating in the open forums and for asking questions; this is a very large change for the institution and it is important to ask the questions now.

Interim VP and CIO (Kristen Constant)

(Please See Attached Slide Presentation)

- People are the core; then strategic planning; governance (how we do our work); tools (Workday, Salesforce, OKTA, Service Now);
- Priorities and values: security, support for mission, inclusion, transparency, communication;
- Service Now is a ticketing piece so they can take care of issues quickly.

Question: Is there a team dedicated for the training portions for these changes?

Answer: Full scale training – 90 sessions – multi-mode training, face-to-face, video clips, job aids, drop-in help station, etc.; there is currently a team of approximately 20 individuals working on the training piece now.

Question: Question regarding the accessibility of WorkDay for offsite employees;

Answer: WorkDay is committed to accessibility.

Vice President for Research (Sarah Nusser)

(Please See Attached Slide Presentation)

- Rethinking how our strategic plan works;
- Research Leadership Council involvement;

Suggestion: It is integral for staff involvement in aiding the leadership with research and development

Statement: There are staff members bringing together others to accomplish goals but are not recognized for their contribution to the process.

Answer: I do not like the term grant coordinator.

Question: What type of research are we talking about– research on teaching and learning?

Answer: Under #c of the Focus: Research Advancement & Facilitation slide: ‘Improve how we do research administration’.

Faculty Senate President (Peter Martin)

- Name change for Biochemistry;
- Helping to work on terms for faculty;
- Working on campus climate – they have held one forum already; how do we improve? This is a big issue for this semester;
- Task force started – working on specific recommendations on teaching assessments and evaluations;
- Working on WorkCyte and involved in ISD.

4. Professional and Scientific Council Executive Committee Reports

President (Stacy Renfro)

Good afternoon, everyone. Happy Halloween everyone.

Thank you all for the input and comments you all came up with in your rep area groups at our last Council meeting.

Here are the themes I gathered from your notes:

- 1. Lack of Buy-in and understanding**
- 2. Widespread uncertainty across units/departments**
- 3. More support is needed – at all levels**
- 4. Communications plan – we cannot rely solely on Inside and the website**
- 5. Finally, consider more resources for this project - Reassurance needs to be given to university committee that this timeline is feasible given our other efforts**

Amy and I formulated the notes and used them in every single one of our meetings with the Supergroup, Provost Wickert, President Wintersteen and others. As an outcome, we also reached out to the University of Iowa Staff Council and the OMBUDs officer to gather more information and share information.

The inclusion of another additional Town Hall Meeting for employees was another direct outcome of the feedback you provided. Council representatives were involved in planning/advisory role as the meeting was planned. The Town Hall Meeting was attended by 250 people and 350 people online.

Another important initiative this month was our email effort to gather input from our constituents. We also collected nine pages of feedback from constituents thanks to you all sending direct emails. Hearing from our constituents is invaluable.

The proposed improved service delivery changes are a critically important topic for Professional and Scientific Employees. We know that the impacts will be far reaching. Later today, we will be discussing a motion brought forward by the Executive Committee titled "Improved Service Delivery Recommendation on behalf of Professional and Scientific Council". The motion is in **draft form** and was crafted by the Executive Committee referencing the constituent feedback that was received and the comments you all brought forward at the last council meeting. Bringing forward this motion as a draft is the beginning of a conversation not the end.

I look forward to that portion of our meeting and I do hope that each of you brings forward perspectives from your constituents as well as your own to add to the conversation. Due to the expedited timeline of this project, we need to act quickly.

Our challenge today is to uphold our mission and be the voice of 3000 professional and scientific employees. Put another way our OPPORTUNITY today is to share the voice of professional and scientific employees and help create the future of Iowa State University.

The results of the motion we provide today CAN inform the conversations of tomorrow –Campus Leaders Breakfast, Supergroup, and meeting with President Wintersteen.

Motion

The motion is in **draft form** and was crafted by the Executive Committee referencing the constituent feedback that was received and the comments you all brought forward at the last council meeting. Bringing forward this motion as a draft is the beginning of a conversation not the end.

Again, the basis for putting forward a motion is the following:

1. As part of shared governance Professional and Scientific Employees represent important stakeholders in this process and this motion is the official "VOICE"
2. The supergroup is forming a recommendation tomorrow
3. The ISD project relates to two of our strategic initiatives:
 - **"Expand efforts to highlight the value of P&S employees and the importance of including P&S employees in shared governance;** including increasing participation in large-scale university initiatives and helping educate employees about topics such as awards, benefits, leave policies, services. "

- **And** “Continue to enhance and **cultivate the P&S employee experience** to create a work environment where employees are safe and feel welcomed, supported, included, and valued by the university and each other.
4. And finally, to formally document Council’s involvement for the future.

Secretary/Treasurer (Joy Stroud)

Reminder for keeping placards on the table after the meetings;

VP for University Community Relations (Kelly Friesleben)

No report

VP for University Planning and Budget (Barry McCroskey)

No report

VP for Equity and Inclusion (Jacob Cummings)

No report

5. Professional and Scientific Council Committee Reports Awards (Sarah Morris-Benavides)

Nominations for CYtation Awards are now open and we encourage individuals, programs, departments, and colleges to nominate Professional and Scientific employees for one of the following awards. Nominations must be submitted by 11:59 p.m., Dec. 1, 2018. See the Awards section on the P&S Council website and click on each award for more information about eligibility and nomination forms.

I would like to highlight the following because we as council may have the best information regarding nominating fellow council members.

Outstanding New Professional and Scientific Council Member CYtation Award Criteria:

As of the nomination deadline (December 1), the individual must be a Professional and Scientific Council member newly elected or newly appointed within 18 months of the beginning of his/her term. In addition, the individual must meet the following criteria:

- Has established a pattern of reliability and responsibility while making a notable difference
- Fosters cooperation and has strong interpersonal partnerships with fellow Professional and Scientific Council members
- Exhibits potential for future contributions to Iowa State University

Additionally, we would also like to announce another way for highlighting ISU staff. [Tell us](#) about who you are highlighting and why, in 100 words or less, and to include a picture of the person, team, or output for which they are being highlighted. One submission will be selected by the Professional and Scientific Council Awards Committee each month and included in the newsletter. Other submissions will be featured on social media with the tag #highlightingISUstaff, on the Professional and Scientific Council web page Highlighting ISU Staff and/or included in future newsletters.

Communications (Brittney Rutherford)

No report

Compensation & Benefits (Ryan Drollette)

No report

Peer Advocacy (Katie Thorson)

- Peer Advocacy is working on starting an affinity or special interest group program. We will be writing a survey for campus to weigh in on what groups they are interested in seeing developed. We also plan to reach out to Stephanie Downs, ISU Wellness to see if there is a way to partner.

Policies and Procedures (Sara Parris)

- The Committee met today and we will be developing a guide for staff on supervisor training opportunities that are already available to them. This includes an 8-course learning path on Becoming a Leader that can be found on Lynda.com as well as eight courses that are available on Learn@ISU.
- We will also make a recommendation to UHR that they bring Crucial Conversations back to campus and available to staff.
- Next steps for the committee include securing a commitment from senior leaders on campus to encourage and promote these opportunities to their staff as a cost-effective way to seek professional development.
- We will also be exploring ways to build upon our work and develop a more formalized supervisory training program with multiple tracks tailored to different levels of experience.

Professional Development (Tera Lawson)

Hello Everyone!

The Professional Development Committee would like to invite you to attend our November Council Seminar Series Event "Getting a Mentor, Being a Mentor." It will be presented by Taren Crow, from the College of Liberal Arts and Sciences and held on November 13th from 2-3 PM in the Gallery Room of the Memorial Union. We will be exploring models of mentoring and ideas on developing informal mentorship relationships, identifying our inclinations of giving vs. taking in workplace relationships, as well as discovering ways to improve our leadership, networking, and collaborative skills. If you can't make it in person, plan to join us via livestream! The link was included in this month's Council Newsletter and is available on the Professional and Scientific Council Seminar Series Webpage.

I would also like to announce that the December Council Seminar Series Event will be "Empowering Resiliency During Challenging Times". It will be presented by Krisdeena Jansen and Stephanie Downs from University Human Resources. Plan to join us on December 11th from 2-3 in the Pioneer Room of the Memorial Union where we will be discussing practical and effective strategies that empower resiliency including

identifying stress levels, understanding the process to move through uncertainty, and applying coping techniques. This session will also be live streamed and can be viewed online using guest access.

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

We are excited to announce that we will be changing things up a bit this year for our 7th Annual Professional and Scientific Council Professional Development Conference! We will still be devoting an entire day to YOUR personal and professional development and working to Cultivating Your Adventure and Plant the Seeds for Success!!!

This year we are contracting with TWO internationally recognized speakers. The first for a keynote focused on increasing motivation and engagement and impacting the culture of our community and the second will be for an entire afternoon dedicated to innovative thinking, and goal achievement through applying the science of resiliency.

We are also working to contact the selected speakers for the concurrent sessions that will be held between the two contracted speakers.

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 keep your eyes and ears open for the exciting things to come!

Representation (Matt Laurich)

With the addition of Don Paulsen and Ben Boecker to Council that leaves us with one opening remaining (in Student Affairs).

We had a nomination but did not get it to it because of the ISD discussion so it will be addressed at the next meeting.

We also have an opportunity for anyone who wants to be on the newly formed **Strategic Enrollment Management (“SEM”) Executive Leadership**. The Iowa State SEM Executive Leadership will be charged with aligning high-level enrollment goals and objectives with the institutional strategic plan. The SEM Executive Leadership will also provide direction for the newly formed Strategic Enrollment Management Council. If you are interested or would like more information please let me know.

6. Unfinished Business and General Orders

Motion regarding Improved Service Delivery Recommendation on behalf of P&S Council

- Motion: In order to accomplish goals, it is motioned to suspend the Bylaws to have one discussion on the ISD motion and complete the discussion in this meeting.
- The motion was seconded; the motion was put to a vote; the motion passed.

A spirited discussion of the ISD Recommendation commenced with many comments and suggestions from Councilors.

- Motion: to move that the Council meeting be extended to 4:15 p.m.
- The motion was seconded; the motion was put to a vote; the motion passed.

Final discussion commenced.

- Motion: to move that the Council meeting be extended to 4:20 p.m.
- The motion was seconded; the motion was put to a vote; the motion passed.
- Motion: to vote on the changes and amend as proposed.
- The motion was seconded; the motion was put to a vote; the motion passed.
- Motion: to vote to approve the final Improved Service Delivery Recommendation on Behalf of Professional and Scientific Council.
- The motion was seconded; the motion was put to a vote; the motion passed.

7. New Business

Nominations to fill Council vacancies – (did not take place due to ISD Motion discussion).

8. Open Discussion for the Betterment of Council

(Did not take place due to ISD Motion discussion).

9. Announcements

Announcements from Councilors – (did not take place due to ISD Motion discussion).

Executive Committee Meeting: November 15, 9:30-11:30 AM, 107 Lab of Mechanics

General Council Meeting: December 6, 2:10 – 4:00, Memorial Union Gallery Room

Adjournment: 4:20