

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, December 6, 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:

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

X = Present, A = Absent, S = Substitute

### Call to Order & Seating of Substitutes (Amy Ward)

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

Substitutes: 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 31, 2018 Regular Council Meeting were approved as submitted.

### **3. Administrative Reports**

#### **President (Wendy Wintersteen)**

Improved Service Delivery (ISD) and WorkDay – these are significant changes; thanks to everyone for their engagement, honesty and concerns. These are critical changes for Iowa State in the form of hardware and software needs. We led the way with automated payroll – now we are behind. ISD ties back to employee evaluations. The university needs employees to stay up-to-date with both UHR and Finance movement as employees are valued. These changes affect how we are organized and how supervision occurs. We are moving forward with ISD in incremental – moving forward quickly but listening and evaluating; refining based upon feedback provided.

7/1/19 is not a destination for ISD – it is a milestone for how we move forward.

Huron will help with UHR and Pam Cain as we move forward to help with anxiety and concern;

Thanks to the IELT and Supergroup; we have approved the concept of functional specialists and direct supervision lines in the new model.

Question: For the senior level postings – what role will the Professional & Scientific Council have in the interview process?

Answer: I would not anticipate that the Council would have a role; there will be open forums for the interviewees for both the UHR and Finance positions in the third week of December

#### **Interim Senior Vice President for University Services and Interim Chief Financial Officer (Pam Cain)**

Thanks for the input and please continue to provide feedback as we work through these changes;

The recent Town Hall generated a great deal of questions; we are working at trying to provide feedback and involving front line staff;

We have scheduled a workshop next week with certain groups and maybe a more permanent group moving forward to look at the different job descriptions for the Finance Specialist, Grant Specialist and Procurement Specialist positions. Next week's workshop will include folks who actually perform these jobs; they will work on job descriptions, what will stay in the current unit and what will change in Workday. December 21<sup>st</sup> is the potential date the we will have these job descriptions in hand;

Job Fair – will be held in early January and designed to focus on the employee experience; a planning group to help with that and we will work with Stacy to see who will represent the Professional and Scientific Council on the planning group;

Holding ad hoc meetings with different groups;

Reviewed applications for the AVP for Finance and Support Services– candidates coming to campus 12/17;

Working on funding example scenarios;

Working on training for both WorkDay and accrual accounting – finance specialists will all have to take three accounting courses in preparation for this change;

Working on the transitioning process;  
Defining units (now called Service Teams)

Comment: Since I do not have enough information about how my particular job will change . . . supervisors need information too;

Question: I understand that there have been meetings across campus with fiscal officers; I am a fiscal officer and have not been invited to any of these meetings. Will I be included in the future?

Answer: The meetings were with a cross-section of fiscal officers across campus for input, not all fiscal officers. Yes, we will include you.

Question: I understand you are willing to sit down with ad hoc groups – this is a good idea; is there a way to expand that or better promote that?

Answer: Just contact my office.

Question: do we know how many jobs are being associated by these job fairs?

Answer: We went by current position descriptions in the People Admin system, and as yet we do not know how many people to expect. We are going through iterations and anticipate about 150 Finance jobs;

Question: 1200 employees are directly affected, some are 5% and some are 100% - will there still be 100% employed?

Answer: Who, what and how many is still an ongoing process; this is not a cost-cutting initiative;

Comment: In the review process for these position descriptions – take advantage of council who are representative of all campus;

Question: Are current PDs being reviewed in preparation or jpts we completed with the Comp and Class Review input?

Answer: We are using PDs that are currently in the system – PDs not jpts; we found that most of the jpts did not clarify job responsibilities, but just reaffirmed them;

Comment: The sooner we can let people know that their change will not be so bad, the better the anxiety level will be;

Answer: We are getting close to the human-to-human conversations; we need the information first;

Comment: I would encourage you to think creatively about the job fairs – and supervisor education – do this at the same time so we can have more targeted input at the job fairs;

### **Interim Vice President for University Human Resources (Kristi Darr)**

Transition teams will be put together to enable the changes – so after the first of the year; these should have both finance and HR elements in them;

Employee interest – we need a bit more time to work on this but position descriptions will be out before the job fair

12/17 – three candidates coming to campus for HR

Job fair in early January

Question: why is there place for merit staff in the HR model?

Answer: Credentialing will still be local – we are thinking about hiring in a future state; there are rules regarding collective bargaining; the HR coordinator will be a generalist role;

#### **Faculty Senate (Jonathan Sturm)**

Working on name changes in curriculum, etc.

Two resolutions have increased engagement across the university

There is a first read next week regarding an anti-bullying resolution; they are working with the legal department on a 'no tolerance' policy; hopefully this resolution passes in January.

#### **4. Professional and Scientific Council Executive Committee Reports**

##### **President (Stacy Renfro)**

It has been another busy month with Improved Service Delivery discussions. We received a lot of feedback after the Finance Town Hall. Amy and I met with Pam Cain. As Pam mentioned earlier, we have a new opportunity for Councilors to engage in work groups to discuss position descriptions - The workgroups that Pam Cain mentioned are scheduled for Monday from 2-5 or at 10:30. Please let me know ASAP if you are interested.

Being my last report of the semester, I would like to take a minute to reflect on how far we have come. Thank to the dedicated and talented individuals in this room we have:

- Developed priorities and shared with administration through email and in follow up individual meetings
- Recognized employees through our #highlightingISUstaff and nominations for the Cytation awards
- Advocated for employees through representatives on the ISD Supergroup, WorkCyte PIT crews, in the Classification and Compensation Extended Projects team, and on the strategic enrollment task force
- Compiled information about our salary, professional development needs or policies
- Distributed information and in our newsletter, on our website and through targeted emails to constituents
- Acted as a resource for employees through Peer Advocacy and in individual conversations, reached out to new employees

I want each of you to know that your work does not go unnoticed. Whether it be the extra time to send out emails to constituents, recruiting new councilors, investigating resources, writing motions, compiling newsletter information....and more. Each of those extra minutes...or hours adds up. Although you probably feel like there is never enough time, what we are doing is enough to propel this organization forward.

I am very proud of the work and achievements we have done together. A heartfelt THANK you to each and every one of you. I am looking forward to 2019.

##### **Secretary/Treasurer (Joy Stroud)**

Budget YTD info: Will include with the meeting minutes;

##### **VP for University Community Relations (Kelly Friesleben)**

Thanked councilors for emailing new P&S staff, and gave a reminder about the end of semester celebration encouraging everyone to attend and bring colleagues with them.

**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)**

CYTation Award Nominations are in and our committee will begin evaluation and scoring on those in the next month. The first inclusion for Highlighting ISU Staff in this week's newsletter, so please consider using the link included in that section to submit P&S Staff or teams doing great things for Iowa State University, a 100 word or less description of why you are highlighting them and a picture of them, the team or the output of their work.

**Communications (Brittney Rutherford)**

The committee is working on a new website; working behind the scenes currently – stay tuned. Social media ideas – working on a more systemic social media approach.

**Compensation & Benefits (Ryan Drollette)**

Barb Wollan reported a few items of note from the University Benefits Committee meeting Tuesday, December 4:

- Effective January 1 2019, the Long-Term Disability Insurance coverage provided for all staff by the University will provide income equivalent to 63% of employees' wages. This is a change from the current coverage equivalent to 75% of the employee's first \$1,000 of wages and 60% of the remainder. The change was made at the recommendation of Principal since the two-tier benefit is basically unheard of elsewhere. The new coverage level of 63% was determined in order to be cost-neutral for the University.
- Also effective January 1 2019, an option will be available to purchase additional disability income insurance at group rates.
- For those employees who choose not to participate in the regular life insurance program (with benefits equal to 2X annual salary), a default life insurance policy of \$50,000 will be put into place.
- Newly hired employees will be eligible for benefits on day one, but will need to pay the employee share of their premium; it will be withheld from a future paycheck. This will be effective 7/1/19 to coincide with implementation of WorkDay.
- Employees leaving the University will be insured until the end of the month in which they work their final day.
- Previous benefits eligibility rules said employees must be at least half-time with at least a 9-month appointment. Effective 1/1/19, the requirement of a 9-month or longer appointment will be dropped; all employees working at least 50% time will be eligible for benefits participation, with the exception of temporary or seasonal employees.

**Peer Advocacy (Katie Thorson)**

Presentation revolved around the special report to Council on single user restrooms at Iowa State University (included with minutes).

### **Policies and Procedures (Sara Parris)**

We have developed a sheet that lists various professional development opportunities our committee recommends for new supervisors. These include various Learn@ISU courses, a Lynda.com learning path that includes 10 hours of training, and additional resources such as the University Ombuds office, the Employee Assistance Program, the P&S Council Professional Development Conference, and the "To Cause Thought" Leadership blog. We hope to have it ready for the council to review next month.

### **Professional Development (Tera Lawson)**

The Professional Development Committee would like to invite you to attend our December Council Seminar Series Event "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 11<sup>th</sup> 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.

If you cannot 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. We would also like to announce that the January Council Seminar Series Event will be: "**Motivational Interviewing to Evoke Behavioral Change**". It will be presented by Martha Stewart from the Child Welfare Research and Training Project in HDFs.

Plan to join us on January 8<sup>th</sup> from 2-3 PM in the Gallery Room of the Memorial Union where we will be discussing the basics of motivational interviewing including how to:

- minimize resistance
- evoke "change talk"
- explore and resolve ambivalence
- AND how to use the person's own perspective to amplify the discrepancy between their present behavior and their broader goals and values.

This session will also be live streamed and can be viewed online using guest access.

We will not be holding a February Council Seminar Series event BECAUSE we are holding a little thing called the Professional and Scientific Council Professional Development Conference!!!

Professional and Scientific Council Professional Development Conference Sub-Committee is EXCITED to announce that the registration for our 7<sup>th</sup> Annual Professional and Scientific Council Professional Development Conference is OPEN!

We have two awesome keynote speakers, concurrent sessions, a hot buffet lunch, and an entire day devoted to Cultivating Your Adventure and Planting the Seeds for Success!

The morning keynote will be focused on increasing motivation and engagement and impacting the culture of our community by creating a culture of connection. The concurrent sessions will focus on

topics in the categories of human interactions, leadership, Health and wellness, and professional resources and include topics such as: managing teams for creative outcomes, crafting intentional conversations, building inclusive teams, identity and inclusivity, and creating effective presentations! The entire afternoon will be dedicated to innovative thinking, and goal achievement through applying the science of resiliency!

Early Registration is \$100 and is open NOW through January 28<sup>th</sup>, Regular Registration is \$120 and will be open January 29<sup>th</sup> through February 12<sup>th</sup>. Please take advantage of the Early Registration Rate and commit to a full day dedicated YOUR personal and professional development!

### **Representation (Matt Laurich)**

Elections will be here before we know it. The goal every year is to turn over roughly 1/3 of the council. The Representation Committee has been looking at numbers and as of right now we have 18 councilors scheduled to come off in 2019. A number of those folks, though, are eligible for re-election. So we feel pretty good that we will land in that 12-15 person (range) turnover that we target. Also, with another year coming up we are going to need a President-elect. If that is something that may be of interest to you please reach out to the Representation Committee or past Presidents to get their insight on the demands of the position. And if that is not a position you are interested in, be thinking about who you want to be leading this effort next year.

## **6. Unfinished Business and General Orders**

### **7. New Business**

- Motion to send the 2019 Compensation and Benefits Report and the Compensation and Benefits Recommendation for FY2020 to University Administration (see attached)

#### **First Read**

Comment: last sentence – reword – so that it does not make it sound like those of us who are here are not becoming less talented?

Next steps in the process were explained. We will have the second read for next month's Council meeting – actual vote on January 3<sup>rd</sup>. Please get comments to the committee within the next month.

- Motion to send the Recommended Features of a Revised Performance Appraisal Model to University Administration

#### **First Read**

Comment: Send comments by 12/18 so they can be discussed at the Executive Committee meeting on 12/20.

- Nominations to fill Council vacancies

Stacy Renfro nominated Trevor Warzecha to represent Student Affairs with a term through June 2019. The nomination was seconded; a vote was held; unanimous vote to approve Trevor Warzecha as Councilor.

- Nominations for Vice President for Equity and Inclusion

Matt Laurich asked for nominations. There were none at the time. Councilors were encouraged to talk to the Representation Committee about the level of involvement required for the position, think about

it, nominate someone. There will be a vote next month. Send questions to the Representation committee.

#### **8. Open Discussion for the Betterment of Council**

Appreciation expressed for work of workforce accommodations.

#### **9. Announcements**

##### **Announcements from Councilors**

Reiman Gardens free late evenings from 4:30 to 8 Thursdays until after the new year;  
Center for Statistics and Forensic Evidence –Holiday open house next Thursday at 2;  
Bookstore – come get your gear 50% off;  
Robyn Goldy – suggested forming a Professional & Scientific Council Team for Adventure 2;  
LAS week 2/11 thru 2/15– keep an eye out for events

**Executive Committee Meeting:** December 20, 11:00-11:50 AM, 107 Lab of Mechanics

**General Council Meeting:** January 3, 2:10 – 4:00, Memorial Union Gallery Room

**Professional and Scientific Council Seminar Series Event:** Empowering Resiliency During Challenging Times, Krisdeena Jansen and Stephanie Downs. December 11, 2:00 – 3:00 p.m., Memorial Union Pioneer Room

**Adjournment – 3:28PM**