

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, August 2, 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	Matt Laurich	X
Tim Ashley	X	Tera Lawson	X
Jordan Bates	X	Lloyd	S
Jessica Bell	X	Barry McCroskey	X
Emily Bowers	X	Jason McLatchie	X
John Burnett-Larkins	X	Lindsay Moeller	X
Malinda Cooper	X	Sarah Morris-Benavides	X
Janice Crow	S	Moscoso, Dustin	X
Jake Cummings	X	Chris Myers	S
Ryan Drollette	X	John Odenweller	X
Monica Ernberger	X	Sara Parris	X
Jason Follett	S	Amanda Rasmusson	X
Kelly Friesleben	S	Natalie Reich	X
Robyn Goldy	X	Stacy Renfro	X
Adriana Gonzalez	A	Brittney Rutherford	X
Whitney Grote	X	Casey Smith	X
Jeff Hartwig	X	Shankar Srinivasan	A
John Hascall	X	Joy Stroud	X
Lesya Hassall	X	Katie Thorson	X
Chris Johnsen	X	Amy Ward	X
Kara Keeran	A	Keisha Ward	X
Jacob Larsen	X	Barb Wollan	X

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Ed Holland, Peter Martin, Dave Roepke, Deanna Clingan-Fischer

Call to Order & Seating of Substitutes (Amy Ward)

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

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

The agenda stands as approved.

2. Approval of the Minutes

Tera Lawson made a motion to delete wording under one of the bullet points from President Stacy Renfro regarding Councilor breakout sessions. Wording was amended to read 'Councilors broke into eight small groups; groups worked until 3:20'.

The minutes of the July 12, 2018 Regular Council Meeting were approved as amended.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- New Dean Vet Med – Dr. Dan Groom. Thanked the search committee and interim chair for their service;
- Board of Regents meeting yesterday; Board approved the upcoming academic year budgets; Research centers at ISU – there are some new ones coming: ISU will lead a new, national research institute to fight antimicrobial resistance; continuing to monitor activities and make recommendations for five center closings in the fall that have been absorbed by other centers;
- President Wintersteen is focusing on efficiency and effectiveness ideas with an online portal – suggestion box; there will be individuals on campus to look at these suggestions and the P&S Council will be involved;
- There is a faculty and staff force working on improving how we handle scholarships on campus between university funds and foundation funds;
- There is lots of construction on campus – will be completed soon and look great; all of the restrooms in the library are being renovated and compliant with ADA accessibility.

Director, University Human Resources (Ed Holland)

- Working on WorkCyte; Time and absence piece is current focus;
- SHIP going on now (Student Health Insurance Policy);
- 7-1-18 TIAA mandatory option for Post-doc employees;
- 7-1-18 COBRA is assigned to ASI; entering or exiting employees will get a letter regarding COBRA from ASI our flexible spending company;
- Donated leave policy change – this is now on their website under the benefits tab and then the leave tab – shows policy, process for employee, department information, guidelines, etc. – donated leave for employees and now donated leave for immediate family;
- Leave policy for dual leave for both spouses has been approved;
- Employee disability accommodation policy;
- Class and comp – extended timeline; all new information is on the website: go to career, manage your career, class and compensation: <https://www.hr.iastate.edu/ccreview>;
- Service Center – super busy time of the year; call ahead if you need assistance in person
- Adventure II – year is coming to a close;
- Exit survey and new hire surveys research and survey design are coming to a close; P&S Council had input; these have been improved to move forward; the exit survey may start before implementation of Workday.

Faculty Senate (Peter Martin)

- Said 'hi'; faculty are very busy in the summer with research, teaching, etc.
- Faculty Senate does not meet in the summer; the Executive Board does meet and one accomplishment was to finalize the Non-Tenure Eligible (NTE) reform packet; final version has

been signed off by President Wintersteen; changes in titles are not finalized; adjustment to policies are taking place in the colleges first; there will be no title changes this semester – this process may take a year;

- The first Senate meeting is set for 9/11/18.

UHR Classification and Compensation Extended Project Team (Tera Lawson)

As your representative on the University Human Resources Classification and Compensation Extended Project Team I wanted to provide you with a very brief update on the P&S Classification and Compensation Review.

The project is continuing to move forward! 😊

The Extended Project team has met several times this summer to review one paragraph job summaries that have been provided by AON, the consultant hired for the project.

These one paragraph job summaries have been selected from market surveys by AON as matches to jobs described by Iowa State University Employees through their completed JPTs.

The job of the Extended Project Team this summer has been to assess whether these one paragraph job summaries are at least 70% matches to jobs that currently exist at Iowa State University or if we need to ask AON to try again for a better match.

This process is slow and steady because, as I'm sure that most of you are aware, our current system has a bunch of different types of positions jammed into a couple of classifications.

This process is being used to tease those classifications, which contain multiple types of positions, apart.

As your representative on the University HR Classification and Compensation Extended Project Team I would like to remind you that you are welcome to contact me with questions or concerns regarding the project.

Additionally, if you would like to submit questions or comments regarding the P&S Classification and Compensation Review directly to University Human Resources you can do so through the Classification and Compensation Review Website. Just type classification and compensation review in the search on the Iowa State University homepage and the UHR website will be first on the list.

Question – Jessica Bell – is it being delayed to start with WorkDay?

Answer – They are continuing to work on this but will not roll out until the WorkDay rollout.

4. Professional and Scientific Council Executive Committee Reports

President (Stacy Renfro)

Good afternoon everyone!

First of all, I would like to say that I am looking forward to another exciting and productive year with the Professional and Scientific Council! We have built a lot of very positive momentum over the past few years, and I am honored to continue this energy!

This is my first president's report so there is quite a bit to fill you in on. Over the summer, I have represented Professional and Scientific Council and P&S employees in a number of conversations. I will outline a few of those here in case you have questions or input you would like to add.

First, I identified a concern regarding the role and input of the Iowa State University shared-governance bodies in the Workday project decision making process. I contacted Peter Martin, the current Faculty Senate President, and shared with him my perspective. Together we decided to call an information gathering meeting with Interim VP Kristen Constant, leader of the Workday project, to discuss the shared-governance role in decision making. The discussion is ongoing and we continue to meet. I will update you on the outcomes of those discussions as they continue to develop.

Next, I participated in a discussion with the leaders of the Institutional Effectiveness Leadership Team (IELT) (formally known as improved service delivery). The IELT team is just in the beginning stages of kicking off their work and in this meeting I stressed the importance of involving Professional and Scientific Employees from the outset in this large scale, important campus initiative. We are preparing for an upcoming meeting with the IELT leadership and the Executive Committee. We are working with them to present at a future Council Meeting. Lastly, a Campus Climate Workgroup meeting was called by Dr. Reg Stewart to the implementation plan. This was a preliminary meeting. I will continue to update you as that conversation progresses.

As for internal meetings, the Executive Committee retreat was held on July 24. During this full-day retreat, the Executive Committee completed a number of activities. A large percentage of our time was spent discussing the results of our strategic initiatives planning during the July 12 Professional and Scientific Council Meeting. We had the opportunity to discuss the initiatives and possible implementation ideas that were brought forward. At the conclusion of the meeting, we grouped the initiatives and have drafted Strategic Initiatives a document for your review later today.

I am hoping this leads to a 2019 Fiscal Year strategic initiatives document which can be available for all Professional and Scientific Councilors, and all Professional and Scientific employees at the University. Thank you all for helping us identify items of importance to you, your constituents, and the larger University.

Now to some upcoming events you all should know about, each month, Amy (the president elect) and I will meet with Provost Wickert as well as with representatives from University Human Resources. Quarterly we will meet with President Wintersteen. We are currently scheduling these meetings for the FY19 year and will be discussing the concerns and thoughts of P&S Employees. Please let me know if you hear anything that you think we should discuss in these meetings, the priorities we discuss today will also be topics of conversation.

In early August, Amy and I will be meeting with the Presidents and President-Elects from University of Iowa and University of Northern Iowa. We look forward to spending time in Iowa City with them and learning about their work.

Thank you again, and I look forward to our work in the upcoming year!

Secretary/Treasurer (Joy Stroud)

- Budget visuals – three year comparison and where FY18 funds were spent (see attachment).

VP for University Community Relations (Kelly Friesleben)

- No report

VP for University Planning and Budget (Barry McCroskey)

- We have a budget;
- Committee is not meeting yet.

VP for Equity and Inclusion (Jacob Cummings)

- No report

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- The Awards Committee would like your help as we highlight ISU staff. We are working on a way to continue the social media campaign #highlightingisustaff as people post and tweet about personnel and happenings. We are looking into broadening the scope in an effort to reach more people. That being said, we would also like to hear about any unit/departmental awards for which P&S Employees are eligible. Please send us any of this award information to pands-a@iastate.edu to help us continue highlighting P&S Staff and the work they are doing on campus and around the state.

Communications (Brittney Rutherford)

- Getting folks settled in their roles; using more social media
- Tweaking to the website – contact them with ideas, etc.

Compensation & Benefits (Ryan Drollette)

- Committee has started working on their compensation report for President Wintersteen and her cabinet to review.

Peer Advocacy (Katie Thorson)

- I don't have a lot to report yet. Our committee spent time in our meeting discussing topics that the committee would like to receive more education, such as ISU grievances procedures, so that we might be full knowledgeable as we are called on to be a resource for our constituents. Potential guest speakers include personnel from UHR and ISU Wellbeing.
- Additionally, we discussed our committee's commitment to providing articles for the Professional and Scientific newsletter. We map articles for each month this fiscal year. We will highlight ISU Resources.
- We also discussed a variety of projects and ideas for efforts in the upcoming academic year.

Policies and Procedures (Sara Parris)

- Attended first PLAC committee;

- Committee got to know each other today.

Professional Development (Tera Lawson)

Hello Everyone!

- The Professional Development Committee is currently working to put together the 2018-2019 Professional and Scientific Council Seminar Series! For those of you who may be unfamiliar, the Professional Development Committee hosts a Council Seminar Series Event each month. They are usually held face-to-face on the Second Tuesday of the Month from 2-3 PM here in the Memorial Union and are livestreamed so that you can join us remotely and still participate in the live presentation. Following the live presentation, we also post the recorded sessions in Learn@ISU for viewing or REviewing. Through our partnership with University Human Resources each attendee is also given credit for attending or viewing Council Seminar Series Events in their ISU training profile. As the PD Committee is working to put together the topics and speakers for this year's Council Seminar Series we would love to hear from YOU!!!

We would like to ask that you share the topics that you would like to hear about, as well as potential speakers, with us via our pands-pd@iastate.edu e-mail address and we'll see what we can do! We have a lot of talent and expertise at this University and we need your help to find those individuals who can, or possibly already do, present on topics of interest to all P&S Employees that can be shared through our Council Seminar Series.

- I also have a report from the Professional and Scientific Council Professional Development Conference Sub-Committee to share with you today! The PD Conference Sub-Committee is comprised of the six Councilors who are also serving on the PD Committee AND seven non-councilor volunteers. We held our first meeting this afternoon and are already off and running planning the 2019 Professional and Scientific Council Professional Development Conference!

It will be held February 26th in the Scheman Building of the Iowa State Center and this full day of professional development will be dedicated to continuing to **Cultivate the Adventure** of our fellow P&S Employees.

We will once again be issuing a call for proposals for the 2019 Professional and Scientific Council Professional Development Conference and hope that you will not only consider putting together a proposal to present at the conference BUT that you will encourage others to as well.

We as P&S Employees have a whole lot of expertise and talent amongst us and sometimes all it takes is someone you know suggesting that you submit a proposal to the call that ends up being a really valuable conference presentation.

As soon as we have the release date scheduled for the Call for proposals we will be sure to let you know.

Representation (Matt Laurich)

- Divided areas of responsibility – updated all the members on the website;
- University committees – will talk with Stacy to make sure we have P&S representation;

- Substitution list – not up to date; starting to update this; if you know people who want to be substitutes, please let them know;
- One resignation from council – will know better next month to make recommendation for a Councilor to fill the open spot.

6. Unfinished Business and General Orders

Strategic Initiatives Planning – Stacy Renfro

- Compiled List – broken down in seven items; we can edit, comment – this was the first read of a motion to adopt the Strategic Initiative Plan for Fiscal Year 2019.

Questions: Barb Wollan – will the Council see the whole compilation of comments?

Answer: Yes, internally

Comment: Tera – suggestion to take away the numbers and just put check-marks

Comment: Jeff – appreciate the brevity of the number of initiatives provided this year

7. New Business

None

8. Open Discussion for the Betterment of Council

None

9. Announcements

Announcements from Councilors

- Jessica Bell mentioned the beautiful day and observations of students outside, reading real books

Executive Committee Meeting: August 23, 9:30-11:30 AM, 107 Lab of Mechanics

General Council Meeting: September 6, 2:10-4:00, Memorial Union Gallery Room

Professional and Scientific Council Online Seminar Series Event: Know Yourself Better: How Do I Respond to Expectations? Go to [Learn@ISU](#)

Adjournment 3:10 PM