Thursday, September 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: 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 A
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 X  Moscoso, Dustin X
Jake Cummings S  Chris Myers X
Ryan Drollette X  John Odenweller X
Monica Ernberger A  Sara Parris X
Jason Follett X  Amanda Rasmusson A
Kelly Friesleben X  Natalie Reich X
Robyn Goldy X  Stacy Renfro X
Whitney Grote S  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 X  Amy Ward X
Jacob Larsen X  Keisha Ward A

X = Present, A = Absent, S= Substitute

Guests: Brenda Behling, Andy Back, Stephanie Downs, Paul Fuligni, Dave Roepke, Zuch Streuber and Jonathan Wickert

Call to Order & Seating of Substitutes (Amy Ward)
Meeting called to order at 2:10 p.m.
Substitutes: Emily Bingaman for Whitney Grote

Establish Quorum (Joy Stroud)
A quorum was established.

1. Approval of the Agenda
Matt Laurich made a motion to remove “Nominations to fill Council vacancies” from New Business; Tera Lawson seconded the motion and item was removed.
Tera Lawson made a motion to remove “Professional and Scientific Online Seminar Series Event . . . “ from Announcements; Jessica Bell seconded the motion and the item was removed. Agenda was approved as amended.

2. Approval of the Minutes
The minutes of the August 2, 2018 Regular Council Meeting were approved.

3. Administrative Reports
   Senior Vice President & Provost (Jonathan Wickert)
   - Student enrollment counting methodology has changed; Regents changed to exclude some special enrollment types, which changes enrollment from about 450 students; those students are still on campus but just not part of the total count;
   - Highlight of special factors of enrolled students – New directs from high school is up over 100 students; enrollment of multi-cultural students – record this year; record number of non-resident students this year; academic qualifications of entering freshman are the highest than we’ve ever had; graduation rate for a 4-year and 6-year degree is a record this year;
   - Next week Board or Regents meeting at the University of Iowa; state appropriations request first reading; closing five research centers – programs have run their course; presenting proposal to split one of the college of businesses: supply chain and information systems will be two different entities; create new Bachelors degree in Cyber-Security Engineering; School of Education – new Dr. of Education degree; asking Board approval for funding for Vet Med project;
   - First candidate for the Dean of Ag and Health Sciences was interviewed; two more finalists during week of 17th and then last week of September;
   - Engineering Dean search has been launched – professional search team hired.

University Human Resources (Stephanie Downs)
   - ISU Wellbeing Annual Review presentation – Adventure 2 is an augment to Wellness;
   - UWLA – University Wellbeing Leadership Alliance – from strategic plan;
   - Starting Phase 4 – Evolve the Culture;
   - Employee experience: prevention, lifestyle, development, culture;
   - Ames alliance – Mary Greeley, McFarland Clinic, ISU, and City of Ames (we all use Wellmark);
   - Portal launched yesterday; launched walking on campus website;
   - Workshops: work on developmental process;
   - Limeade creates Adventure 2; includes President Wintersteen challenges; tracking tool, etc.; ends every August and points start over;
   - 1936 employees enrolled last year; we want to increase participation;
   - Wellbeing challenge network;
   - Continue to participate; encourage others to participate;
   - Slides will be on website in the next couple of weeks;
   - Slides included with minutes.

Question: is there a P&S employee on the University Wellbeing Leadership Alliance?
Answer: ex-officio senate; still formulating the group and will get back with us.

Facilities Planning and Management (Paul Fuligni)
• Macro-assessment of facilities – a state of elegant decline; deferred maintenance – 100 year old paddle wheel in Beardshear;
• 7.3 million square feet to take care of – maintenance and repair;
• Sustainment cost – if you don’t meet this, you have deferred maintenance costs;
• $42 Million for general fund sustainment model;
• Over $400 million backlog;
• How are we doing in comparison to other places and nationally? – compared nationally we are doing a bit better;
• Backlog of buildings divided by replacement cost;
• Provided information regarding the bottom 12 Academic & Research Facilities based on date and usage;
• Track how many calls to FP&M per building;
• In-house shops are in reactive mode;
• How to reverse, slow, arrest the decline – lots of money; $25.2 M/yr to keep up with others; $65M/yr to be fully sustainable.
• Slides included with minutes.

Question: is the 1% pay increase worth the cost of work environment?
No answer

Question: how much extra cost is generated because of repeat issues like flooding?
Answer: no way to track that type data now;

Question: how do you rank how severe a request is for immediate repair?
Answer: dispatchers have a good feel for things because they have been at it for a long time and staff meets once a week to set priorities;

Comment from Councilors: Call 5100 and see what types of questions they ask for the issue you are calling about;
Comment from Mr. Fuligni: it is very helpful for the dispatchers to have more information;

Question: is there a light at the end of the tunnel or do we keep bandaiding?
Answer: We try to triage before they get to a big issue.

IT Ad-Hoc Committee (Amy Ward)
• Stacy Renfro took over the Chair while Amy gave the report

Sometimes when we are talking about initiatives a topic rises to the top as something that needs more discussion. Last year, the Executive Committee decided to form a temporary committee regarding IT issues to decide what the needs are and how we can communicate them to the right people to help further the process. After meeting as a committee and having a brief discussion with the interim CIO we were invited to a Strategic Planning meeting to help identify what and how IT Services are provided over the next five years. Some of the topics that rose to the top during our discussion were related to:
• Consistent support between IT Services, Departments and Colleges
• A standard place (possibly a website) to look for information on university resources, systems and services.
We look forward to an update from IT Services in October on these and other topics in an Administrative Report from Interim VP and CIO Kristen Constant.

4. Professional and Scientific Council Executive Committee Reports
President (Stacy Renfro)
Good afternoon everyone!

It’s been a great month – I have been filling my time by attending lots of meetings. I’ll share some updates with you today. I am pleased to say that overall these meetings have been extremely productive and our message about the importance of staff and involvement of staff in campus initiatives has been well received.

First up, I would like to update you on our meeting with the Provost. We discussed staff involvement in the upcoming Dean search in the College of Engineering, the formation of college level councils to represent professional and scientific employees, tuition and state appropriations for the upcoming year, among other topics. One exciting part of the discussion was a collaborative discussion on how we can empower Council and all Professional and Scientific employees to tell the ISU story more effectively. Amy is working with Provost Wickert to bring a presentation to an upcoming meeting and potentially share information with employees in the Council newsletter. Stay tuned.

Next, I wanted to update you on a concern I mentioned last month, regarding the role and input of the Iowa State University shared-governance bodies in the Workday project decision-making process. Peter Martin, the current Faculty Senate President, and I have been working with Interim VP Kristen Constant, leader of the Workday project, to discuss the shared-governance role in this project. Our first topic was working together to provide input on behalf of staff and faculty on the start date for benefits of employees as well as the communication structure for the WorkCyte project. It was a beneficial discussion. We have planned regular monthly meetings for the upcoming semester.

Next, I am pleased to share that, I attended my first IELT/Workday Supergroup meeting to represent Professional and Scientific employees. At my first meeting, I shared my thoughts on the IELT guiding principles as well as a few initial ideas and concerns. Our next meeting is scheduled for September 20, 2018. In the future, Amy and I hope to invite the IELT leadership to an upcoming Executive Committee. We are working with them to present at a future Council Meeting.

We had a full agenda for the meeting with the representatives from University Human Resources. We shared updates from Council and they spoke about the work of UHR over the summer.

Amy and I also had a productive meeting with President Wintersteen. We asked for a Letter of Support for Council, talked about the uncertainties affecting ISU staff, and the Council’s process for setting strategic initiatives. We look forward to an upcoming Campus Leaders’ Breakfast with President Wintersteen at the Knoll. Still to be scheduled.

Amy and I met with the Presidents and President-Elects from University of Iowa and University of Northern Iowa. We spent time in Iowa City with them and learning about their work. We have already started sharing information about supervisor training, current policies and key initiatives with both groups.
I would like to update you on the Campus Climate Workgroup led by Dr. Reg Stewart to the implementation plan. The conversation has narrowed in focus and I have decided to appoint Tera Lawson to that committee. I think Tera’s background and leadership on the Professional Development committee will align well with the work of this committee.

Lastly, as you all know, The Professional and Scientific Council requires key data points in order to make strategic decisions. Council previously obtained data of interest from the Human Capitol Annual Report, but The Human Capitol Report has not been released since 2015. In order to standardize the process in the current system, we would like to propose that a limited set of data be provided each year to the Council's Executive Committee on a routine basis, at least until the Human Capitol Report is resumed. I have spoken with UHR about this proposal and they agree that it would be beneficial to outline our requests for data and agree upon a standard delivery.

So, the Executive Committee has started drafting a list of possible data points. We propose that University Human Resources provide the data points referenced on this slide to the Professional and Scientific Council Executive Committee each year by August 15th. I would be happy to take comments or suggestions on additional data points we should collect. I plan on submitting this request to UHR on September 15th.

Question: Are the number of performance evaluations just based on what has been turned in? Answer: Yes

Secretary/Treasurer (Joy Stroud)
• No report

VP for University Community Relations (Kelly Friesleben)
• Will send speaking points to encourage new employees to become involved with the P&S Council

VP for University Planning and Budget (Barry McCroskey)
• No report

VP for Equity and Inclusion (Jacob Cummings)
• Jessica Bell presented the report for Jacob Cummings

Good afternoon. I had a productive meeting with Stacy about diversity and inclusion efforts within Council. Some of the things we discussed included the introduction of semi-regular highlights and introductory content for the Professional and Scientific newsletter, formally recognizing the good work of Professional and Scientific employees committed to Diversity and Inclusion across campus, and strengthening the relationship between Professional and Scientific employees and Faculty Staff Affinity groups, or FSAs.

It is my intention to draft some introductory materials about the offices within which I work – The Office of Equal Opportunity, under the Office for Diversity and Inclusion – for the newsletter. This information is to serve as a reference and/or guide should you find yourself in a situation involving components of diversity and inclusion in which you need guidance. In addition, there are a number of relevant messages that I can include in a regular contribution to the newsletter. However, if you have
something related to diversity and inclusion that you would like to share, please feel free to contact me so that we may collaborate on an effective message. I am always open to other ideas.

At the next FSA Council meeting, I will be seeking ways in which Council can partner with, or support, such groups. These groups include: The Black Faculty Staff Association (BFSA), Colegas, LGBTQA+, Asian American and Pacific Islanders Faculty and Staff Association, and the Jewish Faculty and Staff Association, among others. I will reiterate a message that I have often delivered to new employees: Even if you do not identify with a particular group you are always welcome. Even if you do not identify with a particular group you can help as a supporter or ally.

On August 28, I participated on the VPDI council as a representative of Professional and Scientific Council. The entire discussion was centered upon strategically addressing trends in the data from the recent Campus Climate Survey. The VPDI council broke into smaller teams to address specific scenarios that had been identified, and then were tasked with identifying the issue, the problem, and then brainstorming strategies to address the particular problem. The session was akin to recognizing a symptom and identifying the cause, then determining how best to manage the cause. This will be a long, ongoing process because many problems identified were large in scope. There is no easy path toward addressing these matters. But the work has begun in earnest.

If anyone has questions or concerns please contact me directly at ejacob@iastate.edu, 294-7143, or feel free to drop by at 3410 Beardshear

5. Professional and Scientific Council Committee Reports
Awards (Sarah Morris-Benavides)
The Awards Committee is continuing to work on an effort to broaden the scope of the #highlightingISUstaff campaign and taking a look at college level awards to look for opportunities for standardization. We would like to encourage you as you use social media to use the #highlightingISUstaff to recognize what you and your fellow P&S employees are doing around the state. The University Awards ceremony and reception will be held on Friday, September 14, 2018, at 3pm in the Great Hall of the Memorial Union. Several P&S employees will be receiving awards for their accomplishments in teaching, research, service, student advising, leadership and outreach. This is a free event so please attend to congratulate your colleagues.

Communications (Brittney Rutherford)
• No report

Compensation & Benefits (Ryan Drollette)
• University Benefits Committee – Barb Wollan sits on that committee

Peer Advocacy (Katie Thorson)
• Peer Advocacy is received amendments to the P&S Council Staff Resource Guide. The committee will make many of the suggested changes and republish on the P&S Council website.
• Peer Advocacy met with Stephanie Downs, ISU Wellbeing Coordinator to discuss potential collaborations.
• Next week, the Peer Advocacy committee, Policies & Procedures committee, and Council Presidents will meet with Deanna Clingan-Fischer from the Ombuds Office to discuss her annual report.
Policies and Procedures (Sara Parris)
• There was no PLAC meeting;
• The committee is currently working on supervising training and annual appraisals; researching best practices, etc.

Professional Development (Tera Lawson)
The Professional Development Committee is working to put together the 2018-2019 Professional and Scientific Council Seminar Series!

We would love to hear from YOU!!! What do you want to hear about? Who has given a presentation that you think your fellow employees would benefit from hearing?

Email us at pandas-pd@iastate.edu 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. AND our Council Seminar Series does reach a lot of our fellow ISU Employees!!!

As promised during the last council meeting I’ve brought you both data and charts. On the charts, the asterisk denotes that I did not transition that recording to Learn@ISU when we made the move to Learn@ISU last November OR the session was not recorded.

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 Call for Proposals for the 2019 Professional and Scientific Council Professional Development Conference is Now OPEN!!!

We are seeking both presenters and recommendations for presenters for the conference, which will be held on February 26th. Presenters, or those who are recommending a presenter, will need to complete the online form BY OCTOBER 5th for consideration. The Conference Sub-Committee will review all submissions and will announce final selections by November 1st.

The link to submit to the call was included in the September Council Newsletter, will be included in the September Council Meeting Update, AND is available via the Professional Development Conference Page on our Council Website!!!

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 submit those proposals and recommendations for presenters!

• Slides included with minutes.

  Question: can we still submit ideas for the conference even if we don’t know who might be able to present?
  Answer: yes

  Question: is there a theme for the conference?
  Answer: Cultivate your adventure – the team still working on a tag line
Comment: Thanks for the data and for the recordings

**Representation (Matt Laurich)**

- We currently have three vacant seats on council. We are hoping to have nominations for the Council by the next meeting;
- We have been working on filling some vacancies on university committees...
  - Sarah Morris-Benavides and Chris Johnson will serve on the Professional & Scientific Reclassification Appeal Committee
  - Jessica Bell will serve on the Listening Sessions and Process Improvement Committee
  - Tera Lawson will serve on the Campus Climate Survey Workgroup – P&S and Merit Employees

- We have an opening for a council member on the 4.4 Strategic Plan Sub-Committee. If you are interested in further details please contact any member of the Representation Committee.
- Please take a quick minute to look at the Professional & Scientific Council website (https://www.pscouncil.iastate.edu/). If you do not have a head shot on that page, please send one to the Representation Committee so folks have a face to put with your name.

**6. Unfinished Business and General Orders**

**Motion to Endorse the 2018-2019 Strategic Initiatives of Professional and Scientific Council**

Second read

- Change motion – Tera Lawson made a motion to remove “for consideration” from “It is moved”; Jessica Bell seconded the motion; the motion was put to a vote; the motion passed;
- Change motion – Tera Lawson made a motion to reference the “Distribution” list titles consistently; Jessica Bell seconded the motion; the motion was put to a vote; the motion passes;
- Amy Ward made a motion to close motions; the motion was seconded; the motion passed.

**7. New Business**

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

Joy Stroud – Thanked the Council for how involved and hard-working they are for P&S employees;
Brenda Behling – please attend President Wintersteen’s inauguration on September 21st – it will also be live-streamed

**9. Announcements**

**Announcements from Councilors**

- Jeff Hartwig – CALS P&S Council currently has 27 members; they are hosting a Dairy Science ice cream meet and greet; administration is encouraging a mentoring program; they have been invited to be part of the interview process for the new CALS Dean;
- Tera – the November Professional and Scientific Council Seminar Series Event is titled Getting a Mentor, Being a Mentor and will be presented by Taren Crow; please visit the following website for more information: https://www.pscouncil.iastate.edu/activities/coursework;
- Kelly – She can send out personal cards to P&S staff who receive awards, etc. – congratulations on behalf of council;
- Matt – all Iowa t-shirts are $5 tomorrow;
- Tera – If you get a chance to check it out, there was a great article in the Iowa State Daily this week that featured Cardinal Women, a Women’s Personal and Professional Leadership Development
Program, that was co-founded and is being co-lead by two Professional and Scientific Employees: Denise Williams-Klotz and Tera Lawson.

**Executive Committee Meeting:** September 20, 9:30-11:30 AM, 107 Lab of Mechanics

**General Council Meeting:** October 4, 2:10-4:00, Memorial Union Gallery Room

**Reminder:** November Council meeting is Wednesday, October 31, 2:10 – 4:00, Memorial Union Gallery Room

**Adjournment:** 3:44 p.m.