

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, January 3, 2019 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	S	Chris Myers	X
Janice Crow	X	John Odenweller	X
Ryan Drollette	X	Sara Parris	X
Jason Follett	X	Don Paulsen	A
Kelly Friesleben	X	Amanda Rasmusson	A
Robyn Goldy	S	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	X	Joy Stroud	X
Kara Keeran	S	Katie Thorson	X
Jacob Larsen	X	Trevor Warzecha	S
Matt Laurich	X	Amy Ward	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: Robin McNeely for Mindy Cooper; Eduardo Boro for Robyn Goldy; Amy Delashmutt for Kara Keeran; Susan Lammers for Trevor Warzecha

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

After deleting 'Nominations to fill Council Vacancies' under New Business, the agenda was approved as revised.

2. Approval of the Minutes

The minutes of the December 6, 2018 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

Brenda Behling

- Factors that affect Comp and Benefits: four budget priorities:
 1. Faculty/staff retention is at the top;
 2. Faculty/staff recruitment and lower ratio;
 3. Building maintenance and capacity;
 4. Need-based financial aid
- Price tag for FY20 is 32.5 Million which will be covered by State appropriations, tuition increases, and private funding;
- We will need to raise tuition by 3% each of the next five years – 5% if we don't receive our state appropriations;
- Enrollment is decreasing due to international student enrollment, graduate enrollment and smaller new classes coming in;
- Performance appraisal motion – the Provost's office is in support; thanks for our efforts on the proposal;
- Daniel Robison, the new Dean for the College of Ag and Life Sciences will start January 29th.

Interim Vice President and CIO (Kristen Constant)

WorkCyte/ISD unified milestones

- Having a little difficulty with custom reports;
- November-December 2018 Work plan;
- Working on role-mapping;
- Identifying challenges and still working on these;

Mike Lohrbach

- Multifactor Authentication (MFA); this will go into effect by March 1, 2019 for all ISU employees;
- IT is willing come out to the departments and help folks with this security function;
- You will need to enroll as many devices as you have and use.

Question: Can you trust this authentication process? Employees are receiving about 10 texts a day to authenticate;

Answer: That is an issue; please call the help desk they will help: 4-4000;

If necessary, the IT staff can help individuals turn off multi-factor for a day = phone call to the help desk;

Question: What happens after March 2nd?

Answer: Employees will automatically be prompted to go through the MFA.

Interim Vice President for University Human Resources (Kristi Darr) and Interim Senior Vice President for University Services and Interim Chief Financial Officer (Pam Cain)

- ISD Updates – sharing the message of the Job Showcase to be held on January 8th; every 20 minutes there will be presentations for both the UHR and Finance specialist positions – what it will look like to work in teams;
- Interest survey will go out on Wednesday morning – January 9th and closes at 5PM on Friday January 18th

Question: What is the purpose of employees showing their ids at the showcase?

Answer: Helps with communication and interest identification.

Question: How do I get my supervisor to go? They say they do not have time.

Answer: Asking in the right way; have HR liaisons help encourage them if possible.

Question: How will the university in general know when the # of individuals are determined?

Answer: They are looking at these qualitatively now. For Finance they are looking at right around 125 folks; conversations have been taking place; Kristy Darr estimates about 55 individuals for UHR and should know about 5PM tomorrow.

Question: How are the faculty going to be encouraged to be part of this?

Answer: The Faculty Senate is in hibernation right now, but efforts are being made for communications sent out through the department Deans.

Comment: There does not seem to be anything being done to talk with the others affected;

Answer: These conversations are taking place differently across campus – transition teams will help with this also.

University Human Resources Benefits Director (Ed Holland) and Systems Analyst (Jason McLatchie)

- Current Exit Survey Process (see attached presentation slides);
- Workgroup Recommendations;
- Kicking this off this month - sooner than the implementation of WorkDay;
- New Exit Survey Benefits.

Question: Is there a goal in mind for what you hope to receive with regard to a response rate?

Answer: They are surprised with how much they get back now; 30% is decent – they are looking for actionable data.

Question: How is the current data being used and will it change in the future?

Answer: The data has not provided very useful information in the past; this survey is modernizing the information; they are currently not doing a lot with information receive beforehand.

Question: Will supervisors be getting information after an employee completes the exit survey?

Answer: The information is purposefully confidential; information used by UHR will allow them to see trends and actionable items that they can address in the future.

Question: Will a survey be sent to folks changing jobs on campus?

Answer: It is not our intent to do that now.

Question & Comment: How soon are you reaching the individuals leaving and how quickly are they processed through the department; will this Exit Survey process be included in WorkDay?

Answer: This is part of the offboarding business process, so the person will still be here when the survey is sent to them; it will be integrated into WorkDay.

Question: Will the relevant data collected be shared in an annual report?

Answer: We have struggled with this because of the nature of the information the individuals share; the goal is to provide a summary of information with UHR directionals and initiatives. Relevant data of a non-confidential nature will be included in an annual report.

Question: What types of data points will be presented?

Answer: There are seven or eight different groupings of questions, then more specific ones – these can include demographics to see if there were trends that need to be addressed.

Question: Can the survey be shared via Jason McLatchie to the Professional and Scientific members?

Answer: Yes – in a hard copy version.

Faculty Senate (Peter Martin)

Most of the faculty are not back yet until classes start;

There are workgroups focusing on campus climate; they have developed an action plan and report outlining five priorities for the next years:

1. Creating and Promoting the *Cy for Civility* Culture Shaping Campaign
2. Developing Campus Wide Policies, Guidelines and Practices Against Bullying
3. Increasing Access to High-Quality Child Care
4. Enhancing Departmental Interactions Among Colleagues
5. Becoming Inclusive: The Equity, Diversity, and Inclusion Initiative

4. Professional and Scientific Council Executive Committee Reports

President (Stacy Renfro)

Good afternoon everyone and happy New Year! Welcome back! I hope everyone had the chance to get away a bit during break, take a breather, and get yourselves ready for a healthy and productive 2019! Following up on my report from last month, I would like to give you an update about Council's involvement in ISD

- Continued participation in Super Group Meetings
- Asking questions and holding discussions at Campus Leader's Lunch
- Meeting with candidates for VP positions
- Reviewing position descriptions for finance role's

A reminder that we will start getting meetings of representation groups organized with the Deans and VP's of the areas you represent. We are not able to get to all of these meetings in a year. Kelly will be coordinating the effort.

As all of you know, and as I am sure Matt will report briefly, nominations will open next month for the President-Elect position of the Professional and Scientific Council. Therefore, to close out my report, I thought I would briefly talk about my experience in the president-elect, and president positions of Council. I am happy to share my perspectives with anyone who might be interested in the position.

Secretary/Treasurer (Joy Stroud)

No report

VP for University Community Relations (Kelly Friesleben)

No report

VP for University Planning and Budget (Barry McCroskey)

ISU Budget Overview (see attached slides)

The ISU budget is split in two; the General Fund and the Restricted Fund. The General Fund is the academic core of the university. It is the colleges, the academic departments, it is where the faculty live and operate as well as many P&S staff. It is where the students are.

The revenue side of the General Fund consists of

- a. **Tuition.** We all know what tuition is, we have all paid it, many of us are still paying it. It's far and away the biggest revenue source for the General Fund,
- b. **Indirect cost recovery.** For those not familiar with the grant world IDC is a surcharge the university assess on grant accounts. It represents the cost of the various support functions for grants (OSPA, SPA, IT, Accounting, Procurement). All universities charge it, all universities calculate their own, subject to audit by OMB. It ranges for 0% to 52% with several gradations in between. For those with incentive accounts, that money comes from IDC.
- c. **Administrative overhead charges.** Essentially the same thing as IDC only on non-grant accounts. Again, it funds assorted support functions on campus.
- d. **Directed Federal Appropriation.** For the most part this goes to Extension and the Ag Experiment Stations.
- e. **Investment and Misc. Income.** Self-explanatory.
- f. **Directed and General State Appropriations.** This is where all the angst comes in. These are the accounts that the BoR, the Governor, and the Legislature spend so much time wrestling with. In the event of a budget reversion, it comes out of these accounts.

Some highlights. The 60/30 split on tuition versus state appropriations. Twenty years ago these percentages were reversed. About ten years ago they were equal and ever since then the gap has been widening. As we become more dependent on tuition revenue, enrollment numbers assume greater importance. Enrollment has always been important but it is more so now than ever. So when you are walking on campus grumbling about all these students taking up space in the coffee shops and stealing your parking space, keep in mind we need them. A 5% drop in enrollment is only 1,750 students. But it is also \$23,000,000 drop in revenue. We would feel that. For the grant accountants in the audience that cringe every time you see IDC on the statements, it is not an insignificant sum.

The expense side. Not surprisingly, the biggest expense is people. Us. Note this is not all the payroll expense on campus; you will note the merit number is quite low and I will get to the reason for that in a moment. Second largest single expense, commendably, is student financial aid. The various other

expense categories are simply the stuff we buy and the things we do to make this place work and are self-explanatory.

One note to make on the General Fund side, almost all of this money is fiscal year based. It comes in one fiscal year and is spent in that same year. Very little of this rolls over from one year to the next. Use or lose in accounting jargon.

On to the restricted funds side. Please note I deliberately left out a lot of numbers. I want to highlight some of the larger areas and not overwhelm and clutter up the presentation. Also note the Restricted Fund side tends to be more fluid and diverse than the General Fund.

The Restricted Fund side breaks down into four main groups:

1. **Auxiliary Enterprises.** These are large revenue generating centers, essentially a business. For the most part they are completely self-supporting and receive no funds from the General Fund side. Examples include the Department of Residence (\$108,700,000), the Department of Athletics (\$84,000,000) and Utility Services (\$40,000,000). Also included here is Parking Division, Bookstore, and a few others
2. **Fee-for-Service Units.** These are similar to Auxiliary Enterprises in that they are revenue generating. They differ in two ways; one they are usually quite a bit smaller, and (2) they still receive a degree of support from the General Fund side. They are not quite big enough or profitable enough to stand on their own. Examples here are the Lloyd Veterinary Teaching Hospital and all the associated service labs at CVM, Transportation Services, Printing Services, various units in FP &M that charge for their services.

One thing to keep in mind with both Auxiliary Enterprises and Fee-for-Service units is they can roll money over from one fiscal year to the next. That is not to say they do it every year, some spend everything they get. But they do have the ability to save money. Also keep in mind this is where many of the merit staff work, hence the salary low expense on the General Fund.

3. **Third area, Gifts, Contracts and Grants.** Largely self-explanatory. Many of us work on grants. ISU has been successful in the area over the years; last year was about \$500,000,000 in sponsored funding. Note that grants are not tied to the ISU fiscal year. Beginning and end dates are all across the calendar, indeed most grants will straddle two fiscal years, and sometimes more.
4. **Other.** The biggest units here are Ames Lab at \$58,000,000 and capital projects, which can vary widely from year to year.

Overall the Restricted Fund side is estimated at \$773,000,000. Slightly larger than the General Fund. Added together ISU is a **\$1.5 billion dollar institution.**

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

No report

Communications (Brittney Rutherford)

No report

Compensation & Benefits (Ryan Drollette)

The changes to benefits that were reported on at the December P&S Council meeting were published in Inside Iowa State on December 20.

Peer Advocacy (Katie Thorson)

- The committee is putting finishing touches on our interest/affinity group survey. We intend to publish it in the P&S Council newsletter and elsewhere in February.
- In an attempt to strengthen our understanding of university policies, last month, the committee met with UHR Employee & Labor Relations staff member, Andrea Little. Andrea reviewed the P&S employee grievance management policy and procedures.
- Later this month, a couple members of the committee will meet again with Andrea Little as well as Ombuds officer, Deanna Clingan-Fischer to further discuss and review the procedures around P&S employee dispute resolution.

Policies and Procedures (Sara Parris)

We have developed a sheet that lists various professional development opportunities our committee recommends for new supervisors. These include the Professional & Scientific Council Professional Development Conference, 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, and the "To Cause Thought" Leadership blog. We discussed 'next steps' in lieu of all the changes occurring on campus with WorkDay and ISD.

Professional Development (Tera Lawson)

The Professional Development Committee would like to invite you to attend our January Council Seminar Series Event "**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 8th from 2-3 PM in the **Cardinal** Room of the Memorial Union (PLEASE NOTE THE ROOM CHANGE). 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.

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.

Our December Council Seminar Series Event titled "Empowering Resiliency During Challenging Times" and presented by Krisdeena Jansen and Stephanie Downs from University Human Resources HAS NOW BEEN POSTED in Learn@ISU.

The PD Committee is currently working on getting a transcription of this Seminar Series Event so that can be included with the video to increase the accessibility of this professional development resource.

It has been a little bit more of a "process" than we expected, but this is our first attempt and we hope to be able to include transcriptions for all of the recordings from this point on.

There are currently 37 Council Seminar Series Events available in Learn@ISU.

Please remember that 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!!!

Registration for our 7th Annual Professional and Scientific Council Professional Development Conference is open! Professional and Scientific Council Professional Development Conference Sub-Committee would like to encourage you to take advantage of Early Registration, which is \$100 and is open NOW through January 28th

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! ☺

Regular Registration is \$120 and will be open January 29th through February 12th.

Please take advantage of the Early Registration Rate and commit to a full day dedicated YOUR personal and professional development!

Question: difference between Lunch A and Lunch B at the Professional and Scientific Council Professional Development Conference?

Answer: Yes, they are different; the committee looked at last year's attendance and developed a different strategy; so there will be two lunches to alleviate lines, to provide more opportunities to get professional headshots taken, participate in trivia and network.

Representation (Matt Laurich)

Elections for next year will happen over the next few months. 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 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.

UHR P&S Classification and Compensation Extended Projects Team (Tera Lawson)

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

The project is continuing to move forward!

The Extended Project team met in Early December to discuss the first pass of titling guidelines that were provided by AON, the consultant hired for the project. The team provided feedback that has been shared with AON and we look forward to reviewing the second pass of the titling guidelines.

The Extended Project team has also begun looking at and thinking about policies and guidelines including potential policy updates, policy changes, etc.

This was the first meeting of the Extended Project team, following the several Job Leveling Guidelines meetings that were held this summer. AON and Classification and Compensation continue to work on finalizing the Job Leveling Guidelines based on the recommendations from the Extended Projects Team.

As a reminder, the Job Leveling Guidelines will provide a methodology for determining the level of jobs using consistent criteria. The levels are categorized by two things:

- 1) the type of work being performed
- 2) AND the level of work being performed

The Titling Guidelines will provide consistent titles based upon the levels assigned to jobs.

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.

Please be sure to send me any policies or guidelines you come across that contain P-Level Requirements so that we can make sure that they are addressed. Examples of those we have found thus far include:

- Principle Investigator Eligibility Guidelines
- Emerging Leaders Academy Guidelines
- Publication Subvention Grants
- Margaret B. Barry Cancer Research Award
- Eligibility to be buried in the University Cemetery

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.

The Extended Projects Team will also be looking for up to five people for the Classification and Compensation Review Advisory Team. The Advisory Team's primary focus will be on communications and we will be in touch with the Council Representation Committee with additional details soon. If you are interested in this advisory team please keep your eyes and ears open for additional information.

Campus Climate Implementation Team - Merit and P & S Staff Experience (Tera Lawson)

I am also serving as your representative on the Campus Climate Implementation Team for Merit and P&S Staff Experience and as such I wanted to provide you with a brief update on our work thus far.

We met for the first time in early August and determined that in addition to the Campus Climate Survey Data, there was already **A LOT** of data out there regarding the needs of P&S and Merit Staff. We began our work this Fall by not only looking at the Campus Climate Survey data, but at the data and information included in:

- the annual reports from the Ombuds Office from 2008 through 2018,
- the 2002 and 2014 Status of Women Reports,
- the 1996 through 2018 Professional and Scientific Council Strategic Initiatives, and
- the 2016 through 2018 Professional and Scientific Council Professional Development Conference Survey Responses.

After reviewing all of this information, the team decided that the need for university-sponsored leadership development, professional development, and consistent education at all levels of employment for Merit and P&S Employees has been well documented and that the best use of our time this Fall would be to focus on developing a concept and content to support the concept.

This Spring the Implementation Team for Merit and P&S Staff Experience has scheduled meetings twice a month and are looking forward to finalizing our concept so that we can begin meeting with groups,

including both the Professional and Scientific Council Executive Committee AND the Professional and Scientific Council Professional Development Committee, to solicit feedback on our concept, content, and whether or not they meet the needs of the intended audiences.

Question: Is the report sent to President Wintersteen able to be shared?

Answer: It should be on the website; if not, we will check into it.

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

No open discussion

Motion proposed

Motion seconded

Motion voted on and passed

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

Open discussion

Motion to change line 15 of support document

Motion seconded

Change to motion voted on and passed

Motion proposed

Motion seconded

Motion voted on and passed

Motion to extend meeting time

Motion proposed

Motion seconded

Motion voted on and passed

Nominations for Vice President for Equity and Inclusion

Led by Matt Laurich from the Representation Committee

There were two nominations: Don Paulson and Lindsey Moeller

Don Paulson – could not be here but Stacy spoke on his behalf

Lindsey Moeller gave a short interest speech

Ballot vote – Lindsay Moeller is the winner

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

Kelly Friesleben is now Associate Registrar

The HUB is opening on Friday – open house on Thursday afternoon

Inside Iowa State article re: Katie Rice; her funeral is at 11am tomorrow at Bethesda Lutheran Church in Ames

Executive Committee Meeting: January 17, 9:30-11:30 AM, 107 Lab of Mechanics

General Council Meeting: February 7, 2:10 – 4:00, Memorial Union Pioneer Room

Professional and Scientific Council Seminar Series Event: Motivational Interviewing to Evoke Behavioral Change, Martha Stewart, January 8, 2:00-3:00 p.m., Memorial Union Cardinal Room

Adjournment: 4:03 PM

DRAFT