

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, February 7, 2019 Agenda | 2:10 - 4:00 PM | Pioneer Room, Memorial Union

2018-2019 Officers:

President: Stacy Renfro

Secretary/Treasurer: Joy Stroud

Vice President UCR: Kelly Friesleben

Vice President E&I: Lindsay Moeller

President-Elect: Amy Ward

Past-President: Jessica Bell

Vice-President UPB: Barry McCroskey

Attending:

Suzanne Ankerstjerne	X	Tera Lawson	X
Tim Ashley	X	Lloyd	A
Jordan Bates	X	Barry McCroskey	X
Jessica Bell	X	Jason McLatchie	X
Ben Boecker	A	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	A	John Odenweller	X
Ryan Drollette	A	Sara Parris	X
Jason Follett	S	Don Paulsen	X
Kelly Friesleben	X	Natalie Reich	X
Robyn Goldy	X	Stacy Renfro	S
Whitney Grote	X	Brittney Rutherford	X
Jeff Hartwig	X	Casey Smith	A
John Hascall	S	Shankar Srinivasan	A
Lesya Hassall	X	Joy Stroud	X
Chris Johnsen	X	Katie Thorson	X
Kara Keeran	X	Trevor Warzecha	X
Jacob Larsen	X	Amy Ward	X
Matt Laurich	X	Barb Wollan	S

X = Present, A = Absent, S= Substitute

Call to Order & Seating of Substitutes (Amy Ward)

Meeting called to order at 2:11 PM

Substitutes: Claus Niesen for John Hascall; Deanna Sargent for Jason Follett; Robin McNeely for Barb Wollan; Jessica Bell for Stacy Renfro

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

The agenda of the February 6, 2019 Regular Council Meeting was approved as submitted.

2. Approval of the Minutes

The minutes of the January 3, 2019 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Interim Vice President and CIO (Kristen Constant)

- Training and testing: payroll parallel testing was very successful;
- Campus outreach and training – moving into enablement: workshops and training are based on roles; about 10,000 employees needing training;

WorkCyte Update - Huron Consulting Group (Pat Jones)

- ISD decisions are impacting training mapping;
- Service delivery personnel will need in-depth training;
- Some folks will be utilizing training online; using Articulate 360 package – this will simulate actually how WorkDay works; will still be available after Go Live for refreshing; these will be listed in Learn@ISU so we will need to be going in and signing up; there will be job aids on the website for review; also utilize User Labs around campus – there will be staff there to answer questions and clarify; looking at class resources to schedule these; training will start at the beginning of April to the end of June; there will be pilot testing scenarios; registration will open up at the end of April; there will be post Go Live support; 52 courses being offered – based on what job responsibilities are – these will be self-paced;
- Fifty-five more Workshops scheduled before training and Go Live.

Question: Will there be one on one phone support?

Answer: Not during training, but after Go Live.

Question: Will there be training for Extension?

Answer: Still working on it.

Question: Managers who designate a delegate; will they be on the same manager training track?

Answer: We will need to look at that; the process is very fluid right now.

Senior Vice President & Provost (Jonathan Wickert)

- Iowa Legislature News

Interim Vice President for University Human Resources (Andrea Little)

- Duane Hepler started on Monday;
- Exit survey for Professional & Scientific employees – currently is monitored on a monthly basis; they use discretion with follow-up investigations;
- Looking forward to the updated process; it will be much more robust.

Question: What is the timeframe for starting this?

Answer: Not sure; but will follow up.

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

- Introduction of Heather Paris

Heather Paris

- Focus has been on staffing for Finance Specialists;
- Great response to the staff surveys; currently doing phone screens with UHR assistance;
- 385 Finance Positions interest – 319 still under consideration – 125 positions available for Finance;
- Next week we will be able to share university-wide next week where the positions will be located in the service team structure;
- Three Finance Managers have been hired: Kyle Briese will oversee Dogwood, Magnolia, and Redwood; Karen Cline will oversee Aspen, Hickory, Juniper, and Sycamore; Jenni Winter will oversee Birch, Spruce, and Pine;
- Moving forward with hiring the other positions – working to make offers next week;

Question: What accommodations will be made for these folks who need to train for ISD positions and still do their current job?

Answer: Online training – working closely with the supervisors for sensitivity to how they balance that; will be giving them a training plan right away.

Question: What was Provost Wickert referring to with Parking?

Answer (by Pam Cain): A proposal has gone to the Board of Regents for parking increases – 2.7% increase, highest % increase is for vendors at 5%.

Assistant Vice President for Diversity and Inclusion and Equal Opportunity (Margo Foreman)

- 2019 AAU Sexual Assault Survey; launching communication in February – all students will receive the link to the survey – not a requirement to take it; there will be some incentives for students to complete it;
- What can you do to help? Encourage students to take the survey;
- There may be triggers that occur for a student completing the survey – have them access the Sexual Misconduct website or OEO for website for aids;
- What do we hope to obtain from this survey? Is GreenDot working, comparison with 2015 survey; drive practice and policy; comparison with other universities.

Faculty Senate (Peter Martin)

- Bullying Behavior policy;
- Anti-Bullying Resolution – more detail on the faculty senate website;
- Modification of Action Plan Mediation – Addressed Problems; this is in the faculty handbook; they addressed timelines concerning the Mediation and Action plan so it does not go on and on and not get addressed in a timely manner;
- Issue regarding proposed legislation regarding tenure – faculty feel very strong about this; this is not about job security – it is more about academic freedom, freedom of expression.

Question: Term faculty – changing governance documents – hearing things from P&S Council rank only appointments that can be affected;

Answer: We have been talking about this and we need to be clear what this change means for those P&S employees who teach.

Suggestion: Would the Faculty/Senate consider using the word 'employees' instead of 'faculty' in their bullying proposal?

Answer: We would like to have some formal endorsement from the P&S council since he speaks on behalf of faculty and not speak for P&S employees.

4. Professional and Scientific Council Executive Committee Reports

President (Jessica Bell for Stacy Renfro)

- We held meetings this month with Interim VP Kristi Darr to talk through the next steps in the Improved Service Delivery Project. She shared information and answered our questions for us. Later in the month we met with a larger group from University Human Resources and talked through upcoming policy changes as a result of the transition to workday, Improved Service Delivery and the Classification and Compensation Review. During this meeting, we reviewed Professional and Scientific Council procedures and the best way for us to stay involved moving forward. Sara Parris and the Policies and Procedures Committee will be working diligently on proposed policy revisions. Tera Lawson will also be deeply involved as our liaison to the Classification and Compensation Extended Projects Team.
- The ISD Supergroup meeting this month mainly included an update on the progress of transition teams and how survey data is being used and followed up on. I will continue to bring forward constituent concerns and feedback in this forum so please reach out when you hear from your colleagues.
- Later this week, we have a Campus Leader's Luncheon at the Knoll with President Wintersteen and members of the leadership team. The Council Executive Committee submitted three questions this month related to:
 1. The ISU budget and salary increases
 2. Workplace Bullying
 3. Improved Service Delivery
- This month Amy and I have been focused on a number of Council initiatives. We met with Kelly, the VP of University Community Relations, to review notes from meetings with Deans and department heads from last year and strategize about the upcoming year. We will be engaging each of you in your representation area groups to meet and share a consistent message with unit leadership about the impacts of all the changes P&S Employees are facing, how the college engages employees within the college, and how employees are recognized – even in times with strict budgets. There are unique challenges that each college and its employees face, but our goal is to open up communication between you P&S Employee representatives, and the unit leadership. My hope is that these meetings continue, and we start having them across the other divisions of the University.
- This month I also met with Lindsay Moeller, our new VP of Equity and Inclusion to brief her on the position and talk about her role on the Professional and Scientific Council Executive Committee. I am looking forward to her contributions in the upcoming months.
- Finally, I'm excited about our upcoming elections. Not only for our potential new councilors, but for our internal positions. Don't forget we are taking nominations as a part of the unfinished business, so there is still time to consider becoming even more involved.

Thank you and I look forward to see you all at the upcoming Professional Development Conference.

Secretary/Treasurer (Joy Stroud)

- Since there are a few new councilors, just a reminder to please sign in, pick up your placard and leave it on the table in front of you. I will come around and collect them when the session is over. This will help me keep accurate attendance records;
- This is not a HAVE TO, but it is very helpful . . . if you will not be attending a council meeting and have a substitute, please send me a quick email with the substitute's name before the meeting;
- Budget – five months to go; we are being fiscally responsible; January Year-To-Date Budget Report (see attached).

VP for University Community Relations (Kelly Friesleben)

- Thank you to everyone that attended the first Fall end of semester celebration in December. Approximately 80 people attended. Information for the May P&S Council Meet & Greet will be presented next month.

VP for University Planning and Budget (Barry McCroskey)

- Student/Staff Ratios (see attached)

Question: Have you compared this data to the other institutions?

Answer: That is a good idea.

VP for Equity and Inclusion (Lindsay Moeller)

Activities in January 2019

- Attended FSA Council meeting on February 5, 2019 and met the Council members;
- January 29, 2019 VPMI Council meeting was canceled due to the University closure;
- List of equity and inclusion-related events from OEO newsletter sent Feb. 4, 2019 – most events are free and open to all;
- Black History Month events list from Iowa State News Service article Feb. 1, 2019 – most events are free and open to the public unless otherwise noted in the article;
- ISCORE (Thomas L. Hill Iowa State Conference on Race and Ethnicity) on March 1, 2019 is free for the Iowa State University community and the Pre-Conference on February 27 is exclusively for faculty and staff. This event offers many opportunities to learn about issues of race and ethnicity in a higher education environment and get tools for creating a more welcoming and inclusive Iowa State;
- NAACP Freedom Fund Banquet on February 28 – Registration is \$75;
- Congratulations to the Women Impacting ISU honorees. A recognition ceremony was held on January 16, 2019. Five staff members were among those honored in 2019. Staff chosen for the calendar are: Laura Bestler, Program Coordinator II at the Center for Excellence in Learning and Teaching; Carmen Flagge, Multicultural Liaison Officer and Coordinator of Diversity Programs for the College of Human Sciences; Linda Marticke, Intramurals Coordinator for the Department of Recreation Services; Michelle Roling, Counselor and Eating Disorder Services Coordinator for Student Counseling Services; and Denise Williams-Klotz, Assistant Director of the Office of Multicultural Student Affairs;
- Faculty Staff Associations are supported by the Office of Diversity and Inclusion. Faculty and Staff Associations (FSAs) provide Iowa State's faculty and staff with opportunities for connection and cultivation of relationships for underrepresented populations and allies;
- BFSAs celebrating Black History Month for the month of February;
- Story time each Saturday at the Ames Public Library from 10:30-11:00am.

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- CYtation, Woodin CYtation, and CYtation Team Awardees have been determined, notifications have been sent, and we are planning for our Awards Breakfast and Ceremony on March 28th at 7:30am-9am;
- I would also like to report that we are continuing to receive submissions for Highlighting ISU Staff in the council newsletter and we really appreciate seeing the great things P&S employees are doing for ISU.

Communications (Brittney Rutherford)

- The new website is in the works. We're rebuilding the historical documents such as meeting minutes, docket items, etc. as well as cleaning up the rest of the text and navigation. We're looking to launch in early March between the conference and elections. For social media, we've been more systemic with that over the past few months and it seems to be working a bit better than the past. Our focus has been Facebook and we'll move on to other platforms soon as well. If you have a social media idea, please reach out to us!

Compensation & Benefits (Ryan Drollette)

- No Report

Peer Advocacy (Katie Thorson)

- Peer Advocacy encouraged councilors and their constituents to take the Affinity Group Survey available through Adventure2 or [this link](#).

Question: Where is the link to the affinity group update?

Answer: In the P&S Council newsletter and Adventure2.

Policies and Procedures (Sara Parris)

- Have distributed our Leadership Training Resources document to various campus partners for distribution, will highlight in an upcoming newsletter and continue to raise awareness. Remember that there are many useful (and free) courses available to you through Learn@ISU and sessions are updated regularly;
- PLAC has provided us with several policy changes to review, with more anticipated in the coming months. The Policies and Procedures Committee has so far found that the changes that have been proposed are technical edits made to align the language with Workday terms. Any substantive changes will be shared with this group after the committee has had a chance to process the changes. We are also looking at changing when our committee meets to better accommodate the PLAC process. The committee is planning on meeting with Emma Houghton in the near future to discuss HR policy changes in detail.

Professional Development (Tera Lawson)

- Our January Council Seminar Series Event "**Motivational Interviewing to Evoke Behavioral Change**" was presented by Martha Stewart from the Child Welfare Research and Training Project in HDFS has now been posted in Learn@ISU bringing our total to 38 Council Seminar Series Events available for viewing in Learn@ISU;
- The Professional Development Committee is working to finalize our March Council Seminar Series Event, but already have the April, May, and June ones set. We are hoping to have the March

Council Seminar Series Event set in the next week. As soon as we have the March event set we will get them all posted on the Seminar Series Page of the Council Website.

I also have a report from the Professional and Scientific Council Professional Development Conference Sub-Committee.

- Registration for our 7th Annual Professional and Scientific Council Professional Development Conference is still open! Registration is \$120 and will be open through February 12th;
- We have just under 400 people currently registered for the conference and registration will be capped once we reach the capacity for Benton Auditorium, which is 450.
- As a reminder we have two awesome keynote speakers, 14 concurrent sessions, a hot buffet lunch, and an entire day devoted to Cultivating Your Adventure and Planting the Seeds for Success!
- We look forward to engaging in a full day dedicated to the personal and professional development of Iowa State University Professional and Scientific Employees!

Representation (Matt Laurich)

- Continue to work on councilor elections for next year which will take place over the next few months. Coming up in the meeting today, during Unfinished Business, we will request nominations for open Professional and Scientific Executive Council Officer positions.

6. Unfinished Business and General Orders

Nomination of Officers:

President-Elect – No current nominations

VP University Planning & Budget – Barry McCrosky

VP University Community Relations – Kelly Friesleben

VP for Equity and Inclusion – Lindsay Moeller

Secretary/Treasurer – Joy Stroud

7. New Business

Nominations to fill Council vacancies – Jessica Bell

We are nominating two individuals to replace Amanda Rasmusson and Jake Cummings

Jamie Sass for Amanda Rasmusson– Academic Affairs

Chris Morgan for Jake Cummings – President’s Office

A vote was held to accept the nomination and placement of Jamie Sass for Council representation for Academic Affairs. Majority voted to accept Jamie as Academic Affairs council representation.

A vote was held to accept the nomination and placement of Chris Morgan for Council representation for the President’s Office. Majority voted to accept Chris as President’s Office council representation.

8. Open Discussion for the Betterment of Council

Discussion regarding new councilors being appointed in the method we used to add Jamie Sass and Chris Morgan; Representation Committee is looking into this and will bring information forward in an upcoming council meeting.

9. Announcements

Announcements from Councilors

Look at the calendar for events for equity and inclusion

Adventure 2 squat team for P&S; take infinity survey
Orchid Fest at Reiman Gardens this weekend

Executive Committee Meeting: February 21, 9:30-11:30 AM, 107 Lab of Mechanics

General Council Meeting: March 7, 2:10 – 4:00, Memorial Union Gallery Room

Professional and Scientific Council Professional Development Conference: Planting the Seeds of Success
– Cultivate your Adventure, February 26, 8:30-5:00 p.m., Scheman Building, Iowa State Center

Adjournment: 4:00

DRAFT