

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, March 7, 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: Lindsay Moeller

President-Elect: Amy Ward

Past-President: Jessica Bell

Vice-President UPB: Barry McCroskey

Attending:

Suzanne Ankerstjerne	X	Lloyd	X
Tim Ashley	X	Barry McCroskey	X
Jordan Bates	X	Jason McLatchie	A
Jessica Bell	A	Lindsay Moeller	X
Ben Boecker	X	Chris Morgan	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	S	Natalie Reich	A
Robyn Goldy	X	Stacy Renfro	X
Whitney Grote	X	Brittney Rutherford	X
Jeff Hartwig	X	Jamie Sass	X
John Hascall	X	Casey Smith	X
Lesya Hassall	X	Shankar Srinivasan	X
Chris Johnsen	X	Joy Stroud	X
Kara Keeran	S	Katie Thorson	S
Jacob Larsen	X	Trevor Warzecha	X
Matt Laurich	X	Amy Ward	X
Tera Lawson	X	Barb Wollan	X

Call to Order & Seating of Substitutes (Amy Ward)

Meeting called to order at 2:10 PM

Substitutes: Diane Rupp for Kelly Friesleben; Kenny Thelen for Kara Keeran; Emma Hashman for Katie Thorson

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

The agenda of the March 7, 2019 Regular Council Meeting was approved as submitted.

2. Approval of the Minutes

The minutes of the February 7, 2019 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Interim Vice President and CIO (Kristen Constant)

- Gave an ISD and WorkCyte Update (See attached)
- WorkCyte Cutover – making sure the move is smooth;
- Service Now implemented this week to make sure the questions, concerns and comments are tracked;
- Establishing an ISD Advisory Committee – help tracking performance, provide feedback on staffing, review and support; the goal of this committee is continued process improvement; IELT Leadership and SuperGroup folks will be in this group along with a number of other stakeholders;
- Training will start April 15th.

Comment: For this service-based culture – the behavior timeframe for training does not look like it would meet the need to fulfill the whole purpose for a service-based system;

Answer: This is just a start; a lot of these are ongoing; the culture of service is everyone's responsibility.

Question: What is being done to make sure that these trainings for those going into the model do not interrupt the current workflow?

Answer: Part of the work of the Transition Team is to work with the supervisors to produce the plan to help with the transition. Ask for help prioritizing.

Question: Service Now is replacing Change Gear. Is there a timeframe for this?

Answer: That has not been determined yet. Comprehensive requesting system is the concept for the future.

Senior Vice President & Provost Office (Brenda Behling)

- Legislative update: K-12 funding has been approved by the Governor; we are still waiting on the decision for higher education;
- Yesterday was ISU Day at the Capital; the theme was entrepreneurship;
- Last week ISU hosted the Board of Regents; they gave the final approval for the new institute;
- Parking and residence rate increases – planning for building upgrades and 14 Verizon towers to improve cell service on campus;
- The search for the Dean for the College of Engineering is occurring now – there are a total of five finalists for this position;
- WorkCyte faculty forums taking place starting next week – five dates scheduled for these informational gatherings;
- Emergent Leaders Academy – next cohort announced by April 1;
- Awards breakfast – March 21st for staff awards.

ISD Transition Team Update (Stephen Simpson and Leslie Ginder)

Presentation regarding the status of Improved Service Delivery and ISD Transition Teams (see attached).

Question: 6 month mark since employees; since October – what is happening to our job; when can employees expect to hear answers?

Answer: Transition teams are gathering data; still staffing – once they know more, they'll be able to give more information; no direct answer yet – the department holds the key to what happens with jobs; transitions teams

Question: When will the transition teams begin with proposed plans for affected employees?

Answer: There are 17 teams; once our team has completed our trackers, they are ready with the transition plan.

Question: What is your goal that to make sure that communication is going forth?

Answer: How can we answer that? What would you do?

Suggestion: Maybe an email to each employee?

Suggestion: Contact each person and let them know . . . say something like, 'I'm sorry we haven't contacted you, you should know something by ____' and then just pick a date.

Question: What about the communication plan for those who are not affected but rely on the employees currently in their departments who are moving in the system?

Answer: Once things have been solidified, they will provide contact information for who to reach out to.

Comment: If there was just a communication that was general sent out to everyone saying, we are working on it, that would be helpful;

Answer: That is coming.

Comment: The way some of the information is being shared is inconsistent; make sure that the message is positive and consistent;

Comment: Communication needs to go both ways; to the P&S Council so we can help too;

Faculty Senate (Peter Martin)

Faculty Senate meeting this week:

- First reading on two new degrees: B.S. in Business Analytics and Minor in Business Analytics – voting at the next meeting;
- Discussion on course requirement choices for diversity and inclusion;
- Emeritus faculty discussion – we need to focus on being more inclusive – including being more age-friendly inclusive;
- WorkCyte and ISD – faculty are starting to wake up and realize there are folks moving too. We can help by asking a faculty member – do you know there are faculty forums? Yes or no . . . help them out; have they signed up? Yes or no . . . help them out.

Question: Emeritus faculty – is that a title they bestow on themselves and are they compensated?

Answer: Depends on your rank; professors are automatically bestowed the title; associate professors go through a process; they are not compensated.

4. Professional and Scientific Council Executive Committee Reports

President (Stacy Renfro)

- We held our regular monthly meetings with the UHR team, President Wintersteen, Kristen Constant and Supergroup. Amy presented at the Faculty Senate. During these meetings, we took the opportunity to advocate for employees as well as share information about the work of Council.
- I attended President's Council this morning. One of the points I wanted to bring up here at Council today is the formation of an Advisory Committee for the ISD Project. This committee will have a

diverse membership and will be considering key performance indicators as the project rolls out. The committee will form soon so now is the time to submit any input you may have about advisory group representation and how the group will communicate with the campus community. Please contact Amy or I if you have any input to share. Also, I wanted to share one slide President's Council that you have not seen. I am sharing this slide as it includes specific numbers about the current staffing numbers for the ISD model. The slide references staffing numbers both Human Resources and Finance.

- You may have heard about the new CyDeas portal which was released in Inside Iowa State a few weeks ago. During our meeting with President Wintersteen, she shared that input from the campus community is already flowing in. I wanted to let you all know that you have representation on the committee that will review these ideas. Jessica Bell will serve on the committee.
- In meeting with President Wintersteen we were also able to share information about the hard work of our Professional Development Committee and upcoming Awards breakfast. We also had a chance to talk with President Wintersteen about the importance of college-level Councils.
- Lastly, as you might have noticed we continue to be involved in the conversation around ISD. I would like to remind you all that we will continue to bring forward constituent concerns and feedback in this forum so please reach out when you hear from your colleagues.

Question: Who is Pres Wintersteen going to talk to about parking?

Answer: She is going to meet with the Parking division first but is open to feedback.

Secretary/Treasurer (Joy Stroud)

No report.

VP for University Community Relations (Kelly Friesleben) – Stacy Renfro

- I sent out an email earlier this week about a new process for sending welcome emails to new employees in your area of representation. There is a folder in Cybox that has the Welcome email template, and the list of new employees sorted by area of representation. Each month moving forward I will upload the newest list to this folder and email the link. Each area of representation should have one person send the welcome message to the people on that month's list. If you have any questions, or have any difficulty accessing the information, please feel free to call or email Kelly.
- We have a May Council Meet and Greet subcommittee. We have met once in person and are communicating via teams to plan this end of year event for all Professional and Scientific Employees. At this point it looks like we will be in the atrium of the new Advanced Teaching and Research Building. We will share more details as plans get solidified.

VP for University Planning and Budget (Barry McCroskey)

No report.

VP for Equity and Inclusion (Lindsay Moeller)

- Upcoming FSA Council meeting Friday, March 15;
- Upcoming VPDI Council meeting Tuesday, March 26;
- Women's History Month
 - International Women's Day March 8 ;
 - Event at the Ames Public Library, 6:30-8:30pm, panel discussion on increasing representation of women in politics;
- Representing P&S Council by serving on the Inclusive Excellence Award committee - Recognizes faculty and P&S staff who have advanced the university's mission of diversity, equity, and inclusion outside of their compensated responsibilities;

- This Saturday, March 9 at Ames Public Library from 9am-12pm is the rescheduled TAKL: White Fragility;
- P&S staff member from FSA council (Santoz Nunez) participated in a meeting between CoE Dean candidate and the CoE diversity committee members;
- Actively working toward making meetings a more inclusive space, including room set-up and compiling information on accessible presentations to send to presenters;
- On March 1, the campus climate survey on sexual assault and sexual misconduct was made available to students
 - Green Dot training;
 - Sexualmisconduct.dso.iastate.edu, Office of Equal Opportunity/Title IX coordinator.

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- Cytation Awards Breakfast and Ceremony is March 28th from 7:30-9am. University Awards have been individually scored and we will be sending our recommendations to University Awards soon. To those of you who are on College/Dept councils, if you need information on the awards in your area we have put together a listing for benchmarking purposes. Please reach out to pands-a@iastate.edu if you would like this information or to help us verify everything is correct.

Communications (Brittney Rutherford)

- The new website will launch March 11 or March 13 – pending what I hear back from ITS.

Compensation & Benefits (Ryan Drollette)

- University Benefits Council was cancelled in March. Still waiting on information about budget levels to see if there will be a raise this year.

Peer Advocacy (Katie Thorson)

- The Affinity Group survey is currently open in the [ISU Wellbeing Adventure2 portal](#). It will remain open through March 31. If you have not already, we encourage you and your constituents to login to Adventure2 (the app is available in [Okta](#)) and take the survey. You will earn 25 point in Adventure2 for completing the survey! To date, there have been 286 responses, with 87% of respondents indicating they would definitely or probably be interested in participating in ISU affinity groups. We hope to give a full report on the survey results at the April meeting.

Policies and Procedures (Sara Parris)

- The Policies and Procedures Committee is requesting your feedback on the university's weather closure policy. Please let us know your concerns, areas of confusion, and any other feedback you may have. You may email the Policies and Procedures Committee at pands-pp@iastate.edu or contact one of your area representatives with any feedback. The committee will take your feedback and work with University HR to propose policy revisions so that future weather-related closures result in less confusion and are handled consistently across departments.

Comment: Please put this in the next P&S council newsletter

Question: Are the other colleges the same as us? Can ISU decide or does the Regents have to decide? Community colleges close and the employees are paid;

Answer: Have pulled info from UHR and looking at policies from other institutions

Comment: Community colleges are different – there are many commuters that attend; this is kind of like comparing apples and oranges;

Comment: It is more about the safety of the employee

Question: Will there be an email sent out so we are saying the same things to our constituents?

Answer: I can send something out.

Professional Development (Tera Lawson)

- The Professional Development Committee would like to invite you to attend our March Council Seminar Series Event on the **“P&S Classification and Compensation Review: Position Leveling Guidelines”**. It will be presented by Emma Houghton, Director of Compensation and Classification, University Human Resources. Plan to join us on March 12th from 2-3 PM in the Gallery Room of the Memorial Union where we will be:
 - discussing the basics of the new P&S Classification and compensation structures;
 - exploring the new framework of how positions are leveled and titled;
 - AND looking at how the new structure differs from our current state.We will also discuss the framework for leveling jobs and how that links to title and pay philosophy. If you can't 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. If you are unable to join us on March 12th at 2 PM, the recorded session will be posted in [Learn@ISU](#) approximately 1 week after the live session.
- We would also like to announce that our April Council Seminar Series Event will be “Emotional Intelligence – A Soft Skill Worth the Work”. It will be presented by Keli Tallman and Alison Boelman from ISU Extension Professional Development. Plan to join us on April 9th from 2-3 PM in the Gallery Room of the Memorial Union where we will be working to:
 - Better understand emotional intelligence;
 - Exploring why emotional intelligence matters;
 - AND discovering strategies to increase our own emotional intelligence.This session will also be live streamed and recorded.

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

- We would like to thank everyone who attended/presented/or spoke at the 2019 Professional and Scientific Council Professional Development Conference on January 26th! We felt it was a HUGE SUCCESS and are so pleased that we could, once again, offer a FULL day of personal and professional development for professional and scientific employees. We had 443 individuals in attendance, offered 14 concurrent sessions, had TWO fabulous keynote speakers, and provided opportunities for P&S Employees to network, have a new headshot taken, and to learn a little more about our University! Conference evaluations are currently being collected and we look forward to reviewing the feedback that is provided.

Question: Class and Comp – what kind of feedback/input do we get to have?

Answer: Tera is our representative on the committee . . . the process keeps going on.

Representation (Matt Laurich)

- According to the information shared in the Student/Staff Ratio slide, we have 3,123 Professional and Scientific Staff members at Iowa State. If you divide that number by 75 (because the Council is supposed to have one representative for roughly every 75 employees according to our Constitution)

you come out at 41 and some change. We currently have 41 councilors (plus the three elected positions of President, President-Elect, and Past-President). So we are exactly where we want to be with the number of councilors.

- Nominations for the upcoming election are open and will be open through Friday, March 8th. The Communications Committee will be sending out a last-chance email tomorrow morning to help encourage people (who have maybe been procrastinating) to get their nominations in.
- As far as where the numbers are coming from here is a quick breakdown. We do have a number of current councilors whose terms are up this year who will be running for reelection.

University Services

Has 3 council seats, all 3 are full (meaning no one is scheduled to come off until at least 2020).

Department of Finance

Has 1 council seat, and it is also full.

Student Affairs

Has 5 council seats, 2 of them will be open during this election.

President's Office

Has 5 council seats, 4 of them will be open during this election.

Academic Affairs

Has 27 council seats, 12 of which will be open during this election.

- As a reminder, elections will open on Monday, March 18th and run through Friday, March 29th.

6. Unfinished Business and General Orders

Nomination of Officers

President-Elect – Nominations: Sara Morris-Benavidas; Sara Parris

After a ballot vote, Sara Parris will become the new President-Elect.

VP for Planning and Budget – Nomination: Barry McCroskey

After a ballot vote, Barry McCroskey will continue in the role as VP for Planning and Budget.

A motion was made to extend the meeting by 15 minutes;

The motion was seconded;

Vote: approved to extend.

VP for Community Relations – Nomination: Kelly Friesleben

After a ballot vote, Kelly Friesleben will continue in the role as VP for Community Relations.

VP for Equity and Inclusion – Nomination: Lindsay Moeller

After a ballot vote, Lindsay Moeller will continue in the role as VP for Equity and Inclusion.

Secretary/Treasurer – Nomination: Joy Stroud

After a ballot vote, Joy Stroud will continue in the role as Secretary/Treasurer.

7. New Business

Motion for Bylaw Revision (see attached)

- First read of the motion and discussion.

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

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

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

Professional and Scientific Council Seminar Series: P&S Classification & Compensation Review: Position Leveling Guidelines, March 12, 2-3 p.m., Memorial Union Gallery Room

Adjournment: 4:13