

IOWA STATE UNIVERSITY

Professional and Scientific Council

Wednesday, April 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: 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	X
Jessica Bell	X	Lindsay Moeller	X
Ben Boecker	X	Chris Morgan	A
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	S
Kelly Friesleben	X	Natalie Reich	X
Robyn Goldy	X	Stacy Renfro	X
Whitney Grote	X	Brittney Rutherford	X
Jeff Hartwig	S	Jamie Sass	X
John Hascall	X	Casey Smith	X
Lesya Hassall	X	Shankar Srinivasan	X
Chris Johnsen	X	Joy Stroud	X
Kara Keeran	X	Katie Thorson	X
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: Claus Niesen for Don Paulsen; Susan Deblieck for Jeff Hartwig

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Motion to change date to Wednesday, April 3, 2019

Vote – Approved

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

2. Approval of the Minutes

March 7, 2019 Regular Council Meeting

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

3. Administrative Reports

Associate Vice President for University Human Resources (Dwayne Heppler)

ISD Update

Will not be 100% staffed for 'go live'.

Associate Vice President for University Services (Heather Paris)

ISD Update

Will not be 100% staffed for 'go live';

There are five offers outstanding; should make determinations by the end of this week – will probably cease hiring at this point.

Question: How will the employees going into the ISD model be compensated for training and cross training?

Answer: We are working with the supervisor and the employee and scheduling spaced-out training sessions to accommodate employees.

Question: Has space been determined for where they are going to be as they move into their new positions?

Answer: They are working through this in the onboarding with new employees – transition teams will help with those who do not need to move; can they stay in their current space? Are they servicing units where they are currently?

Senior Vice President & Provost Office (Brenda Behling)

- Next week 4/8 thru 4/12 are First Amendment Days – longest running event of this type in the U.S. – Gov. Reynolds signed Senate Bill File 274 on Free Speech;
- Pres Trump – Executive Order re: Free Speech; graduation rate and student debt; Wickert forming a small group from Academic Affairs to make sure we are in compliance;
- Board Of Regents meet at the University of Iowa on 4/18 – faculty promotion and tenure are on the docket as well as degree name changes;
- 1st read – Board Of Regents approve tuition rates in June, so April will be the first read; Stacy Renfro will be there to talk about salaries;
- Completed interviews for College of Engineering Dean; feedback due today;
- Five faculty forums held to inform faculty re: WorkDay and ISD.

Question: Director for VRAC update?

Answer: Working on that – it was an internal posting; not sure where the Dean is in this process.

Question: Update on Library search committee?

Answer: Provost deciding on who he would like to serve as interim.

Proposed Plan for Sustainability in Operations at ISU (Merry Rankin, Paul Fuligni, Jeff Witt and Bob Currie)

Ten-year plan; first of its kind; The Sustainability Tracking, Assessment & Rating System (STARS);

Question: Energy conservation fund – funds will be retained. For how long?

Answer: Retained by the department forever;

Question: is the 2012 baseline available?

Answer: STARS report on the website: <https://www.livegreen.iastate.edu/>

Question: Are you looking into burning organics?

Answer: Looked at biofuels, etc. The issue is enough supply for demand. We are open to other suggestions; also looking at carbon footprint;

Director, Margaret Sloss Center for Women and Gender Equity (Sandra Looft)

- Information regarding center name change;
- Information regarding center purpose and programs.

Faculty Senate (Peter Martin)

- Support work on gender equity;
- Faculty forums turnout has been great, re: ISD and WorkCyte; the topic will be presented at every Faculty Senate meeting;
- Masters in athletic training will be on the docket for next meeting;
- Policy regarding disruption in the classroom; discuss and first read at the next meeting.

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. During these meetings, we took the opportunity to advocate for employees as well as share information about the work of Council.

Peter Martin, Faculty Senate President, joined the meeting with Kristin Constant and we had a good discussion about the Faculty Forums being held on campus. Forum attendance has ranged from between 50-80 participants and meetings are ongoing. Faculty have shared many talking points about staff, most of which fall into categories such as: staff wellbeing and morale, number of staff, belonging and commitment in departments.

Kristin, Peter and I also talked about timelines for setting information about roles in Workday and IT staff will support faculty and staff with questions after July 1. Kristin will bring updates on both topics to our meeting next month.

Regarding UHR meetings, the Transition Team leaders and President Wintersteen. I want to assure you, that at least in my opinion, our Council input is been heard and implemented in the ISD project and other ongoing university projects. For example, recently we raised concerns about employees who had expressed interest in the model, but had not been contacted. Since then, Amy and I have been working collaboratively with various offices to identify the number of employees this affects and the plan for these employees.

Transition team leaders have also been working to improve and expand communication efforts. As for the Council leadership part of this conversation, there are a number of things that have come to light recently that cause me to reflect on how we can do better in terms of sharing successes, meeting organization, prepping guests, communicating concerns outside of normal meeting times, etc. We brought forward a number of these ideas to the Executive Committee Meeting in March and will follow up at our April Executive Committee Meeting with some suggested action steps.

Last, but not least, I want to share with you all my biggest concern for employees as we move forward with the next steps of the Improved Service Delivery Project. This concern is related to the transition team work with employees who did not accept positions within the model. I will be continuing to advocate for a framework as we move through the next part of the transition. I have already submitted questions to UHR, Supergroup, transition team leadership and President Wintersteen, such as:

1. Will those employees going into the model have a transition plan?
2. How will duty reassignment happen for those not going into the model and how will employees be involved in that process?
3. How will communication happen between leadership and the employee regarding new duties? Is there an appeal process for employees who feel their duty reassignment is unfair or not appropriate?

Please feel free to reach out if you have additional points you would like me to consider or questions you might have heard from constituents.

Secretary/Treasurer (Joy Stroud)

- Budget update at next month's meeting;
- Reminder regarding signing in and leaving placards in place after meetings.

VP for University Community Relations (Kelly Friesleben)

- Last month, members of executive council attended a Campus Leaders meeting with President Wintersteen, other University Administrators, and members of the Faculty Senate. Approximately twice a quarter, the P&S Council Executive committee uses this opportunity to represent all of council and P&S employees by asking key questions and sharing the thoughts and concerns of all P&S employees at Iowa State. This month, meaningful discussions were held on the topics of Workday and ISD, performance reviews and salary implications, and the classification and compensation review;
- Yesterday's newsletter included a Save the Date for our upcoming Council Meet and Greet in May. Due to a conflict with a seminar series event, the meet and greet will be rescheduled. Please keep an eye out for a future communication with the new Meet and Greet information;
- The list of new employees is now in Cybox. Please make sure someone from each representative area is contacting the new employees on the list. Thank you for helping to welcome new P&S employees Iowa State.

VP for University Planning and Budget (Barry McCroskey)

No Report

VP for Equity and Inclusion (Lindsay Moeller)

- Planning updates to P&S Council website with equity, inclusion and diversity resources; accepting suggestions from council members;
- Working with campus experts to build accessible meetings and provide council with accessibility resources;

April Events

April 3: Reception: Celebrating 10 Years of Marriage Equality in Iowa hosted by LGBTQIA+ FSA
4pm at The Center ISU (3224 Memorial Union). There will be cake!

April 3: Lecture: Everything You Wanted to Know About Indians But Were Afraid To Ask;
7pm in the Great Hall of the Memorial Union;

April 4: Lecture: Refugees as a Weapon of War; 7pm in the Great Hall of the Memorial Union;

April 8: Documentary & Discussion: Gridshock: A Film about Sex Trafficking in Iowa; 7pm in the Great Hall of the Memorial Union;

April 18: Lecture: Former President of Mexico Vicente Fox; 8pm in Stephens Auditorium;

- To view University diversity events, visit www.event.iastate.edu and select the “Diversity” category.

Comment: you can get pronouns put directly on your nametag.

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- On March 28th the Awards Committee hosted the 2018 CYtation Award Ceremony and Breakfast, where we honored forty-one individuals with CYtation Awards. There were 11 individual CYtation Award winners, 4 Team CYtation winners, and 1 Woodin CYtation Award. Check out the 2018 CYtation Recipients [web page](#) on the Professional and Scientific Council website to read more about the amazing work being done at ISU. Tomorrow’s Inside Iowa State will mention the ceremony and the listing of winners is available on the honors and awards section of Inside Iowa State’s [website](#);
- The Awards Committee has also submit our recommendations to the University Awards Committee on the awards for which P&S Employees were nominated;
- Finally, thank you to everyone for continuing to use the Highlighting ISU Staff link for inclusion into the Professional and Scientific Council newsletter. We will continue to populate the Highlighting ISU Staff [web page](#) of the Council website too.

Communications (Brittney Rutherford)

No Report

Compensation & Benefits (Ryan Drollette)

We hope to have information soon.

Peer Advocacy (Katie Thorson)

- The Affinity Group survey closed on 3/31/19. The committee is reviewing the results and discussing next steps. Preliminary results with 314 respondents indicate 85% of respondents would be interested in participating and 22% of respondents would consider leading a group. The top group ideas were – Book Club (22%), Foodies (15%), Gardening (12%) but there was a great variety of ideas submitted.

Question: What were some of your favorite suggested affinity groups?

Answer: Buffoonery

Policies and Procedures (Sara Parris)

- The policies and procedures committee has been busy reviewing several new HR policies and procedures that are being written or revised in preparation for Workday implementation, and we have 4 motions to present to you later on today;
- This month's newsletter asked constituents to send our committee their feedback regarding the university's weather closure policy. So far, we have received 30 responses. We are accepting comments through April 26 and then I anticipate we will work with UHR to make recommendations for policy revisions.

Question: How would you like to have these comments sent?

Answer: One at a time is preferable – we are putting the comments in a Smartsheet.

Professional Development (Tera Lawson)

- The Professional Development Committee would like to invite you to attend our April Council Seminar Series Event titled: “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
 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. If you are unable to join us on April 9th 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 May Council Seminar Series Event will be on Digital Accessibility and is titled: Does "digital accessibility" have you feeling overwhelmed?" Our presenters will be Kristi Elmore, ISU Extension IT, and Rachel Tendall, ISU Extension Advancement. Plan to join us on May 14th from 2-3 PM in the Gallery Room of the Memorial Union to learn:
 - how ISU Extension and Outreach is addressing digital accessibility and
 - about resources currently available to you to make small, incremental steps in the right direction.
 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 took a few minutes to complete the 2019 Professional and Scientific Council Professional Development Conference Evaluation Survey! We had a total of 274 responses, which for all of the survey experts in the room is 65% response rate, AND 97.4% of those respondents reported being satisfied or very satisfied with the conference overall!
- I have been known to say that if you ask Professional and Scientific Employees they will tell you, AND THEY ABSOLUTELY DID! Our Conference Sub-Committee is currently working our way through the 73 page evaluation report!

We spent a majority of our meeting today reviewing the evaluation survey responses and we will continue to review the feedback that has been provided during this upcoming month.
- We are also working to finalize the income and expenses from conference and I hope to be able to provide a Final Conference Financial Report to Council at our May Meeting.
- We would also like to announce that this year’s Conference Sub-Committee went ahead and selected a date for the 2020 Conference due to Scheman’s limited February availability. As some of you will recall we only had ONE date option for this year’s conference AND Scheman is the only venue in Ames that can accommodate 450 people in one room AND up to eight concurrent breakout sessions. The 2020 Professional and Scientific Council Professional Development Conference will be held on Thursday, February 13th! So start thinking about content you can share with your fellow P&S Employees and get ready to respond to the Call for Proposals which will likely be released in August.

Representation (Matt Laurich)

Elections closed last Friday – 698 respondents this year;
Adding about 18 new Councilors.

6. Unfinished Business and General Orders

Motion for Bylaw Revision

Second read

Initial motion was split into two separate documents so there will be two motions;

Terminology change for consistency to begin all terms at the beginning of the new fiscal year;

First motion re: Officer and Councilor term beginnings;
No discussion;
Vote: motion adopted.

2nd motion re: Representatives attendance at standing committee meetings
No discussion;
Vote: motion adopted.

7. New Business

Motion to endorse the Direct Deposit Policy

First read
No discussion;
Posted for public comment.

Motion to endorse the Non-Employment Dates – Exempt P&S Policy

First read
Strike 'affect only a few P&S'.

Motion to endorse the Reasonable Accommodations for Employees and Applicants Policy

First read
Not a policy currently;
Policy not out for public comment yet;
Still working on this one – very close;
Suggestion: Let P&S Council know when the policy is posted in the policy library.

Motion to endorse the Hiring and Employment Policy

Policy not out for public comment yet;
Add 'staff growth and career advancement'.

Will send an email when the last two motions have gone out for public comment.

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

- Friday, April 19 – Faculty/Staff Appreciation Day at the Bookstore (breweries and wineries invited) – licensed through Iowa State now so they can do work clothing;
- Animal Working Day this Saturday
- Student Health to provide free STI testing in April
- ISU – World Intellectual Property Date – April 26th
- Student Government just received licensing for Grammarly for students to help with writing skills

Executive Committee Meeting: TBD

General Council Meeting: Thursday, May 2nd 2:10 – 4:00, Memorial Union Gallery Room

Professional and Scientific Council Seminar Series: Emotional Intelligence – A Soft Skill Worth the Work, April 9, 2 – 3 p.m., Memorial Union Gallery Room

Adjournment: 3:51