

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, June 6, 2019 Agenda | 2:10 - 4:00 PM | Garden Room, Reiman Gardens

Attending:

Suzanne Ankerstjerne	X	Lloyd	X
Tim Ashley	X	Barry McCroskey	X
Jordan Bates	X	Jason McLatchie	A
Jessica Bell	X	Lindsay Moeller	X
Ben Boecker	X	Chris Morgan	X
Emily Bowers	X	Sarah Morris-Benavides	X
John Burnett-Larkins	X	Dustin Moscoso	A
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	A
Robyn Goldy	A	Stacy Renfro	X
Whitney Grote	X	Brittney Rutherford	X
Jeff Hartwig	X	Jamie Sass	X
John Hascall	X	Casey Smith	S
Lesya Hassall	X	Shankar Srinivasan	A
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: Randy Griffeth for Don Paulsen, Tracy Schlater for Casey Smith

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Agenda was approved as submitted.

2. Approval of the Minutes

Minutes of the May 2, 2019 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Senior Vice President & Provost (Brenda Behling)

- Board of Regents meeting today on our campus;
Approved tuition request
Approved 2nd year of a 3 year phase in for differential tuition

Approved Mandatory fees increases

Approved student services fee increase

- Planning in progress for FY20 for salary increases;
- Interim Dean Hillary Seal will continue as library interim for at least a year – postpone search for a year.

WorkCyte Update (Carol McDonald)

- We are ready;
- Testing is complete including Payroll Parallel testing;
- Cutover dates are on the website;
- Post Go-Live support;
- Campus preparedness is ongoing; user labs have started;
- Continuous improvement

Question: July 1, when I log into OKTA will there be a WorkDay tag?

Answer: Yes, the button will be there . . . maybe not right at 8:00.

Question: Re: any issues remaining with the payroll to get it to 100%?

Answer: We are working to take care of those issues;

Interim Vice President for University Human Resources (Kristi Darr)

- ISD update;
- Transition team timeline;
- WorkDay internal career portal;

Question: exit survey – who in your office is gathering that information?

Answer: Workgroups prepared a new exit survey for staff – going out on paper; in WorkDay it will be part of the Offboard process; hoping to get better actionable data; reviewed monthly; will also be using an Onboarding survey launching through WorkDay; Andrea Little is the lead for these processes.

Question: re: what do you mean by encourage? When you are talking about the transition teams continuing to check with impacted employees?

Answer: We are asking the transition teams to reach out and see how the changes are going; we are working on that.

4. Professional and Scientific Council Executive Committee Reports President (Stacy Renfro)

Good afternoon everyone! I have a few updates for you as well as special reports to present on behalf of the Executive Committee.

I wanted to first give an update on our involvement in the Improved Service Delivery Project. Over the past year I have been involved in the Supergroup which has now transitioned over to an ISD Advisory Committee. Amy Ward will be serving on the Advisory Committee in the upcoming year. Professional and Scientific staff feedback and concerns will funneled up through this committee. We need to continue advocating for employees and as Kristi Darr said earlier “recognizing the need to monitor these changes and evaluate workloads and impacts after July 1”

The next item I would like to present is a special report. This special report is intended to document our routine (yearly) data requests on behalf of council. The FY19SP03 – Data Request to University Human

Resources documents a data request council has made to University human resources. This request is in lieu of the Human Capital Report.

This being my last report to you as President of Professional and Scientific Council, I would like to start my report off with presenting to you on behalf of the Executive Committee, the second special report to Council: FY19SP04: The Professional and Scientific Council Year End Report.

Thank you to the Executive Committee for all your work in compiling all the accomplishments Professional and Scientific council has made this year. This report represents the ways in which all of us addressed our priorities, as well as all the great accomplishments our committees have achieved.

I am presenting FY19SP03 – Professional and Scientific Council Year End Report 2018-2019. Strategic Initiatives this year were:

- ✓ Continue to advocate for competitive compensation for P&S employees through information gathering, data sharing and reporting to the ISU leadership, campus community and Board of Regents.
- ✓ Strengthen advocacy efforts for an enhanced performance evaluation process for all P&S employees and propose strategies for implementation.
- ✓ Make recommendations to improve the scale, scope and availability of professional development opportunities for P&S Employees.
- ✓ Support and advocate for efforts that train more effective supervisors of P&S employees through peer institution research and policy and procedure change recommendations.
- ✓ Build upon current activities to grow the Professional and Scientific Council's employee engagement efforts.
- ✓ Expand efforts to highlight the value of P&S employees and the importance of including P&S employees in shared governance; including increasing participation in large-scale university initiatives and helping educate employees about topics such as awards, benefits, leave policies, services.
- ✓ Continue to enhance and cultivate the P&S employee experience to create a work environment where employees are safe and feel welcomed, supported, included, and valued by the university and each other.

Our docket and calendars have been full this year. I am proud of the official actions we have taken and our involvement in university initiatives. It has been a year marked with change and I am proud of the work that we have done together. As I had said before, this organization runs on your extra time and dedication. Many of you are going above and beyond in your roles as well as dedicating your time and energy to Council and to making our university a better place.

I look forward to hearing from our committees and vice presidents about the accomplishments achieved over the past year, accomplishments that have made me proud to service as president.

It has been an honor to serve P&S employees across this great university. I have learned a great deal during my term. About this great university, about employees, and about myself. I am looking forward to continuing to serve as your past president, and seeing how much more we can achieve over the next year! Thank you.

Secretary/Treasurer (Joy Stroud)

- We are on target budget-wise as of May 31, 2019;
- I will be creating new FY20 placards for all Councilors to include additional information and guidelines on the inside;

VP for University Community Relations (Kelly Friesleben)

- Thank you to everyone that braved the weather to attend the annual P&S Council Meet & Greet. We had about 60 people attend.

VP for University Planning and Budget (Barry McCroskey)

- Brief update on some of the information regarding the Board of Regents and tuition; possible announcement regarding salaries to come from President Wintersteen soon.

VP for Equity and Inclusion (Lindsay Moeller)

- No report.

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- Annual Committee Report

Communications (Brittney Rutherford)

- Accomplishments:
Website, enhanced social presence and building systems that work for the organization and are not based on individuals' skill sets. With the changeover we have on council and council committees, it makes sense that the Communications' Committee run systems that can be implemented by anyone. The newsletter is a very, very good example of how a process was broken and time consuming – and a system fixed it. That system has been working for two years. The goal would be to develop something similar for social media. Our newsletter also has 40% open rates (all rates will be included in year-end report). And, keep sending us web updates!

Compensation & Benefits (Ryan Drollette)

- No report.

Peer Advocacy (Katie Thorson)

- Overview of the year-end report:
Peer Advocacy provided an article around an ISU resource for each monthly newsletter this year;
The committee formalized their connection with the University Committee on Disabilities;
We engaged with University Human Resources to establish Andrea Little, Manager of Employee Labor Relations as a liaison to the committee;
We had a variety of visitors to our committee meetings including Andrea Little, Stephanie Downs (ISU WellBeing), Deanna Clingan-Fischer (University Ombuds officer), and Jennifer Berger (Employee Assistance Program);
Our committee's biggest project this year, which remains ongoing, is the Affinity or Interest Group project.

Policies and Procedures (Sara Parris)

- Annual Committee Report:
Performance Evaluations
Supervisor Training
Weather-Related Closures
Policy Reviews

Professional Development (Tera Lawson)

Hello Everyone!

The Professional Development Committee would like to remind everyone that our June Council Seminar Series Event titled: "Communicating with Your Supervisor: Developing a Healthy Work Environment" is available for viewing through Learn@ISU. It was presented by Deanna Clingan-Fischer, Iowa State University Ombuds Officer, and has been released with a transcript!

To view this Council Seminar Series Event, and its transcript, you will need to log-into Learn@ISU and type FY19-10 into the search bar. If you want to view the recording you will need to click launch and if you want to access the Conflict Management Styles Assessment used in the presentation and/or the transcript of the recording, you will need to click on the title of the presentation and scroll to the bottom of the pop-up window.

The recording of the May Council Seminar Series Event: "Does 'Digital Accessibility' Have You Feeling Overwhelmed?" has now been posted to Learn@ISU. It can be found, along with the PDF of the presentation (which includes clickable links to the resources), by typing in FY19-9.

The recording is accessed by clicking launch and the PDF can be accessed by clicking on the title of the presentation and scrolling to the bottom of the pop-up window.

Our July Council Seminar Series Event is titled: "So You know Your Personality Style, Now What?" This session will be presented by Krisdeena Jansen from University Human Resources and is intended to provide the next steps beyond the DiSC and Real Colors assessments and address the HOW and WHY they can be a powerful tool in the workplace.

Given that this is intended to be a deeper dive there **IS** a prerequisite for this Council Seminar Series Event. If you do not feel that you have a basic understanding of DiSC and Real Colors please review the overview materials that are available on the Council Website (they were also provided in this month's Council Newsletter) before attending the event in person or via livestream on July 9th from 2-3 pm in the Gallery Room of the Memorial Union.

The link to the livestream is available on the Professional and Scientific Council Seminar Series Webpage. If you are unable to join us on July 9th at 2 PM, the recorded session will be posted in Learn@ISU approximately 1 week after the live session.

The July Council Seminar Series Event will be the tenth that the Professional Development Committee held this year. Eight of the 10 were coordinated, hosted, and recorded live. Attendees were manually given credit for attending face-to-face or via the livestream in Learn@ISU and all sessions recorded by Extension IT were included in the Professional and Scientific Council Catalog in Learn@ISU for viewing by any ISU Employee at any time.

The face-to-face and livestream attendance numbers as well as the number of views through Learn@ISU for each of the Council Seminar Series Events will be included in our year-end committee report.

As I mentioned last month we have also worked this year to create a process to enable us to make the Council Seminar Series Event recordings released through Learn@ISU more accessible. We released our first transcript with the June Seminar Series Event and have several more transcripts in the works. We are also currently exploring how we can use the created transcripts to potentially provide close captioning on the recordings themselves.

- Annual Committee Report

Representation (Matt Laurich)

- Annual Committee Report

6. Unfinished Business and General Orders

Motion to Join Efforts to Establish and Refine a University Policy Against Bullying, Harassment and Intimidation on Campus

Second Read

Move to add: the Distribution list is missing and can we include the Ombuds Office?

Seconded

Voted

Motion passed

No further discussion

Vote on amended motion

Motion adopted

Motion to Expand Efforts to Promote Inclusive P&S Council Meeting Spaces, Events, Practices and Procedures

Second Read

No discussion

Vote

Motion adopted

Motion to endorse the Hiring and Employment Policy

Second Read

No discussion

Vote

Motion adopted

Motion to amend Professional and Scientific Council Bylaws

Second Read

Discussion re: adding distribution to the bottom; not necessary since it only affects Council.

No further discussion

Vote

Motion adopted

Motion to endorse Nonexempt Time Reporting Policy

Second Read

No discussion

Vote

Motion adopted

Motion to endorse the Salary Adjustments Policy

Second Read

No discussion

Vote

Motion adopted

7. New Business

Motion to Request Crucial Conversations

First Read

Discussion ensued re: consideration of pricing;

Outgoing Councilor Certificates

Recognition of Executive Committee Members

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

Chris brought the remaining journals from prior P&S Professional Development conferences; please take some.

Executive Committee Meeting: Thursday, June 20th, 9:30-11:30 a.m., 107 Lab of Mechanics

General Council Meeting: Thursday, July 11th, Gallery Room, Memorial Union

Professional and Scientific Council Online Seminar Series: Communicating with Your Supervisor:

Developing a Healthy Work Environment presented by Deanna Clingan-Fischer is now posted online via Learn@ISU

10. Installation of New Councilors, Committee Chairs and Officers

Seating of 2019-2020 Councilors

Seating of 2019-2020 Executive Committee

Passing of the Gavel

Adjournment: 3:45