

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, October 3, 2019 Agenda | 2:10 - 4:00 PM | Memorial Union - Gallery

Attending:

Ellen Anderson	X	Kara Keeran	A
Suzanne Ankerstjerne	X	Jacob Larsen	X
Tim Ashley	X	Matt Laurich	X
Jordan Bates	A	Tera Lawson	X
Ben Boecker	X	Lloyd	X
Emily Bowers	X	Barry McCroskey	X
John Burnett-Larkins	X	Lindsay Moeller	X
Paula Burns	X	Sarah Morris-Benavides	X
Malinda Cooper	X	Dustin Moscoso	X
Janice Crow	X	Chris Meyers	S
Mickie Deaton	X	John Odenweller	X
Susan DeBlieck	X	Sara Parris	X
Emily Dougill	X	Stacy Renfro	A
Jason Follett	X	Jamie Sass	X
Kelly Friesleben	A	Casey Smith	S
Leslie Ginder	X	Joy Stroud	X
Robyn Goldy	X	Megan Van Heiden	X
Jeff Hartwig	X	Patrick Wall	A
John Hascall	X	Amy Ward	X
Lesya Hassall	X	Trevor Warzecha	X
Chris Johnsen	X	Barb Wollan	S
		Rich Wrage	X

Call to Order & Seating of Substitutes (Sara Parris)

Meeting called to order at 2:11 PM

Substitutes:

Amy DeLashmutt for Chris Myers; Callie Gitch for Casey Smith; Judy Gatewood for Barb Wollan

Guests:

Kyle Briese, Tom Elston, Martino Harmon, Emma Houghton, Michael Newton, Sheryl Rippke, Jonathan Sturm, Jonathan Wickert

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Agenda for the October 3, 2019 Regular Council Meeting was approved as submitted.

2. Approval of the Minutes

Minutes of the September 5, 2019 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Presentation re: enrollment and student success tomorrow;
- Sarah Nusser stepping down in August – good search committee;
- Meeting recently with Board of Regents at the Iowa School for the Deaf; approved two new degrees; approved renovation for Human Sciences and financial appropriations;
- Annual chief academic officers for the state of Iowa met recently.

Finance ISD Update (Kyle Briese)

- Brief update.

Question: There is currently a trend in piecemeal communication within the ISD teams reaching out in different ways; are you aware of these trends? Is there a plan to unify the process?

Answer: We are working on how to effectively spread communication; considering getting the right information to the right folks; we are concerned about customer service and how we can communicate better.

Statement: There is still a lot of confusion about what is supposed to be done IN the model and what should be done OUT of the model; things seem a bit muddy;

Answer: We are trying to identify things that might be falling through and working with each different units' needs; the goal is to be supportive to the units.

Director of Classification and Compensation, University Human Resources (Emma Houghton)

- Brief update on where we are with the Classification and Compensation process.

Question: How much has this project cost and are we incurring more costs?

Answer: We have spent what we are budgeted for and staying within budget;

Question: With no change in pay and benefits how do you plan on meeting the goals of retention and recruitment of new employees?

Answer: This project does not speak to benefits; over time, managers will be involved in talking about prioritizing increases where necessary; this takes time.

Question: Will this affect new employees being hired – will they potentially be hired in at a higher pay rate?

Answer: Yes, we need to hire and attract while continuing to focus on our current employees; this will have sensitive outcomes.

Chief of Police (Michael Newton)

- Update and information regarding new legislation re: stun guns.

Question: Are there any age restrictions on pepper spray?

Answer: No.

Statement: Thank you for clarifying the difference between owning them and having a permit to carry them; communication is crucial.

Question: What does carry mean? How did they get it to their dorm rooms?

Answer: It depends on how they carry it and the intent of having them.

Question: Is pepper spray more of a deterrent?

Answer: There is more of a distance with pepper spray; I still encourage common sense safety training and self-defense training.

Faculty Senate (Jonathan Sturm)

- Evaluation of teaching cohort – moving this forward;
- Anti-bullying is now adopted and in the faculty handbook; keep awareness on the front burner – this will help the effort;
- Continuing to keep diversity and inclusion as an important focus
- Open access – getting faculty research and education data available free of charge to all;
- WorkDay and ISD conversations ongoing with administration; let's show grace to each other.

4. Professional and Scientific Council Executive Committee Reports

President (Amy Ward)

On September 10th President Wintersteen announced the next steps brought forward from the Campus Climate Survey. The recommendations provided from this were informed by four workgroups which some of our councilors are a part of. One of those recommendations was to improve professional and leadership development offerings led by University Human Resources which is also one of our initiatives. Another was creating a Childcare Care Task Force led by Martino Harmon to identify and evaluate solutions to improve access to high-quality, affordable child care which our Lindsay Moeller will be serving on.

John Odenweller will be serving on the Vice President for Research Search Committee being formed to hire Sarah Nusser's replacement.

I continue to meet with the ISD Advisory Committee and Workday Steering Committee to address issues as they come up. The document that I sent out yesterday was to share the overall questions we received last month and the answers as they have come from HR, Finance, ISD and Workday and will continue to follow up on the questions that have yet to be answered. I also continue to follow up on how communication of these answers will take place.

Secretary/Treasurer (Joy Stroud)

- Presented August YTD FY19 and FY20 Budget Expense Comparison.

VP for University Community Relations

No Report

VP for University Planning and Budget (Barry McCroskey)

- Presented Overall Iowa State University Budget Information:
<https://iastate.box.com/s/jv871gxznk6x0y5yfo7roakindllbtpo>

VP for Equity and Inclusion (Lindsay Moeller)

- If you attend a P&S Council meeting, please take the time to use the microphone when you have a question or are making a comment to help make our meeting space more inclusive.

- The ad hoc committee established as a result of the passage of the Motion To Expand Efforts to Promote Inclusive Professional and Scientific Council Meeting Spaces, Events, Practices, and Procedures at the May 2, 2019 P&S Council meeting met on September 30, 2019. The committee is in the beginning stages of planning activities for the year to move toward a more inclusive P&S Council.

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- Nominations for CYtation, Woodin CYtation and CYtation Team Awards will be opening soon, so keep an eye on your inboxes, P&S Council social media, and Council website.
- On the recommendation from one of my committee members, let's do an exercise. Everyone look to your left, now look to your right, and be ready to submit your nomination for Outstanding New Professional and Scientific Council Member CYtation Award.
- Additionally, we continue to work with Communications on Highlighting ISU Staff in our newsletter, on social media, and on our website. As you see the great work being done by your fellow P&S employees submit them using the link in the newsletter or email pands-a@iastate.edu and we'll point you in the right direction.

Communications (John Burnett-Larkins)

Distribution List Update

- Modifications/updates made, new system in place
 - As of October 1, all pertinent distribution lists moved into council distribution files for all of the representation groups
 - Lists will be updated from UHR data on a daily basis – in near-real-time -- to reflect accurate employment and contact information for P&S employees
 - I'm told this information will be updated automatically and will not need manual input and adjustments on a monthly basis
 - This week's council newsletter was sent out to a freshly-updated distribution list for the first time since June, pre-Workday/ISD rollout
 - Other aspects are still in the process of being updated, possibly including things such as greetings for new ISU employees
 - Council extends a big thank you to the many people who have been involved during this process, including Kristin Constant and several other IT representatives including Ruth Schlotfeldt...Amy Ward....Communications Committee member Glen Galvin.....and our own John Hascall of the Policies & Procedures Committee, who works in IT as his "day job" and kindly provided a great deal of assistance in executing this and getting us to the point where we are today....a great team effort!

CY-tation Awards Communication

- Communications Committee will be working hand-in-hand with Award Committee to distribute communication for CY-tation Awards nominations (nomination period to open October 14).

Compensation & Benefits (John Odenweller)

- UBC Meeting
 - Doctor on Demand "telehealth" – voted to recommend
 - Safeguard Rx (Free)
 - Inflammatory conditions – Voted to NOT recommend
 - Market events protection – Voted to recommend
 - Advanced Opioid Program – Voted to recommend
 - Cost about \$60k/year for 2 years

- Currently have \$127k in Pharmacy Management Fund to cover this
- Somewhat duplicating what local health provider already does.
- Salary Proposal
 - Need to be complete by the end of October for Executive Committee to review in November;
 - Update statistics
 - Add per diem paragraph
 - Get statistics on turnover from Ed Holland.

Peer Advocacy (Jacob Larsen)

- Committee and Executive committee met with Ombudswoman to continue our discussion on grievance policies and how the process can be made easier for staff to navigate;
 - We are debating in our committee how we can contribute;
- Discussing how we can contribute ideas for improving leadership training for supervisors of P&S staff on campus;
- Working with ISU Wellness office to get interest groups initiative up and running - we have set up pilot groups now with volunteer staff facilitators - working on helping them use Canvas organizations to host online forums and meeting space to support activities and in-person meetings.

Policies and Procedures (John Hascall)

- The Draft International Travel Registration Policy is available for review and comments at policy.iastate.edu until November 30th. This policy is important because it provides a way to insure faculty/staff traveling internationally for ISU business get insurance coverage for medical emergencies and/or evacuation. The insurance cost is covered centrally and is very reasonably priced. Additionally travelers can receive valuable consulting before traveling to higher-risk locations.

Professional Development (Tera Lawson)

The Professional Development would like to remind everyone of our upcoming October Council Seminar Series Event, which will be on Implicit Bias and What You Can Do.

Katy Swalwell, Associate Professor in the School of Education, will join us on October 8th from 2-3 PM in room 3512 of the Memorial Union to discuss implicit bias, help us to recognize it, and to discuss how we as Iowa State University Employees can begin to address it.

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 October 8th at 2 PM, the recorded session will be posted in [Learn@ISU](#) approximately 1 week after the live session.

We also hope that you saw the update from our Committee in this month's Council Newsletter on the work that we have done in the past year to increase the digital accessibility of our Council Seminar Series Events in Learn@ISU.

As of September 30th ALL of the FY 19 and FY 20 events to date have been uploaded to Learn@ISU as MP4 files! This means that if you had difficulty launching the Adobe Connect sessions from Learn@ISU in the past, you should no longer have an issue playing the recordings as they will now play in any video viewing software you have installed on your device!!!

I shared with Council at the end of last year, and in our committee's FY 19 final report, we worked last year on the creation of what turned out to be a several phase process to make our Council Seminar Series Event recordings more digitally accessible. The conversion to MP4 files and a place to store them was phase one.

Now that we have the MP4 files we can create a transcript through Studio on Canvas (previously known as ARC). Which is phase 2 and this process, like the creation of the MP4 files, has to be done in real time.

After we have a transcript it needs to be reviewed and edited for accuracy. Which is phase 3 and has been taking double the time of the recording itself.

Phase 4 is using that accurate transcript to create captions on our MP4 file using Adobe Premiere Pro.

After that we can complete the final phase, which is uploading the file to the Learn@ISU training folder and switching out the link to the previous MP4 file for the MP4 file with captions.

I am sharing all of this with you today to highlight our commitment to making our Council Seminar Series Events more digitally accessible and to ask for your patience as this group of 5 volunteers continues to work to make that commitment a reality.

I'd also like to recognize Chris Johnsen and to ask that everyone give him kudos and thanks for his assistance in developing this process AND in doing all of the documentation of the process we have created.

Professional and Scientific Council Professional Development Conference Sub-Committee

We would like to remind everyone that the Call for Proposals open through 5 PM tomorrow! The link to the online submission form is available through the Professional Development Conference Page on the Council Website.

We would greatly appreciate your help in continuing to recruit presentations and presenters for the upcoming Conference, which will be held on February 13th in the Scheman Building of the Iowa State Center.

The Conference will once again be dedicated to continuing to *Cultivate the Adventure* of our fellow P&S Employees and this year's conference theme will be *Thriving Together!*

If there is a someone you would like to hear from or a topic you would like to see at the 2020 Professional and Scientific Council Professional Development Conference, you still have a little time to recommend it OR to get them to respond directly to the call for proposals!

In the next month we will be working to update the Conference Website and are planning to open Conference Registration in early December, but you are more than welcome to save the February 13th date now.

Representation (Matt Laurich)

- The Representation Committee has been working on a few things. The first has been the open seat on council, which we'll get to in a few minutes here. The other has been trying to clean some things up. Right now, show of hands, does everyone know where to go to find the substitution list? Did everyone know we have a substitution list? We seem to have the same people sub when councilors can't attend meetings, which is fine. But it's not going to allow others the opportunity to experience a meeting and perhaps become interested in serving. We're talking about getting rid of the substitution list all together and simply having an email list. If a councilor can't make a meeting, they simply send out a notice to the list and whoever comes back first is the sub. We believe this is a way to get more new blood involved in council. If anyone has any thoughts on the matter we'd appreciate hearing them.

6. Unfinished Business and General Orders

None

7. New Business

Nominations to Fill Council Vacancies

Tom Elston was nominated to fill the vacancy from the President's Office;

Council Vote – approved

Tom will serve on the Awards Committee

8. Open Discussion for the Betterment of Council

CALS P&S Council information; new employee award opportunities

Barb Wollan Elected as National Treasurer of the

9. Announcements

Announcements from Councilors

Executive Committee Meeting: October 10, 10am-12pm, Lab of Mechanics

General Council Meeting: Wednesday, November 6 (**note the date change**), 2:10-4 PM, Gallery Room, Memorial Union

Professional and Scientific Council Seminar Series Event: Implicit Bias and What You Can Do, October 8 from 2-3pm, Memorial Union Room 3512. This session will also be livestreamed.

Adjournment: 3:55PM