

IOWA STATE UNIVERSITY

Professional and Scientific Council

Wednesday November 6, 2019 Agenda | 2:10 - 4:00 PM | Memorial Union - Gallery

Attending:

Ellen Anderson	A	Kara Keeran	X
Suzanne Ankerstjerne	X	Jacob Larsen	X
Tim Ashley	A	Matt Laurich	X
Jordan Bates	X	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	A
Mickie Deaton	X	John Odenweller	X
Susan DeBlieck	X	Sara Parris	X
Emily Dougill	X	Stacy Renfro	A
Tom Elston	X	Jamie Sass	X
Jason Follett	X	Casey Smith	X
Kelly Friesleben	X	Joy Stroud	X
Leslie Ginder	A	Megan Van Heiden	X
Robyn Goldy	X	Patrick Wall	X
Jeff Hartwig	X	Amy Ward	X
John Hascall	X	Trevor Warzecha	A
Lesya Hassall	X	Barb Wollan	X
Chris Johnsen	X	Rich Wrage	X

Call to Order & Seating of Substitutes (Sara Parris)

Meeting called to order at 2:10 PM

Substitutes:

No substitutes.

Guests:

Brenda Behling, Kristen Constant, Duane Heppler, Sheryl Rippke, Dave Roepke

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Motion to strike Pam Cain from the Administrative Reports as she will not be able to make the meeting; motion adopted; agenda for the November 6, 2019 Regular Council Meeting was approved as revised.

2. Approval of the Minutes

Minutes of the October 3, 2019 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Interim Vice President and CIO (Kristen Constant)

- WorkCyte update; new budget planning piece;
- Brief update;

Question: is there a plan for worker-to-worker knowledge sharing?

Answer: Absolutely, we are working on this.

Question: With regard to the FARM training – where do we sign up for that and is it available to only certain roles within WorkDay?

Answer: These trainings are currently open to those within certain roles in WorkDay;

Follow-up: In about three months I will become a Cost Center Manager, where do I go to sign up for this?

Answer: Send me an email so I can answer this better.

Question: Job aids – they are way out of date; is updating those a priority? Should we still use them?

Answer: Absolutely, we are updating those every day; difficult to keep up with the need; part of the Change Management Team responsibility.

Senior Vice President & Provost (Brenda Behling)

- Enrollment management – October 15 – announced Admissions, SFA and Registrar – new reorganization; these will be moved to the Academic Affairs division effective November 1. Provost Wickert is very involved with discussions with current employees; current Registrar search with four candidates; regular updates to staff by Provost Wickert;
- Provost Council meeting today – talking about Campus Conversations; open forum in the Sun Room tomorrow from 7 to 9PM; it is our collaborate effort to make sure we continue our efforts of inclusion on campus.

Question: Who is organizing the event tomorrow in the Sun Room?

Answer: Students Against Racism.

HR ISD Update (Dwaine Heppler)

- Working on staffing; currently at 87% staffed;

Question: How will the change in EMSS effect the ISD roles?

Answer: Will be the same right now; looking at how we exactly will do that;

4. Professional and Scientific Council Executive Committee Reports

President (Amy Ward)

First of all, I want to take a moment to thank all of you. I know that each and every one of you are doing more in your jobs right now and still choosing to help make Iowa State a better place by serving on Professional and Scientific Council. I appreciate all of the extra work you are doing and the fact that as I reach out to each of you, you are still willing to add more to your plate in order to help move the needle. Your determination and guidance do not go unnoticed.

This month has brought discussion about the transition of Enrollment Management to Academic Affairs. Two of our own counselors are a part of that move, so please help support them in any way

necessary. I have also been involved in Interviews for the University Registrar and 2 of 4 candidates have now visited campus, those should be completed next week.

On Monday, members of the executive committee participated in the Campus Conversation event regarding Students Against Racism. There were many actionable items brought up and we intend to continue to be involved in discussions on how to be a more welcoming and inclusive campus for students, faculty and staff.

ITS has started work on a new Strategic plan and specifically drawn out items from a focus group with our Ad Hoc committee on IT. As they continue to perfect their plan the committees that we serve on will have the opportunity to help fine tune this plan.

Kristen Constant mentioned Workday planning using adaptive insites implementation, I just want to let you know that we plan to have someone share information about that at next month's meeting.

As you have questions in regards to these or other issues during the month, please feel free to reach out about things that you are seeing. We have representatives in these meetings and want to make sure that we know when there are issues

Secretary/Treasurer (Joy Stroud)

No report.

VP for University Community Relations (Kelly Friesleben)

The end of semester celebration that occurred in December last year will happen in January this year due to the timing of the end of the fall semester. Specific details to come at a later date.

We are working with IT to automate welcome emails to new employees from their area of representation and a list that can be distributed to councilors for direct communication.

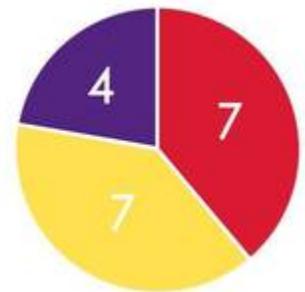
VP for University Planning and Budget (Barry McCroskey)

FY 2021 Appropriations Requests - A Rundown

At its September meeting, the Board of Regents will consider approval of FY 2021 state appropriations requests totaling \$642.37 million. What follows is a summary of how the Board makes appropriation requests and how it uses appropriated resources to maximize benefits to lowans.

Request Basics

Each year, the Board presents its appropriations request to the Iowa State Legislature. Iowa Code requires the Regents to submit the request prior to October 1. The bulk of the Board's legislative request is the higher education general university appropriations request, which serves as the universities' main source of state funding. Further money is appropriated for special purpose units, the Iowa School for the Deaf and Iowa Educational Services for the Blind and Visually Impaired (ISD and IESVBI), economic development, agriculture and natural resources and other appropriations.



FY 2021 State Appropriations Request

	FY20 Continuing	Incremental	FY 21 Total
Higher Education	493,047,280	18,000,000	511,047,280
Special Purpose Units	67,270,485	-	67,270,485
Special Schools	16,032,510	625,920	16,658,430
Economic Development	10,200,00	2,900,000	13,100,000
Agriculture & Natural Resources	5,225,000	-	5,225,000
Other	28,498,870	569,596	29,068,466
Total	620,274,145	22,095,516	642,369,661

Higher Education General University Appropriation - \$511.05 Million

The Board’s FY 2021 request for the higher education general university appropriation includes a continuation of the \$493.05 million appropriated last year, plus \$18 million in incremental funding. The general fund provides resources essential for quality public higher education, cutting-edge research and public services. The Board’s incremental funding request includes an additional \$7 million for the UI, \$7 million for ISU and \$4 million for UNI. The Board’s \$18 million incremental request will support efforts to shorten time to graduation, provide student financial aid, and support efforts to close retention and graduation achievement gaps for underrepresented and first generation students, and other student success initiatives.

Special Purpose Units - \$67.27 Million

These appropriations support programs at each institution that provide valuable services to Iowans statewide. The [University of Iowa Oakdale Campus](#), [hygienic laboratory](#) and [flood center](#) fall under this category, as do the ISU [Agriculture Experiment Station](#) and [COOP Extension Service](#), and the [UNI recycling and reuse program](#). The Board’s appropriations request for its special purpose units is flat from 2020 at \$67,270,485. No increase has been requested for these appropriated units.

Special Schools - \$15.22 Million

The funding request for [ISD](#) and [IESBVI](#) allows the Board of Regents to continue to provide high quality, individualized instructional opportunities to children and youth who are deaf or hard-of-hearing and to those who are blind or visually impaired. ISD and IESBVI rely heavily on state funding for their operations. The Special Schools’ request includes the continuation of the FY 2020 recurring appropriations totaling \$14.63 million for operations, and incremental funding of \$412,000 for ISD and \$173,000 for IESBVI.

Economic Development - \$13.1 Million

Appropriations for economic development support the formation and growth of entrepreneurship educational activities, assistance to Iowa companies and other ventures. Funding for the [University of Iowa Research Park](#) (UIRP), ISU’s [Center for Industrial Research and Service](#) (CIRAS) and the [UNI Metal Casting Center](#) come from this appropriation. The Board has requested a \$2.9 million incremental increase for FY 2021 to further enhance the Bioscience ecosystem platforms initiated a year ago.

Agriculture and Natural Resources - \$5.23 Million

The bulk of this appropriation centers on the Iowa State [Veterinary Diagnostic Laboratory](#) (VDL). The state legislature currently provides \$4.4 million in funding to the VDL. In addition, the legislature provides the UI with \$800,000 for the geographical and water survey, water resource management and to support the [Iowa Center for Agricultural Safety and Health](#). The Board’s FY 2021 request for agriculture and natural resources is flat from FY 2020.

Other - \$29.07 million

The vast majority of the Board's request in this category falls under tuition replacement. When the Board issues Academic Building Revenue bonds to fund capital projects on its campuses, tuition revenue is pledged to pay the principal and interest on the bonds. The tuition replacement appropriation replaces that revenue and represents an ongoing state commitment to meet the debt service cost of the Academic Building Revenue bonds. The Board has requested \$28.27 million in tuition replacement for FY 2021. This request typically is funded from the Rebuild Iowa Infrastructure Fund.

Total - \$642.37 million

The Board's total request for all of its appropriations represents an incremental increase of just over \$22 million. To maximize benefits to lowans and other citizens, the Board of Regents advocates for adequate support for Regent institutions from all sources for high-quality educational opportunities accessible to lowans, research and scholarship, service activities, and economic development efforts.

VP for Equity and Inclusion (Lindsay Moeller)

- Ad hoc committee for inclusive council is meeting on Nov. 18.
- Please send suggestions for diversity and inclusion stories, resources, or topics for the P&S Council newsletter to moellerl@iastate.edu

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

- CYtation Award nominations are now open until midnight of December 1, 2019. Please help us spread the word to your areas. As a reminder, you may be sitting next to the next Outstanding New Council Member CYtation Award winner, we just need you to nominate them.

Communications (John Burnett-Larkins)

Newsletter

- Full schedule for newsletter material and publishing done for each month through June, 2020
- Most recent distribution list for November newsletter available in Constant Contact was September, 2019 – should have been October, 2019 – will need to be checked for possible glitch in new listserve updating system post-Workday

Social Media

- Have been looking at Facebook and Twitter analytics – pleased with numbers – will continue to look at ways to further increase

Misc.

- Have worked with Awards Committee to promote CYtation Award nominations – will plan to do another email blast and social posts reminders of nomination deadline prior to Dec. 1
- Will work with Professional Development Committee as needed to help promote Professional Development Conference – website slideshow slide updated and moved higher in order.

Compensation & Benefits (John Odenweller)

No Report

Peer Advocacy (Jacob Larsen)

- We have been discussing grievance policies and how the process can be made easier for staff to navigate;

- Pilot Employee interest groups have been set up in Canvas with volunteer facilitators who are working on reaching out to interested people and getting the groups up and running to help bring employees together around different mutual interests;
- We are working on *Did you Know* contributions for Council Newsletter.

Policies and Procedures (John Hascall)

- The Policies and Procedures Committee investigated a constituent request regarding the Emergency Leave Policy.

Professional Development (Tera Lawson)

The Professional Development Committee would like to remind everyone that the November Council Seminar Series Event on Managing Teams for Creative Outcomes which was presented by Jose Rosa, is currently available for viewing in Learn@ISU. Just log into Learn@ISU type FY20-5 into the search bar to find the session.

There were required pre-readings for the session and those can be accessed by clicking on the Council Seminar Series Event title and scrolling to the bottom of the pop-up window.

Our December Council Seminar Series Event will be on Creating Effective Presentations. Lesya Hassall, Program Coordinator in the Center for Excellence in Learning and Teaching, and Megan Landolt, Assistant to the President for Communications, will join us on December 10th from 2-3 PM in the Pioneer Room of the Memorial Union to discuss how to blend communication principles with instructional design strategies to create effective and engaging presentations!

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 December 10th at 2 PM, the recorded session will be posted in [Learn@ISU](#) approximately 1 week after the live session.

Professional and Scientific Council Professional Development Conference Subcommittee

As you know, the Conference will once again be a full day dedicated to continuing to Cultivate the Adventure of our fellow P&S Employees and this year's conference theme will be Thriving Together!

We would like to thank everyone who submitted a response to our call for proposals, to those of you who suggested speakers or topics, and to those of you who helped us by suggesting that someone submit a response to the call for proposals.

We have selected and have notified the session speakers for this year's conference! It is a great group of individuals and we are excited that they will be sharing information on a wide variety of topics including: Group dynamics and engagement, Customer Service, Nutrition, Dysconscious Bias and Microaggressions, Collaborative Social Media, Stereotypes, Graphic note-taking, Preparing for Caregiving, Emotional Hijacking, Mindfulness, Retirement, Giving Feedback, leadership, and believe it or not there are even more topics that that!

The Sub-Committee is working hard to get the schedule set so that we can turn things over to Conference Planning and Management (who need one month to prepare the online registration) because we are planning to have registration for the 2020 Professional and Scientific Council Professional Development Conference live in early December!

Representation (Matt Laurich)

- The Representation Committee is working on updating the layout and language of how substitutes are displayed on the website.

6. Unfinished Business and General Orders

None

7. New Business

None

8. Open Discussion for the Betterment of Council

Can you tell us a little bit more about the actionable items from the Campus Conversations you attended?

We are doing things that people aren't aware of?

Facilitators from the student organization asked attendees: What brought you here today? What are we doing well? What do we do now? They then broke into groups to discuss them.

Create awareness within WorkDay – vacation credit and how it works; make sure your sick leave and vacation balances are correct; make sure they are accruing correctly.

9. Announcements

Announcements from Councilors

CELT – November CYThanks – go to CELT.@iastate.edu; the deadline for 'thank' is November 30th; put one in for more than one person; they get a thank you and it's on their website;

First generation students celebrating this week; lots of cool happenings on campus;

November 15th – faculty staff appreciation, Apple products, etc.

Executive Committee Meeting: November 21, 10am-12pm, Lab of Mechanics

General Council Meeting: December 5, 2:10-4 PM, Gallery Room, Memorial Union

Professional and Scientific Council Seminar Series Event: Creating Effective Presentations, December 10 from 2-3pm, Memorial Union Pioneer Room. This session will also be livestreamed.

Adjournment 3:15PM