

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday December 5, 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	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	X
Mickie Deaton	X	John Odenweller	X
Susan DeBlieck	X	Sara Parris	X
Emily Dougill	X	Stacy Renfro	A
Tom Elston	S	Jamie Sass	X
Jason Follett	X	Casey Smith	X
Kelly Friesleben	X	Joy Stroud	X
Leslie Ginder	X	Megan Van Heiden	X
Robyn Goldy	A	Patrick Wall	X
Jeff Hartwig	X	Amy Ward	A
John Hascall	X	Trevor Warzecha	X
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:

Brooke Lentz for Tom Elston

### Guests:

Brenda Behling, Martino Harmon, Ellen Rasmussen, Dave Roepke, Jonathan Wickert

### **Establish Quorum** (Joy Stroud)

A quorum was established.

### **1. Approval of the Agenda**

Agenda for the December 5, 2019 Regular Council Meeting was approved as submitted.

## 2. Approval of the Minutes

Minutes of the November 6, 2019 Regular Council Meeting were approved as submitted.

## 3. Administrative Reports

### Senior Vice President & Provost (Jonathan Wickert)

- Presented Board of Regents Update;
- Spoke about training to address recent campus issues.

### Senior Vice President for Student Affairs (Martino Harmon)

- Overview of the Division of Student Affairs;
- Elaborated on how the Division of Student Affairs supports staff: Engagement, Recognition & Appreciation, Professional Development and Department/Unit Staff Support.

### Workday Planning Update (Ellen Rasmussen)

- Overview of the recently acquired Workday Planning Project in conjunction with an ISU Workday Planning Team and a contracted Huron Project Team;
- Project Objective: Provide ISU with a planning and budget development system by extending the functionality of the Workday Finance-HCM-Payroll system to ensure an integrated and best-in-class system. The need for this capability is driven by the decommissioning of the legacy budget system that occurred with the implementation of Workday on July 1, and by the opportunity to move ISU toward multi-year planning and an all-funds budgeting philosophy.

Question: When will the program be open for use by fiscal officers?

Answer: Currently working with project teams to decide who needs read only and edit roles.

## 4. Professional and Scientific Council Executive Committee Reports

### President (Sara Parris for Amy Ward)

It's been a very busy month and being my last report of the semester, I would like to take a minute to reflect on how far we have come.

Thanks to the dedicated and talented individuals in this room we have:

- Developed priorities and shared with administration through email and in follow up individual meetings
- Recognized employees through our #highlightingISUstaff and nominations for the CYtation awards
- Provided professional development opportunities regarding retirement, the classification and compensation review, implicit bias and managing teams for creative outcomes. Not to mention the amount of planning that has already gone into the Professional and Scientific Council Professional Development Conference.
- Advocated for employees through representatives on the Child Care Task Force, ISD Advisory Committee, WorkCyte Steering Committee, the Strategic Enrollment Management Leadership Committee and many others.
- Participated in the search for a new Registrar and currently for the Vice President for Research.
- Participation in discussions regarding Campus Climate and later today a motion to build on continued efforts to create a safe and welcoming environment.
- Compiled information about our salary, professional development needs and policies

- Distributed information in our newsletter, on our website, social media and through targeted emails to constituents
- Acted as a resource for employees through Peer Advocacy and in individual conversations.

I want each of you to know that your work does not go unnoticed. Whether it be the extra time to send out emails to constituents, recruiting new councilors, investigating resources, writing motions, compiling newsletter information....and more. This time really adds up, but is needed to help propel this organization forward.

I am very proud of the work and achievements we have done together. A heartfelt THANK you to each and every one of you. I am looking forward to 2020.

#### **Secretary/Treasurer (Joy Stroud)**

Budget comparison report for FY19 and FY20 October YTD.

#### **VP for University Community Relations (Kelly Friesleben)**

No Report.

#### **VP for University Planning and Budget (Barry McCroskey)**

- A couple of quick updates. The Revenue Estimating Committee will be meeting in December to announce revenue estimates for the upcoming Legislative Session. The October meeting of the REC announced a 2.7% estimated increase in revenue. The December meeting was held after council met; the number coming out of that meeting was 2.9%. These numbers are roughly one percent higher than last year. Keep in mind the Legislature is not bound by these increases, they can budget less if they so desire. I will also remind Council that the Board of Regents is requesting an increase of roughly 3.6% for the 2021 budget, with all of the increase being directed to various student initiatives.
- Second update: the Senior Leaders Budget Meeting will be held December 19. This meeting is a gathering of all the Deans and Vice Presidents as well as the President to discuss the upcoming budget. I will be attending to represent Council (the Faculty Senate also attends). There were four such meetings last year, which I also attended.

#### **VP for Equity and Inclusion (Lindsay Moeller)**

No Report.

### **5. Professional and Scientific Council Committee Reports**

#### **Awards (Sarah Morris-Benavides)**

- Nominations for this year's Cytation Awards are now closed. Thank you to everyone who submitted nominations. The committee will now spend the next few weeks reviewing those nominations against the criteria and determining awardees;
- I would like to remind everyone that you can always submit to Highlighting ISU Staff for the opportunity to see your colleagues in the Professional and Scientific Council's monthly newsletter and on social media.

#### **Communications (John Burnett-Larkins)**

No Report.

#### **Compensation & Benefits (John Odenweller)**

- Will be looking at the Compensation and Benefits Report and Recommendation and the Motion on the Salary and Benefit Recommendation later in this meeting. Thank you to the committee for all of your hard work on these documents.

### **Peer Advocacy (Jacob Larsen)**

- Working on supporting the pilot interest groups;
- We have analyzed past newsletters to help identify good topics for Did You Know articles in future newsletters;
- We continue to discuss the P&S grievance policies.

### **Policies and Procedures (John Hascall)**

- The P&P Committee discussed a constituent's questions regarding the Tuition Reimbursement Policy.

### **Professional Development (Tera Lawson)**

The Professional Development Committee would like to remind everyone that the December Council Seminar Series Event will be on Creating Effective Presentations.

Our very own 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 10<sup>th</sup> 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 10<sup>th</sup> at 2 PM, the recorded session will be posted in [Learn@ISU](#) approximately one week after the live session.

Our January Council Seminar Series Event is titled Negotiating for Success – Strategies, Tools, and Skills. Ryan Bhattacharyya, Professor of Practice and Espeland International fellow, Ivy College of Business, will be discussing how we can effectively maximize the strengths we already have to advocate more persuasively for our positions(s) in a collaborative, yet effective way.

If you are unable to join us in person, the session will be [livestreamed](#) and can be viewed online using guest access. If you are unable to join us January 14<sup>th</sup> the recorded session will be posted in [Learn@ISU](#) approximately one week after the live session.

### **Professional and Scientific Council Professional Development Conference Subcommittee**

We are EXCITED to announce that registration is NOW open for the 2020 Professional and Scientific Council Professional Development Conference!!!!

If you haven't already, please check out our conference website that is linked to our page on the Professional and Scientific Council Website. There you can find the complete schedule for the day along with descriptions for each of the sessions.

We would like to encourage everyone to check out the session descriptions prior to registering as each of the session descriptions contain 1 to 3 learning objectives! These statements address what participants will be able to do following the presentation AND along with the session descriptions will give you a really good idea of what to expect from each of the presentations.

Early Registration is open NOW through December 20<sup>th</sup> and is \$100.00. Registration will be \$120.00 and will be open December 21<sup>st</sup> through January 31<sup>st</sup>.

Please help us to spread the word about this full-day personal and professional development opportunity organized by P&S Employees, for P&S Employees, designed to Cultivate Your Adventure and help us to Thrive Together!

### **Representation (Matt Laurich)**

The Representation Committee has updated the 'Substitutes' page of the website. There are now simple directions on how to find a substitute should a council member need to do so. We have also created an email list that includes all the volunteer P&S employees willing to serve as a substitute. If you would be interested in serving as a substitute, please contact the P&S Representation Committee [pands-r@iastate.edu](mailto:pands-r@iastate.edu).

### **6. Unfinished Business and General Orders**

None

### **7. New Business**

Motion to build on continued efforts to create a safe and welcoming environment for the Iowa State University community

First Read

Open for discussion

Motion to suspend Bylaws to have 2<sup>nd</sup> read today and vote today.

Vote – motion adopted.

Second Read

Open for discussion

Vote

Motion to build on continued efforts to create a safe and welcoming environment for the Iowa State University community was adopted.

Motion to send the FY 2021 Compensation and Benefits Report and the Compensation and Benefits Recommendations for FY 2021 to University Administration

First Read

Open for discussion

### **8. Open Discussion for the Betterment of Council**

No discussion

### **9. Announcements**

**Announcements from Councilors**

**Executive Committee Meeting:** December 19, 10am-12pm, Lab of Mechanics

**General Council Meeting:** January 9, 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 3:23 PM**