

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, August 1, 2019 Agenda | 2:10 - 4:00 PM | Memorial Union - Gallery

### Attending:

Ellen Anderson	X	Kara Keeran	X
Suzanne Ankerstjerne	X	Jacob Larsen	S
Tim Ashley	X	Matt Laurich	S
Jordan Bates	X	Tera Lawson	X
Ben Boecker	X	Lloyd	A
Emily Bowers	S	Barry McCroskey	X
John Burnett-Larkins	S	Lindsay Moeller	A
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	S	Sara Parris	X
Emily Dougill	S	Stacy Renfro	X
Jason Follett	X	Jamie Sass	S
Kelly Friesleben	X	Casey Smith	X
Leslie Ginder	X	Joy Stroud	S
Robyn Goldy	X	Megan Van Heiden	X
Jeff Hartwig	X	Patrick Wall	X
John Hascall	S	Amy Ward	X
Lesya Hassall	S	Trevor Warzecha	X
Ronnie Hawkins	A	Barb Wollan	S
Chris Johnsen	X	Rich Wrage	X

### **Call to Order & Seating of Substitutes (Sara Parris)**

Meeting called to order at 2:10 PM

Substitutes: Claus Niesen for John Hascall, Glen Galvin for John Burnett-Larkins, Katie Getting for Joy Stroud, Megan Moore for Emily Dougill, Malisa Rader for Barb Wollan, Camille Schroeder for Jamie Sass, Dave Brotherson for Jacob Larsen, Butch Hansen for Matt Laurich, Barb McBreen for Susan DeBlieck, Luis Migiel Rangel Mendez for Lesya Hassall, Clayton Johnson for Emily Bowers.

Guests: Kristi Darr, UHR; Brenda Behling, SVPP; Dave Ropke, UR; Pam Cain, OpFin

### **Establish Quorum (Tera Lawson for Joy Stroud)**

A quorum was established.

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

- Remove the Strategic Initiatives Planning from Unfinished Business and General Orders.
- Add Motion to Endorse the 2019-2020 Strategic Initiatives of Professional and Scientific Council to New Business.
- Add Representation Area Messages to Agenda Under New Business.

Amended Agenda was approved.

## 2. Approval of the Minutes

Minutes of the July 11, 2019 Regular Council Meeting were approved as submitted.

## 3. Administrative Reports

### Senior Vice President & Provost (Brenda Behling)

- Board Of Regents held their meeting this morning and the regents approved our FY19-20 Budgets
- President Wintersteen reported on the FY 20 Budget and stressed the value ISU brings to the state, noted that enrollment is expected to be down for 2019, true for all regents schools. Stated that \$23 million was reallocated from the budget for salary increases, necessary supplies, and supporting student success. Stressed the need for more state resources to support our land grant mission as 70.3% of our general university revenues come from tuition;
- Healthy Life Center – ISU contribution is a lease to City for \$1.00 per year;
- Granting an easement for multi-use trail that cuts across ISU research farms and connects trails in the area;
- Permission to begin to plan for a new facility on the West Side of Campus for Industrial and Manufacturing Systems Engineering; project would cost \$40 million and funded through private giving.

### Interim Senior Vice President for University Services (Pam Cain)

- Live for one whole month with workday and nothing has blown up. 10,435 paychecks were issued.
- Please submit one ticket in per item. Currently have an 85% ticket resolution rate. Continued patience is appreciated as we are all learning;
- 32 Contracts are live in CyBuy, nine are in testing, and one is on hold. We are working on it and we will get the remaining live soon;
- Grants – All of the data from inception has been loaded on grants. Still working on loading beginning balances and we hope it will be completed by August 15.

Question: Glossary of terms available?

Answer: They are currently available on the Workcyte Website under Resources tab.

Question: Service now ticketing system concerns regarding closing tickets before they are answered. How long should we wait before a response to our ticket?

Answer: Some specialists have 1,200 tickets in their inbox. If you don't get a satisfactory response or if it isn't resolved, please don't send another ticket, instead reply to that email and it will go into/reopen the same ticket.

Statement: Chem Stores and Central Stores Catalogues? – in CyBuy on the same software package as the Missouri Bookstore. Chem stores items cannot be handled online currently and we hope they will be able to configure for OKTA soon.

Question: Hearing concerns regarding having system access to hundreds of reports, but being unsure of which report(s) will get them the information they need

Answer: Working on dashboards for those needs as well as access for those who need access to which reports. Cost Center Managers vs Cost Center Financial Analysts have different levels of security.

Question: How do you obtain more access to what you need?

Answer: If you need access please submit the request through your chain of command.

### **Interim Vice President, University Human Resources (Kristi Darr)**

- Check your information in WorkDay to make sure things were transferred appropriately. You know your information the best;
- HR teams have been working hard on payroll and are looking forward to getting out and meeting people. Next payroll cutoff is next Tuesday;
- In August HR teams will be reaching out to the highly impacted staff: both to individuals and departments and units that were highly impacted;
- Known issues page on [www.workcyte.iastate.edu](http://www.workcyte.iastate.edu) has been helpful. This will continue to be updated. Please continue to let us know of those issues.

Question: Graduate Assistants and user lab is giving different answer than departments. Who is responsible for graduate student appointments?

Answer: The graduate student coordinator should be the one that appoints students. A meeting has been held and we are working through interdisciplinary appointments. Trying to help graduate student coordinators make connections. Graduate College has committed additional staff to help to address these issues.

### **Interim Vice President and CIO (Kristen Constant)**

- Service Now Activity/Workday Use: 11,417 ISU Employees have logged into Workday, 21,125 tickets generated, 11.8% are active (new, open, on-hold).
- Monitoring activity of service teams to see where we need to put more resources.
- Service Now was implemented very quickly and has more capabilities that we will continue to explore in the next couple of months.
- Human Resources Finance, and Workday: 11,691 tickets generated.
- We are listening. Have started a reported Issues in Progress on front page of WorkCyte Website where we are listing all the issues and states whether or not it has been resolved.
- Workcyte website has scrolling tips on webpage.
- Job Aid Access/Improvement – working on embedded help in workday so that you can click on the job aid IN workday and get to the Job Aid that applies to what you are doing.
- Working on providing a process overview of business processes.
- Still working on visibility within workday, especially cross cutting populations, access/reports.
- Still working on delegation including configuration and communication.
- Still working on reporting, we have already built 30 new reports this month.

Question: P-cards, not seeing them, not being able to verify them. It isn't there?

Answer: Will track that down and will give you a call for more details. They should be coming in as part of the integration. Submit receipts, business purpose, and worktag to your finance team and they will upload them for you. Right now recognizing the difference between p-card and Cy-buy is a known issue and we are working on it.

Question: Beneficiaries are not in Workday.

Answer: Providers require that we have a hard copy signature on beneficiaries, so it is on file in HR. Don't have a good fix for it in Workday just yet. We will provide better communication on that issue.

#### **4. Professional and Scientific Council Executive Committee Reports**

##### **President (Amy Ward)**

To begin my first president's report, I would like to say that I am excited for what is already starting out to be a productive year on Professional and Scientific Council! We have really made some strides in the past year with regards to shared governance and employee engagement in changes happening at Iowa State and I look forward to building on that very positive momentum. I am invigorated by all of the wonderful suggestions and ideas that came out of last month's Strategic Initiatives Planning meeting and I am really sorry that I had to miss it.

This week the Executive Committee met for a full-day retreat where a good part of the day was spent discussing these suggestions and possible implementation ideas to form the Strategic Initiatives motion that we will review later today. Thank you all for helping us identify items of importance to you, your constituents, and the larger University.

Over the summer, the Improved Service Delivery (ISD) Advisory Committee began meeting. I will be representing P&S Council on this group that will replace the Institutional Effectiveness Leadership Team (IELT) and look forward to providing your insight in regards to the ISD goals of Improving Employee Experience, Supporting the Unit's Mission and Enhancing our Culture of Service.

##### **Secretary/Treasurer (Tera Lawson on behalf of Joy Stroud)**

Please make sure you signed in, especially those of you who are substituting for an elected Councilor during the meeting today.

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

No Report

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

Budget Load will occur in mid-August. Please check your paycheck both in Workday and at your bank to make sure everything is correct. Had a 1% increase effective July first and are planning for a 1% increase in October. Workday vocab is very different from what we are used to and we are all learning. Please be patient as we are still in flux

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

No Report

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

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

Awards committee met today to take care of administrative details and divide out responsibilities. The highlight of our meeting was identifying opportunities we can improve our work to recognize our fellow P&S employees through a quick brainstorming activity. We found a few ways to improve our work with CYtation Awards and will reach out to the administrator of the University Awards to offer assistance with any opportunities that we can help with.

##### **Communications (Stacy Renfro for John Burnett-Larkins)**

The Communications Committee did not meet this month due to several of our members being out on vacation. We plan to meet later in the month of August to continue planning for the upcoming year and review the Council strategic initiatives. We do have a couple of projects in progress that I'll share with you today. Last year we transitioned the Council website to a new template. This year we are through a few final updates and developing a color coded site map so all Councilors know who is

responsible for updating which section. We are also working on setting up a training for those that need to update the Council website this year, but may not be familiar with Drupal. Another one of our committee members, Jamie Sass, is working on social media guidelines as well as reporting metrics for our newsletter and social media. We hope to share some of this progress with you at the September Council meeting.

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

No Report

### **Peer Advocacy (Dustin Moscoso for Jacob Larsen)**

Peer Advocacy discussed childcare issues and how it can be related to flexible schedules; Alternative options to pay increases such as gym memberships and professional development funds; Discussed the cold weather policy issue and how it can be related to flexible schedules.

### **Policies and Procedures (Ben Boecker for John Hascall)**

No Report

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

The Professional Development Committee is currently working to put together the 2019-2020 Professional and Scientific Council Seminar Series!

For those of you who may be unfamiliar, the Professional Development Committee hosts a Council Seminar Series Event each month. They are usually held face-to-face on the Second Tuesday of the Month from 2-3 PM here in the Memorial Union and are livestreamed so that you can join us remotely and still participate in the live presentation. Following the live presentation, we also post the recorded sessions in Learn@ISU for viewing or reviewing. Through our partnership with University Human Resources each attendee is also given credit for attending or viewing Council Seminar Series Events in their ISU training profile.

As the PD Committee is working to put together the topics and speakers for this year's Council Seminar Series we would love to hear from YOU!!!

We would like to ask that you share the topics that you would like to hear about, as well as potential speakers, with us via our [pands-pd@iastate.edu](mailto:pands-pd@iastate.edu) e-mail address and we'll see what we can do! We have a lot of talent and expertise at this University and we need your help to find those individuals who can, or possibly already do, present on topics of interest to all P&S Employees that can be shared through our Council Seminar Series.

Our August Council Seminar Series Event is titled: Could You, Should You, Will You Save More for Retirement?

It will be presented by Ann Doty University Human Resources Retirement Education and Services. Plan to join us on August 13<sup>th</sup> from 2-3 PM in the Gallery Room of the Memorial Union where we will be discussing:

- the options you have as an ISU employee to save more for retirement,
- the difference between Roth after tax and pretax retirement savings,
- and how additional retirement savings can give you more options in planning your future

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 August 13th 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 September Council Seminar Series Event will be an update on the P&S Classification and Compensation Review.

Emma Houghton, the Director of Compensation and Classification, University Human Resources, will join us on September 10<sup>th</sup> from 2-3 PM in the Gallery Room of the Memorial Union to provide an update and discuss next steps in the P&S Classification and Compensation Review Project. Like the August Council Seminar Series Event it will also be livestreamed and 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 September 10th at 2 PM, the recorded session will be posted in [Learn@ISU](#) approximately 1 week after the live session.

I also have a report from the Professional and Scientific Council Professional Development Conference Sub-Committee to share with you today!

The PD Conference Sub-Committee is comprised of the 6 Councilors who are also serving on the PD Committee AND 5 non-councilor volunteers. We held our first meeting this afternoon and are already off and running planning the 2020 Professional and Scientific Council Professional Development Conference!

It will be held February 13th in the Scheman Building of the Iowa State Center and this full day of professional development will be dedicated to continuing to **Cultivate the Adventure** of our fellow P&S Employees.

We will once again be issuing a call for proposals for the 2020 Professional and Scientific Council Professional Development Conference and hope that you will not only consider putting together a proposal to present at the conference BUT that you will encourage others to as well.

We as P&S Employees have a whole lot of expertise and talent amongst us and sometimes all it takes is someone you know suggesting that you submit a proposal to the call that ends up being a really valuable conference presentation. We will be looking for presentations that fall in the broad categories of Leadership, human interactions, health and wellness, and professional resources and for ones that help P&S Employees to:

- learn a new skill
- strengthen existing skills
- discover things that can be applied immediately in the workplace or ways to increase morale or motivation in the workplace

As soon as we have the release date scheduled for the Call for proposals we will be sure to let you know as we would like to ask each of you to share the call for proposals with your constituents in addition to those you would like to see as presenters at the conference.

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

No Report

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

NONE

**7. New Business**

- Motion to Endorse the 2019-2020 Strategic Initiatives of Professional and Scientific Council
- Representation Area Communication

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

**None**

**9. Announcements**

**Announcements from Councilors**

None

**General Council Meeting:** August 1, 2:10-4 PM, Gallery Room, Memorial Union

**Professional and Scientific Council Seminar Series Event:** Please join us for our August Seminar Series Event, "Could You, Should You, Will You Save More For Retirement?" presented by Ann Doty from University Human Resources. This event will be held in the Gallery Room of the Memorial Union on August 13 from 2-3pm. This session will also be livestreamed.

**Adjournment: 3:36 PM**