

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, September 5, 2019 Agenda | 2:10 - 4:00 PM | Memorial Union - Gallery

Attending:

Ellen Anderson	X	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	A	Sarah Morris-Benavides	X
Malinda Cooper	A	Dustin Moscoso	X
Janice Crow	S	Chris Meyers	X
Mickie Deaton	X	John Odenweller	X
Susan DeBlieck	X	Sara Parris	A
Emily Dougill	X	Stacy Renfro	X
Jason Follett	X	Jamie Sass	X
Kelly Friesleben	X	Casey Smith	X
Leslie Ginder	X	Joy Stroud	X
Robyn Goldy	S	Megan Van Heiden	X
Jeff Hartwig	X	Patrick Wall	X
John Hascall	X	Amy Ward	X
Lesya Hassall	X	Trevor Warzecha	X
		Barb Wollan	X
Chris Johnsen	X	Rich Wrage	X

Call to Order & Seating of Substitutes (Stacy Renfro)

Meeting called to order at 2:10 PM

Substitutes:

Jessica Bell for Janice Crow; Eduardo Boro for Robyn Goldy

Guests: Brenda Behling, Pam Cain, Kristen Constant, Kristy Darr, Jonathan Sturm, Jonathan Wickert

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

After a motion to remove the word 'Online' from the Professional and Scientific Council Seminar Series Event: P&S Classification and Compensation Review Update, the agenda was approved as amended.

2. Approval of the Minutes

Minutes of the August 1, 2019 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Construction Updates:
 - Library building updates
 - Gerdin building updates
 - Progress on student innovation center
 - BOR Planning for new building for the Engineering Dept.
- \$261 million in record for research income;
- BOR – new student regent serving on the board;
- Faculty Senate completed the review of the Provost Office;
- 3 new academic leaders; COE Dean; Interim Dean Library; Director of office of institutional Research;
- Enrollment down compared to last year based on 10th class period

Question: are people distressed by the decline in enrollment?

Answer: Two sided: enrollment increase helps with finances and excitement; not unexpected for differing reasons; less stress on faculty and staff

Interim Senior Vice President for University Services (Pam Cain)

Interim Vice President, University Human Resources (Kristi Darr)

Interim Vice President and CIO (Kristen Constant)

- Joint presentation on where we are with WorkDay and ISD;

Comment: Kudos on payroll printed checks;

Question: No answer to current problem after going through all the hoops, where do they go?

Answer: HR – go to Kristi Darr for this specific one; go to HR Coordinator and up that chain; Finance specialist, Duane Hepler, and then Kristi;

Question: How long do we give you to get things where they are normal; will there be a 'State of the Union Address?'

Answer: Not sure how long – 6 months after Go Live; working on different methods for the best form of communication;

Question: is there a place where you can put a collective bug fix?

Answer: we are working on that now and would appreciate your suggestions and ideas; maybe a community website for shared information with employees;

Question: What is happening with the folks who have moved to ISD roles and those left behind?

Answer: sent questions out last week to see how things are going; HR will also be following up;

4. Professional and Scientific Council Executive Committee Reports

President (Amy Ward)

It has been a very busy month for everyone! I want to thank you for all you have done to communicate with constituents and prepare feedback to share with me. I hope that helped us towards more meaningful discussion with our speakers today about the issues that have arisen due to Workday and ISD changes. As I have communicated with you in email...Your Exec council has been meeting with administration regarding these issues. I thought it might helpful for you to hear a list of the feedback topics so that you are aware of all topics, not just the ones that you sent.

Transparency/Consistency in Business Processes
Role Restrictions and Understanding of Roles
Communications and the Ticketing System
Timekeeping
Reports/Job Aids/Training
Workload

As we continue to receive this feedback, we need to be patient as teams work through the issues that arise and support P&S employees wherever we can add value.

As Provost Wickert said, this month we had the opportunity to meet with the student regent, Zach Leist. We had great discussion with Zach to help him understand what our interests and struggles are. We also offered to visit with him or help him find the correct person to help with any questions he has as he navigates his new role.

In the coming weeks, Sara and I will begin our monthly meetings with the President and Provost and continue meetings with University Human Resources. We know that topics in these meetings will continue to be Workday and ISD, but also expect the Classification and Compensation Review discussions to start to come to the forefront. I also continue to meet with the WorkCyte Steering Committee and ISD Advisory Committee. Please continue to keep me informed of items you are hearing about so that we can continue to advocate for our constituents.

Secretary/Treasurer (Joy Stroud)

Placard reminder; budget update next month;

VP for University Community Relations (Kelly Friesleben)

If you know of a Professional & Scientific employee that has earned an award, please send information about the award and the awardee to Kelly Friesleben at klf@iastate.edu or pands-c@iastate.edu so a personal note on behalf of council can be sent.

VP for University Planning and Budget (Barry McCroskey)

No Report

VP for Equity and Inclusion (Lindsay Moeller)

ISU LGBTQA+ FSA Fall Picnic this Sunday, September 8 from 5-7:00pm. RSVP by today through an email sent by the FSA, or find the link to RSVP on the [ISU Lgbtqa Faculty Staff Association](#) page on Facebook.

Black Faculty & Staff Association – Fall kickoff Sept. 12 from 4-6pm at Hixson-Lied Student Success Center.

Colegas – First meeting of the semester Wednesday, September 11, 2019 in Beardshear Room 1550 at 12:10pm. They will be serving light refreshments and catching up with everyone as well as planning fall events.

Go to <https://www.diversity.iastate.edu/connect/fsa> to learn more about how to get involved with the American Indian FSA, Asian American and Pacific Islander FSA, Black FSA, Colegas, Jewish FSA, and LGBTQ+ FSA.

Ames PrideFest – Saturday, September 7. View schedule of events at amespride.org, and thanks to Ivy College of Business and the University Library for being partners of the event.

Brown Bag American Sign Language: Deaf Culture and Language. Sign up at Learn@ISU. Dates are 10/04, 10/11, 10/18, 10/25 at 11am. Sign up for each individual Brown Bag. Training for employees on campus/Ames community interested in learning basic signs and learning more about Deaf culture. Bring your lunch and an open mind for this interactive course! You do not need to attend every session in order to learn from this series. Join us when you can!

One final call for interest in the ad hoc committee established with the passage of the [Motion to Expand Efforts to Promote Inclusive P&S Council Meeting Spaces, Events, Practices and Procedures](#). Will schedule a kick-off meeting at the end of September to address how Council implement process and procedures to build inclusive meeting spaces and events. Please email Lindsay Moeller at moellerl@iastate.edu to express your interest.

Will attend and report on VPDI Council meetings for the fall semester:

- September 24, 2019
- October 28, 2019
- November 26, 2019
- December 17, 2019

Comment from VP for Community Relations: putting together packets with information for new employees; this would be good info to share;

5. Professional and Scientific Council Committee Reports

Awards (Sarah Morris-Benavides)

The Awards Committee has begun the planning process for opening nominations for CYtation Awards. We will have a date for you at next month's meeting. In the meantime, we are reviewing our process for collecting and communicating about nominations, planning for the ceremony and breakfast next spring, and what we can do internally to streamline our work on the P&S University Awards nominations. As a reminder, nominations for University Awards are open now until February 10, 2020. The 2019 University Awards ceremony is Monday, September 23, at 3:30pm in the Great Room of the MU. To tag onto Kelly's message, you can also send awards/recognition to pands-a@iastate.edu.

Communications (John Burnett-Larkins)

A. Committee working on a number of tasks and priorities to enhance new functions and improvements that were launched last year

1. Website improvements

- a. New website assignment map for committees
- b. Refining assignments – those committees with frequent web site postings and updates will maintain own pages – Communications will do other updates

2. New plans for organizing/posting meeting documents on site

- a. Page for posting general meeting documents simplified (thanks Stacy!)
- b. Joy Stroud has agreed to be the designated person to post all general meeting-related documents on council web site (thanks Joy!)
- c. Older documents missing in past have been posted on web site

3. Drupal program training

- a. Majority of Communications Committee members have received Drupal training (thank you, Stacy Renfro!)
- b. Those committees with frequent/extensive web site postings will be offered Drupal training through Comm. Committee
- c. GOAL: To have a number of appropriate councilors trained in using Drupal so posting and updates can be done efficiency

B. P&S Council Listserve Issues

1. Has come to attention of Communications Committee that listserves/distribution lists of P&S employees for council communications (that were updated monthly) are not getting updated following rollout of Workday
2. Concern about this had been expressed in run-up to Workday transition

Compensation & Benefits (John Odenweller)

The Compensation and Benefits committee continues to meet and discuss our annual salary report. Given the excitement surrounding last year's report and the fact that not much was addressed by administration, the committee has unanimously agreed to keep a similar report with updated data and a few new talking points to freshen up this year's report. Until any of our recommendations are acted upon by the administration, we feel that it is important to keep pushing the same agenda.

The committee is also discussing our next steps after we submit the salary report for this year. Hoping to have a first read in December and second in January, we will have 5 months left in the council year to address any other concerns. One idea is a one-page informative benefits document that would both highlight some relatively unknown benefits as well as best practices for utilizing your benefits. An example of this would be to see a family doctor or urgent care instead of going to the emergency room for non-emergency issues. This alone could cut millions of dollars out of the University's annual costs. We will need commitment from administration that the saved dollars would go back to employees of the University and not redirected to maintenance or other areas. We would also like commitment that they would find ways to effectively bring in new dollars through other streams to match our accomplishments.

Last, in hopes of attracting new talent, or maintaining our current talent, we are considering a "total compensation calculator". This tool could be utilized by prospective and current employees to type in their salary and all benefits (retirement, healthcare, etc.) would all be added to give you a true sense of what you do/would make at the University. Our hope would be to keep current and attract new talent that continues to leave the University.

Peer Advocacy (Jacob Larsen)

• Strong Peer Advocacy committee

- We have strong committee with very involved and dedicated members.
- Having great discussions with people contributing in very valuable ways, drawing on their personal and professional knowledge and skills.
- I appreciate their patience with me as I learn how to chair a committee

• Moving forward on Employee Interest groups (previously affinity groups)

- August Adventure2 Survey to find out who might want to be leaders/co-leaders for pilot groups - more than 220 responses
- Getting ready to start pilot groups in areas such as Book Club, Creative Arts, Recreation Group

- Next step is to discuss administration of these groups with Stephanie Downs in ISU Wellness Office including what is expected of those who have indicated an interest in leading or co-leading the groups
- Then, contact interested people and get groups started
- **Upcoming tasks**
 - Discussed how we can contribute in our committee to the proposed strategic initiative for the coming year for P&S Council

Policies and Procedures (John Hascall)

The Policies and Procedure committee finished its review/comparison of Tuition Reimbursement policies at the Regents institutions and will be make one recommendation to bring ISU into parity with the other schools.

The committee also discussed the "stun gun" issue, but deferred further investigation until after next month's presentation by ISU Police Chief Newton. Finally, we began work on a new policy on International Travel Registration which will be before PLAC later this month.

Professional Development (Tera Lawson)

The Professional Development would like to remind everyone of our upcoming September Council Seminar Series Event, which will be an update on the P&S Classification and Compensation Review Project.

Emma Houghton, the Director of Compensation and Classification, University Human Resources, will join us on September 10th 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.

If you cannot 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 September 10th 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 October Council Seminar Series Event will be on implicit bias and what you can do about it.

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, to help us to be able to recognize it, and addressing how we as Iowa State University Employees can begin to address it.

Like the September Council Seminar Series Event the October Event will also be [livestreamed](#) and the link is available both the Council Newsletter and on the Professional and Scientific Council Seminar Series Webpage.

If you are unable to join us on October 8th at 2 PM, or would just like to review the session, 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!

We would like to remind everyone that the Call for Proposals for the 2020 Professional and Scientific Council Professional Development Conference is NOW OPEN!!! 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 the best 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!***

The Call for Proposals, through which we find presentations and speakers for the concurrent sessions at the conference, will be open until 5 PM on October 4th. If there is a topic or a presenter you would like to see at the 2020 Professional and Scientific Council Professional Development Conference, please encourage them to submit a response to this call.

Representation (Matt Laurich)

Down one councilor in the President's Office;

6. Unfinished Business and General Orders

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

Second Read;

There were a few minor changes before bringing back to Council;

Discussion: none;

Call for a vote;

The motion is adopted;

7. New Business

None

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

Joy: 30% off all regular priced items in the Gift Shop next Friday, Saturday and Sunday;

Barb: Extension provides research based info in practical form for people all over the state; curricula is good; Writing Your Retirement Workshop – Sept. 17 – offering it two Tuesdays; flyers available;

Matt – This Friday there will be terrace events – popup shops – no alcohol

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

General Council Meeting: October 3, 2:10-4 PM, Gallery Room, Memorial Union

Professional and Scientific Council Seminar Series Event: P&S Classification and Compensation Review Update, September 10 from 2-3pm, Memorial Union Pioneer Room. This session will also be livestreamed.

Adjournment: 3:56PM