

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, September 10, 2020 Agenda | 2:10 - 4:00 PM | [Webex](#)

Meeting number (access code): 120 130 7134

Meeting password: 2iXp5RPXNW7

Or, join by phone: +1-312-535-8110

### Attending:

Suzanne Ankerstjerne	X	Chris Johnsen	X
Chris Beedle	X	Sarah Larkin	X
Valyn Bodensteiner	X	Jacob Larsen	X
Ben Boecker	X	mv lloyd	X
John Burnett-Larkins	X	Liz Luiken	X
Paula Burns	X	Adrienne Lyles	X
Clayton Byrd	X	Gayle Mastbergen	X
Lynne Campbell	X	Barry McCroskey	X
Ritushree Chatterjee	X	Lindsay Moeller	X
Malinda Cooper	X	Dustin Moscoso	X
Mickie Deaton	X	Chris Myers	X
Susan DeBlicke	X	John Odenweller	A
Emily Dougill	X	Sara Parris	X
Tom Elston	X	Deanna Sargent	X
Matthew Femrite	X	Jamie Sass	X
Jason Follett	X	Jennifer	X
Katie Getting	X	Casey Smith	X
Robyn Goldy	X	Joy Stroud	X
Robert Grandin	X	Megan Van Heiden	X
Butch Hansen	X	Patrick Wall	X
Bridgette Hare	X	Amy Ward	A
Jeff Hartwig	X	David Welshhons	X
John Hascall	X	Rich Wrage	X
Lesya Hassall	X	Misty Zimmerman	X

**Councilors and Substitutes:** Please visit this [Qualtrics](#) page to record your attendance

**Call to Order & Seating of Substitutes** (Chris Johnsen) 2:10 p.m. (CST)

**Establish Quorum** (Emily Dougill)

A quorum was established.

**1. Approval of the Agenda**

The agenda was approved as submitted.

## 2. Approval of the Minutes

The minutes of the August 6, 2020 General Council Meeting were approved as submitted.

## 3. Administrative Reports

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

- Spoke about safety protocols that faculty, staff, students have adopted.
- News stories regarding testing results- Provost suggested that news was slanted in views of how ISU was portrayed.
  - Spoke about student in isolation who contradicted the news opinions and felt safe, were getting their schoolwork done, and didn't feel like the situation was not as bad as it was portrayed.
  - Test numbers will continue to go up and down, but we will remain focused on health and safety standards for the semester.
- Outline of spring semester not yet approved by BoR.
  - Modified academic calendar
    - Concept:
      - Spring semester begins 2 weeks later than normal (Jan. 25, 2021)
      - skip spring break
      - shorten instruction by 1 week
      - would end around same time in May as usual.
      - meets institutional accreditation requirements.
      - Allows for a week gap between end of spring semester and summer session.
  - Looking at options to offer online courses over winter break.
- Questions for Provost Wickert
  - None

### Vice President and Chief Information Officer (Kristen Constant)

- ITS updates
- COVID response
  - Explained what technology has been provided to campus
    - support health
    - support remote work
    - support hybrid learning- major classroom modifications
- Solution Center
  - On campus
    - 35 students
    - 5 CSA's
  - Staffing- hybrid FT staff
- Workday
  - Always evolving- comprehensive updates twice a year
  - Usability features
  - Improved expense report functionality
- Workday Digest
  - Quick hits of info/ updates
- Questions for VP Constant
  - None

### Director, Classification and Compensation - UHR (Emma Houghton)

- 10 days from implementation
- Completed all title reviews as of today
- Shared article in Inside Iowa State last week
  - Resources for compensation
  - Provided access to new pay grades
  - Working with managers to provide information for their employees regarding compensation and compensation.
    - Adjustments to salary only will be available 9/20/20 and will be open until 10/1/2021
    - No changes to classification until October 2020
    - Access will be in Workday
      - Under Worker profile
- Non-exempt employees will begin tracking their time on 9/20/20
  - Information will be going out on morning of 9/11/20

- Questions for Emma
  - Chris Johnsen: When will managers be seeing information regarding employees?
    - 09/14/20
  - Mickie Deaton: how many employees were impacted by exempt to non-exempt status?
    - Total: 390, Newly: 296 (difference is between previously non-exempt to newly)
  - Joy Stroud: If communication has not been started with employee to see if employee is over or under minimum.
    - Suggested to reach out to HR delivery team.
  - Lynn Campbell: Individual Collaborators (1,2,3,4 system) classification. Colleagues sharing their personal classification. Questioned IC 4 and how to get to that level and how movement is supposed to work.
    - Minimum qualifications- preparing a training to help everyone understand. Primary drive to adjust minimum qualifications is to provide inclusivity and allow for greater movement.
    - IC 4: aspirational level- have a combination of education and experience in field.
  - Jacob Larsen: specialist 4 continued question. Informed that this specific level is held specifically for reserved president's office.
    - Emma to follow up and provide specific answer offline.
- Emma: Questions or Comments section on HR Delivery website for further questions after meeting.

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

##### President (Sara Parris)

- Good afternoon! This is my first official President's Report since I was not in attendance at the August meeting, and I just have to say, what a year to be president! Nonetheless I am humbled to serve you and all professional and scientific employees across campus during this extraordinary time. Each and every one of us has been personally impacted in some way by the pandemic, and I know that Council will play an active role in helping staff to feel supported and engaged throughout this academic year, as well as guidance to senior leadership as they navigate through the challenges we face.
- In late July, the Executive Committee met for our annual retreat. This is always a fun and productive event, and this year was more special as we were able to meet in-person in a space that allowed for adequate social distancing. Our discussions led to the development of this year's strategic initiatives, which were introduced at the August meeting and will be voted on today. I was also really excited to share my favorite leadership book, Reality-Based Leadership by Cy Wakeman, with the Committee. We talked about what it means to ditch the drama and how-to success despite your circumstances. The Committee is reading the book together with a book-club type discussion at each Executive Committee meeting.
- As the University continues to explore ways to improve the financial situation, one of the cost-saving measures under review involves our university benefits. John Odenweller and I are both on the University Benefits Committee, which met on Tuesday, and we have both been provided with a lot of information on what options are being considered. John and I are both advocating for benefits changes that have a meaningful impact on the university's budget while minimizing the financial burden to professional and scientific staff. We will share more details with you as we are able.
- On Friday the 18th, Amy, Chris, and I will meet with our peers from the other Regents institutions. These meetings, held annually, are always productive and eye-opening, but I imagine this year's will be even more interesting as we share our strategies for succeeding during the pandemic.
- With that, I'll open it up for any questions.

##### Secretary/Treasurer (Emily Dougill)

- no report

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

- In the coming months we will be mobilizing the Equity and Inclusion committee that exists as established by the bylaws. We will be reaching out to select campus partners to serve on the committee as ex officio / subject matter experts. The purpose of the committee as stated in the bylaws is copied below.
  - **§ 11. Equity and Inclusion.** *There shall be an Equity and Inclusion Committee composed of the president, president-elect, past president, vice president for equity and inclusion, and persons appointed by the president consistent with these Rules and Bylaws. The vice president for equity and inclusion will serve as or appoint a chair of the committee. The committee will provide information and advice to the Iowa State University president and administrators on a wide range of issues related to the topics of diversity, equity, and inclusion. Planning, analysis, and policy as it pertains to these issues will be addressed and shared.*

##### VP for University Community Relations (John Burnett-Larkins)

- no report

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

- Enrollment numbers have been announced. 31,800, somewhat better than I expected.
- New budget system is up and running. If council would like a demonstration, I can make arrangements.
- The first Senior Budget Leaders meeting is slated for later this month. No official date as yet. This will be our first chance to really dig into the current budget situation.

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

#### **Awards (Suzanne Ankerstjerne)**

- Plans are ongoing for the postponed 2019 Cytation Awards event and we will update council next month. We are also preparing for our 2020 Awards season with Cytation Awards and University Awards.
- We continue to acknowledge the great work our colleagues are doing via Highlighting ISU Staff. Please consider taking a 1-2 minutes to highlight one of your co-workers or a team that is going over and above. Find the link to the nomination form in the P&S Council September newsletter.

#### **Communications (Jamie Sass)**

- The Communications Committee is working hard to help raise the visibility of Council to our constituents. We had a lot of turnover on the committee from last year to this year, so we've spent a lot of time getting our new committee up to speed on how we do things, including a training in Constant Contact which gets our newsletter out and refining our social media processes. We're excited to announce that we'll be sending liaisons from the Communications Committee to other Council committees with the goal of gathering information about the good work you all are doing on your committees and then sharing it out to our constituents.
- Today in our committee meeting, we talked about innovative ways we could approach social media and started discussing social media features. We are lucky enough to have a marketing professional on our committee and are excited to see her good ideas come to life. We're excited to see what ideas you have as well. If you have a fun idea for social media, please email the Communications Committee. We'd love to talk about it! The Communications Committee will also be creating a web page for the forthcoming Equity and Inclusion committee. Thank you!

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

- *Submitted in writing to the Council President*
- Narrowed down topics we wanted to cover for this year's report and deadline for completing report. Will divide topics for research and write up.
- Discussion grew around data released by fact book and figures released by administration.

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

- Discussed topics for Did you know articles that we usually contribute to the P&S Council newsletter throughout the year
- Topics we'll be spearheading - discussed who will be facilitating each of these topics for our committee
  - Continue working with Interest Group facilitators and supporting initiatives to try to increase group membership. Spearheaded by Lesya Hassall
  - Maintain connection with ISU Ombuds office and discuss issues relevant to staff concerns. Spearheaded by Jacob Larsen + Katie Getting
  - Reconnect with ISU Wellness Office and discuss how staff may better benefit from programming and what kinds of programming staff might like. Spearheaded by Robyn Goldy and Katie Getting
  - Discuss and provide relevant recommendations for COVID-19 issues and topics affecting staff. Spearheaded by Misty Zimmerman + Jacob Larsen
  - Discuss topics related to UHR's *WorkFlex* program currently being developed. Spearheaded by Clayton Byrd + Lindsay Moeller

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

- no report

#### **Professional Development (Paula Burns)**

- The Professional Development Committee met earlier this afternoon. Members have decided that, to protect the safety of our presenters and attendees, this fall's seminar series events will be livestreamed via Adobe Connect, which means presenters will be appearing remotely. There will be no face-to-face sessions. We're working with ISU Extension IT to ensure seamless delivery and will continue to post recordings of the events on Learn@ISU approximately one week following the livestreamed sessions. We'll re-evaluate hosting live, face-to-face events this spring.
- The first seminar series event was held this past Tuesday. Instructional Designers Angela Braggs and Shawn Peterson, who are with the Child Welfare Research and Training Project, presented "*Up Ahead: The Scenic Route - How to Engage Staff to Foster Positive Learning.*" They offered a variety of best practices for encouraging staff interaction during team meetings and training, including tips for virtual events. I encourage you all to check out the recording on Learn@ISU. We're still in the process of securing presenters for the

October seminar series event and will post those details on the Professional Development Committee page of the Professional and Scientific Council website when they're available.

- The Professional and Scientific Council Professional Development Conference Sub-Committee met on August 24 to begin discussing plans for this year's event, which is scheduled for **February 25, 2021** at the Gateway Hotel and Conference Center. We're also developing contingency plans for a virtual or hybrid version of the event. The committee is in the process of finding keynote presenters, and the call for proposals will go out next week. Check the Council newsletter and website for more details. The next meeting of the Professional Development Conference sub-committee will be on September 28.

#### **Representation (Jason Follett)**

- The Representation Committee had a productive month. We have been able to fill the long-standing vacancy in the President's Division which occurred due to a full slate of candidates for the 2020 election. In addition, Cameron Hall resigned his seat in the Academic Affairs Division as he leaves Iowa State due to new employment. Both candidates' appointments are part of our New Business

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

Motion to endorse the 2020-2021 Strategic Initiatives of Professional and Scientific Council

- President, Sara Parris:
  - Motion to endorse the 20-21 Strategic Initiatives of Professional and Scientific Council. (**Second read**, first presented at 08/06/20 meeting).
  - Open for discussion:
    - Jamie Sass moved to restructure 4<sup>th</sup> statement to mimic previous 3 points.
      - Emily Dougill seconded the motion to restructure statement.
      - 4<sup>th</sup> statement will now read:
        - *"Represent the interests of" ...*
    - Call for vote to approve changes to motion.
    - Vote 1: motion to endorse strategic priorities was **approved**.
    - Lynn Campbell: question, not motion, to clarify wording.
    - No other discussion.
  - Chris Johnsen calls to vote to send Strategic Initiatives to Administration.
    - **Vote 2:** motion to send Strategic Initiatives to Administration was **adopted**.

### **7. New Business**

- President Sara Parris, candidates for council- nominations to fill the President's Division vacancy and the Division of Academic Affairs vacancy.

Nominations to Fill President's Division vacancy

- **Adrienne Lyles** provided short background and why they want to be involved in chat (audio issues prevented speech)
  - Vote to seat Adrienne Lyles: majority **Yea**.
  - On behalf of Council, Chris Johnsen congratulated Adrienne on joining council.

Nominations to Academic Affairs Division vacancy

- **David Welshhons** provided short background and why they want to be involved.
  - Vote to seat David Welshhons: majority **Yea**.
  - On behalf of Council, Chris Johnsen congratulated David on joining council.

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

- No discussion

### **9. Announcements**

Announcements from Councilors

- None

Executive Committee Meeting: September 17, 10AM - 12PM, Webex

General Council Meeting: October 1, 2:10-4 PM, Webex

**Adjournment** 3:42 p.m. (CST)