

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, October 1, 2020 Agenda | 2:10 - 4:00 PM | [Webex](#)

Meeting number (access code): 120 931 4281

Meeting password: SXqxPQdc342

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

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

### Attending:

|                      |   |                    |   |
|----------------------|---|--------------------|---|
| Suzanne Ankerstjerne | A | Chris Johnsen      | X |
| Chris Beedle         | X | Sarah Larkin       | X |
| Valyn Bodensteiner   | X | Jacob Larsen       | X |
| Ben Boecker          | X | Lloyd MV           | A |
| 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        | S | Chris Myers        | X |
| Susan DeBlieck       | X | John Odenweller    | X |
| Emily Dougill        | X | Sara Parris        | X |
| Tom Elston           | X | Deanna Sargent     | A |
| Matthew Femrite      | X | Jamie Sass         | X |
| Jason Follett        | X | Jennifer Schroeder | X |
| Katie Getting        | X | Casey Smith        | X |
| Robyn Goldy          | X | Joy Childress      | 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 |

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

Establish Quorum (Emily Dougill)

## 1. Approval of the Agenda

## 2. Approval of the Minutes September 10, 2020 General Council Meeting

## 3. Administrative Reports

- Senior Vice President & Provost (Jonathan Wickert)
  - Appointed Peter Dorhout as Vice President of Research - will be joining ISU in Spring.
  - Update to planning for Winter Instructional Session
    - “What do we call this?”
      - *Winter Session*, official name
    - Pilot program and potential for more permanent basis
    - A lot of interest from students
  - Questions for PW:
    - Jason Follett: course offerings? types?
      - Provost Wickert: Academic Planning Group working with associate deans to determine within the next week or so.
    - Jason: will it be termed as 2020 or 2021 side of registration
      - Provost Wickert: administratively will probably run as 2021
    - John Hascall: Will billing be separate even if considered as part of spring semester?
      - Provost Wickert: yes, it will be separate. Considered like summer courses as additional option, so separate billing is needed. Additional expenses = additional tuition revenue. Charge a flat rate per resident status.
    - Christopher Myers: Timing of session. Works out well now with changes to fall and spring semester due to COVID-19. If there is demand for this type of session in future years, will future fall/spring semesters be adjusted?
      - Provost Wickert: too soon to answer directly, but if we do implement permanent winter session, will need to adjust fall/spring semester calendar to allow for this.
- Senior Vice President for Student Affairs (Dr. Toyia Younger)
  - Introduction to her new role at ISU.
  - Reiterate “who we are and what we do”
    - Provided Mission and Vision of the Division of Student Affairs
    - Specifically, the 4 Core Goals
  - 20-21 Division Priorities
    - Kept from 19-20 academic year due to COVID-19 disruptions already changing much of campus overall.
    - Emphasis on safety, health and wellbeing of students.
    - Shared “By the Numbers” from annual report for student affairs.
  - Key Updates
    - COVID-19/Public Health Updates
    - Student Health and Wellness
    - The Student Experience
    - Campus Climate
  - Questions for VPSA Dr. Younger
    - None
- Associate Vice President for Student Affairs, Dean of Students (Sharron Evans)
  - Introduction to her new role at ISU

- DSO- branch of Division of Student Affairs
  - 16 departments/programs
  - Student success/ retention and use integrated approach: personal community and academic development.
  - Shared org. chart
- Retention Successes across different programs/departments
- Key Updates
  - Demonstration Safety Team
  - Diversity and Inclusion Committee
  - Multicultural Student Success Collaborative
  - Winter Session Planning Executive Committee and Student Life Winter Planning Work Group
- Questions for Dean Evans
  - None
- Director of Benefits, University Human Resources (Ed Holland)
  - Administrative Reports
    - Article in Inside Iowa State
      - YSS Kids Club to offer school-age childcare on campus
      - <https://www.inside.iastate.edu/article/2020/10/01/kidsclub>
    - Offering Employees to register for Q&A session with YSS, to help answer questions related to program.
    - Flu Shots offered at Stephens Auditorium- through end of the week, until 4 p.m.
    - New 457 Plan, also within Inside Iowa State
      - <https://www.inside.iastate.edu/article/2020/10/01/457b>
  - Questions for Ed Holland:
    - Joy Stroud: Do you anticipate changes in benefit structure?
    - Ed: yes, there's always changes. Cannot share changes yet, as they are not finalized.
    - Lynne Campbell: Interested in YSS on Campus. What does programming look like? Who is providing support for this?
      - Ed: YSS the contracted vendor. 7:30-5:30, M-F, children can be there all day, every day if needed. Designed to assist families with the students' instruction. Located in Ross Hall. 10 per class due to social distancing. Planning for up to 100 children.
    - Lynne: Open enrollment cards? Are we receiving new cards?
      - Ed: No, we do not release new cards on annual basis. If you need new cards, reach out to UHR Benefits Team.
    - Jason Follett: Stats on how many ISU staff/students/faculty have taken annual flu shot?
      - Ed: Great question, we have not been tracking that. We will want to see those numbers. Will pull after we have completed flu clinic.
    - John Burnett-Larkins: Emailed a letter from Kristi Darr for alternative work arrangement, mentions Qualtrics survey for Spring semester. Can we expect the same protocols for spring semester?
      - Ed: yes, that is the basis for moving that forward.
    - Liz Luiken: Can you share a timeline of what's changing for benefits?
      - Ed: Should be communication within next 2 weeks. Open-Enrollment notification will be announced and "What's New"

article to provide staff to be aware of.

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

- President (Sara Parris)

*Good afternoon! It's been a busy month and I have a lot of updates to share with you. First, I am pleased to announce that Brenda Downs has been appointed to serve on the*

*Library Advisory Committee. Thank you for your service, Brenda!*

*Several Council members serve on the University Benefits Committee. The Committee met a few weeks ago to review various health insurance benefit change scenarios. The group was very engaged, and UHR and the benefits agency we work with provided very detailed plan and cost comparisons. The committee did come to a very clear consensus as to what option they would recommend to university leadership; we hope to hear more soon as open enrollment nears.*

*One of the things we worked on as an Executive Committee is improving your Webex meeting experience. Since it seems as if we will be meeting this way for some time, we decided that each of us would become experts at certain tasks in Webex, with a backup for each. I hope that this will improve your meeting experience.*

*On Friday the 18th, Amy, Chris, and I met with our peers from the other Regents institutions. We talked about a variety of topics, ranging from budget to Covid to issues of race and diversity on campus. We left the meeting with some new ideas and some people we can reach out to for additional guidance on how the other universities successfully navigated challenges. One of the areas where I believe we are outperforming our peer institutions is in our [Covid dashboard](#), which is updated three days a week and contains more comprehensive information than the others. Note that since we are doing our own testing on campus and do not need to rely on people to self-report, we are able to get a much better picture of infection rates on campus.*

*Finally, Chris and I met with University Human Resources last week. We shared with them some feedback on the class and comp review. Remember that if you requested a review of your classification and it was denied, you may reach out to class and comp yourself and ask for additional details as to why the review was denied. Overall, 65% of review requests were approved. Also please remember that tomorrow is your last day to receive your flu shot on campus. This year's new flu clinic location at Scheman has been very successful, with most people in and out in 5 minutes or less. Getting a flu shot is extra important this year due to Covid-19, so do your part by getting immunized!*

- Secretary/Treasurer (Emily Dougill)
  - No Report
- VP for Equity and Inclusion (Lindsay Moeller)
  - No Report
- VP University Community Relations (John Burnett-Larkins)
  - No Report
- VP for University Planning and Budget (Barry McCroskey)
  - Overall tone was more positive than I expected. Enrollment numbers came in slightly better than expected so naturally tuition revenue is improving, again slightly. A \$13 million improvement if spring holds up. No idea on what the legislature might do.
  - RIO. 1200 eligible. So far 196 have applied. 94 have been approved, 92 are

pending, and remainder were turned down, withdrawn or ineligible. Merit leads the pack by a good bit. They don't have a specific number they are projecting. The last time we did this 200 left. Projected savings for FY21 \$707k, FY22 \$3.8mm, FY23 \$3.9mm, FY24 \$4.7mm. Application period goes through March.

- Covid costs continue to accrue and we continue to find ways to fund it, but nowhere near all of it.
- Derecho costs \$800k damages, \$160k clean up on campus. The farms got hit very hard; damages \$700k, clean up \$150k. There is some crop insurance otherwise most of this is a direct hit on the General Fund. Our insurance deductible is \$2,000,000.
- Foundation made a report. There are unrestricted funds in the foundation that could be used. Deans were encouraged to contact the foundation and develop plans. The numbers will vary somewhat from college to college. I'm thinking a presentation to council would be good. The numbers are a bit hard to follow.
- FY22 and FY23 budgets in process. Still projecting a 5% cut, however there was discussion we may not have to go that deep. Still tentative, still much to fall in place. Cautious optimism is maybe to strong but at least the possibility is there.
- As far as capital projects, anything that is currently committed will continue. Otherwise only deferred maintenance for FY22. This will impact FPM. If enrollment is down why isn't the administrative overhead coming down. New tuition and enrollment dashboard in the works. Should be very useful for the deans and their finance staff.

## 5. Professional and Scientific Council Committee Reports

- Awards (Chris Myers)

- Plans for the postponed 2019 CYtation Awards have continued to progress. We are working toward a virtual recognition of our 2019 CYtation award winners. In lieu of the breakfast buffet that we usually provide at our award ceremony, we will be delivering gift cards to our award recipients so they can enjoy a celebratory meal in a safer environment of their choice. We are currently waiting for approval on some of these decisions from the Provost's office. We will continue to update council with our plans for this postponed event as we have them.

We are also actively planning to host the 2020 CYtation awards ceremony completely virtual. With the unknown future of large gathering on campus during spring semester, we would like to be proactive in our planning, and use this time to best prepare for a virtual alternative to our typical in-person award ceremony breakfast. More information to follow in future meetings.

On same topic, the 2020 CYtation award nomination are now open! The nomination period went live this morning and will remain open through December 1st. We are accepting nominations for the following awards:

- 2020 Professional and Scientific CYtation Award
- 2020 Professional and Scientific Woodin CYtation Award
- 2020 Professional and Scientific Team CYtation Award
- 2020 Professional and Scientific Outstanding New P&S council member CYtation award

The nomination process is streamlined and simple. There is a Qualtrics form

*where nominators fill our contact info for the nominee and the nominator, and an area to upload a 1-2-page nomination letter that highlights how the nominee meets the award criteria for their respective nomination.*

*2020 CYtation Award information, deadlines, and nomination forms can all be found on the Awards page of the P&S council website. The nomination form was also circulated in the P&S council newsletter that was delivered earlier this week.*

***Please help us spread the word! Take a moment to nominate an outstanding employee and encourage other to do the same. Thank you!***

- Communications (Jamie Sass)
  - The goals of the Communication Committee are two-fold: 1) to raise the awareness of Professional and Scientific Council to our constituents on campus and 2) to share the work that Professional and Scientific Council does on behalf of our constituents. We use three main platforms—our website, the monthly newsletter, and social media—to communicate to the public. During our monthly meeting, we further discussed an idea we had last month about showcasing the innovative ways P&S employees are doing their jobs. We discussed the logistics of how we would recruit P&S employees to share, how it would be different than the #highlightingISUstaff that is already in place, and more. I'll share the logistics with the Executive committee later this month for discussion and approval of the final plan. We are also looking at ways to remind our constituents that Professional and Scientific Council is here for them.
- Compensation and Benefits (John Odenweller)
  - *UBC Report*
  - *Discussion around benefits changes from administration*
  - *Divided topics to cover for FY20 report*
- Peer Advocacy (Jacob Larsen)
  - *We discussed classification and compensation process and staff experiences with discussions related to their classifications and the pay grades they ended up in*
  - *Discussed topics for the Did You Know articles we provide for each Council newsletter*
  - *In the process of reaching out to different constituents we work with in our committee, such as ISU Wellness Office, facilitators of our online Interest Groups, Meeting with Ombuds Service soon, trying to stay informed about the different ways Covid is affecting staff to see if there's anything we can help with or facilitate*
  - *Anyone on Council or off Council are welcome to contact us in the Peer Advocacy committee if they have any issues or topics that they feel they would like to discuss with us.*
  - *If any constituents contact you as a representative of a college and need to discuss issues with you, you are welcome to contact us in the Peer Advocacy committee to maybe join your meeting. We have some experience talking and listening to people who experience with things like ISU policies and procedures. We don't know everything, but we usually know how to find out, including involving other Council committees.*
- Policies and Procedures (John Hascall)
  - *No Report*
- Professional Development (Paula Burns)
  - *The Professional Development committee met earlier this afternoon. We'd like to announce that the next Professional and Scientific Council Seminar Series event will take place on Tuesday, October 13, from 2-3 p.m. We'll be hosting a*



*virtual roundtable discussion on diversity, equity, and inclusion. Panelists include the Council's own Adrienne Lyles from the Office of Equal Opportunity, Diana Sloan from the Office of Inclusion and Diversity, Carol Heaverlo from ISU Extension, and Elizabeth Johnson from the Iowa Commission for Civil Rights. During the roundtable discussion, Professional and Scientific employees will engage in dialogue with the panelists, as well as share their personal thoughts, questions, insights, and experiences with engaging in DEI work on campus. Please spread word about this timely and important session.*

*Just a reminder that the Professional Development Committee has decided to livestream*

- *All fall Seminar Series events to protect the health of both presenters and attendees. We will continue to post recordings of the events on Learn@ISU approximately one week following the livestreamed sessions and will re-evaluate hosting live, face-to-face events this spring.*
  - *The Professional and Scientific Council Professional Development Conference Sub-Committee met this past Monday. I'm happy to announce the theme of the 2021 conference - "Cultivate Your Adventure: Growing Through Change." We invite everyone reserve the date of **February 25, 2021** for this unique professional development experience. More details will be available soon on the Professional Development Conference website and social media.*
- *The next meeting of the Professional Development Conference sub-committee will be on October 12.*
- **Representation (Jason Follett)**
  - *The Representation Committee will be working with the Executive Committee on several UHR clarifications due to Workday and the new classification system in preparation for the 2021 election. Hopefully Workday will provide much more accurate data and in an easier to use format than ADIN.*
  - *The Representation Committee would like to remind Councilors that when they are unable to attend and have found a substitute to please email P&S Council Secretary-Treasurer Emily Dougill [edougill@iastate.edu](mailto:edougill@iastate.edu) with the name of your substitute. Also, please share with your substitute the meeting's email so they have access via Webex, have access to all documents, and can record their attendance.*
  - *If Councilors are also members of their respective college P&S Council, the Representation Committee would like for you to share information on what is happening in order to foster further cooperation between the college P&S Council and the university P&S Council. Information can be sent to [pands-r@iastate.edu](mailto:pands-r@iastate.edu).*
  - *Finally, the Representation Committee strongly encourages Councilors to cast a ballot for the 2020 election. Your vote counts in 2020 and in every election.*

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

- None

## **7. New Business**

- None

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

- None

## 9. Announcements from Councilors

- Adrienne Lyles: having tech issues last month, wanted to thank everyone for their warm welcome as a new councilor.
- Joy: opened main conservatory at Reiman Gardens today.
  - Will also be showcasing “Spirits in the Gardens”. New entrance and new paths to walk.
  - Holiday walk through the gardens.
  - See website for more information.
- Seminar Series Event - Diversity, Equity, and Inclusion Roundtable, [October 13, 2-3 p.m. via Adobe Connect](#) Seminar Series Event - Managing the Impact of Caregiving on Your Career, [November 10, 2-3 p.m. via Adobe Connect](#)
- Executive Committee Meeting: October 15, 10AM - 12PM, via Webex
- General Council Meeting: November 5, 2:10-4 PM, via Webex

Adjournment, 3:36 p.m., CST