

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, November 5, 2020 Agenda | 2:10 - 4:00 PM | [Webex](#)

Meeting number (access code): 120 412 2288

Meeting password: ThWTx2AwJ34

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

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

Attending:

Suzanne Ankerstjerne	X	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	A	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 DeBlieck	X	John Odenweller	X
Emily Dougill	X	Sara Parris	A
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	S	Joy Childress	X
Robert Grandin	X	Megan Van Heiden	X
Butch Hansen	X	Patrick Wall	A
Bridgette Hare	X	Amy Ward	X
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 October 1, 2020 General Council Meeting

3. Administrative Reports

- **Senior Vice President & Provost (Brenda Behling standing in for Jonathan Wickert)**
 - Winter session enrollment is looking strong
 - Enrollment Open Oct.28-Nov. 13
 - Covid Nanovaccine Institute
 - Secured additional 2 million dollars: <https://www.nanovaccine.iastate.edu/iowa-awards-2-million-cares-act-grant-to-universities-to-study-covid-19-nanovaccine/>
 - <https://www.nanovaccine.iastate.edu/>
 - Questions
 - None
- **University Human Resources (Dwaine Heppler and Becky Etnier)**
 - Celebrated 1 year anniversary since implementation of new recruiting process
 - Prior to recruiting model changes, were decentralized- could take months to complete.
 - Candidate experiences have evolved and the team has adapted to remain competitive.
 - Bad candidate experience can have a bad overall perception of ISU.
 - Noted major improvements: end date update flexibility, option for candidates to review their application before final submission, and ability for application materials to be in one document.
 - Now focusing on implementation of real-time feedback with hiring manager surveys along with increasing social media presence.
 - Upcoming WorkCyte article will provide more information on recruiting highlights
 - Inside Iowa State article: <https://www.inside.iastate.edu/article/2020/11/05/isdreport>
 - Questions
 - Chris Johnsen: in reference to phone screens- can you explain how this process begins?
 - Becky: There is an intake meeting with the hiring manager. Staff recruiter gets better idea of the job. There is a hiring manager checklist for the flow of the process- specifies roles/responsibilities.
 - Jeff Hartwig: Idea of making application to be easier through a mobile device. Can you explain how this works?
 - Becky: Trying to reduce questions on application, but rather answer questions within the screening process with the staff recruiter.
 - Additional question regarding length of posting time; Becky responded that posts should be listed for minimum of 7 days. That can be found in the policy library. It is possible a posting was posted for 7 days and then re-posted for an additional 4 days.
 - No further questions.
- **Faculty Senate (Carol Faber)**
 - Curriculum changes to be voted on November 10th.
 - Change in faculty handbook regarding term faculty appointments.
 - President-elect nominations in January- continuing with schedule that would be in typical semester (outside of adjusted schedule for Covid).

- Questions
 - None.

4. Professional and Scientific Council Executive Committee Reports

- **President (Sara Parris)**

Good afternoon! I apologize that I cannot be with you today, but after needing glasses for nearly 30 years I am finally getting Lasik done! I hope you'll excuse me.

The Executive Committee has been busy this past month. One of the items on our agenda was an acknowledgment that our Constitution requires some changes since it makes reference to "P-base staff" and the old class and comp system. I am working on a proposed revision to address this change and we will hopefully send it out to all P&S staff to vote on at the same time we hold elections.

As we all have adapted to the realities of virtual meetings, we've come to realize that having some administrative support for Council would be beneficial. The seemingly endless tasks of doodle polls, sending invitations, providing Webex links, being meeting host, etc have become extraordinarily burdensome, particularly in a time where many P&S staff are taking on more tasks. We have decided to brush off our Admin Support Proposal from 2018 and hope to present a revised and updated version to Senior Leadership soon.

Finally, the Executive Committee met with Kristi Darr, Emma Houghton, and Dwaine Heppler to bring forth some constituent concerns regarding the Classification and Compensation project. Over the course of an hour we presented them with 9 questions ranging from review requests to whether or not benefits were taken into consideration during the market analysis (spoiler alert: they weren't). Council will reach out to those who had specific concerns that were brought forth. I want to remind everyone that now that it is November, the promotional freeze is over and if you still have concerns that your classification isn't where it should be, you may work with your supervisor and HR partner to explore the possibility of promotion. Additionally, Dwaine's HR delivery team is aware of many of your concerns and they are a great resource to reach out to if you have questions or need some guidance on what your options are.

Thank you, I hope you have a wonderful Thanksgiving and I look forward to seeing you all again in December!

Questions: none.

- **Secretary/Treasurer (Emily Dougill)**
 - *Reminder: Post-General Meeting Highlight emails will begin to be sent this month and moving forward.*
 - *Questions: none.*
- **VP for Equity and Inclusion (Lindsay Moeller)**
 - *Questions: none*
- **VP University Community Relations (John Burnett-Larkins)**
 - *No report*
- **VP for University Planning and Budget (Barry McCroskey)**
 - *At the last Senior Leaders Budget meeting the subject wasn't the budget but administrative overhead costs. For those not in the accounting world administrative overhead is how the academic side of the house pays for assorted support services: accounting, legal, IT, etc. It is a sensitive subject and has been for many years. SVP Pam Cain presented information showing how the cost is calculated, what is and what*

isn't included, and the basis on which cost is calculated. Depending on what is being charged it may be based on enrollment, employee FTE, or in the case of facilities, the square footage of space.

- *It is a complex process. Compounding the complexity is ISU must be careful not to include things in administrative overhead that are included in the indirect cost recovery on grants. The feds don't allow us to charge twice for the same service and they do monitor that closely. Some of the costs are variable, some are fixed, some are scalable some are not. Just because enrollment decreases does not automatically result in lower administrative overhead.*

As mentioned this is a sensitive issue. Since the bulk of tuition revenue and state funding goes to the academic side, the auxiliaries and support services need a method to generate operating funds. Administrative overhead is one part of that process.

- *Questions: none.*

5. Professional and Scientific Council Committee Reports

- **Awards (Susy Ankerstjerne)**

- *The awards committee met Nov 3. We making serious progress on recognizing our 2019 CYtation Award winners. Winners will soon receive their framed CYtation Award certificate and a VISA gift card to enjoy a celebratory meal or purchase. University and council leadership are putting together a congratulatory message we will share with our awardees, their nominators, and the university community. We hope to have this work concluded by Thanksgiving.*
- *Nominations for 2020 CYtation Awards are now open and we encourage individuals, programs, departments, and colleges to nominate Professional and Scientific employees for one of the following awards.*
 - *Individual CYtation Award (12-16 awards)*
 - *Woodin CYtation Award (1 award)*
 - *Team CYtation Award (2-4 team awards)*
 - *Outstanding New Councilor (1 award - councilor within the first 18 months of their term)*
- *The nomination process has been streamlined. Complete the brief Qualtrics form (found on our website or linked through the Council newsletter) and attach 1-2 pages that tell us about the outstanding work the nominee has done in the last 1-2 years.*
- *We look forward to seeing all the ways P&S employees*
 - *have gone over and above their normal duties*
 - *have done something extraordinarily well*
 - *OR acted in such a way as to make a real difference at ISU*
- *Please encourage nominations within your units and be sure to consider nominating a fellow P&S Councilor for the Outstanding New Councilor Award*
 - ***Nominations are due December 1, 2020.***
- *If you have any questions about CYtation awards, visit our website (www.pscouncil.iastate.edu/awards) or email the committee (pands-a@iastate.edu)*

- **Communications (Jamie Sass)**

- *No report.*

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

- *Executive meeting with HR regarding class & comp concerns*

- Reviewed, discussed, and edited portions of annual report for submission to exec
- **Equity and Inclusion (Lindsay Moeller)**
 - Provided in VP report.
- **Peer Advocacy (Jacob Larsen)**
 - Since last Council Meeting we've had an excellent meeting with the Ombuds service hired to serve the ISU community. We got a great impression and think we'll be well served with experienced advice and support.
 - Discussed how we can increase employee engagement in Interest Groups. We will try to get experts involved from different campus departments and communities. We will also reach out to the volunteer group facilitators to help them create better participant engagement.
 - **Question:** Lynne Campbell- what interest groups are involved? Is there a capacity to increase interest groups? Can other groups be suggested? Is it only P&S employees?
 - Jacob: ASL, Book Club, Creative Arts, Games (board games), Gardening, Mindfulness, Parenting, Recreation. People interested in joining these groups can reach out to Peer Advocacy for more details. Capacity can be increased and new topics can be suggested. Any ISU employee can participate.
 - Be sure to check the November issue of the P&S Council Newsletter (sent Nov. 3) for a story about the subject of interest groups. Please email the Peer Advocacy committee to get added to any existing groups or suggest new ones: pands-pa@iastate.edu
- **Policies and Procedures (John Hascall)**

The Policies and Procedures Committee reviewed three proposed new policies:

 - The first, "Digital Accessibility", which commits ISU to take reasonable measures to support equal access to information, programs, and activities delivered through its official web and online resources, is not yet ready for public review and comment.
 - The second, "Research Data", establishes the rights and responsibilities of investigators and Iowa State University in the use, retention, maintenance and sharing of data generated as part ISU's research enterprise, is available for public review and comment (until 31 Dec 2020) at policy.iastate.edu.
 - The third, "Consideration of Removing Names from University Property" establishes principles for reviewing named university property in the event where a request has been made to remove a name that is considered objectionable, is available for public review and comment until 23 Nov 2020 and is expected to be in force by 25 Nov 2020, so it is essential to make any comments in a timely fashion.
- **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, November 10, from 2 to 3 p.m. Malisa Rader and Barbara Dunn Swanson, both human sciences specialists with Iowa State University Extension and Outreach, will share tips for managing the impact of caregiving on your career.
 - The final seminar series event of 2020 will be held on December 8, from 2 to 3 p.m. Maureen Griffin, program specialist in biotechnology, and Eric Hall, professional development consultant for Iowa State University, will discuss how to build partnerships on campus using the Partnerships in Educational Settings or PIES framework.
 - The Professional Development Committee has decided to continue livestreaming all spring 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.

- *Lastly, please save the date for the first ever virtual Professional and Scientific Council Professional Development Experience! Our 2021 theme, Cultivate Your Adventure: Growing Through Change, highlights the direction of this year's Professional Development Conference as well as the transition to planning and providing a virtual experience for P&S Employees this year. Join us for a unique professional development experience on February 25 on a computer near you. Watch the Professional and Scientific Council social media and website for more details!*
- *The conference sub-committee meets again on Monday, November 9.*
- **Representation (Jason Follett)**
 - *The Representation Committee began work on the 2021 Election at today's committee meeting. Our first task will be to share with Councilors in December 2020 their status regarding the 2021 Election. We are also working with the Communications Committee and Secretary/Treasurer on promotional efforts with candidate recruitment. In addition, we will be working with the Executive Committee regarding the Constitutional amendment which will be the part of the 2021 Election. General dates to keep in mind include Councilor nominations opening in February 2021 with the election in March 2021 and 2021-2022 Officers Election being held during the March 2021 meeting. Please seriously consider serving as an officer and reaching out to the current officers and the Representation Committee with your questions and/or concerns.*

6. Unfinished Business and General Orders

- None

7. New Business

- None

8. Open Discussion for the Betterment of Council

- None

9. Announcements from Councilors

- Amy Ward, CyThanks: <https://www.celt.iastate.edu/cythx/>
- Joy Childress, Winter Wonderscape Holiday Light Show: <https://www.reimangardens.com/events-programs/winter-wonderscape-holiday-light-show/>
- Seminar Series Event - Managing the Impact of Caregiving on Your Career, November 10, 2-3 p.m. via Adobe Connect
- Seminar Series Event - Building Partnerships through the PiE Framework, December 8, 2-3 p.m. via Adobe Connect
- Executive Committee Meeting: November 19, 10AM - 12PM, via Webex
- General Council Meeting: December 3, 2:10-4 PM, via Webex

Adjournment, @ 3:21 p.m., CST