

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday January 9, 2020 Agenda | 2:10 - 4:00 PM | Memorial Union - Gallery

### Attending:

Ellen Anderson	X	Kara Keeran	X
Suzanne Ankerstjerne	X	Jacob Larsen	X
Tim Ashley	S	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	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	X	Sara Parris	X
Emily Dougill	X	Stacy Renfro	X
Tom Elston	X	Jamie Sass	X
Jason Follett	X	Casey Smith	X
Kelly Friesleben	X	Joy Stroud	X
Leslie Ginder	X	Megan Van Heiden	S
Robyn Goldy	S	Patrick Wall	X
Jeff Hartwig	X	Amy Ward	X
John Hascall	X	Trevor Warzecha	X
Lesya Hassall	X	Barb Wollan	X
Chris Johnsen	X	Rich Wrage	X

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

Meeting called to order at 2:10 PM

### Substitutes:

Kate Goudy for Megan Van Heiden

### Guests:

Brenda Behling, Kyle Briese, Dwaine Heppler, Sarah Lawrence, Sheryl Rippke, Dave Roepke

### **Establish Quorum** (Joy Stroud)

A quorum was established.

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

Agenda for the February 6, 2020 Regular Council Meeting was approved as submitted.

## 1. Approval of the Minutes

Minutes of the January 9, 2020 Regular Council Meeting were approved as submitted.

## 2. Administrative Reports

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

- Legislative Update;
- Board Of Regents held meeting at the Board Office in Urbandale – meeting adjourned early due to student protests;
- Retention rates report.

### Faculty Senate (Jonathan Sturm)

- Election at last meeting - Andrea Wheeler is now the new President-Elect;
- Resolution re: Position Responsibility Statements;
- University-wide student outcomes;
- CELT report on inclusive classroom training statistics;
- Library negotiations re: subscription costs, etc. to become more reasonable

### ISD Human Resources and Finance Delivery Team (Dwayne Heppler and Kyle Briese)

Get info from slides;

Question: What mechanisms are you using for collecting feedback

Answer: Reach out to either one of us; first is Service Now – if this is closed, a survey comes out; reaching out to campus leaders to solicit feedback; also contact Amy Ward to take to advisory committee;

Suggestion: ISD Specialist could ask us if we felt our issues had been resolved.

Question: ISD person passes Service Now ticket on to another office – i.e. Procurement which results in a resolved ticket notice to the customer; this could be a breakdown in communication

Answer: HR – when they pass off, they keep the ticket open until it is totally resolved; if outside of HR, put clarifying information in the closing information for the customer.

Finance – the expectation is the same; we are using this feedback to improve customer service and communication.

Comment: collaboration with Faculty on these issues – is it working in a climate positive way

Question: Attrition through this person, does this take into consideration early retirement?

Answer: HR – 4% attrition; one person retired and this person was included in the attrition rate; Finance – 4 left the university; 2 retired;

Comment: Hiring process now is lightning fast

Lost two ISD folks that he worked with – went down to one person and it was still lightning fast

Finance – reach out to them directly

Question: PDs – we cant see our PDs – is there a resolution for this?

Answer: Talked aout it – meeting next week to talk about that; in the meantime; go to the HR ISD team to help; Managers can still access them in PeopleNow;

## **Strategic Facilities Planning Effort Update (Sarah Lawrence and Christopher Strawhacker)**

**Get info from slides**

### **3. Professional and Scientific Council Executive Committee Reports President (Amy Ward) – Stacy Renfro**

#### **Secretary/Treasurer (Joy Stroud)**

January FY20 Budget Update to be included with minutes.

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

No Report.

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

- A few updates. The governor's budget is proposing a \$5,300,000 increase in state funding for ISU. It is now up to the legislature to make their determination. Note that the Board of Regents requested \$7,000,000; all of which was to be allocated to various student initiatives.
- The Senior Leaders Budget Meeting is scheduled for February 13. Hopefully there will be additional information at that time.
- And now, finally, some good news on the budget front. For those of you who did not attend the Finance Summit several days ago, Interim SrVP Pam Cain had an announcement of travel policy. ISU is going to the GSA city per diem rates. The implementation date has not been determined yet but the decision to go this route has been made. For those of you that travel on ISU business this is indeed good news.

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

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

Awards (Chris Myers)

#### **Communications (John Burnett-Larkins)**

- New system for uploading current ISU P&S employee lists for council electronic communication is now in place and working efficiently (applies to newsletter and other mass electronic communication pieces);
- Communications Committee has worked closely with Professional Development Committee to promote the Professional Development Conference:
  - Have used scheduled social media posts
  - Wide variety of posts – including profiles of conference presenters and their topics
  - Very frequent posting on social media
  - Stories about conference featuring the new conference graphics included in council newsletter....starting with a "save the date" in the November, 2019 issue;
- Council can take pride in knowing this has probably been the most comprehensive and organized promotion ever done for the Professional Development Conference – thanks to all involved!
- Liason with other committees to keep up to date on what is going on.

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

No Report

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

No report.

**Policies and Procedures (John Hascall)**

Discussed anti-chalking policy.

**Professional Development (Tera Lawson)**

**Representation (Matt Laurich)**

- Timelines are coming up for elections;
- Three empty chairs currently on Council – we need to have filled;

**5. Unfinished Business and General Orders**

None

**6. New Business**

Motion to Amend the Rules and Bylaws of the Professional and Scientific Council (Matt Laurich)  
First Read – No second read necessary

Discussion

Motion to make changes to the document to change wording from organizational area to university divisions

Seconded

Discussion

Vote

The motion is adopted

Motion to replace both December 31<sup>st</sup> to the current year;

No second

Motion to say as of December 31<sup>st</sup> of the year prior to the election

Seconded

No discussion

Vote

The motion is adopted

Close discussion

Call for vote to adopt the Motion to Amend the Rules and Bylaws of the Professional and Scientific Council as amended.

The motion is adopted.

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

**8. Announcements Announcements from Councilors**

How Do I Buy information sessions – Procurement Services

Emergent Leader Nominations are due March 2<sup>nd</sup>

CALS P&S Council got to judge staff awards;

Corona Virus – do not believe myths; email health resources;

**Executive Committee Meeting:** February 20, 10am-12pm, Lab of Mechanics

**General Council Meeting:** March 5, 2:10-4 PM, Gallery Room, Memorial Union

**Professional and Scientific Council Seminar Series Event:** The next seminar series will be in March due to the Professional & Scientific Council's Professional Development Conference being held on February 13 at

the Scheman Building.

**Adjournment: 3:51**