

IOWA STATE UNIVERSITY

Professional and Scientific Council

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

Attending:

Ellen Anderson	X	Chris Johnsen	X
Suzanne Ankerstjerne	X	Jacob Larsen	X
Tim Ashley	X	Matt Laurich	X
Ben Boecker	X	Tera Lawson	X
Emily Bowers	X	Lloyd	X
John Burnett-Larkins	X	Barry McCroskey	X
Paula Burns	X	Lindsay Moeller	X
Malinda Cooper	X	Dustin Moscoso	X
Janice Crow	X	Chris Meyers	A
Mickie Deaton	X	John Odenweller	X
Susan DeBlieck	A	Sara Parris	X
Emily Dougill	X	Stacy Renfro	X
Tom Elston	S	Jamie Sass	X
Jason Follett	X	Casey Smith	X
Kelly Friesleben	X	Joy Stroud	X
Jordan Gillespie	X	Megan Van Heiden	X
Leslie Ginder	X	Patrick Wall	X
Robyn Goldy	X	Amy Ward	X
Butch Hansen	X	Trevor Warzecha	A
Jeff Hartwig	A	Barb Wollan	X
John Hascall	X	Rich Wrage	X
Lesya Hassall	X		

Councilors and Substitutes: After you have logged in to the Webex, please go [here](#) to record your attendance.

Call to Order & Seating of Substitutes (Sara Parris)

Meeting called to order at 2:14 PM

Substitutes:

Brooke Lents for Tom Elston

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Agenda for the April 2, 2020 Regular Council Meeting was approved as submitted.

2. Approval of the Minutes

Minutes of the March 5, 2020 Regular Council Meeting were approved as submitted.

3. Administrative Reports

President (Wendy Wintersteen)

- Discussed critical core missions that have to be accomplished during this time;
Maintain wellness;
Maintain our workforce and work with people who find they have no work;
Continue to aid the City of Ames and Story County as we move forward during these times
Took time to answer all questions provided.

Senior Vice President & Provost (Jonathan Wickert)

- Took time to answer all questions provided.

Interim Vice President and Chief Information Officer (Kristen Constant)

- Provided an overview of how ITS is helping to support work from home and continuing business as usual

Question: How do we get our regularly scheduled updates to keep our laptops updated as we work from home?

Answer: Local IT teams will be pushing out the updates regularly wherever you are through the Iowa State University website; being very cautious due to hackers and high risk; will double check through IT PROs channel which is how they communicate with each other.

University Human Resources (Kristi Darr and Emma Houghton)

Thanked staff for their work and collaboration;

Well-being resources available, including daycare;

Answered all of the questions provided with the exception of those related to the Class and Comp review.

Emma Houghton answered the Class and Comp questions previously provided.

Faculty Senate (Defer—Please go to the [Faculty Senate](#) page and review material under “Recent Senate Information”)

4. Professional and Scientific Council Executive Committee Reports

President (Amy Ward)

Thank you all for joining us on our new ONLINE adventure! You have all had a very busy month and I appreciate the work you have **continued** to do in your committees, gathering questions for today's speakers and going above and beyond for your daily jobs all while taking care of loved ones.

I hope you are able to take time to spend with your family and time for yourself. I want to remind you that there are resources and people able to help with whatever you are going through. You can find this information at the top of the Iowa State homepage in red. It is called [Campus Updates and Resources](#).

This month Sara and I have continued our meetings with President Wintersteen, Provost Wickert and University Human Resources. Many of the questions sent for today echo the discussions that we have had and we want to be certain that you know that the questions you send us throughout the year help us to direct those conversations. So please, keep them coming!

This year the Board of Regents requested that our [Professional and Scientific Council Statement on Salary Policies](#) be in writing instead of a presentation for yesterday's meeting. I will, however, keep the tradition of reading that statement here in our meeting. This statement can also be found on the front of the [Professional and Scientific Council webpage](#) under **Council News and Updates**.

Stay safe, be well and just because you are isolated doesn't mean you are alone! Please reach out if you have concerns.

Secretary/Treasurer (Joy Stroud)

Reminder to complete the Qualtrics survey for Councilor and substitute attendance.

VP for University Community Relations (Kelly Friesleben)

No Report

VP for University Planning and Budget (Barry McCroskey)

No report

VP for Equity and Inclusion (Lindsay Moeller)

April is Sexual Assault Awareness and Prevention Month. Even while social distancing, people can get involved: <https://www.rainn.org/SAAPM>

5. Professional and Scientific Council Committee Reports

Awards (Suzanne Ankerstjerne)

The awards committee met via WebEx last Thursday to discuss our current project of scoring the University P&S Award Nominations for Outstanding New Professional, Excellence, Regent's Staff Excellence, and Carroll Ringenberg awards. I really enjoy seeing all the amazing work done by P&S staff here at ISU. We submitted our report with our recommendations to the Provost's office yesterday (April 1).

The CYtation Awards Ceremony scheduled for March 26 was cancelled due to social distancing requirements. It is important that we celebrate and recognize our CYtation winners so we intend to reschedule this event for early in Fall 2020. We will be working with the Provost's office and the executive committee to make that happen. We will also work with the communications committee to announce the award recipients to the University community.

Communications (John Burnett-Larkins)

No Report

Compensation & Benefits (John Odenweller)

No Report

Peer Advocacy (Jacob Larsen)

No Report

Policies and Procedures (John Hascall)

No Report

Professional Development (Tera Lawson)

The Professional Development Committee would like to remind everyone that our April Council Seminar Series Event is still being held on April 14th from 2-3 PM via livestream. The link to the livestream event was included in this month's Council Newsletter and is available on the Professional and Scientific Council Seminar Series Webpage.

Emma Houghton, Director of Compensation and Classification, University Human Resources, will be providing an update on the Professional and Scientific Classification and Compensation Review Project and its implementation, as well as the impact of this change at our University. If you are unable to join us via the livestream, the recorded session will be posted in Learn@ISU approximately 1 week after the live session.

We would also like to take this opportunity to remind everyone that there are currently **48** recorded Professional and Scientific Council Seminar Series Events available for viewing at **anytime** through Learn@ISU.

If you want to engage in your personal and professional development online all you have to do is log in and find the Professional and Scientific Council Catalog.

Some of the sessions that may be of interest include: *Emotional Intelligence – A Soft Skill Worth the Work*, *Empowering Resiliency During Challenging Times*, *Personal Leadership: Life Skills for Everyday Self-Care*, *Getting a Mentor*, *Being a Mentor*, *Mental Health on Campus: How to Help*, and *Ten Tips to Reaching Your Full Potential*.

You can **also** catch up with what has been happening with the Professional and Scientific Classification and Compensation Review before the April 14th event. Sessions available Learn@ISU include:

- FY18-3 An overview of the entire project
- FY18-6 Information about the market-based pay structure
- FY 19-7 Information about the classification structure and level guidelines
- FY 20-3 Project overview and Update

Professional and Scientific Council Professional Development Conference Subcommittee

- We continue to work our way through the 79-page evaluation report and the Sub-Committee has provided each of the speakers and/or presenters with the participant comments shared about each of their sessions.
- We are also attempting to finalize the income and expenses from the conference and, as I promised last month, I will provide a Conference Financial Report to Council as soon as all of the bills are received **and** paid.

Representation (Matt Laurich)

There are so many people who worked behind the scenes to get the election going I don't want to name them and accidentally leave anyone off. I would like to give a huge shout-out to Amy Ward who spent a number of hours working on the back end of this election to get it going. With all the fits this process has caused we will be exploring alternative ways to conduct this election in the future. For now, the voting is open and will remain open until 5PM on Tuesday, April 14th. Bios are available on the elections page (<https://www.pscouncil.iastate.edu/about-us/elections>) of the Professional and Scientific Council website. Please encourage your coworkers, your constituents and anyone you know across campus to vote. The more participation we get the better the outcome will be for all of

us. With the majority of staff working from home, I'm hopeful that we have record participation for this election.

6. Unfinished Business and General Orders

None

7. New Business

None

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

Telehealth visits are available at no charge.

Executive Committee Meeting: April 16, 10am-12pm, Webex

General Council Meeting: May 7, 2:10-4 PM, Webex

Professional and Scientific Council Seminar Series Event: Classification and Compensation Review Implementation, April 14 from 2-3pm, [livestream only](#).

Adjournment: 3:47