

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday May 7, 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	A
Malinda Cooper	X	Dustin Moscoso	X
Janice Crow	X	Chris Meyers	X
Mickie Deaton	X	John Odenweller	X
Susan DeBlieck	A	Sara Parris	X
Emily Dougill	X	Stacy Renfro	A
Tom Elston	X	Jamie Sass	X
Jason Follett	X	Casey Smith	X
Kelly Friesleben	X	Joy Stroud	X
Jordan Gillespie	X	Megan Van Heiden	X
Robyn Goldy	X	Patrick Wall	X
Butch Hansen	X	Amy Ward	X
Jeff Hartwig	X	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 (Amy Ward)

Meeting called to order at 2:14 PM

Substitutes:

Establish Quorum (Joy Stroud)

A quorum was established.

1. Approval of the Agenda

Agenda for the May 7, 2020 Regular Council Meeting was approved as submitted.

2. Approval of the Minutes

Minutes of the April 2, 2020 Regular Council Meeting were approved as submitted.

3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Virtual Commencement Ceremony – please watch Saturday morning live;
- Working groups for summer planning for ramping up operations due to COVID-19;
- Fall planning executive committee directed by John Lawrence;
- We are consistent with other universities with regard to how we are moving forward to manage health and safety and operations; significantly challenging – will require unprecedented teamwork

Question: Lab Coordinators – who are the best people to talk to about how to move forward in the fall semester; how can we voice what we're feeling?

Answer: no fully online fall semester; plan to be on campus with students with labs and are planning around that now; Academic Continuity Workgroup is who to contact; share your ideas – we need to hear all of them; reach out to the Associate Dean of your college – set up a meeting . . . or something like that. Discussed some possibilities but stressed they need all input.

Chair, Executive Committee for Fall Planning (John Lawrence)

- Committee started meeting Monday, May 4th; listed some of the members;
- Athletics is not under their purview;
- Health and safety of students, staff, faculty and visitors is paramount – mitigating risks;
- Sent a framework draft was sent to the Academic Continuity Workgroup to collaborate efforts;
- Communication – made a commitment to report progress to campus community, students and parents – done in a consistent, formal way as they progress;
- fall2020planning@iastate.edu – to send questions, comments, ideas, etc. – and work within your department as well.

Interim Senior Vice President for Operations and Finance (Pam Cain)

- Budget discussion – budget memo was sent to senior leaders
- Protect our mission
- Maintain and enhance culture
- General fund is half of the budget; we will be taking an all funds approach including non-general fund dollars;
- Support revenue generation
- Tuition estimates are made on enrollment estimates – projections from March (before COVID-19) down approximately down 5%; next projections are due this month;
- Board Of Regents decided not to increase tuition for the next year;
- State appropriations we are planning that we will remain flat;
- FY2021 and FY2022 - All funds reduction of 5%; no salary increases; small merit staff increase based on contract.
- Going after all opportunities related to the CARES act and looking for all opportunities to help bridge fund other costs;
- Board Of Regents committees to look at Higher Education

Interim Vice President of University Human Resources (Kristi Darr)

Not present.

Interim Vice President and Chief Information Officer (Kristen Constant)

- New ITS Website is new and easier to navigate;
- ITPortal site is new and easier to navigate.
- Remote Work Website: <https://www.it.iastate.edu/remotework>

ISD Update (Dwayne Heppler and Heather Paris)

- ISD during the Online Learning Period
 - Teams are working 99+% remotely;
 - WorkDay and Service Now are key enablers for success.
- Key Performance Indicators
 - Campus Satisfaction
 - ISD Employee Engagement
 - Operational Efficiency of the teams
- Looking Ahead
 - Feedback and continuous improvement.

Faculty Senate (Jonathan Sturm)

- Caral Faber is the new President;
- Thanked the collaboration with the Professional and Scientific Council;
- Final words of encouragement.

4. Professional and Scientific Council Executive Committee Reports President (Amy Ward)

Good Afternoon! First I want to say that I wish I was at the podium for this to be more impactful. I am pretty proud of our council today. By the time it is my turn to speak there is nothing really ground breaking to say. The reason for that is that we have had conversations all month with the people who gave administrative reports and they know what you want to hear. Nothing and no one are perfect, but shared governance is alive at ISU.

I know that in your committee meetings you have been discussing our accomplishments for the year in order to create Committee Reports and the overall End of Year report. At the final Faculty-Senate meeting of the year earlier this week, I was reminded of all that we have been through this year. Not just what we have accomplished, but what we have been through. Can you believe that this year contained the release of Workday, Improved Service Delivery, transition to ServiceNow, changes brought from the Students Against Racism group and Covid-19? One of President Wintersteen's favorite quotes is if you are going through Hell - keep going. I would say we have done and continue to do just that.

We know that there are many (actually hundreds) of questions regarding how we move forward. When will we come back to campus? When students come back to campus?...this list goes on and on.

I have been appointed to represent you on the **Fall Planning Executive Committee** to help answer those questions. Currently there are incident management teams and working groups gathering detailed information to help develop those decisions that will be widely communicated. You already heard from John Lawrence, so I won't say a lot but I think if there is anything we can say for certain right now... it would be that there will be a NEW NORMAL for Fall and it is likely not to feel normal at all. As we move into this uncharted territory, I would love to hear from you if you have concerns.

I want to reiterate a message that I heard in every meeting with President Wintersteen, Provost Wickert and other Administrators this month. We appreciate Professional and Scientific employees and all you are doing to keep things going in these very difficult times.

We have made reservations to have our end of year meeting in Reiman Gardens on June 25th. If we can safely return to campus for this meeting we will make every effort to do so. We will decide ahead of time if it is feasible to do so and let you know if it will be held in person or online or a combination of those options. Either way it will be held on June 25th and you will be getting a calendar invitation.

Again, thank you so much for all you do! 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)

Shared April FY20 Budget to Actual numbers.

VP for University Community Relations (Kelly Friesleben)

No report.

VP for University Planning and Budget (Barry McCroskey)

As the ancient Chinese Proverb/Curse once said, "May you live in interesting times." The last two months have been interesting times indeed. The following is a recap of what has developed since we last met as well as an attempt to anticipate future developments. Keep in mind the budgetary environment at Iowa State University in this, the COVID Era, is a highly fluid, dynamic, ever changing, and at times confusing and uncertain situation. While ISU has faced budget difficulties in the past the present the current environment we find ourselves in is unprecedented.

The budget for next fiscal year was already under considerable pressure due largely to declining enrollment. The enrollment decline was expected and due for the most part to demographic factors beyond our control. Due to lower birth rates there are simply fewer eighteen year olds entering the higher education market. All institutions of higher learning are struggling with this, as are other organizations such as the military that rely on that same stream of people. More stringent immigration policies have also had an impact. Once COVID struck an already difficult budget situation became exponentially more complex.

The state legislature is currently not meeting due to COVID concerns. None of the budget bills for the state government had been passed when they adjourned. It is not clear when the legislature will reconvene. All state agencies, including ISU, will operate for July and August as a continuation of the present fiscal year. What the legislature will allocate for the budget once they reconvene is simply unknown at this time. As of today ISU is projecting a 5% decrease in our operating budget for next year. The following year is likewise projecting another 5% decrease. This is considered to be, at this time, the best case scenario. At the behest of the Board of Regents worse projections have been prepared.

How does this impact the Professional and Scientific staff at ISU? First, and no doubt not surprising, salary increases are off the table this year and probably next. This disappoints us all but the numbers are what they are. Layoffs and/or furlough decisions have not been finalized but are obviously are under consideration. Senior leadership is looking at everything and anything. The decrease in revenues require it. As we come out of this environment ISU will be a leaner and smaller institution. Staffing has to align with enrollment. To our credit, as has been pointed out many times, ISU has an extremely lean and efficient administrative structure. As enrollment soared after the end of the recession, support staff levels grew only

slightly.

5. Professional and Scientific Council Committee Reports Awards (Chris Myers)

- Gave a brief update on the committee.

Communications (John Burnett-Larkins)

- Gave a brief update on the committee.

Compensation & Benefits (John Odenweller)

- Gave a brief update on the committee.

Peer Advocacy (Jacob Larsen)

- We have continued to work on Did You Know newsletter articles
- We have met with Stephanie Downs in the ISU Wellness office to discuss how to promote better staff participation in Adventure2 events and better utilization of Adventure2 resources – one tangible result of this meeting is that Stephanie prepared a Did You Know article for our newsletter to better inform staff of the many valuable resources available through Adventure2 during the Work From Home time and the challenges that COVID19 has brought for all of us.
- Gave a brief update on the committee.

Policies and Procedures (John Hascall)

- The policies and procedures committee reviewed proposed updates to three university policies:
 - Compensation and Salary Structure -P&S
 - Starting Rate of Pay -P&S
 - FMLAThe first two are minor updates to align with the Classification and Compensation changes in progress. The FMLA policy changes ISU from a calendar year basis to a past 12 months basis to align with best practice. This change is proposed to be effective 1-Jan-2021. These policies are currently posted on public comment at www.policy.iastate.edu
- Gave a brief update on the committee.

Professional Development (Tera Lawson)

- Gave a brief update on the committee.

My Professional Development Committee Report for today includes a reminder that our May Council Seminar Series Event is currently available for viewing in Learn@ISU. It is titled, “Don’t Let Surprises Spoil Your Retirement” and was presented by Barb Wollan, a Human Sciences Specialist in Family Finance with Iowa State University Extension and Outreach. During this Council Seminar Series Event she discusses costs you’ll experience in retirement related to issues your employer takes care of while you are working, what current low inflation rates may mean for you and more! To view this Council Seminar Series Event you will need to log-into Learn@ISU, type FY20-10 into the search bar, and click launch!

I would also like a minute to remind everyone that the April Council Seminar Series on the P&S Classification and Compensation Review and its implementation, which was presented by Emma Houghton, Director of Compensation and Classification, on April 14th is also available in Learn@ISU. That one can be viewed by typing FY20-9 into the search bar and clicking launch! Please help us to make sure that all of our fellow P&S

Employees are up to speed on what is happening with the P&S Classification and Compensation Review PRIOR to receiving their new job title in their inbox.

Professional and Scientific Council Professional Development Conference Subcommittee

Today I'm going to show you how the Professional and Scientific Council puts on a full day Conference dedicated to the personal and professional development of Iowa State University P&S Employees and how we have done so for EIGHT consecutive years!

It starts with a dedicated group of volunteers who are willing to devote their time, effort, and energy to one of the following areas of the conference: Communications and Marketing, Education/Speakers, Participant Experience, or Facilities and Finance. Some of these volunteers are also Councilors who concurrently serve on the Professional Development Committee.

Our 2020 Conference Highlights by the numbers include:

- **419** Professional and Scientific Employees took advantage of the opportunity to THRIVE TOGETHER on February 13, 2020!
- Offering **20** presentations (**5** of which were extended sessions);
- Having **2** fabulous keynote speakers;
- Offering a full **8** hours of opportunities for Professional and Scientific Employees to focus on their personal and professional development;
- Of the **244** evaluation survey respondents **99%** reported being satisfied or very satisfied with the conference; **AND 65%** of respondents reporting being very satisfied;
- We also had **58%** survey response rate and the survey was not sent to PD Conference Subcommittee Members or Speakers who only attended the session they were presenting.

So HOW do we make this happen? We start in August with each of the conference areas (Communications and Marketing, Education/Speakers, Participant Experience, and Facilities) and work through any potential costs associated with completing the tasks assigned to each of those conference areas and from there determine our expense categories.

Every single potential expense is made a line item in our budget with an estimated cost. We work hard to make sure that all expenses are fully considered at this stage so that no unexpected costs occur after we set the conference registration rate. We are trying our best at this point to avoid any surprise costs, because once the conference registration rate is set we won't have much, if any, room in the budget for surprises. We then project our revenues based on how many people we anticipate will register for the conference, look at that revenue against our estimated expenses, and run projections for two or three potential registration rates.

We then adjust anticipated expenses and the registration rates for our anticipated number of registrants until our revenue will cover our expenses and at that point we set the registration rates. Please note that they are anticipated expenses AND anticipated registrants. There are lots of variables here and once the registration rates are set we can't change them.

At the point we set the registration rate, that is the budget we have to work with for the conference and it is based on anticipated expenses and anticipated registrants. We then manage the expenses throughout the conference lifecycle, updating estimated expenses and working within the budget we set. As the bills come

in and we know actual costs within categories, we can re-budget those savings or overages as needed. Sometimes no matter how hard you try something always comes in a little over or under what you anticipated. We are constantly making sure we are being charged what we were supposed to be charged AND working to be, not only good, but GREAT stewards of our funds.

We had \$20,660 to start with in August for the 2020 Conference. We work really hard to maintain a balance forward of about \$20,000 each year. The reason for this is IF there are years in which we don't meet the revenue projections, for whatever reason: we didn't get as many registrants as we anticipated or something happened that we didn't anticipate, there is at least enough funding to pay the fixed costs for the conference. These funds will cover those expenses that will need to be paid when having a conference, and aren't greatly affected by the numbers of registrants. This is incredibly helpful for the planning committee as what you've experienced and what you've come to expect is a \$45,000 conference. So the \$20,000 version of the conference would be a very lean conference. It likely wouldn't have food or external keynotes, but it could still occur as the facilities costs could be covered.

Five thousand dollars from the Office of the Senior Vice President and Provost is contributed annually and came from a program that was funded for this amount by the Provost's office and managed by UHR. The FY 15 Council Executive Committee determined more P&S Employees would benefit from these funds if they were to be used for the conference, on non-food expenses, and thus the funding is now contributed to the Conference each year. For the past four years we have used the funds from the Provost's office to assist with paying the external speakers' fees.

The remaining revenue needed to run the conference as you've experienced it is derived though registration fees. When we do our revenue projections from which we create our budget, we have to project not only how many people we expect to register, but we have to project when they will register. Sometimes projections can be off! We really don't have any idea when our colleagues are going to register, but make our best guess in August so that we can set the budget for the conference.

In addition to constantly monitoring expenses, as soon as registration opens we constantly monitor the revenues as well. So how do we spend that \$45,000? We track actual expenses in each of the following categories: Speakers, Conference Supplies, Venue, and Food. The Speakers line includes payments to outside speakers and tokens of our appreciation for internal speakers sharing their time and expertise with us. The Conference Supplies line includes: printing the personalized schedules and printing signage for use at Scheman, the participant notebook, the website, printing the lunch tickets to put in the nametags, a Conference Planning and Management fee of \$10 per registrant, credit card fees for those who used credit cards to pay their registration and the 15% Conference Planning and Management fee. The Sub-Committee would like to remind you to PLEASE use account numbers whenever possible and not P-Cards because we also get to pay an ISU Administration fee on top of the credit card fees as these payments are considered non-ISU income and that is also factored in this cost.

The venue costs include all of the room rental fees, charges for microphones, laptops, and projectors. Food includes the costs for the AM and PM break (\$13.16 per person) as well as the **\$20.95** that was charged per person for the deli buffet lunch and soup. The \$13.16 and the \$20.95 amounts do include the 18% service fee from the Iowa State Center. We would like to ask you to note that the only approved food vendor for the Iowa State Center is Venue Works and as such we must order food through them. All of these expenses total \$44,384.46 for this year. So at this point you may be wondering how this compares to previous conferences?

We spent about the same as last year on both speakers and food and that it was increase from 2018. The increase last year was in direct response to 2018 evaluation survey feedback. We did spend more on venue costs this year than last year and that is mostly due to the change in format from last year where we had everyone in Benton Auditorium for second keynote in the afternoon, which meant we only paid for one room, and this year we held multiple extended sessions in the afternoon and paid for multiple rooms. This is about the same as 2018 when we had a similar concurrent sessions in the afternoon format.

The balance forward for the 2021 Professional and Scientific Council Professional Development Conference will be \$22,235.72. The Sub-Committee and I feel that this puts us in great shape to keep this conference continuing to operate. Remember that providing the quality of a conference you have come to expect, AND continue to be able to provide this quality, we not only need people to attend the conference itself, but we also need to charge registration fees that enable us to be able to cover our expenses.

Thank you!

Motion to extend the meeting by 5 minutes

Motion seconded

Vote

Motion passed

Representation (Matt Laurich)

- Gave a brief update on the committee.
- The election is over and the results were in the most recent newsletter. A message is going out shortly to newly elected Councilors that gives an overview of all the committees (as a follow-up to today's meeting) and their unique responsibilities. That will be followed up by the preference survey which will go to both newly elected and current Councilors. That information will allow Sara and company to figure out what these committees look like for next year.

6. Unfinished Business and General Orders

None

7. New Business

None

8. Open Discussion for the Betterment of Council

None

9. Announcements from Councilors

None

Executive Committee Meeting: May 21, 10am-12pm, Webex

General Council Meeting: June 25, 2:10-4 PM, Garden Room at Reiman Gardens (tentative)

Professional and Scientific Council Seminar Series Event: Don't Let Surprises Spoil Your Retirement, available now via Learn@ISU, search for "FY20-10."

Adjournment: 4:04