

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Suzanne Ankerstjerne	X	Marlene Jacks	A
Chris Beedle	X	Jeff Jackson	X
Valyn Bodensteiner	X	Chris Johnsen	X
Ben Boecker	A	Judy Knoblock	X
John Burnett-Larkins	A	Sarah Larkin	X
Clayton Byrd	A	Jacob Larsen	X
Lynne Campbell	X	Liz Luiken	X
Ritushree Chatterjee	X	Autumn Marks	X
Nellie Corning	X	Rano Marupova	X
Steve Couchman	X	Gayle Mastbergen	X
Lainey Crawford	A	Chris Myers	X
Mickie Deaton	A	Sara Parris	A
Susan DeBlieck	X	Christine Reinders	X
Paul Easker	S	Deanna Sargent	S
Tom Elston	X	Jamie Sass	X
Matthew Femrite	X	Jennifer Schroeder	S
Jahmai Fisher	X	Nicholas Streauslin	S
Jason Follett	X	Megan Van Heiden	X
Katie Getting	X	Patrick Wall	X
Erin Gibson	S	David Welshhons	A
Butch Hansen	A	Rich Wrage	A
John Hascall	A	Yue (Iris) Yin	X
Lesya Hassall	X	Misty Zimmerman	X
Austin Haytko	X		

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Call to Order & Seating of Substitutes

- Meeting called to order at 2:10 PM
- Substitutes: Tera Lawson for Deanna Sargent; Lynn Bagley for Paul Easker; Dave Brotherson for Nicholas Streauslin; Jenni Winter for Jennifer Schroeder; Molly Granseth for Erin Gibson
- Guest Speakers: Jonathan Wickert, Pam Cain, Dwaine Heppler, Heather Paris, Brenda Allen

Establish Quorum (Sarah Larkin)

- A quorum was established

Approval of the Agenda

- Agenda approved

Approval of the Minutes

- Minutes of the July 1, 2021 General Council Meeting were approved as submitted

Administrative Reports

Senior Vice President & Provost Jonathan Wickert

- Encourage wearing masks for all but not required
- Vaccination clinics on campus. ISU works very closely with the Board of Regents on all operations, including public health.

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Where we stand is encouraging wearing masks and encouraging vaccinations. Encouraging physical distancing.

- [Iowa House File 802](#) to focus on diversity, equity, and inclusion trainings. We believe the majority of ISU courses are unaffected by this bill. House File 802 [frequently asked questions](#) are continually updated. Instructors are to promote open discussion and allow [Freedom of Speech](#)
- Students and Employees who were new during covid will be eager and excited to connect with people. Be mindful of offering support
- Last year, researchers received 231 million dollars in external research funding
- Received 20-million-dollar research grant for work in Artificial Intelligence
- Received 16-million-dollar grant for research in wireless broadband focusing on rural environments

Question:

In reference to mask wearing and vaccinations: Can you speak to what the University is doing to help respond to concerns?

Answer:

We try to take multiple actions to promote health and safety and be responsive. We have to take those actions in compliance with the Board of Regents and state law. We are a public university and governed in a public way by elected officials and appointed officials. We operate differently than a private university. We need to operate an environment where we are compliant....it will remain a personal choice. Vaccinations are an outstanding tool that did not exist a year

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ago.... vaccinations will remain a personal choice. Our main strategy revolves around vaccinations.

Senior Vice President for Operations & Finance Pam Cain

- Update on [Fiscal 2022 budget](#)
- Develop team for budget and forecasting such as financial aid changes, salary increases, utility rates
- [Retirement Incentive Option](#) brought in 10.3 million in general university education fund. 318 people participated. Program will save us a total of 44 million dollars
- Spent 14 million on Faculty and Staff pay increases

No Questions

University Human Resources Dwaine Heppler, Heather Paris

- FY21 Annual Report
- [Key Performance Indicator Results](#) (KPIs)
- Key accomplishments
- FY22 Priorities

Question:

Heather mentioned exit surveys with employees; I wanted to know about those with HR delivery? I was also wondering if we're surveying people who are being hired about the process and those who turn us down about the process?

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Answer:

We do conduct exit surveys in UHR and HR delivery. We have been doing them for quite some time. We have been leveraging that information to help us make improvements as we learn people moving on. We definitely need to leverage that information to help understand what is going on and what improvements can we make and how can we make HR delivery and UHR the best place to work. With respect to candidates, yes candidates do receive a survey. I would have to dive into to understand do we measure that particular piece that you asked about to understand if they turn us down and getting more reason on that and I will have to check on that part.

Question:

In reference to P&S classification: P&S classification structure and concerns; there are concerns that some staff do not feel they were classified properly? And P&S staff versus field staff; an understanding of what field staff does and to make sure they are paid appropriately?

Answer:

Mallory Hamilton coming in UHR supporting Extension and Outreach as well as VP of Research and would be great project for her to engage with. I encourage you to engage with her. We went live with the new P&S classification last September. We spent a lot of time across the University getting everybody stabilized into the new structure and we learned a lot in that period of time and of course we are seeing that there are some cases to go back and adjust some things or answer questions

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and it's a great time to go back and look at some things. I would say we are definitely open to looking at those. It was about as getting people as close as we can to the best job profile and classification that fits to the work they do. It doesn't mean that in every case it was exactly correct and we know that there are those opportunities out there to make some adjustments and we are happy to be a part to do that.

Extension and Outreach Professional Development Manager

Brenda Allen

- [Meet the team](#)
- Services and Resources
- [Crucial Conversations](#)
- [E-Accessibility](#)

No Questions

Professional and Scientific Council Executive Committee Reports

President Chris Johnsen

Good afternoon! As you've previous heard from Jamie and our administrative and special guests I am thrilled to be back in the Memorial Union and to speak with you today at our first in-person general council meeting since March of 2020.

I would like to acknowledge that we know that all faculty and staff have been personally impacted in some way by the pandemic. I say this not as

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a statement simply in passing, as some of you are aware – I lost my mother at the beginning of this pandemic. There are tremendous, and long-lasting emotional experiences that continue to impact our daily lives that we will not soon forget. I know that both Faculty Senate and P&S Council will play an active role in helping faculty and staff to feel supported and engaged throughout the upcoming academic year, and in providing guidance to senior leadership as they continue to navigate through additional challenges.

I would also like to briefly touch on the Executive Committee annual retreat from mid-July. This is always a fun and productive event. I am thankful we were able to meet in-person in a large meeting space that allowed for councilors to be engaged while also providing a safe environment to meet. Thank you to all councilors as your thoughts and feedback were shared during this retreat and provided for great discussions. These discussions led to the development of this year's strategic initiatives that will be put forward as a motion to council in a first read later in this meeting.

Thank you to all our Executive committee members for participating in the day-long activities. I would also like to extend a special thank you to past president, Sara Parris, and president-elect Jamie Sass who have provided expertise in editing and revising the text of these initiatives. They make me look far more sophisticated and polished than I am. We are a collaborative team and I greatly appreciate their time and efforts helping craft these initiatives.

Additionally, Jamie and I have had our first meeting of the year with Provost Wickert earlier this week. We discussed the upcoming year, and many of the points you heard Provost Wickert just speak to in his

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presentation and in the memo from President Wintersteen earlier this week.

I would also like to take a minute to recognize Council's participation in serving on University search committees. Most recently, I concluded search committee duties for the new Associate Vice President for Strategic Relations and Communication. Additionally, our Vice President of Equity and Inclusion, Jahmai Fisher, has accepted a request from President Wintersteen's to serve on the search committee for the new Vice President for Diversity, Equity and Inclusion.

And finally, I would like to provide an update on a long-standing effort with UHR. A small amount of council may recall we have struggled to obtain lists of new P&S employees on a regular basis since the implementation of Workday. After a few meetings to discuss data points, recipients, and frequency – I am happy to announce the return of such lists. Now you may be wondering, what is the importance of this? This could be especially true if you were hired after Workday was implemented. These lists are our gateway to contact new P&S employees through their representation areas and introduce what P&S Council is; as well as identify who the new employee's representatives are on Council. We encourage you to engage with these new P&S employees beyond this initial email.

We will be providing template email copy to those points of contact in representation areas soon so that the July new hires can be welcomed to ISU by their representation area Councilors.

In closing, I look forward to the year ahead and to seeing what Council can accomplish by working together. Thank you.

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Secretary/Treasurer Sarah Larkin

- No Report

VP for Equity and Inclusion Jahmai Fisher

- No Report

VP University Community Relations John Burnett-Larkins

- New employee orientation in state of transition
- Contact new hires to join P&S Council

No Questions

VP for University Planning and Budget John Hascall

- No Report

Professional and Scientific Council Committee Reports

Awards Susy Ankerstjerne

- Awards Committee met today to discuss our plans for this year's awards season. We want to encourage all units at Iowa State to nominate their P&S Staff for P&S Council Cytation awards, College P&S Awards, and University P&S Awards. The committee will review the award submissions from previous years to see if we are missing any units in this messaging

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- As always, P&S are working hard to accomplish the work of the university. I encourage you to take a minute to nominate a fellow P&S staff for [Highlighting ISU Staff](#). Last spring the committee announced a drawing for a \$30 gift card to ISU dining for nominations through July. I would like to congratulate Lesya Hassall as the recipient of this gift card

No Questions

Communications Deanna Sargent

- No Report

Compensation and Benefits Patrick Wall

- Workflex will be a program not a policy
- Worklife.hr.iastate.edu will be updated with Workflex information and go live on September 25th
- Make web-based request for changes to schedule and then approval process
- Situation unique to employee
- Supervisor training
- Program to launch October 1st

No Questions

Peer Advocacy Jacob Larsen

- No Report

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Policies and Procedures Paul Easker

- The Policies and Procedures committee reviewed the updated Animals on Campus policy, which combines the two previous policies Animals on Campus and Assistance Animals on Campus
- The combination of these two policies is an effort to make sure that people searching the policy library land on a comprehensive single policy. We see no major changes that would impact P&S employees in the combination of the two

<https://www.policy.iastate.edu/policy/facilities/animals>

- We reviewed the new 3D Printing and Additive Manufacturing policy.

The major change to this policy essentially closes a hole in our weapons on campus policy in that you cannot print or make the parts to manufacture weapons

<https://www.policy.iastate.edu/policy/3dprinting>

- The digital accessibility policy comment period has been extended to October 29th, 2021. This policy is being created as ISU is taking reasonable measures to support equal access to information, programs, and activities delivered through its official web and online resources. Consistent with this commitment, this proposed Digital Accessibility policy provides for uniform digital accessibility standards for ISU.

<https://www.policy.iastate.edu/sites/default/files/resources//Policy-Digital%20Accessibility%202021-07-27%20extending%20public%20comments.pdf>

No Questions

Jason Follett

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I would like to make a motion we extend our meeting until 4:20 PM

- Motion has been adopted

Professional Development Matthew Femrite

- Karen Couves (Center for Excellence in Learning and Teaching, CELT) and Sue Tew Warming (ISU WellBeing) will present “Taking Care: Including Mindfulness in Your Day” on September 7th from 2 – 3pm in the Memorial Union Pioneer Room
- This marks the return of the Seminar Series to in-person events and is the first one since March 2020
- Please see the P&S Council Newsletter for more information

No Questions

Representation Jason Follett

- Recruitment
- Substitutes

Question:

Is the list available of the actual individuals or just the mail list?

Answer:

Just the mail list

Unfinished Business and General Orders

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- None

New Business

Chris Johnsen

- First Read of the 2021-2022 Strategic Initiatives for Professional and Scientific Council

The Iowa State University Professional and Scientific Council engaged in a 2021-2022 strategic initiative planning session during ad-hoc committee meetings held during the month of July 2021. Council will work to address these 2021-22 priorities in addition to, or in conjunction with, the council priorities of: Serving as the voice of P&S employees in the shared governance structure; investigating and responding to P&S employee concerns; providing professional development opportunities for P&S employees; honoring P&S employees; representing P&S employees; and encouraging P&S employee engagement.

The strategic initiative ideas, suggestions, and comments provided by councilors during the July 2021 ad-hoc committee meetings were condensed into five strategic initiatives by the council Executive Committee during its July 19th retreat. They include:

- ✓ Expanding efforts with university leadership to improve employee engagement, retention, and satisfaction through **meaningful supervisor training with a focus on the**

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fundamentals of being a supervisor at Iowa State University, addressing basics such as supervisory processes in hiring and onboarding practices, recruiting diverse candidates, robust employee evaluations, and standardizing compensation practices across departments and divisions.

- ✓ Advocating for a revised University budget model that prioritizes annual **performance-based increases** for P&S employees with a satisfactory performance review, ensuring that competitive, market-driven salary increases are a recurring, budgeted expense through secured funding; without sacrificing or reducing existing leave policies, benefits, and services.
- ✓ Continuing to **build and cultivate the P&S employee experience** to create a work environment where P&S employees are safe and feel welcomed, supported, included, and valued by the university and each other.
- ✓ Expanding efforts to **highlight the value of P&S employees and the advantages of including P&S employees** in shared governance, including increasing P&S employee participation in large-scale university committees and helping to connect employees with resources that highlight the value of P&S staff, such as university awards.
- ✓ Aiding in addressing recruitment and retention inequities through active engagement in the discussion and decision-making process during **the development of the 2022-2027 ISU Strategic Plan, ensuring that** the interests of all Professional and Scientific Council employees are represented.

Comment:

In referencing the Strategic Initiatives, can they be numbered and not check marked?

Are these ranked? In terms of priorities?

Do we have ideas about how we are going to do each one of these?

Paragraph five should say Professional and Scientific employees and not Professional and Scientific Council employees?

How many are carryovers or extensions from previous years?

Jason Follett

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Motion to extend our meeting until 4:30 PM

- Motion adopted

Open Discussion for Betterment of Council

- None

Announcements

Deanna Sargent

- Procurement Services has a new way to purchase gift cards! For those interested in electronic gift cards that are less than \$100.00 to the Tango Catalog of Gift Cards and VISA Electronic gift cards it is a very streamlined process. Additional information can be found on the [Purchasing Gift Cards Webpage](#) and Purchasing Gift Card Orientation sessions are being offered August 19th and August 25th. Registration for the orientation sessions through [Learn@ISU](#)
- Mark your calendars for the upcoming CyBUY Supplier Show! It will be held on September 30th from 10:30 – 1:30 in the Great Hall of the Memorial Union. Additional information will be released soon

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Seminar Series Event-Taking Care: Mindfulness in Your Day,
September 7, 2-3 PM, Pioneer Room

Executive Committee Meeting: August 19, 2021, 10AM-12PM
WebEx

General Council Meeting: September 9th, 2021, 2:10-4PM, Gallery
Room

Adjournment: 4:30 PM