

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

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

# IOWA STATE UNIVERSITY™

## **Professional and Scientific Council**

### **Call to Order & Seating of Substitutes** (Jamie Sass)

- Meeting called to order at 2:10 PM

### **Substitutes:**

Malisa Rader for Rich Wrage; Barry McCroskey for Nellie Corning;  
Tera Lawson for Matt Femrite; Michelle Hertzke for Darshana Juvale;  
Anita Kay for Lesya Hassall; Tami Corcoran for Jacob Larsen

### **Establish Quorum** (Sarah Larkin)

### **Approval of Agenda**

- Agenda Approved

### **Approval of Minutes**

- Minutes approved

### **Administrative Reports**

**Senior Vice President & Provost [Jonathan Wickert](#)**

### **Substitute was Brenda Behling**

- Committed and supportive of Workflex program
- Encourage questions on Workflex at [Oct. 19<sup>th</sup> Seminar Series](#)
- Student Innovation Center was formally dedicated
- 42-million-dollar gift to university to build new home for the [Department of Industrial and Manufacturing Systems Engineering](#)
- Professor Lisa Schulte Moore named [2021 MacArthur Fellow](#)  
Also called Genius Grant

**No Questions**

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

Vice President & Chief Information Officer [Kristen Constant](#)

Senior Policy Advisor [Steve Mickelson](#)

- Electronic signatures will be Adobe and not DocuSign
- WorkCyte Phase I and II
- Student products such as financial aid in Workday
- New homepage for Workday for better usability

**Question:**

We got a survey about data storage and I wondering what the progress was?

**Answer:**

We got all the data back and we are evaluating it and determining a solution. We will get back to you on that. Our goal is to be cost efficient and effective but realize that simplicity is very important. And security and digital accessibility is important, too.

**Question:**

About the Workday survey that went out last winter for feedback

**Answer:**

We did publish high level results from that survey linked to our website.

Can there be messaging that workday is here to stay?

Workday is considered best in class and we cannot pick something else.

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

Faculty Senate President [Andrea Wheeler](#)

- Faculty Senate met September 14<sup>th</sup>. Will meet again October 12th
- Met for more faculty control over Covid mitigation measures

### Question:

What is your sense about how your fellow faculty members are feeling about Covid mitigations and campus safety this semester?

### Answer:

Opinions are a mix. Its's a hard semester.

### Professional and Scientific Council Executive Committee Reports

President [Chris Johnsen](#)

Good afternoon,

It has been quite the busy month since we last gathered and I would like to touch on a few topics in my report to you today. One being the ISU Strategic Plan development, the WorkFlex program, as well as our future general council meetings.

First, I have accepted an invitation from President Wintersteen to serve on the **ISU Strategic Plan's development Steering Committee**. This steering committee is chaired by VP of Research Dr. Peter Dorhout, with facilitation from RSM US LLP and Berkeley Research Group. We will have our first kickoff meeting tomorrow afternoon. I see the invitation to participate on the steering committee as a direct correlation

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

to one of our five FY22 strategic initiatives. That being: “Aiding in addressing recruitment and retention inequities through active engagement in the discussion and decision-making process during the development of the next ISU Strategic Plan, ensuring that the interests of all Professional and Scientific employees are represented.”

I look forward to providing you with updates from this committee and welcome your input and feedback to help in this development process.

Next, I would like to add to previous comments regarding the **WorkFlex program**. As referenced, the Inside Iowa State article contained an introduction to the WorkFlex program with a timeline of upcoming activity. Many of us in this room as supervisors of P&S and Merit staff also received a message yesterday from UHR regarding this initial rollout. For several months now, Jamie and I have met with UHR regarding the initial rollout of WorkFlex. I cannot stress this enough; we have and continue to advocate for P&S staff.

As our P&S Constitution states, **we serve as a resource and advocate for all Professional and Scientific employees.**

With large scale projects such as WorkFlex, the Class & Compensation structure, or even the implementation of Workday may not include everything we have been advocating for. But our voices **have been heard** and we continue to advocate for our constituents.

Jamie and I, along several other Executive Committee members have met with UHR on WorkFlex, sometimes as much as 3x in a single week to discuss progress, concerns, and provide feedback on WorkFlex. It is a partnership between Council and UHR that relies on open communication and valuing shared governance. Does the initial rollout

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

of the WorkFlex program not go far enough? Does it go too far? In some cases, maybe the answer to both is Yes.

As I am not speaking on behalf of UHR, with that opportunity coming on October 19<sup>th</sup> at our Seminar Series event with Ed Holland; I simply want to remind everyone while we **continue to advocate** for our constituents. We are all here to ultimately **serve the student population** as well. Even those who do not have a student facing position, you likely interact often with **those who do**. As the Inside Iowa State article states better than I could – Iowa State is a **research intensive** and **residential campus** which puts an emphasis on **in-person learning, support and services**.

Please be **mindful** of your coworkers, direct reports and supervisors. Have conversations with those groups. Extend grace, allow supervisors, and staff time to **digest and understand** this program. Recognize that being flexible, as is communication, a two-way street.

Lastly, I would like to address a growing concern about our general council meetings. As noted in our P&S Council newsletter earlier this week, our November and December meetings will be held in the **South Ballroom** of the MU. This change was made to provide **improved accommodations** for councilors to attend our in-person meetings.

As brought up as a comment at our last council meeting, and has continued through as a common theme since, and discussed at length by our Executive committee -- Is there an option to move our meetings to a hybrid format? As some of you have personal experience hosting or participating in hybrid meetings, it is not as simple as having a laptop in the back of a room with the webcam turned on. As a few of my fellow Executive committee members have topics to present to you, think through information presented like our budget and **how we could evolve**

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

from current expenditures to **shift resources** so that a hybrid meeting could be sufficiently managed.

I think back to my time as president-elect when we hosted exclusively online meetings. Recognizing that a third of you only experienced very few of these Council meetings, the level of engagement we had with each other, our speakers, and guests was quite low. Is this reason enough to keep pushing forward with in-person meetings? Perhaps not. Several now former councilors have voted with their feet and resigned. As our culture at ISU is being renovated with WorkFlex, it is time for us as a Council to take a **hard look at ourselves**. Can we be structured in a way to make hybrid meetings **successful**? Can we **sustain any financial expenses to provide long term support** for this format? Would this aid in **recruitment and retention** on Council, and ultimately **improved representation** of our constituents?

I won't make my time up at the podium any longer than it already has. I would like you all to think about this topic, and later in the agenda when it is time for a **discussion for the betterment of Council**, that we all can **engage in an open discussion** on this topic.

Thank you.

### Question:

I heard that the classification of positions are changing; specifically advisors.

### Answer:

Austin Haytko answered that as far as classification of advisors; nothing has been determined yet. Faculty advisors are considered staff members

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

unless determined by the department as faculty person first and advisor second.

### Secretary/Treasurer [Sarah Larkin](#)

- FY22 Budget of \$10,250

### No Questions

### VP for Equity and Inclusion [Jahmai Fisher](#)

The P&S Council's Equity and Inclusion Committee is seeking to widen the range of voices and perspectives at committee to further enrich the execution of the committee's charge to make diversity, equity, and inclusion a priority for professional and scientific staff. **If you are interested, willing and able to serve on BOTH this committee and the Equity and Inclusion committee, please contact Jahmai Fisher before Wednesday, October 6 by emailing [fisherj@iastate.edu](mailto:fisherj@iastate.edu).**

Upcoming dates for meetings include October 21st, November 18th, December 16th from 2:00-3:00 pm and are held in Memorial Union, 3517. These dates would not conflict with most committees who meet from 1:00-2:00 pm. **Please note that this initial expressed interest is not an official commitment.**

The Equity and Inclusion Committee will provide information and advice to the Iowa State University president and administrators on a wide range of issues related to the topics of diversity, equity, and inclusion. Planning, analysis, and policy as it pertains to these issues will be addressed and shared.

### No Questions



# IOWA STATE UNIVERSITY™

## **Professional and Scientific Council**

VP University Community Relations [John Burnett-Larkins](#)

Welcoming new Professional and Scientific employees

Traditional method for welcoming/orienting new P&S employees in person was put aside during pandemic – this included overview of Professional and Scientific Council – who we are and what we do.

These orientations have been shifted to an all-electronic format. This is now forecast to continue indefinitely. This has forced a new plan for introducing new employees to P&S Council. Have been working closely with other Executive Committee members to develop a new plan to achieve this function.

Will be finalizing a welcome letter on behalf of Professional and Scientific Council. This letter will not only outline who we are and what we do, but will better highlight our communication channels. Letter also makes a stronger solicitation of new employees to consider joining Professional and Scientific Council. Printed flyer used in the past was shelved during pandemic and will not be brought back – communication will now be electronic only.

Distribution of letter and messaging to new employees

Fine-tuning new plan that will involve the timely generating and sharing of new employee information in a workable format for efficient email communication.

After I make initial contact with new employees, appropriate council representatives will then follow-up with new employees approximately two weeks later to reinforce messaging. Idea of postal mailing initial letter was discussed, but consensus favors using email.

# IOWA STATE UNIVERSITY™

## **Professional and Scientific Council**

Discussion of possible future new techniques for promoting P&S Council. In September executive council meeting new ideas were brainstormed. One idea floated was to produce a council promotional video.

Possible action steps and contacts discussed.

Involvement with WorkFlex communication.

Council executive members, including myself, working hard to communicate evolving plans to introduce details about WorkFlex program.

October council newsletter schedule was modified considerably to ensure most up-to-date information could be made available. This included the rescheduling of Council's October Seminar Series event and inclusion of that in the newsletter. Also working with other members of Communications Committee to make certain up-to-date and accurate information is shared via council social media and web site

### **No Questions**

### **VP for University Planning and Budget [John Hascall](#)**

- Healthcare premium change

### **No Questions**

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

### **Awards [Susy Ankerstjerne](#)**

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

The committee met today to continue our work on 2021 P&S Council CYtation Awards. Nominations are now open for CYtation Awards. Anyone can nominate a P&S employee for the CYtation awards. Nominations are due by December 1. We recognize individuals and teams for their contributions to ISU and the P&S community. I want to encourage councilors to nominate our new councilors for the Outstanding New Councilor CYtation Award.

We also discussed next steps in communicating with University level awards committees to increase the opportunities for P&S employees to be recognized at the university level.

A quick reminder of our incentive of 12 scoops for 12 nominators of Highlighting ISU Staff this semester. The committee will draw for 12 gift certificates for a scoop of ice cream from the ISU Creamery. We encourage everyone to take a minute to recognize the great work of our colleagues and staff. See the P&S Newsletter or P&S Council Awards Committee website to nominate someone today!

### **Question:**

How many awards rolled in so far for nominations?

### **Answer:**

One. Starts off very slowly.

### **Communications Deanna Sargent**

No Report

### **Compensation and Benefits [Patrick Wall](#)**

The insurance premium increase was reviewed as well as the employee contribution portion that will be increasing across all P&S employees

# IOWA STATE UNIVERSITY™

## **Professional and Scientific Council**

3.6-5.0% over the next couple years. This will bring our employee contribution to approximately 10% by FY22.

The timeline for the launch of the WorkFlex program discussed in August and September was reviewed. The new delayed timeline was only shared with P&S Exec after the last Council meeting. As a result, the Seminar Series scheduled with Ed Holland had to be moved to October 19<sup>th</sup>, 2-3pm. The PowerPoint training for all supervisors was shared with Exec; it is set to be delivered next week (10/11/21-10/15/21).

The new WorkFlex program includes flex time, reduced work week, hybrid work (up to 60% remote), reduced hours, gradual return, and transition to retirement. The pilot for 100% remote has not finished yet. The Comp & Benefits Committee strongly recommends the pilot end December 31<sup>st</sup>, not June 2022 as originally planned. Data from peer universities should be evaluated in addition to the pilot data from ISU.

In the discussion section of the report several council members made minute-worthy statements: If the bureaucracy from Deans inserting themselves into this process of approval or denial of WorkFlex, then it has become more “Policy” than “Program.” On the flipside, everyone at ISU answers to someone.

Some Deans have been vocal enough to tell departments they are not in favor of this program, and they will deny all requests. Several employees have left the university as a result. The consequences of “department hopping” as a result of WorkFlex was discussed.

Once the initial applications are through the process, P&S Council should request the data for how many were approved or denied, and gather as much information as they can to assess the program.

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

### Question:

Why were we not given the courtesy from HR for a reason on the delay and date change (of WorkFlex rollout)?

### Answer:

Jamie Sass answered that they kept asking for communication and it has been frustrating.

Patrick Wall answered that the Workflex Seminar Series date needed to be moved because they missed the deadline.

### Question:

Can something be put out that this is a pattern with HR?

### Answer:

No response

Peer Advocacy [Jacob Larsen](#)

Substitute was Lynne Campbell

- Meeting with Ombuds
- Continue working on interest groups, such as a book club.  
Meeting with Stephanie Downs with Wellness
- Continue working on PTO policy project

No Questions

Policies and Procedures [Paul Easker](#)

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

No meetings from PLAC since the first one this year, so no new policies up for review.

The committee is working on defining our work for the coming year.

Digital Accessibility Draft Policy Reminder

### **Policy Link**

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

### **Key dates**

Digital Accessibility Policy Informational Panel

Thursday, 28 Oct 2021 from 12:10 pm to 1:00 pm

<https://www.event.iastate.edu/event/50757>

Location: Morrill 2030 or via WebEx

Comment period through October 29, 2021

Target Effective Date: January 3, 2022

Compliance Target Date: July 1, 2026

### **Question:**

Any talk about this policy will be enacted with staff and with grant money?

### **Answer:**

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

Very good question and I will be sure to get to back to you with an answer.

### Professional Development [Matthew Femrite](#)

#### Substitute was Christine Reinders

The Professional Development Committee has continued to plan upcoming Seminar Series Event.

The next Seminar Series event is, “WorkFlex: First Steps,” scheduled for Tuesday, October 19, 2021 from 2:00 p.m. to 3:00 p.m.

Ed Holland, University Human Resources Director of Benefits and WorkLife, will conduct the seminar and will address: the roll-out of the WorkFlex program; what the program can mean for you; and how to request a flexible work schedule or location. The seminar will be held virtually using WebEx.

The URL for participants to log into the seminar is available on the Professional and Scientific Council’s website and social media pages, and in the edition of Inside Iowa State published today.

The Seminar Series event for November is, “Moving on from Pronouns: Building Skills for Gender Equity and Inclusion at Iowa State University.” Andra Castle, Assistant Director of the Margaret Sloss Center for Women and Gender Equity at ISU, will talk about gender in the workplace and how to develop our understanding of gender to create and sustain gender inclusivity. They will discuss in detail third person pronouns, how to navigate pronoun changes, and what pronouns teach us about gender. Finally, they will give action steps and reflection questions to help guide our understanding of gender equity.

This seminar is scheduled for November 9, 2021 from 2:00 p.m. to 3:00 p.m. This will be a hybrid event, and people can participate:

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

in-person in Memorial Union Room 3560, formerly known as the Pioneer Room; or virtually using a URL that will be published closer to the event.

Seminar Series events continue to be posted to Learn@ISU. The upcoming Seminar Series events in October and November will be posted after the events. The event from September, “Taking Care: Including Mindfulness in Your Day,” by Karen Couves and Sue Tew Warming has been posted and is currently available. All available recordings of events from prior fiscal years have been posted.

Professional and Scientific staff are encouraged to view these recordings when and where is convenient for them to further their professional development.

### **No Questions**

### **Professional Development Sub-Committee [Tera Lawson](#)**

Good afternoon everyone!

I’m here today to provide a report from the Professional and Scientific Council Professional Development Conference Subcommittee!!!

The Request for proposals for the 2022 Professional and Scientific Council Professional Development Conference is open through October 8<sup>th</sup>! Yes, that is tomorrow!

We really need each one of you to help us in this last push to recruit the presentations and presenters you want to hear from during the upcoming conference!



# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

The link to the submission form is available through the [Professional Development Conference Page](#) on the Council Website.

The Education/Speakers area of the Conference Subcommittee will be meeting late next week to review each of submitted proposals so that we can respond to individuals by October 29<sup>th</sup>.

We would also like to encourage each of you to mark February 23<sup>rd</sup> on your calendars as a day you are going to dedicate to your personal and professional development and hope that you will plan to join us to Cultivate Your Adventure, Engage, Innovate, and Evolve!

### **Question:**

I was going to nominate or suggest somebody, and I read that they have to be an ISU Employee. Is that true?

### **Answer:**

We do not have a budget for session speakers. If they were a free speaker; that is something we can entertain.

### **Representation [Jason Follett](#)**

While you might not see it instantly or as quickly as you want it, P&S Council is making a difference for P&S employees at Iowa State University. Our long-standing role as a voice in the shared governance at Iowa State allows your issues to be heard and considered. We continue to encourage P&S employees to consider serving P&S Council as a Councilor or as a substitute. Please contact the Representation Committee via email [pands-r@iastate.edu](mailto:pands-r@iastate.edu) for more information.

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

### Question:

How many short are we?

### Answer:

Right now, we are only one short

### Unfinished Business and General Orders

- None

### New Business

- None

### Open Discussion for the Betterment of Council

- Hybrid general council meetings

### Comments:

Nothing against these meetings but I get very fidgety. For a lot of people, hybrid might work better because you don't need to just sit here and focus.

I know hybrid would be nice because it's not possible for a lot of people to get away for a 2-hour meeting.

Do you want to do a survey to see where people are? Also, school gets out at 3:30 and there's no after school care.

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

When we were meeting virtually, we had a lot more field staff able to participate.

Hybrid option may allow others to observe the meeting and get the information.

Conversation is a lot more active and lively here today than I ever saw online.

**Motion to extend meeting to 4:15 PM**

**Motion approved**

Explore other options for hybrid other than Webex to make it more interactive.

How will committee meetings work if the general meeting is hybrid?

### Announcements

**Marlene Jacks**

Friday October 22, Instructors teaching Chicago Style Stepping 7PM-Midnight in South Ballroom of Memorial Union

**Seminar Series Event-WorkFlex: First Steps**, October 19, 2021, 2PM-3PM, WebEx

**Seminar Series Event-Moving on from Pronouns: Building Skills for Gender Equity and Inclusion at Iowa State University**, November 9, 2021, 2PM-3PM, Pioneer Room, Memorial Union

# IOWA STATE UNIVERSITY™

## **Professional and Scientific Council**

**Executive Committee Meeting:** October 21, 2021, 10AM-12PM 206  
Durham

**General Council Meeting:** November 3, 2021, 2:10PM-4PM South  
Ballroom, Memorial Union

**Adjournment:** 4:15 PM

DRAFT