

IOWA STATE UNIVERSITY

Professional and Scientific Council

Ceremonial Passing of the Gavel (Jamie Sass)

Call to Order & Seating of Substitutes (Patrick Wall)

Establish Quorum (Lynne Campbell) Quorum reached

1. **Approval of the Agenda** Agenda approved
2. **Approval of the Minutes** June 2, 2022 General Council Meeting
Minutes approved
3. **Administrative Reports** None
4. **Professional and Scientific Council Executive Committee**

President (Jamie Sass)

Good afternoon, everyone! Thank you for the opportunity to be in front of the room for Council again, although I do have to say it's nice to be on the other side of the podium.

I've officially been Council President for six days, although "transition" has been the word of the month. Since the beginning of June, Sara Parris, Chris Johnsen, Patrick Wall, and I have been working to transition all the different parts of Council presidency to ensure as seamless of a transfer as possible. Sara, I'm told, is enjoying her first month in a very long time not being on Council. Chris is easing into his first month advisory role as Past President. Patrick and I didn't so much gently "transition" as we did boldly leap into our new roles as President and President-Elect, and now that pieces are falling into place as folks get settled, I'm excited for the new year. There is work ahead for us as Council, but I am optimistic and hopeful.

Although Patrick was only “officially” seated as President-Elect on July 1, he’s already attended several of the monthly meetings the President and President-Elect attend. We’ve met with both UHR and the Provost, both of whom you’ll be hearing from directly in the coming months. We are scheduling the recurring meetings that happen twice a year with our leadership counterparts on staff councils at the other Regent institutions that serve as pulse checks for staff happenings and insights at all Regent institutions in Iowa. It is wonderful to have these relationships—yes, even with our “friends to the East.”

There are transitions coming for university leadership as well as there are two senior leadership positions that opened with the retirements of Senior Vice President for Operations and Finance Pam Cain and Vice President of Extension and Outreach John Lawrence. For Council, advocacy work begins with constituent feedback, and we believe that professional and scientific employee representation is important on search committees of all kinds—especially search committees filling those highest-level positions. As Council leadership, it’s been an honor to recommend Chris Johnsen to serve on the search committee for the Vice President of Extension and Outreach. As an Extension person himself, Chris was a natural pick for this important search. Forming the search committee for the Senior Vice President for Operations and Finance is underway as well, and Professional and Scientific Council will have a presence on that search committee on behalf of P&S employees.

Work continues on the WorkFlex survey analysis. I’ll put it bluntly: I’m the reason the project is behind. Like all of you, I have a very active “day job” here at the university. I have very active role in Council as well. The original timeline we had projected to have all the qualitative comments assessed is about 2-3 weeks off. We will have an in-depth report ready for Council in August and to share with UHR and senior leadership at the same time. In the meantime, please let me share some big picture themes from the 795 surveys that came in as the second period of WorkFlex was closing.

- The percentage of work from home opportunities was a frequent topic, especially as it relates to employee recruitment and retention.
- Perception of fairness, equity, and consistency as it relates how WorkFlex is implemented across units is an emerging theme.
- We're also seeing conversation about what employees want to see in terms of WorkFlex implementation and communication—especially how it is communicated to supervisors and by supervisors.
- We see lots of conversation related to autonomy—autonomy of supervisors to make good decisions for their units, autonomy of employees to be trusted to do quality work, and so on.

Thank you for your patience as we finish this project.

Later today, we'll begin taking the feedback we got from our constituents and use it to begin drafting our strategic initiatives. Councilors, this is only the start of the year and the beginning of our communication with our constituents for the year. In the next week or so, you'll see some information from me in your inboxes about getting our monthly highlights to your representation areas, which is a change from last year's process. While Council has generally enjoyed a healthy amount of feedback from constituents, my hope is that it will only continue to grow as we refine our processes for communication. That we'll have better, more frequent communication between Councilors and constituents to guide and shape our advocacy efforts through the lens of our strategic initiatives.

Thank you, Councilors. I'm looking forward to a wonderful, productive year ahead of us.

Secretary/Treasurer (Lynne Campbell) no report

VP for Equity and Inclusion (Marlene Jacks) no report

VP University Community Relations (Sarah Larkin) no report

VP for University Planning and Budget (Matthew Femrite)

- Background
 - FY21: State appropriations were reduced by \$8 million.
 - FY22: State appropriations remained flat.
 - FY23: The Board of Regents requested \$15 million increase in state appropriations.
- House File 2575
 - Original bill had flat funding plus \$12 million for a scholarship program for students in high-demand majors.
 - Final bill removed scholarship program and increased appropriations
 - Total increase of \$6.2 million
 - Of that total, \$5.5 million was earmarked to be divided by the Board between the ISU, UNI, and Iowa
 - Passed by House and Senate on May 23rd
 - Signed by Governor Reynolds on June 17th
- The Board of Regents allocated

General University Appropriations				
	FY 2022	FY 2023	Amount Increase	Percent Increase
ISU	\$172,144,766	\$174,092,719	\$1,947,953	1.1%
Iowa	\$215,605,480	\$218,045,224	\$2,439,744	1.1%
UNI	\$98,296,620	\$99,408,923	\$1,112,303	1.1%
Total	\$486,046,866	\$491,546,866	\$5,500,000	1.1%

5. Professional and Scientific Council Committee Reports

Awards (Susy Ankerstjerne)

- P&S staff may self-nominate staff for [P&S Awards](#): CYtation, Professional & Scientific Awards, and University Awards
- **Question posed:** Do people self-nominate? Does it look different? **Answer:** Encourage staff to not wait for a nomination. Many categories have very few nominations.
- Consider nominating a colleague for [Highlighting ISU Staff](#)

Communications (Deanna Sargent)

- Meeting using a new format to engage committee members
- Representatives from the committee will be assigned to a collaborate with their committee to facilitate more effective communication about committee work with the ultimate goal to engage more P&S Staff
- Newsletters are [archived](#).

Compensation and Benefits (Erin Gibson)

- Discussed tuition reimbursement
- Shared that there was a Workday glitch with errors for sick leave compensation
- Those currently employed and affected by the glitch will receive an email. 14 staff have left university
- Question: Why is the glitch still happening?
Answer: The change is not “sticking” in the system if the employee changes supervisors
- Adoption reimbursement was discussed as a new benefit
- Discussion about pay increase
Question: What is the source of the funding?
Answer: Uncertain about source of fund, but Erin and Comp and Benefits will look into it.

Peer Advocacy (Jacob Larsen)

- Committee is involved in various initiatives
- Members write *Did you know?* Articles for newsletter
- Working on Paid time off/parental leave and collaborating with staff from other Regents Institutions
- Jacob collaborating with a team to analyze Workflex survey
- P&S Employees can reach out to this committee for support
- Committee maintains connection with ombudsman to solicit guidance for supporting individual employees
- Employee interest groups will continue and grow
- Committee is engaged with Stephanie Downs and the ISU Wellness office to share updates about [ISU WellBeing](#)

Policies and Procedures (Paul Easker)

- Data from HR
- Discussion about how term employees are funded

Professional Development (Jennifer Schroeder) Committee met

- Committee met and brainstormed 9-10 possible topics for the [2022-2022 Professional and Scientific Council's Seminar Series](#)
- August 9 in Room 3560, Memorial Union, at 2-3 pm in person
Topic: *Relational vs. Positional Leadership: Leadership in the Workplace*
Tera Lawson, Training, Development, and Outreach Coordinator in Procurement Services, will lead participants as they explore positional and relational leadership, how you can have one without the other, and how they are not mutually exclusive.
- September 9, Room 3560, Memorial Union, 2-3 pm in person
Topic: *The Value of a Graduate Degree & P&S Higher Education Benefits*
Kim Putz, Assistant Director of Graduate Recruitment in Ivy College of Business and Ed Holland, Director of Benefits in University Human Resources will lead a presentation on the value of earning a graduate degree and the benefits offered by Iowa State University to support your development goals.

Representation (Jason Follett)

- Article was shared in [July Newsletter](#) to recruit [councilors](#) for vacancies. If interested, you can make appointment with committee chair [Jason Follett](#) to discuss.
- Appointed councilors will serve a 1-year term
- Representation committee will work with communication committee to create marketing campaigns for the next election cycle

- Need to build a [bank of P&S employee substitutes](#) to attend council meetings if a councilor cannot attend a meeting.

6. Unfinished Business and General Orders None

7. New Business First Read [FY23.1](#)
(Erin Gibson)
[Motion on Tuition Reimbursement](#)

- First Reading of the motion
- In summary: It is moved to reverse the change from June 2020 to reinstate the previous Tuition Reimbursement policy to better meet professional development needs of P&S staff
- Questions posed: Can this be retroactive? What is going on at other Regents Institutions?
 Discussion: There are spending limits at other regents and it was advised to not be a comparable motion.
- Changes to the motion can be proposed during second read
- The motion is located on the webpage under the [July 7, 2022 meeting information](#).

8. Work Session **FY23 Strategic Initiative Feedback**

(Jamie Sass) Review why we do this process?

- Identifying strategic initiatives is a 3-part process:
 - 1) Gathering feedback from P&S Employee constituents
 - 2) Executive Council reviews suggestions to create a draft,
 - 3) Readings of the motion to solicit proposed changes.
- Goal: identify actionable Initiatives that benefit the vast majority of P&S Employees with a focus on continuous improvement
- Feedback from P&S employees guide actions of the council
- Need to be able to measure our success and develop stronger processes to measure success
- In July the Executive Committee will review feedback and shape that guidance into a strategic initiative rough draft

- First read will occur at August P&S Council Meeting
- Second read will occur at September P&S Council Meeting
- Finalized proposal will be sent to senior leadership when approved by Council

9. Open Discussion for the Betterment of Council
None

10. Announcements

- Deanna Sargent: [Shop Food Pantry](#) is in need of food donations
There is a [list of different items in short supply](#)
- Seminar Series Event: “Mindful Eating: It Really Isn’t About Food,” Recording is available on [Learn@ISU](#) and may be found by searching Course ID for PSCOUN-SSE-2022-02A-ON.
- Executive Committee Meeting (Retreat): July 25th, 2022, 8AM-5PM, 4250 (Launch Pad), Student Innovation Center
- General Council Meeting: August 4, 2022, 2:10 PM, Room 3850, Memorial Union

Adjournment