

Meeting Minutes, ISU P&S General Council Meeting, Room 3580 Memorial Hall, September 1st, 2022

Call to Order & Seating of Substitutes (Patrick Wall)

Establish Quorum (Lynne Campbell)

Yes, Quorum established.

1. Approval of the Agenda

Chris Johnsen move to strike First Read FY23.3 Motion to Submit WorkFlex Report to University Human Resources (Jamie Sass & Jacob Larsen). Second the motion.

Motion carried.

2. Approval of the Minutes August 4, 2022 General Council Meeting

Erin Gibson moved to amend the minutes: 1) Edit unfinished sentence, 2) p.6 correct committee title, 3) p.8 under new business, change first read to second read. Second the motion. Motion carried.

3. Administrative Reports

[Ann Marie VanDerZanden](#), Iowa State Online

- Iowa State Online to be launched January 1, 2023 as an institutional priority with a \$600,000 investment from President Wendy Wintersteen
- Iowa State Online will be centralized within [CELT](#) to expand capacity, grow offerings to meet needs of a diverse student population, and increase opportunities for corporate partnerships.
- Leadership: CELT Director [Sara Marcketti](#) will continue to lead CELT but will assume a title change and [Susan Arendt](#), Online Learning Faculty Fellow, will serve as Director of Iowa State Online.
- Full unit of 50 plus employees will be housed in Howe Hall.
- Background: 2.5 years ago, an Online Learning Task force explored expanding online learning opportunities. The Board of Regents also created a task force to explore a

centralized approach for all Regents institutions in Iowa. It was decided that there would not be a centralized approach.

- Used Herron, an outside consultant to provide guidance about and looked at competitors to evaluate next steps.
- The decision was made to [restructure CELT](#) with a focus on 4 areas:
 - 1) Instructor development,
 - 2) Enterprise instructional technology,
 - 3) Course design and quality, and
 - 4) Iowa State OnlineSome of these areas will explore expanded opportunities while others will feature opportunities for new growth and increased options for corporate partnerships.
- UHR with the leadership of Sara and Susan will work through the transitional logistics. There are more positions in the new unit than current staff. Individual meetings have occurred with staff impacted by the restructuring process.
- Initial advertisement for open positions is happening internally with process that is intended to streamline the application so that staff do not need to submit an application for multiple openings. Interviews and hire decisions will happen in September. In November, staff will move into the new location.

Comments and questions:

- Chris Johnsen mentioned that there are more vacancies than people to fill. How will HR match with employee skill sets?
- Lynne Campbell shared that she recently met with a staff member who was “pink slipped” because their unit within the schools of education was eliminated. She was hopeful but concerned about her status as an employee at Iowa State University where she hoped to remain as an employee. From that conversation it was obvious how tumultuous the process has been for that employee. And for me, I was hopeful that she could still provide support for me with my Canvas course. Answer: With the restructure, they acknowledge that staff are comfortable working with a specific person, but this process will allow for more support as there will be “back up people” to support the work. There will be a team of 8-10 staff who can provide support and that provides an opportunity to build capacity.
- Tera Lawson shared that current language seems to be targeted at faculty, while some P & S employees also teach classes. There is a range of individuals who will need instructor support.

[Carolann Jensen](#), Iowa Board of Regents

- Employee of the Board of Regents but she is loaned out to Iowa State University.

- Background: ISU Alum with a degree from CALS and Drake University
- Budget: Board of Regents approves budget request from institution.
- Carolann meets legislative with subcommittees to inform about budgetary priorities. Senate has not participated in these conversations. House intermittently participates and as a result there is not an opportunity for a larger conversation.
- Carolann often travels with President Winterseen to meet with legislators to discuss priorities and needs. The goal is sometimes neutral meetings where the conversation is realistic and blunt and without gamesmanship. The message is the good things happening at Iowa State University.
- When something bad happens, Carolann is often the “first responder.” She often responds to twitter comments. She needs to consider freedom of expression and her lens is “is it factual or not.” People have freedom to express their opinions. She often gets random comments about monarch butterflies.
- Carolann offered her business card and welcomed conversation.

Contact information: **Carolann Jensen**, ISU's state relations officer serves as Iowa State's primary public affairs and legislative contact, at the direction of the state Board of Regents and can be reached at:

Email: **cjensen3@iastate.edu**

Office: **515-294-7239**

- She shared that lobbying is all about earning trust and providing information that legislators find useful. Legislators are interested in alumni and extension in district. She strives to find ways to tell our story better so that we can get more resources and increase opportunities for students and staff. Emails with stories about Iowa State University are good ways to share the Iowa State University success story.

Comments and Questions:

- John Burnett-Larkin: Why do you think that the Senate does not participate? Answer: So many changes since COVID. Not a priority for legislators. Higher ed has taken a hit and it is not unique.
- Chris Johnsen: With Iowa State Online potentially providing an increase in revenue. Do you think legislators will see this as a reason to provide less funding? Answer: COVID increased the need for online opportunities. We will always be a brick and mortar campus and will continue to lobby for those priorities.
- Patrick Wall: Is it OK for P&S Employees to talk to legislators / represent ISU? Answer: Carolann would like to know about conversations. Important to lobby on own behalf rather than for the university. We all need to be cognizant about where our funding comes from. Patrick: Maybe we shouldn't go on twitter to talk about the ISU Budget.

4. Professional and Scientific Council Executive Committee

Reports

President (Jamie Sass)

Good afternoon, everyone! A big thank you to [Chris Johnsen](#) today for reading my President report and facilitating the second read of Council's strategic initiatives in my absence today. My family is home with our first brush with Covid. We're on the mend, finally, but I'm really missing being on campus right now in the first few weeks of the fall semester. And of course, I'm missing being at Council this afternoon as well!

I have just a handful of updates this afternoon:

First, Interim Assistant Vice President for Payroll and Tax [Tim Ashley](#) has reached out to me regarding Council representation on the University Benefits Committee. Under a directive from the Senior Vice President of Operations and Finance, there will be a few changes to the structure of the University Benefits Committee to provide a more functional group:

- 1) The committee title will change from University Benefits Committee to [Employee Benefits Advisory Committee](#).
- 2) They are creating a Vice Chairperson position from each employee (Faculty, P&S, and Merit) that will be represented through the respective representation groups: [Faculty Senate](#), [Professional and Scientific Council](#), and Merit representatives. Part of the proposed new structure includes a standing member and a Vice Chair. Council's President will be tasked with naming these members.

I've recommended that our standing members be appointed to one-year terms and include our President-Elect as a standing member and Compensation and Benefits Committee Chair as a Vice Chair. Thank you to [Patrick Wall](#) and [Erin Gibson](#) for taking on this important committee work! As soon as the Vice Chair positions have been determined for us, Faculty Senate, and Merit, these individuals will be added to the Executive Committee for Employee Benefits Advisory Committee, which is currently the Chair of UBC, Tim Ashley, and Ed Holland, among others. The Exec team meets monthly to set agendas, do deep dives into the programs, meet with vendors, etc. These are good updates, and we strongly believe that a diversity of P&S voices on high-level committees is valuable.

Second, there is a quick update on the Peer Expert Community. Councilors, if you have been participating, you may have noticed that it is no longer available to you on Teams. After some continued conversation with senior leadership, the Peer Expert Community and its committee has been discontinued. There are some First Amendment concerns, especially as we think about how we can (or cannot) actively moderate. However, and I do strongly believe this to be GREAT news, this has led to some good discussions with President Wintersteen and others about ways Council and leadership can partner to achieve some of what the Peer Expert Community was trying to achieve. These conversations are still in their earliest stages, but I am optimistic about what we can achieve.

Thank you, Councilors, for your hard work this month and every month!

Secretary/Treasurer (Lynne Campbell)

- Issued an apology that a financial report would not be provided this month
- A report will be provided at the next P&S Council Meeting

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)

No report

5. Professional and Scientific Council Committee Reports

Awards (Susy Ankerstjerne)

The Awards Committee met Aug 17 to discuss our plans for this year's awards season. CYtation Award nominations will open Sept 12. This will be included in the meeting minutes and shared with our constituents via the meeting highlights email. We encourage all P&S staff to see what awards are available and talk with your supervisors or unit awards committees about the possibilities.

Any ISU P&S staff can submit a nomination for the CYtation Awards. Several P&S awards at the college and university level also allow direct submissions. The October P&S Council seminar series "Effective Professional Reference and Nomination Writing" will have helpful tips to maximize your award nominations. Reach out to me or your unit leadership if you have questions about CYtation or university awards.

We are excited to announce another year of 12 scoops for 12 nominators...and 12 nominees. We are excited to share the rewards with both nominators and selected nominees. The Awards Committee initiative of Highlighting ISU Staff needs your nominations. We encourage you to take a minute to nominate a fellow P&S staff for [Highlighting ISU Staff](#). Share how P&S Staff have been outstanding in their job, made your job easier, or gone out of their way to lend a hand.

Communications (Deanna Sargent)

No report

Compensation and Benefits (Erin Gibson)

At today's Comp & Benefits Committee, Tim Ashley, Interim Assistant Vice President Payroll and Tax was our guest. He provided some historical data on dollars spent on the Tuition Reimbursement benefits program. Expenses have not decreased after restricting where employees could use this benefit. However, it was noted that ISU currently spends more on this program than some of our sister schools which have caps on this benefit.

We have not received any official response from University Senior Leadership in regards to our FY23.1 Motion on Tuition Reimbursement. However, we are aware that some discussion has occurred.

Comments: Tera Lawson noted that employees at other sister institutions have more opportunities for University provided training and professional development. They have Employee Training departments with 8-10 staff.....ISU has much less.

Peer Advocacy (Jacob Larsen)

No report

Policies and Procedures (Paul Easker)

No report

Professional Development (Jennifer Schroeder)

Our committee has been very productive. We have the September, October and December seminar series scheduled. We had a session for November fall through so we're back to the drawing board for that topic. The website has been updated with information on September and October.

The September [Seminar Series](#) session will now be virtual. Originally we were promoting as in person, but it will now be virtual. We have updated the website with this change. Please join us on September 13th from 2-3 via [Webex](#) for The Value of a Graduate Degree & P&S Higher Education Benefits with [Kim Putz](#), from the Ivy College of Business and [Ed Holland](#) from University Human Resources.

Then join us again on October 11th from 2-3 via [Webex](#) for Effective Professional Reference and Nomination Writing with [Jamie Sass](#) from the Ivy Writing and Speaking Center.

Webex links and information is also available on our [P&S Council Seminar Series website](#).

The December seminar will be with the University Ombudsman and is currently being finalized. Once we have those details on November and December we'll update the website and announce.

Professional Development Subcommittee report (Tera Larson)

Good Afternoon Everyone! I'm here today to provide a report from the Professional and Scientific Council Professional Development Conference Subcommittee!

This year's Cultivate 2023 Professional Development Conference presented by the Professional and Scientific Council will be held on February 22, 2023 at the Gateway Hotel and Conference Center. Mark the date on your calendars as a day YOU will be dedicating to YOUR personal and professional development.

The Request for Proposals for the 2023 Professional Development Conference presented by the Professional and Scientific Council is NOW OPEN!!!

The link to the online survey is available through the Professional Development Conference Page on the Council's Website and each Councilor will be receiving an email this afternoon, with the Request for Proposals information in it in addition to the link to the online Proposal Submission Form.

We need each one of you to forward this message to individuals you would like to hear from, or who present on a topic that other P&S Employees need to hear about AND we need you to forward the message you receive to anyone who works on an internal departmental newsletter, or post it to your department or unit's intranet, because we need each of you to help us to get the word out and to recruit presentations and presenters for the upcoming Professional Development Conference.

All selected presentations will fit within one of four tracks:

- 1) **Human Interactions**
(networking, communication, conflict resolution, diversity and inclusion, etc.)
- 2) **Leadership**
(leading from different levels, working with people and groups, etc.)
- 3) **Health and Wellness**
(stress management, financial planning, personal health and safety, mental health, etc.)
- 4) **Professional Resources**
(technical tips and tricks, tools, project management, benefits, etc.)

The deadline for submission to the Request for Proposals is November 4th and you may submit a presentation, or a recommendation for a speaker through the same online form.

When recommending a speaker we do ask for your name and contact information in case we have questions or need to follow up with you, as the individual making the recommendation. If there is a topic you would like to see addressed or a presenter you would like to see at the 2023 Professional Development Conference, this is your chance to make that happen!!!

Additionally, there are a whole bunch of P&S Employees, some of whom are in this very room, who have expertise and knowledge to share and sometimes they just need a "Hey have you

considered proposing a presentation on fill in the blank. I think people would be interested in hearing about it!” from a colleague to take the step to fill out the Request for Proposals Form

The Request for Proposals will remain open through November 4th, but don’t delay in shoulder tapping someone as they’ll need some time to prepare the required submission materials, including a presentation description and title (*that matches the content they will actually present the day of the conference*).

Participants select sessions they want to attend based on these and while we want them to be attractive, we also want them to be accurate.

Conference Participants have also told us that they would prefer that speakers go in-depth on one or two concepts during a session instead of a surface level conversation on a topic. So for example, a presentation on “Communication Skills” would be a broad topic whereas a session on “Top 10 Power Point Tips to Engage Your Audience” or a session on “Active Listening for Understanding” would allow for a more in-depth discussion.

On behalf of the 2023 PD Conference Subcommittee, we appreciate your help in recruiting individuals to respond to the Request for Proposals so that the Professional and Scientific Council can continue to provide a FANTASTIC personal and professional development opportunity for our fellow P&S Employees.

Additional information about solicitation of conference proposals:

The Professional and Scientific Council Professional Development Conference Subcommittee is seeking proposals for sessions that will be offered at the Cultivate 2023 Professional Development Conference held on February 22, 2023.

This conference will focus on the personal and professional development of P&S Employees in the areas of Human Interactions (networking, communication, conflict resolution, diversity and inclusion, etc.), Leadership (leading from different levels, working with people and groups, etc.), Health and Wellness (stress management, financial planning, personal health and safety, mental health, etc.), and Professional Resources (technical tips and tricks, tools, project management, benefits, etc.). Selected sessions will tie into one of these four tracks and engage P&S Employees in personal and/or professional development.

If you have a topic P&S Employees would benefit from learning about and want to share your expertise, please complete this [online form](#) by **5 PM November 4, 2022**. If you are unsure, or would like assistance tailoring a proposal to P&S Employees, please reach out to pands-conf@iastate.edu as the members of the Conference Subcommittee would be happy to work with you on tailoring your submission to this audience.

All submissions will be reviewed by the Conference Subcommittee and individuals will be notified of their proposal status by November 18th. Each selected presenter will receive complementary registration for the February 22nd Cultivate 2023 Professional Development Conference presented by the Professional and Scientific Council.

Additional Information can be found on the [2023 Professional Development Conference Website](#) and questions can be directed to pands-conf@iastate.edu.

Representation (Jason Follett)

The committee has shifted recruiting efforts to a 12-month recruitment. When there are councilor vacancies, bylaws state that vacancies will be filled by people who ran to serve on the council but were not elected. In the last few election cycles, that option has not been available.

Committee will work with John Burnett-Larkins in ideas how the committee can promote throughout the year. One idea is to share P&S Council stories.

Jamie has filled 4 vacancies since the first of the fiscal year.

6. Unfinished Business and General Orders

Second Read FY23.2

Motion on Strategic Initiatives (Jamie Sass)

Council Motion: Endorse the 2022-2023 Strategic Initiatives of Professional and Scientific Council

Submitted by: Executive Committee Date: August 4, 2022

Whereas: Professional and Scientific Councilors gathered and compiled feedback and input from constituents from June 27-July 6, 2022.

Whereas: The Iowa State University Professional and Scientific Council engaged in a strategic initiative work session held during their July 7, 2022, General Council meeting.

Whereas: The strategic initiative ideas, suggestions, and comments provided by Councilors were condensed by the Council Executive Committee during their retreat on July 25, 2022, into three strategic initiatives.

Whereas: Council will work to address these 2022-2023 initiatives in addition to, or in conjunction with, the Council mission and 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.

It is moved: That the Council endorse the Strategic Initiatives for 2022-2023 referenced on page two and send to University Senior Administration.

Distribution: Wendy Wintersteen, University President

Jonathan Wickert, Senior Vice President and Provost
Toya Younger, Senior Vice President for Student Affairs
Heather Paris, Interim Senior Vice President for Operations and Finance
Kristi Darr, Vice President for University Human Resources
Jon Perkins, Faculty Senate President
Christine Cain, Graduate and Professional Student Senate President
Jacob Ludwig, Student Government President

Strategic Initiatives for 2022-2023

Professional and Scientific Council Motion FY23.2 2 Strategic Initiatives for 2022-2023
Professional and Scientific Councilors gathered and compiled feedback and input from constituents from June 27-July 6, 2022. The Iowa State University Professional and Scientific Council engaged in a strategic initiative work session held during their July 7, 2022, General Council meeting. The strategic initiative ideas, suggestions, and comments provided by Councilors were condensed by the Council Executive Committee during their retreat on July 25, 2022, into three strategic initiatives.

Council will work to address these 2022-2023 initiatives in addition to, or in conjunction with, the Council mission and 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.

Although this list details the “big picture” strategic initiatives Professional and Scientific Council works toward, these are often long-term goals that evolve as they are benchmarked and eventually achieved over many years.

- Aiding in Professional and Scientific employee retention through:
 - supporting 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 service
 - advocating for supervisor support, addressing basics such as: creating and maintaining an inclusive environment and recruiting and retaining diverse employee groups; supervisory processes in hiring, onboarding practices, and promotion processes; robust employee performance evaluations; conflict resolution
 - standardizing compensation across departments and divisions
 - expanding efforts with University leadership to improve employee engagement and wellbeing
- Making recommendations for a more robust and equitable WorkFlex program, including increased communication about the process and implementation, increased hybrid and/or work from home opportunities, and increased autonomy for supervisors to make independent decisions for the needs of the unit

- Educating Professional and Scientific employees to help them understand, engage with, and thrive in the complex University ecosystem

Motion: Need to make changes to the distribution list to read: Student Government President
Second the motion. Motion carried.

Motion to vote on Motion on Strategic Initiatives as ammended. Second. Motion carried.

7. New Business

~~First Read FY23.3 Motion to Submit WorkFlex Report to University Human Resources (Jamie Sass & Jacob Larsen)~~

The first reading was struck from the agenda.

8. Open Discussion for the Betterment of Council

9. Announcements

Announcements from Councilors

1) Seminar Series Event:

The Value of a Graduate Degree & P&S Higher Education Benefits

September 13th, 2-3pm, online via webex

Kim Putz & Ed Holland

2) P3: Pollinators, Plants, and People Interest Group Event

Monarch Tagging Demonstration and Monarch Release with [Lynne Campbell](#)

Plant Iowa Beautiful Pollinator Garden at bioswale north of [Biorenewables Complex](#)

September 14th from noon- 1pm or after work from 4:30-5:30 pm

3) Executive Committee Meeting:

September 15th, 2022, 10AM-12Noon, 206 Durham

4) Sara Parris shared about [Annie's Foundation](#)

- The organization promotes book diversity.
- On September 20th there is an event at the Johnston Farmer's Market.

5) General Council Meeting:

October 6th, 2022, 2:10 PM, Room 3580 (Gallery Room), Memorial Union

6) Seminar Series Event:

Effective Professional Reference and Nomination Writing.

[Jamie Sass](#) from the Ivy Writing and Speaking Center.

October 11th from 2-3 via [Webex](#)

5) Mark your calendars for the upcoming [cyBUY Supplier Show](#)!

October 13th from 10:30 - 1:30 PM, Great Hall of the Memorial Union
Will provide opportunities for attendees:

- to consult experts prior to making purchasing decisions,
- see what's available to you through the cyBUY Marketplace,
- to meet the people behind our Internal Stores and find out not only what they offer, but how to complete orders through their systems,
- learn about the resources available to assist you in navigating your cyBUY experience!

Adjournment