

## October 6, 2022 Meeting Minutes

Thursday, October 6, 2022 Agenda | 2:10 P.M. Room 3560 (Pioneer Room), Memorial Union

Call to Order Patrick Wall

Seating of Substitutes:

Establish Quorum (Lynne Campbell)

Attendance: 36

### 1. Approval of Agenda

- Moved, second, and approved to add Laura Smythe to the agenda
- Agenda approved

### 2. Approval of Minutes

- September minutes were approved

### 3. Administrative Reports

[Heather Paris](#), Interim Senior Vice President for Operations & Finance

- Update about national search for the Senior Vice President for Operations and Finance position with first round interviews scheduled in October and campus interviews later in October and November
- Shared that the Finance Service Delivery team was recognized by Central Association of College and University Business Officers ([CACUBO](#)) for their work with a 2<sup>nd</sup> place award in their Best Practices Program that included sharing the team's successes at the CACUBO Annual Meeting in September 2022
- Thanked the P&S Council for dialogue and feedback to ensure the work was a journey of continuous improvement with training as the most important aspect for financial leadership roles across campus

[Rachael Gross](#), Operations Manager, ISU Finance Service Delivery

- **Training and Development: Introduction to Financial Leadership**
  - **Need:** Clear need has been communicated to provide training for financial leadership roles across campus.
  - **Objective:** To provide an introductory training course on financial business processes and tools, interdepartmental collaboration, and essential information needed to work in a financial leadership position at Iowa State University.
  - **Mission:** Enhance financial staff knowledge and skills with high-quality and accessible training. The training aims to inform and educate financial leaders on institutional financial strategy, policy and procedures, common financial transactions, and other financial-related topics.

- **Audience:** Cost Center Managers (CCM), Business Unit Managers (BUM), Business Unit Financial Analysts (BUFA), Financial Administrative, Support Specialists (CCFA or similar)
- **Training:** will be delivered via Workday Learning. The goal is to have this 3-part training developed and available for staff by July 1, 2023.
- Leaders are planning for increased salary expenses
- **Format:**
  - Introductory** -provide details on introductory topics such as Foundation Data Model, organizational structure, budget structures, sponsored programs, allowability and appropriateness, and intro to basic workday transactions.
  - Intermediate** -higher level training on reporting, appropriately moving spending authority/balances, petty cash, payroll accounting, expense reimbursement, and other challenging transactions.
  - Advanced** - Provides complex training on audit reporting, internal billing (FFS), receivables, tuition, retro payroll, COI, and non-conventional payments.
- **Phase I** Introductory Training August-December, 2022  
**Phase II** in the Spring (Intermediate Module)  
**Phase III** in the Summer (Advanced Module)
- **Campus Engagement** - -  
Will administer a survey to Cost Center and Business Unit Managers  
Opportunity to hear what topics are beneficial to incorporate into training.  
Will use Articulate Review 360 to gather feedback and make changes

#### Laura Smythe - University Ombuds office

- **Role of University Ombuds**
  - Works with individuals, groups, units, and departments to address concerns about communication, conflicts, culture, and climate
  - Assists with the development of respectful and ethical communication, inclusivity, and ethical leadership
  - Brainstorms about how to approach a difficult situation learn about conflict management
  - Mediates and facilitates conversations among people who are having trouble communicating in a constructive and/or respectful manner
  - Offers trainings, coaching, and skill-building upon request
  - Ombuds **does not** receive, or issue, complaints and cannot advocate for anyone

#### 4. Professional and Scientific Council Executive Committee Reports

##### President Jamie Sass

Good afternoon, everyone!

I was scheduling a meeting yesterday and realized that we're already in October. For those of us in student-facing roles (like me), October tends to be a busy, busy month as students get settled into the realities of a semester. On Council, it means I'm roughly a third of the way through my term as President—and there is still a lot of work to do this year! In my first president's report to Council this year, I told you how I excited I am about the possibilities of the year. I remain that way and am optimistic about how we can continue to engage our

constituents and move the needle on our strategic initiatives. Later this afternoon, we'll have an opportunity to use our time meaningful during a work session about documenting our strategic initiatives.

In September, Chris, Patrick, and I met with our staff council peers from the other Regents institutions. These meetings occur approximately twice a year, and although they are informal in nature, they provide interesting insights into concerns and victories at other Regent institutions for staff. September was an ambitious agenda: staff wellbeing, retention and recruiting, enrollment challenges and updates, supervisor training, and yes—strategic initiatives for the year. I've hyperlinked [the University of Iowa's](#) if you would like to read through them when our monthly highlights and meeting minutes go out. We received very positive feedback about [our initiatives](#) as well. We left the meeting with some new ideas and inspiration for how our peers are successfully navigating through some of our shared concerns. September and October also brought the first meetings of the year for the [Employee Benefits Advisory Committee](#) (formerly the University Benefits Committee). President-Elect [Patrick Wall](#) and [Comp and Benefits Chair Erin Gibson](#) attended the meeting as Council's standing member and Vice Chair, respectively. Highlights from the October meeting include:

- The Employee Benefits Advisory Committee reviewed the new structure of the Committee. New positions were added from various employee groups to help with communication of what the Committee accomplishes and to bring employee concerns forward to the committee. For Council, this included adding our Comp and Benefits Committee Chair as the EBAC Vice Chair.
- Reminder that Open Enrollment will begin on November 1 and end the Friday before Thanksgiving (November 18th). ISU usually sees over 50% of employees make changes during this time, often due to flex spending accounts which must be renewed each year. The cap for flexible spending accounts will increase slightly this year.
- Next year ASI Flex will be offering debit cards as an option for reimbursement. This was not available in the past because ASI didn't have the capability.
- During Open Enrollment all employees eligible for benefits will receive a Benefits Survey. This will come from the vendor we work with: Mercer. The university has not done a benefits survey for 10 years and very much wants employee feedback.
- A new virtual benefits decision tool will go live in October with the open enrollment period. Look for UHR emails and Inside Iowa State this month for details.

The past month has also been busy with constituent feedback. As we have released our [WorkFlex satisfaction survey report](#), the [Executive Committee](#) has begun hearing from constituents across campus. Councilors—thank you for facilitating discussion with your constituents. As questions and concerns have been brought to the table, Patrick and I have been taking them to our meetings with University Human Resources.

Constituents, I'd like to encourage you to continue engaging with [your Councilors](#). Thank you, Councilors, for the work you do each month!

Secretary/Treasurer [Lynne Campbell](#)

- Shared up date of financial report:  
Balance Less Obligations and Commitments is \$8,195.97  
YTD Actual Expenses is \$2,054.03

- Will schedule meeting with Rachel Gross to seek guidance and support regarding financial aspects of the P&S Council

#### Vice President for Equity and Inclusion [Marlene Jacks](#)

- Our committee is a small, intimate, and passionate group who will focus on issues of ableism, equity, diversity and retention of our excellent staff.
  - We discovered the faculty and staff Association does not include anything with ableism to make sure the needs of our staff noticed.
  - Example: Parking for those who have a need we will continue to ask questions and do some surveys to see seek information about how staff feel about access to parking.
- The Equity and Inclusion Committee takes a reflective pause to highlight the significant sacrifices of First Nation peoples of the land.
  - November is [Native American Heritage Month](#), a time to reflect and celebrate the rich and diverse cultures, traditions and histories, important contributions of Native people, and highlight the historical keepers of this land.
  - There are 5.1 million self-identified Native peoples in the United States.
  - The Native American Association and the rich Iowa State faculty in [American Indian Studies](#) are to be celebrated beyond a single designated month.
  - We honor your deep heritage and the daily courage of the United Native American Association.
- The Equity and Inclusion purpose driven core values remain centered on the critical workplace culture where we develop influence and deeply impact P&S spaces at Iowa State University.
  - The mission of Equity and Inclusion is cultivated from our professional lens and the cultural experiences that dominate our shared experiences at Iowa State University.
  - Join us in this strategic work and help Equity and Inclusion staff far exceed the essential work in P&S Council. Reach out to Committee Chair Marlene Jacks to share ideas and suggestions.

#### Vice President for Community Relations [Sarah Larkin](#)

- Important reminders from [Worklife](#) Newsletter emailed out this week as we need to take care of ourselves both mentally and physically:
  - Flu Vaccine Clinic- open through Oct 14<sup>th</sup> at State Gym. Monday-Friday 9-4
  - [CyDay Friday](#) Walk-At noon, starting in from of Beardshear-Great way to connect and network
  - Contact [worklife@iastate.edu](mailto:worklife@iastate.edu) with any questions
- Update [The SHOP Food Pantry](#)
  - Important asset for student that was established in 2011
  - Run by volunteers and food obtained by donations and located at Beyer Hall
  - For an end of the year activity, council could be involved in volunteering with SHOP as small groups or by committees
  - OR the P&S Council can have a donation drive - More to come on this option

- Update on [Adventure 2](#)
  - We completed our first activity: Track a million steps
  - P&S Council had 3 different groups and placed 2<sup>nd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> out of 20 groups
  - Our next activity challenge will include both individual and team activities.
  - Individual: Participate in [LinkedIn Learning Path](#) and complete a course.
  - Team: Groups can participate in Teamwork on Professional Development together. Working on professional development together such as reading a book together or even taking a linked in class together. Sarah will reach out with more details.

Comment: Advocate for P&S Council engagement in Shop.

Discussion:

SHOP will help anyone.

They do not ID but count items when checking out and weigh on a scale.

Need help certain days unloading deliveries.

Monitory donation are welcome so purchases in larger quantities

President Sass: Possibility of a supply drive by the council?

Perhaps Sarah could look into organizing a drive.

#### Vice President for University Planning and Budget [Matthew Femrite](#) (via audio report)

- [FY2023 P&S Council Strategic Initiatives](#) included “supporting a revised University budget model that prioritizes annual performance-based increases for P&S employees with a satisfactory performance review.”
- To support this initiative, Erin Gibson, Compensation & Benefits Committee Chair, and Matthew Femrite also participated.
- Met with [Bonnie Whalen](#), Associate Vice President for Institutional Financial Strategy, to learn about [ISU’s budget model](#).
- Discussed:
  - History of current budget model.
  - How the budget modeling process works.
  - The role and priority of salaries in the model.
  - The timeline for the budgeting process.
- Will provide a detailed report at next month’s meeting.

#### 5. Professional and Scientific Council Committee Reports

##### Awards [Susy Ankerstjerne](#) as delivered by Chris Myers

- [CYtation Award](#) nominations are open. Any ISU employee can nominate an active P&S employee for a CYtation Award. Nominations do not need to be submitted by a department or college award committee. [Individuals can be nominated](#) for:
  - CYtation Award (individual)
  - Woodin Cytation Award
  - Team CYtation Award

- Outstanding New P&S Councilor CYtation Award
- Nomination are submitted via smartsheet form, and several [links to that form](#) can be found on the [Awards page](#) of the P&S Council Website. Nominations close at 11:59pm on December 1<sup>st</sup>.
- We are still looking for more nominations for our Highlighting ISU Staff initiative.
  - Each month a new P&S employee is selected and highlighted in the distribution of the P&S Council Newsletter.
  - Nomination are very simple, submitted via Qualtrics, and a [link to that nomination form](#) can be found in the Highlighting ISU Staff section of the monthly newsletter.
  - As a reward for submitting a nomination, 12 nominators will be randomly drawn for a scoop of ice cream from the Creamery
- The awards committee is working on drafting an email to distribute by our councilors.
  - We would like councilors to share this email with constituents, to help promote nominations for both CYtation awards and Highlighting ISU Staff initiative.
  - This email draft will be shared with our councilors by the end of the month.

Discussion:

Question: Is there a list of the new councilors? Can we populate that somewhere?

Response: Jason has access. The definition of new councilor is 18 months.

### [Communications](#) Deanna Sargent

- Working on a new section on the website about Why people join the council?
  - This main goal it to help with representation committee
  - Preparation for the upcoming election
- We are also working on an excel spreadsheet so that councilors know future projects that the communication committee is working on
  - Goal is to be available by next meeting

### [Compensation and Benefits](#) Erin Gibson

- As stated in the [Sept 26<sup>th</sup> memo](#) from President Wintersteen, health care premiums will increase next calendar year. Later this year, our Committee plans to provide benchmark data on how our premiums compare to our sister schools and other employers.
- Reminder that [Benefits Open Enrollment](#) begins November 1 through November 18
- We asked for an update on our motion for [Tuition Reimbursement from July 2022](#). At this time UHR did not have a status update from University Leadership but we hope to have and update to share next month.
- A benefits survey will be launched next month to all employees

- A survey like this has not been done for 10 years.
- Survey will be handled by vendor Mercer
- Your individual answers will be confidential
- A summary of results will be shared early next year
- It is important to take the time to complete this 15 to 20-minute survey as future decisions about your benefits will be made with this data
- The next [Workflex](#) window will open at the end of the month.
  - At this time, windows are still being used and the 60% limit of remote work is still in place for those groups that did not participate in the pilot program.
- There have been past discussions of sending a survey for supervisors about Workflex, but due to the upcoming Benefits survey and Campus Climate survey a survey for supervisors will probably be delayed.
- Lastly, our committee will be working on our annual report for University Leadership and our goal is to have first reading in December. Second reading in January.
  - We want to hear your stories of how the current compensation and benefit policies and actions have impacted you. People remember stories!
  - Please share story so that we can share your story anonymously in our report. Stories can be sent to [pands-cb@iastate.edu](mailto:pands-cb@iastate.edu)

#### Discussion:

Question: I submitted during the first round. Do I need to reapply?  
 Response: If your workflex agreement is up, you will need to reapply.  
 Response: I will ask for a knowledge article to get more information.  
 Response: UHR will be sending out a communication. I am sharing this as an FYI.  
 Patrick: Per meeting with UHR, they have been asking for this survey for a LONG time. When you receive the survey, please do not ignore it!

#### Peer Advocacy Jacob Larsen

- Met with Ombuds-woman [Laura Smythe](#) and discussed [services provided](#) and [training offered](#) to all ISU employees. It was encouraging to hear her office is so proactive. *P&S Council members should utilize training to benefit our work on the council.*
- Theme of the upcoming 'Did you Know?' [newsletter](#) article is Environmental Health & Safety and the Office of Risk Management written by member Kaylee Wellick. The article was so comprehensive that it could be split into two articles.
- We are discussing ways that the Peer Advocacy may better connect with staff we serve and we will explore those ideas going forward.
- We will schedule our yearly meeting with [Stephanie Downs](#), Senior WorkLife & WellBeing Coordinator. It is a pleasure to have her visit our committee and we learn new and interesting things we share with council and P&S staff.

#### Policy and Procedures Paul Easker



- Discussion about the data we received for Term employees and what our ideas and next steps might be
  - Will take this information to the executive committee to discuss next steps
- There is a new policy in draft and even the new title is in draft
  - Look for information in next newsletter
  - There will be a comment period

### Professional Development Jennifer Schroeder

- Held a virtual event Seminar Series **The Value of a Graduate Degree & P&S Higher Education Benefits** in September which was recorded. Link on the [Professional Scientific Council Seminar Series](#) page.
- Three great Seminar Series sessions are scheduled for the rest of the semester:

October 11, 2022 (2-3 PM and virtual via Webex only): **Effective Professional Reference and Nomination Writing** with [Jamie Sass](#), Director of the [Ivy Writing and Speaking Center](#). This session will discuss how to: 1) align job or award criteria with your letter to maximize outcomes, 2) avoid unintentional biased language, and 3) be concise yet persuasive.

November 8, 2022: [Isaac Ehlers](#) and [Clare Andresen](#) from the [Office of Student Financial Success](#) will discuss **Navigating Student Loan Forgiveness for Higher Education Professionals**. The session will go in-depth regarding the Income-Drive repayment plans and will provide insight on completing the annual Employment Certification form and the Application for Forgiveness under PSLF. This session will be in the MU in person.

December 13, 2022: University Ombuds, Linda Smythe, will discuss conflict management and share the services she can provide to campus. This session will be held virtually via Webex.

### **Conference sub-committee chair report** [Tera Lawson](#).

- Request for Proposals for the 2023 Professional Development is open through November 4<sup>th</sup>, with speakers being notified by November 18<sup>th</sup>
- We are looking for presentations that fit within one of these for tracks:
  - **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.)
  - **Professional Resources**  
(technical tips and tricks, tools, project management, benefits, etc.)
- Submit a presentation OR recommendation for a speaker through the online form available on the [Professional Development Conference Page](#) of the Council Website.



- We need help recruiting the presentations you want to attend and the presenters you want to hear from at the 2023 conference. You can forward the email announcement received during the P&S meeting last month, to reach out to a potential presenters.
- Join us for [Cultivate 2023](#)! Mark your calendar on February 22<sup>nd</sup> as a day you will dedicate to your personal and professional development.

### Representation Jason Follett as delivered by Chris Johnsen

- Get Involved!!
  - Council website addition: Big thank you to John Burnett-Larkins, Communications liaison, for creating the [Get Involved! page](#) and compiling the content within the webpage.
  - [Newsletter](#): You can find links to this page in TWO places
    - 1) **Email footer** found below Council President Sass and above social media
    - 2) **Councilor Testimonials** found below Representation Chair's remarks
  - Councilor Testimonials: Councilor testimonials share "Why I joined P&S Council" with Jason Follett as the debut testimonial with monthly testimonials from Councilors shared in each newsletter. Testimonials are open to ALL Councilors, please email [pands-r@iastate.edu](mailto:pands-r@iastate.edu) to contribute your testimonial
- Initial discussion on the *next* P&S Council election
  - Current options examined are Google forms & Qualtrics survey with each presenting challenges- SSO for Qualtrics & Google requires staff to be signed in with their work email vs. personal gmail
  - Evaluating options also takes into consideration of capacity of committee members who are all volunteers
  - Seeking technological assistance from those P&S councilors not on the representation committee. Please email [pands-r@iastate.edu](mailto:pands-r@iastate.edu) if you have skills that could aid in our decision making.
  - Communication of election will be 'early and often' with simple instructions to aid in successful voting, no matter what technology is used
- Before nominations open, committee will share "*How can someone express an interest in Council?*" to initiate recruitment of new councilors
  - Goal is to ensure recruiting efforts are year-round and not only during 'election season'
  - Webpage includes an additional copy to "Get-Involved" webpage, the Newsletter, and social media posts
  - Collection method for employee data to be submitted and opportunity to express why they are interested in Council

### 6. Unfinished Business and General Orders

- None

### 7. New Business

- Work Session on FY23 Strategic Initiatives - Developing Measurable **Outcomes**

- Committees work together to review our strategic initiatives and explore ways each committee could help meet the strategic initiatives

Patrick:

In visiting with the provost about how to make meetings more interactive

- Today we are going to work on putting some teeth for the strategic initiative
- We are going to spend the rest of the day with the committees.

Jamie:

Our task for the rest of the day is to:

- Review strategic initiatives.
- Identify how your committee make progress to meet the strategic initiative and how can we demonstrate what is begin accomplished.
- We want to demonstrate that our work is worthwhile.
- Please consider the following:

What is a “wish list” of accomplishments for your committee in relation to the strategic initiatives?

What part does YOUR committee play in moving the needle?

What are action items? What form do they take...motions, conversations, research?

What do you need to do these things? Resources, buy-in, information?

Who are your potential collaborators? Other committees? Exec? Our shared governance partners? Other campus collaborations?

How can you demonstrate what is being accomplished?

Can we quantify any of the potential action items? How? How to distribute and share?

Can we qualitatively share progress on our potential action items? How? How to distribute and share?

How are we actively seeking constituent feedback as we consider all of the above?

## **8. Announcements**

**Announcements from Councilors:**

### **cyBUY Supplier Show**

- Held October 13<sup>th</sup> (from 10-2 in the Great Hall of the Memorial Union. There will be individuals there from 23 cyBUY Marketplace Suppliers, University Internal Stores (Central Stores, Chemistry Stores, ISU Bookstore, Printing Services, Transportation Services) as well as Procurement Services Employees!
- You can also sink a putt to be entered into a gift card drawing and get a cyBUY imprinted golf ball just for playing! Bring your ISUCard to check-in and be entered in the drawing for door prizes!!!

### **Annie's Foundation non-profit**

- Event this October 8 in Grimes from 10-2 pm
- Have candy and books will be distributed

**Seminar Series Events held at 2 pm:**

- **October 22, 2022: Effective Professional Reference & Nomination Writing** lead by Jamie Sass, Director of the Ivy Writing and Speaking Center. Virtual via Webex

- **November 8, 2022: Navigating Student Loan Forgiveness for Higher Education Professionals** led by *Isaac Ehlers, Assistant Director, Office of Student Financial Success Office and Clare Andresen, Financial Literacy Advisor, Office of Student Financial Success*. In Memorial Union Room 3560
- **December 13, 2022: Conflict Management with the University Ombuds** with *Laura Smythe, University Ombuds*. This seminar series will be **virtual only**. Instructions to join will be available as the date approaches.

**Future council meetings:**

- **General Council Meeting:** November 3, 2022, 2:10 PM, Great Hall, Memorial Union
- **Executive Committee Meeting:** November 17, 2022, 10AM-12Noon, Location: 206 Durham