

IOWA STATE UNIVERSITY™

Professional and Scientific Council

November 2022 Meeting Minutes

Last	First	October	Substitute
Ankerstjerne	Suzanne	X	
Burnett-Larkins	John	X	
Campbell	Lynne	X	
Corning	Nellie	X	
Couchman	Steve	X	
Crain	Matthew	X	
Crawford	Lainey	X	
Daniels	Karrie	S	Tami Corcoran
Das	Anindita		
Easker	Paul		
Ehlers	Isaac	X	
Femrite	Matthew	X	Miles Tritle
Fischer	Mike	X	
Follett	Jason	X	
Gibson	Erin	X	
Graves	Laura	X	
Groomes	Whitney	X	
Jacks	Marlene	X	
Jensen	Megan	X	
Johnsen	Chris	X	
Knoblock	Judy	X	
Kuehl	Ally	S	Sarah Parris
Ladewig	Emily	X	
Larkin	Sarah	X	
Larsen	Jacob	X	
Luiken	Liz	S	Megan Van Heiden
Marks	Autumn		
Marupova	Rano	S	Tera Lawson
McNicholl	Susan	X	
Myers	Chris	X	
Nye	Heidi	X	
Prouty	Tina	X	
Reinders	Christine	X	
Riley	Sarah	X	
Sargent	Deanna		
Sarver	Sohpia	X	
Sass	Jamie	X	
Saxena	Anugrah	S	Xiao Hu
Schroeder	Jennifer	S	
Singh	Prashant		
Socia	Lora		
Streauslin	Nicholas	X	
Thompson	Michelle	X	
Wall	Patrick	X	
Warg	Melissa	X	
Wellik	Kaylee	X	
Welshhons	David	X	
Wendling	Brittini	X	
Zimmerman	Misty		

Thursday, November 3, 2022 | 2:10 P.M. Room 3560 (Pioneer Room), Memorial Union

Call to Order Patrick Wall

Seating of Substitutes:

- Tera Lawson substituting for Rano Marupova
- Megan Van Heiden substituting for Liz Luiken
- Karrie Daniels substituting for Karrie Daniels

Establish Quorum (Lynne Campbell)

1. Approval of Agenda

- Agenda approved

2. Approval of Minutes

- October minutes approved as submitted

3. Administrative Reports

[Ed Holland](#) - University Human Resources

ISU Employee Benefits Overview

- Open enrollment is open through November 18, 2022
- ISU Benefit Survey Open Nov. 1-15
 - Currently P&S Staff are leading the response rate with 16% return rate
 - This is an opportunity for staff to provide valuable information about benefits
- Healthcare Consumerism / Literacy
 - Goal is to build out healthcare and benefit consumerism tools and training
- Introducing [ALEX](#), a fun interactive online tool
 - Provides support for applicants and employees
 - Explains benefit options and helps to select the right plan

[John Perkins](#), Associate Professor of Accounting and President, ISU Faculty Senate

- [Shared update](#) on business of Faculty Senate:
 - Discontinue Latin undergraduate and graduate minors in world languages
 - Add undergraduate minor in Spanish Translation
 - Add BS Biomedical Engineering
 - Posthumous Degree Policy
 - Drop Limit policy
 - Update faculty handbook
 - Last 32 hours at Iowa State University

4. Professional and Scientific Council Executive Committee Reports

President [Jamie Sass](#)

Good afternoon, everyone!

The past month has been a busy one. Patrick and I have had our normal monthly meetings with the President, UHR, and the Provost, and we've been able to bring forth concerns from constituents and

Councilors alike. We've shared discussions on employee and student mental health, wellbeing, and morale. These conversations prompted important reminders about the mental health resources we have available to us, and I'd like to share just a few:

- On-Site Counseling, provided by an Employee and Family Resources counselor (call 1-800-327-4692 for an appointment)
- [TAO \(Therapy Assistance Online\)](#), providing instant access to tools that will help you navigate your mental well-being
- Kognito Mental Health Training, teaching users how to recognize the signs of emotional distress, initiate a conversation, and make referrals to support services (Available through Learn@ISU, search the ISU WellBeing catalog for "At-Risk Mental Health")

More information is available through [ISU Wellbeing](#).

October has been jammed packed. Highlights have included:

- Patrick and I discussing WorkDay navigation concerns with ITS to look at issues of knowledge gaps and training
- Executive Committee Officers being invited to participate in the interview process for the Vice President for Extension and Outreach and Vice President for Operations and Finance final candidates. We are excited to represent Council and our constituents in these two very important hires for Iowa State. A big thank you to Past President Chris Johnsen for taking on the largest role here and being a full-time member on BOTH of these search committees!
- I met as part of the [ISD Advisory Committee](#), which meets quarterly to evaluate the effectiveness and efficiency of both Finance and HR Service Delivery to identify areas of improvement. In mid-October, the committee finalized and released its [FY22 report](#)

I'd like to take just a moment here to encourage you to nominate someone for the [Professional and Scientific Council Cytation Awards](#). This is a wonderful opportunity to encourage our Professional and Scientific colleagues and recognize them for the good work they do. I'm personally in the middle of drafting nominations myself!

Constituents, I'd like to encourage you to continue engaging with [your Councilors](#). Thank you, Councilors, for the work you do each month, and I look forward to discussing constituent engagement with you later this afternoon during our work session.

Secretary/Treasurer [Lynne Campbell](#)

- No report

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

- 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 and important contributions of Native people
 - The Native American Association and the rich Iowa State faculty in [American Indian Studies](#) are to be celebrated beyond a single designated month.
- 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.
 - Mission of Equity and Inclusion is cultivated from our professional lens and cultural experiences that dominate shared experiences at Iowa State University
 - Reach out to Committee Chair Marlene Jacks to share ideas and suggestions.
 - Committee has concerns that some employees feel invisible

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

- The donation drive for [The SHOP Food Pantry](#) will take place from Nov. 1- ~~Nov. 30~~ Date amended to **December 1** with donations accepted at the P&S Council Meeting
- Donation locations across campus and Sarah will collect donations December 1st
- SHOP Wish List is available upon request
- High demand items: Canned (chicken, tuna, pasta sauce); meals (ramen, brown, white, basmati, jasmine rice); shelf stable beverages (alternative soy/almond milk, bottled water, apple, grape fruit juice); Baking ingredients (sugar, flour, oil)
- Email all questions to salarkin@iastate.edu
- How will we measure progress? Goal: 2000 pounds of food and supplies

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

- Budget Model Information Meeting
 - Participants: [Bonnie Whalen](#), Associate Vice President for Institutional Strategy; [Erin Gibson](#), Chair of Compensation and Benefits Committee; and myself.
 - Discussed: the history of the current budget model; how the budget modeling process works; the role and priority of salaries in the model; and the timeline for the budgeting process.
- History of the Budget Model
 - Before 2009: used incremental model; each unit could roll over excess fund; and change prompted by dissatisfaction with this model and its lack of transparency.
 - Current Model: [Resource Management Model](#)
- How the Budget Modeling Process Works
 - Model Revenue: Tuition, State Appropriations, Indirect Cost Recovery
 - Model Expenses: Uncontrollable Expenses, Faculty and Staff Pay, Everything Else
- The Role and Priority of Salaries
 - In the past, state appropriations included component for pay increases.
 - Currently: salary policy specifies the amount of pay increases but not the funding sources; salaries are one of the highest priorities; and the benefits pool is outside this budgeting process.
- Budgeting Process Timeline
 - November to December: get utility costs, and receive data to allocate administrative overhead.
 - December: State Revenue Estimating Conference will release its final tax revenue projections for next fiscal year.
 - February to March: Leadership has budget decision-making discussions.

5. Professional and Scientific Council Committee Reports

Awards Susy Ankerstjerne

- CYtation Awards [nominations](#) deadline is Dec 1
 - Also consider whether your nominee might qualify for a college or university level award
 - [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, Woodin Cytation Award, Team CYtation Award, and Outstanding New P&S Councilor CYtation Award
- Highlighting ISU Staff
 - Take a minute to [recognize](#) a colleague and be entered for a chance for you and your nominee to win a scoop from ISU Creamery

Communications Deanna Sargent

- Communications committee continues to have liaisons on each committee.
- Working on a spreadsheet that will be shared with all councilors and committee chairs to assist with scheduling news for the newsletters, social media, website and special emails.

Compensation and Benefits Erin Gibson

- Benefits Survey: Thank you to all P&S employees for completing the Benefits survey.
- We have the highest response rate (as of November 3)
- Future Motions: committee is working on two motions for December General Meeting
 - Post salary range on P&S job postings and/or provide education on purpose and use of salary ranges
- Annual recommendation and report on compensation and benefit
 - Focus on two items: salary and staff career development
 - Salary: Inflation, small cost increases, managing pay by thirds
 - Career Development: Performance Reviews & Coaching Skills for Supervisors and Investment in Current Employees

Peer Advocacy Jacob Larsen

- Discussed meeting with ISU Ombuds Officer, Laura Smythe and explored the services available through the Ombuds Office
 - Will advocate for ombuds training for P&S Councilors and P&S Staff
 - Need to identify training session to offer with 30 people max per meeting
- December Newsletter article highlights LinkedIn training for supervisors and staff
- Will scale back interest groups and consider how to support remaining interest groups
- Connect with ISU Wellness office to visit with Stephanie Downs, Senior WorkLife & Well Being Coordinator, to consider how to engage P&S staff.

Policy and Procedures Paul Easker

- There is a policy in the works which will come out for public comment soon, stay tuned.
- We have been reviewing numbers on term employees' salary sources and I will be taking this information to Exec to discuss what might be our next action.

Professional Development Jennifer Schroeder

- 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. In person in the MU.
 - Session will go in-depth regarding the Income-Drive repayment plans
 - Provide insight on completing the annual Employment Certification form and the Application for Forgiveness under PSLF
- December 13, 2022: University Ombuds, Laura Smythe, will discuss conflict management and share the services she can provide to campus.
 - Session will be held virtually from 2-3 pm
 - Recordings at Learn@ISU
- Working on reviewing all of the PD Committee recordings in Learn@ISU and have determined some are outdated or no longer work
- Tera Lawson has a brief report from the Conference Planning Subcommittee

Conference sub-committee chair report Tera Lawson.

- The Request for Proposals for the 2023 Professional Development Conference. Selected speakers will be notified by November 18th.
- As a reminder we are looking for presentations that fit within one of the following 4 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.)
- Please make February 22nd on your calendars as a day to dedicate to your personal and professional development. Join us for Cultivate 2023!

Representation

Jason Follett

- Discussion about the *next* P&S Council election
 - Elections are getting close
 - Evaluating options (Google/Qualtrics) 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 if you have skills that could aid in our decision making.
 - Continue communication about election will be ‘early and often’
 - Simple instructions will aid in successful voting, no matter technology selected
- Committee will share “*How can someone express an interest in Council?*” to initiate recruitment of new councilors and “*Why am I on P & S Council?*” in newsletter
 - Goal: recruiting efforts are year-round and not only during elections
 - We have term limits - need to cultivate a good crop of new councilors
 - Share information and nice photo with [John Burnett Larkins](#) from the Communications Committee

Unfinished Business and General Orders

- None

New Business

- Work Session on constituent engagement to create actionable ways to reenergize Council’s approaches to constituent engagement
- Data will be compiled, shared, and action plans will form

Announcements

Announcements from Councilors Section:

Seminar Series Events:

- **November 8, 2022: Navigating Student Loan Forgiveness for Higher Education Professionals** led by *Isaac Ehlers, Assistant Director, Office of Student Financial Success* and *Clare Andresen, Financial Literacy Advisor, Office of Student Financial Success*. In Memorial Union Room 3560. Recording will be available soon.

- **December 13, 2022: Conflict Management with the University Ombuds** *with Laura Smythe, University Ombuds*. This seminar series will be virtual at 2:00 P.M. Instructions to join will be available as the date approaches.

Executive Committee Meeting: November 17, 2022, 10AM-12PM, 1301 Gerdin

General Council Meeting: December 1, 2:10 PM, Sun Room, Memorial Union