

IOWA STATE UNIVERSITY™

Professional and Scientific Council

December 2022 Meeting Minutes

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

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

Call to Order Patrick Wall

Seating of Substitutes:

Lori Sutton for Emily Ladewig
Tera Lawson for Christine Reinders
Tami Corcoran for Laura Graves
Xiuo Hu for Anugrah Saxena
Barry McCroskey for Nellie Corning

Establish Quorum (Lynne Campbell)

- Quorum was established

1. Approval of Agenda

- Agenda approved

2. Approval of Minutes

- Lynne Campbell moved to amend the attendance record
- Second and vote to amend the minutes carried
- November minutes approved with amended attendance record

3. Administrative Reports

[Jonathan Wickert](#) Senior Vice President and Provost

Updates about:

1) Workday Student:

- This project has been a huge undertaking with a significant learning curve
- Largest technology change in Iowa State University history
- This is a “once in a career” opportunity to make an impact across the university
- Heavy lift to change electronic system and change processes required to implement
- We “staffed up” and brought in consultants to support the project

Update about Winter Break:

- President Wintersteen and Provost Wickert met with 110 people who are working on the project
- Project leadership feels good about the status of the project to date
- It was announced that there will be a pause on the project from December 23 to January 3
- Request was that staff would not work on the project during the pause
- It was recommended that staff would step back and recharge with attention to self-care

Message to councilors:

- This is a good reminder for all to take advantage of the holiday and recharge

2) Class Schedule:

- We have been using this schedule for 5 semesters that was enacted during the onset of COVID
- [Ann Marie VanDerZanden, Associate Provost for Academic Affairs](#) worked with campus groups including P&S Council Leadership, Faculty Senate, Student Government, CyRide leaders to discuss scheduling
- Decision was made to continue with the current class schedule for Monday/Wednesday/Friday classes
- Current schedule provides an extra 5 minutes of passing time on Monday, Wednesday, and Friday
- Benefits:
 - Allows for more time to get across campus for students and faculty
 - Lowers stress for both students, faculty, and staff
 - Provides more time for personal interaction between students and Instructors
 - Standardizes the time with the Tuesday/Thursday schedule
 - Allows for an extra orange route bus

3) Hiring for Vice President of Extension and Outreach

- We completed interviews for the VP of Extension and Outreach position that was open due to the retirement of [Dr. John Lawrence](#) later this spring
- Interviewed five outstanding candidates
- Thank you extended to P&S Council Past President Chris Johnsen for serving on the search committee
- Search committee provided feedback about candidates
- Stay tuned for future announcements about the process

[Sara Marcketti](#)

Assistant Provost

Executive Director [Center for Excellence in Learning and Teaching \(CELT\)](#)

CELT Restructure and Iowa State Online:

1) Center for Excellence in Learning and teaching provides a centralized leaning approach that was part of the strategic plan with a focus on four CELT units:

- Iowa State Online:
 - Marketing, branding, and business development support services
 - Connects online students with support
- Instructor Development:
 - Offers core pedagogical support and training for instructors and graduate students.
- Course Design and Quality:
 - Provides instructional design and development and support across modalities
- Enterprise Instructional Technology:
 - Facilitates course delivery through vetted and supported technology

2) CELT Goals:

- Continue to partner to provide excellence
- Strategically advance and grow online offerings and meet online student needs that includes:
 - New degree programs
 - Certificates
 - Stackable micro-credentials
 - Gran-based professional development
 - Business partnerships

3) Growth Opportunities:

- Current students on campus will provide scheduling flexibility and offer new opportunities
- Totally online experiences provide new opportunities for:
 - Degree completers
 - Working professionals
 - Business development and workforce needs

4) Fall Semester 2022 Work

- CELT Staffing
 - [Unit of 45 individuals](#)
 - 2 senior managers at PS 811
 - 9 supervisory manager positions
 - Open positions (10)
- Process and Procedures
 - Internal
 - Business development
- Updated needs assessment
 - DOGE interviews
 - College administration conversations
 - Online student survey
 - Testing center committee
 - CELT Survey (QR code)



CELT Survey – Reflections and
Looking Forward

- Questions: celt-help@iastate.edu
- Website: <http://www.celt.iastate.edu>

Question: What % of students work part time during school?

Answer: Assume higher than the past. Online platform works well for students who are working.

4. Professional and Scientific Council Executive Committee Reports

President [Jamie Sass](#)

Good afternoon, everyone! I'm sorry to have missed Council this afternoon. It's Thursday afternoon, so I'm probably with my teenage daughter and husband on an island in Haiti now. I appreciate Chris and/or Patrick for stepping in to read the President's report on my behalf. I look forward to seeing everyone again in January! For those of who aren't currently on an island, I hope you all had a restful break over the holiday. I know we all needed it—as did our constituents!

I have just a handful of updates for you:

Patrick and I have regularly scheduled meetings with UHR, the Provost, and the President. With the holiday, our normal monthly meeting with UHR was pushed back a bit, and I look forward to sharing what Patrick and I discuss with them when I return to the podium in January. We met with the Provost early this month. Provost Wickert and Sara Marcketti visited with our Executive Committee on November 17th to share updates about Iowa State Online, which you heard about today. It was a chance to preview some of the forthcoming information and how it impacts our constituents directly and our campus more broadly. Finally, Patrick and I met with President Wintersteen two weeks ago. It is crunch time for the Compensation and Benefits Committee. We dialogued with President Wintersteen about Council's yearly Compensation and Benefits report because we wanted to get a better understanding of our who and our what: Who is using the report as primary or secondary audience to inform their decisions and what decisions are they making with it? Our

hope was to get some clarity to guide our decision- making process as we consider how to advise the Compensation and Benefits Committee in researching and writing the report.

The Executive Committee met on November 17th. Again, a HUGE thank you to Patrick for running the Executive Committee meeting for me in November while my day job was at its peak for the semester. One of the outcomes of the Exec Committee meeting was summarizing November's work session for engaging our constituents. Here are some of the more popular ideas brought forth:

- i. Donuts for Dignitaries
- ii. Happy Hour
- iii. One-on-one with Councilors
- iv. Bring a friend to P&S Council
- v. M-Shop or Sweet Caroline's after the meeting

I will see you all in December for Exec!

Secretary/Treasurer [Lynne Campbell](#)

Financial update:

Starting balance	\$10,250
Expenditures	\$ 2,457.48
Balance less obligations	\$ 7,792.52

Expenses include:

- Memorial Union meeting rooms
- Monthly IT charges for web server
- Subscription to Smart Sheets
- Food for retreats and events

Discussion (Patrick): If you have budget ideas, please let us know.

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

- No Report

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

- SHOP Donation Drive Update
 - Picked up donations today and will continue tomorrow with Suzy and others
 - Vehicle donated by Butch Hanson, ISU Transportation to collect donations
 - Update about total donation:
 - Goal: 2000 pounds of food and supplies
 - Current: 825 pounds* and we have just began picking up (*Updated: 2726 pounds!)
 - Should we make the Food Drive an annual event? Resounding "YES!"
- Adventure 2 update
 - More challenging than our first Adventure 2 challenge
 - Stay tuned to participate in a future P&S employee engagement opportunity

Question: Is there a need to help staff move supplies? Volunteers?

Question: Will you need volunteers to unload the truck?

Response: Several councilors volunteered to help

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

- Is the \$4 million per 1 percent increase in pay across all employees or just for P&S employees?
 - For faculty, postdocs, P&S, and the corresponding benefits.
 - Impact to General Fund, does not include impact to any non-general funds.
 - Was based on the budgeted positions for FY22.
- How much would 1 percent increase in pay for just P&S employees cost?
 - General Fund: Approximately \$1.8 million.
 - Non-General Funds: Approximately \$1.6 million.
- Budgeted Amounts for Salaries in FY23

Fiscal Year 2023 Operating Budget

	General Fund				Restricted Funds		
	General University	Agricultural Experiment Station	Cooperative Extension Service	Special Purpose	Subtotal	University-Wide	Total
Faculty & Institutional Officers	\$237,598,073	\$18,220,854	\$5,571,788	\$3,286,695	\$264,677,410	\$80,170,000	\$344,847,410
Professional & Scientific Staff	\$152,244,103	\$6,015,738	\$20,326,128	\$4,012,362	\$182,598,331	\$157,500,000	\$340,098,331
General Service Staff	\$27,857,037	\$461,992	\$216,309	\$54,934	\$28,590,272	\$45,204,000	\$73,794,272
Hourly Wages	\$6,657,954			\$10,060	\$6,668,014	\$23,000,000	\$29,668,014
Subtotal	\$424,357,167	\$24,698,584	\$26,114,225	\$7,364,051	\$482,534,027	\$305,874,000	\$788,408,027

Question: From the November report, I wonder how indirects are used as a revenue source across the university?

Answer (Matthew): I will look into the answer to that question.

5. Professional and Scientific Council Committee Reports

[Awards](#)

[Susy Ankerstjerne](#)

- [CYtation Awards](#) nominations deadline was Dec 1.
 - Thank you to everyone who encouraged and submitted nominations.
- [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](#)

Question: Does the person who nominated get notified that they were nominated?

Answer: No, we leave that conversation up to the nominator.

Question: When will the winners be notified?

Answer: March

Question: Could we include in a public announcement at the P&S Council Conference?

Answer: The selection process may not be ready to be announced at that time.

Communications Deanna Sargent

- No report

Compensation and Benefits Erin Gibson

- Congrats on winning! P&S employees were top contributors to the UHR Benefits Survey in November
 - 52% of P&S staff filled out the survey.
- Over 1,500 ISU employees used [ALEKS](#), the benefits virtual counselor, last month.
 - I personally explored tool and highly recommend using ALEX
 - Especially useful for early career employees
- Update on motions mentioned last month:
 - Instead of a motion on advertising salary ranges on job postings Comp & Benefits committee will be working collaboratively with UHR to clarify compensation policies for current and IASTATE job seekers.
 - Next month we plan to have a first read for our annual recommendation and report on compensation and benefits.
- Lastly, I ask that councilors share any feedback about the “New timeline for performance-based salary increases” email from the Office of the President on Nov 17, 2022.

Peer Advocacy Jacob Larsen

- Employee interest Groups will be allowed to go dormant for the time being.
 - Interest groups were conceived 4 years ago
 - Initially managed to attract volunteer facilitators
 - Participants initially found it difficult to use Canvas platform and attract and engage people
 - With COVID, everyone was focused on other things and were not interested in participating.
 - Since then, we tried to resurrect the groups but interest has been very low.
 - Consequently, we'll let most groups go dormant, except for the pollinator and plant group that Lynne Campbell is currently maintaining
- We have other ideas for staff engagement that we hope to realize in the coming half year or so.
 - We will update you as we make more progress
- One new initiative is to help Ombuds Service advertise and sign people up for training they offer.
 - Group can approach Ombuds service with request for topic and date.
 - We will pick among available topics, agree on some dates, collect interested staff
 - This is our way to help P&S staff to connect with available training opportunities for personal and professional development on campus.
 - Without this option, it is difficult for individuals to organize a training opportunity who are not part of a departmental group, for example
- **Did You Know?** Articles
 - January *Did You Know* article for the Council newsletter will focus on Winter Weather.
 - We hope you enjoyed the December one on the different [LinkedIn](#) training resources, which was written by [Susan McNicholl](#)

Comment: Erin Gibson staff at the Ames Lab have engaged with Ombuds office.
They to host a professional development sessions Difficult Conversation three times
Could also attend the upcoming Seminar Series where she will be

Policy and Procedures Paul Easker

- Update about questions we asked UHR about advocating for policy to change for term and continuous employee classification.
- Question asked:
What is the percentage of term employees who jump from term to continuous employment status?
- Since July 2019, only 130 employees have transitioned from term to continuous employment and 65 employees have transitioned from continuous to term.
- Annually that is a really small number. Since this number is statistically insignificant, so it does not make sense to pursue a policy change at this time.
- If you have any other questions about any other policies, please let Paul know.

Question: Do we know how many term employees have been let go because their term ended, but they had a good performance review?

Answer (Paul): I do not know, but will find out. The number is likely really small. Many term employees are set to be renewed each year. I have been a term employee for 16 years.

(Patrick) If you are a term employee and funding is running out, you are likely moving on before the term (and funding stream) ends.

(Lynne) But if you were a term employee and there was a budget crunch, could that put your job in jeopardy? Answer: No. You can eliminate a continuous position just as easily as a term position.

(Tera) Original concern was not about funding. I am wondering if we could look into what the definition of a term employee? (Discussion) There is a definition for term and continuous.

(Paul) Many term employees are paid on a continuous funding line. Some employees are paid from multiple funding sources. That employee is considered term because not all funding is from a continuous funding line.

(Lynne) Patrick, are most extension employees are term?

(Patrick) Yes, most Extension employees are term.

Professional Development Jennifer Schroeder

- Seminar Series to be held on December 13, 2022 with University Ombuds, [Laura Smythe](#).
 - Laura she will share conflict management tips for working with challenging colleagues and/or supervisors as well as how her office operates and why staff may wish to reach out to the Ombuds for assistance.
 - Session to be held virtually from 2-3 pm with recordings at [Learn@ISU](#)
- In January we will welcome UHR and [TIAA CREF](#) to discuss retirement savings. The session will be held virtually and details being worked out and will be added to the seminar series webpage soon.
- We are also working to add an "add to calendar" link on the webpage so that you can easily add a series event to your calendar.
- Also working to get the recordings added to webpage.
- We have been working with the conference planning subcommittee and will invite Tera Lawson to provide a conference update:

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

- The Cultivate 2023 Professional Development Conference Subcommittee is currently right in the **middle of** finalizing the schedule for February 22nd, finalizing the conference budget which will allow us to set the registration fees, and crossing some t's and dotting some i's on some contracts, but we

will have some information to share with everyone soon!

<https://www.regcytes.extension.iastate.edu/pdconference/register/>

- We will be releasing information between this meeting and the January 5th meeting via social media and the Council Website and will share the information, just as soon as we have those “t’s crossed and i’s dotted!”
- So, if you aren’t already following [Iowa State University P&S Council on Facebook](#) and [ISU P&S Council](#) on Twitter, you should do so now! And while you are on your devices, make sure have February 22nd blocked off on your calendars so that you can join us for [Cultivate 2023](#) and make an investment in your personal and professional development.
- [Registration](#) is scheduled to open on January 3rd.

Question: Has everyone been contacted who submitted a proposal for a session at the conference?

Answer (Tera): Yes. They have been contacted with a yes or no response.

Representation Jason Follett

- P&S Council has one open Councilor position representing the Division of Academic Affairs. Interested P&S are asked to contact pands-r@iastate.edu on this opportunity.
- P&S Council 2023 Elections preparations are progressing.
 - Councilors with a term ending 30 June 2023 were notified via email on their election status.
 - Nomination window for Councilors and Officers will be from 2 February 2023 to 2 March 2023.
 - Announce new Councilors at April 2023 meeting
- Councilors / Representatives and Officers duties can be found: *Rules and Bylaws of the Professional and Scientific Council* <https://www.pscouncil.iastate.edu/about-us/constitution-and-bylaws>
- Officers nominees are reminded that they will be asked to give a short stump speech during the March 2023 P&S Council meeting prior to the votes being casted.
 - President is a three-year term. President-elect, President, and Past-president.
 - Officers need to be from the current Councilor pool
- Several P&S Council webpages have been or will be updated.
- Representation explored options for promotion including at the 2023 P&S Council Professional Development Conference.
- Representation did send a formal request to the Vice President and Chief Information Officer for assistance with the P&S Council 2023 Election. Conversations are beginning with ITS. Projecting the Councilor election will occur after Spring Break.

Question: What is the format for voting? We have explored purchasing services. Cost would be \$5000 (Lynne): ITS support is no cost? (Jason) Yes, we have requested support at no cost.

Unfinished Business and General Orders

- None

New Business / Open discussion

Open discussion:

- Councilors participated in *Everyone Wants to be a Leader* Scenarios

- 1) Cut funding by 10%: What would you do?
- 2) Increase in funding by 10%: What would you do?
- 3) Flat funding with no increases or decreases: What would you do?

- Responses were collected and will be reviewed.

Announcements

Announcements from Councilors Section:

None

Seminar Series Events:

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

Executive Committee Meeting: December 15, 2022, 10AM-12PM, 1301 Gerdin

General Council Meeting: January 5, 2:10 PM, Room 3580 (former Gallery Room), Memorial Union