

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

### February 2023 Meeting Minutes

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

Call to Order & Seating of Substitutes (Chris Johnsen on behalf of Patrick Wall)

- Nathan Pick substitute for Ally Kuehl
- Tera Lawson substitute for Christine Reinders

## Establish Quorum (Lynne Campbell) Quorum established

### 1. Approval of the Agenda

- Agenda stands approved

### 2. Approval of the Minutes January 5, 2023 General Council Meeting

- Minutes stands approved

### 3. Administrative Reports

## Steve Couchman, University Human Resources - WorkDay Learning Is Here!

- Integrated Learning Management System to replace Learn@ISU, which retires in September 2023 which allows time to transition learning materials
- Houses training and professional development content for Faculty, Staff, and Student Employees and is accessible from the existing Workday homepage Menu → Apps → Learning
- Provides a clean, modern learning experience, supporting multiple methods of learning and content in one system for employee that you will only see topics that you need to see
- Systems provides quick access to required trainings and learning transcripts; Has access to over 9000 LinkedIn Learning courses (922); and You have the ability to create your own personalized learning path
- Manager features include:  
Training tracking - learning transcripts are part of Workday, so everything is in one place for manager,  
Easily register their team in training, with ability to make training required,  
Easier access to reporting,  
Alerts and notifications regarding their employees' training activities  
Approval steps for specific courses requiring manager approval
- Go Live included the following learning courses:  
University Compliance, including FERPA, Iowa Board of Regents Free Speech, and Building Supportive Communities - Title IX and Clery Act Training, University Human Resources courses, including ISU wellbeing, Over 9,000 LinkedIn Learning Courses
- Additional learning courses will continue to be added as a result of ongoing training for Learning Partners and Content Creators within identified departments/units
- Early Results and Statistics: January 23-January 31 252 - employees completed training (many though onboarding) 852 - course completions / 3.38 per person; and 25 different training classes completed  
Top courses: 1) Understanding FERPA - 166 completions; 2) Building Supportive Communities - Title IX and Clery Act - 73 completions

Question 1: Will Flexi Groups transfer?

Response: They will not transfer, but we can work with you.

Questions 2: How are people responding?

Response: All tickets are through the Solution Center. Most questions are addressed. Usually when something is new the number of calls “blows up.” That has not been the case. The transition seems to be working.

Question3: Is WorkDay Learning connected to LinkedIn Learning. Will this connect with workday accounts.

Response: They are not linked.

Comment: Councilor recently completed a training. The process was easy to use and the people who needed to know the training was complete were informed that the training was completed.

Response: The system is more intuitive and user friendly.

Comment: May need to provide guidance on timelines and expectations. Some people assume that training has occurred across campus.

Response: As new partners come on board, we will work with that unit or department to get up to speed.

Question 4: Question about how Managers at ISU operates.

Response: You only have access to information about direct reports and can enroll direct reports only.

Question 5: Appears to have a top down organizational approach. Are interested in feedback from users?

Response: Not my expertise.

Question 6: Provided example of a safety course. A student had to take a lab safety course for their course work. Now that student is a student worker. Do they need to take the course again?

Response: Do not have a connection between Canvas and WorkDay Learning, but we can give credit for previously completing a training. We will talk about this process when employees are trained

## [Ed Holland, University Human Resources](#) - Dependent Eligibility Project

- Dependent Eligibility Verification Open enrollment is coming up. What does that mean?
- UHR recognized the timeline was not going to work for campus so UHR stretched the timeline
- Employers, sometimes using a vendor, asks employees to verify dependents, including children (biological, spouse, domestic partners, identified on their health plan.
- How many people are impacted? About 4,075 employees have dependents on their health plan; other 2550 employees without dependents will not be impacted
- Willis Towers Watson (WTW) would be the primary point of contact for employees and WTW will have a dedicated service center to address questions and issues
- Goal of this process is to ensure that there is more time to communicate about the project and provide time for employees to provide the information needed
- There will be multiple times for employees to provide information
- Detailed timeline:
  - February/March: Meet with constituent groups about Dependent Eligibility Project
  - March 27, 2023: Verification phase for employee to identify eligibility status
  - June 2, 2023: Deadline to identify dependent eligibility status (about 8 weeks)
  - During the summer: University provides a response to the employee
  - September 2023: University sends final response to employee
    - Ineligible dependents are removed from records
  - During Open Enrollment: Employees can provide documentation of eligible dependent status
  - (in November) Provide one more opportunity for employee to provide documentation
    - Employee can add dependent(s) during open enrollment
    - Process documents for dependents that are added back on the plan
    - Dependent would not have a break in coverage
- Why is Iowa State University doing this project?
  - An internal audit in 2022, recommended:
    - 1) New hires should provide documentation of dependents
    - 2) Employee should provide documentation of new dependents added during open enrollment
    - 3) The last recommendation was to do this project.

University of Iowa has undergone a similar process when they went through an internal audit.

- Identifying and terminating the ineligible dependents can result in cost savings, while allowing ISU to maintain competitive employee contributions.

On average, employers pay \$3,000 annually, per dependent, in healthcare costs.

Case studies show an estimated 4%-8% of dependents are ineligible.

- Iowa State University will not pay for any expenses for providing documentation
- Employees will not be responsible for past claims paid for an ineligible dependent
- Process will not include retirees, graduate students, or students on the SHIP Plan

Question 1: You mentioned a similar process at University of Iowa. Do you know if the University of Northern Iowa has done a similar process?

Response: They are likely not conducting an internal audit, so most likely they are not.

Question 2: Are dependents well-defined?

Response: Who are dependents? biological child, adopted child, domestic partners, spouse

Question 3: What is the process for international staff for marriage certificate, etc?

Response: It is the responsibility of the employee to submit the documentation. Documents will need to be translated. UHR will work with employees, but if documentation is an international document, that document will need to be translated. That will be at the expense of the employee.

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

**President** ([Jamie Sass](#))

Good afternoon, Councilors!

I have a handful of updates for you today. First, a big thank you to Chirs Johnsen for stepping in for Patrick today to run our meeting.

Second, I want to welcome [Liz Luiken](#) as the new [Compensation and Benefits](#) Chair and share information about the constituent feedback gathered for [the Compensation and Benefits report](#). Liz is replacing Erin Gibson. In just a few short weeks, Liz has been all in as a brand-new committee chair during one of the busiest seasons for the Compensation and Benefits Committee. Thank you, Liz, for your leadership and thank you to the Compensation and Benefits Committee for the big lift they've done over the last several months with the Comp and Benefits report. After our first read in January, I asked Councilors to reach into their representation areas for constituent feedback and the response was outstanding. We heard from dozens of constituents who provided thoughtful feedback on the report and shared personal experiences. The Compensation and Benefits Committee was tasked with synthesizing information to identify themes and see what should be included for a second read today to finalize and submit the report to senior leadership. Big picture constituent feedback themes included: the financial pinch caused by cost-of-living outpacing salary increases, the concerns of rising benefits costs, challenges of supervisor support or knowledge leading to concerns with appropriate advancement opportunities, clarity and transparency in market-based compensation process. On a smaller scale, we saw concerns about parking, especially parking for pay. Much of the feedback came with a condition of anonymity, which we take seriously when people choose to share their concerns with us. You may notice the report takes a different approach than previous years; while other years have leaned heavily into data, we leaned heavily into the individual employee experience this year to create a narrative that shares the everyday challenges faced by professional and scientific employees.

Third, the discussions surrounding the Compensation and Benefit report and the "What Do I Hope Council Will Have Achieved In One Year" exercise from January drove much of our Executive Committee meeting in January. We are looking at ways to re-engage our constituents. An outcome of that meeting was something you probably saw in Council's latest newsletter: a pilot for [an anonymous online box for constituents to share their concerns, thoughts, and questions](#). Because we still very much value the Councilor-constituent connection, this is designed to be ANOTHER tool to gather feedback—not to replace Councilors reaching out to their constituents. We have also been discussing how we think about getting our meeting notes out to our constituents in a timely fashion.

Traditionally, we have sent out the monthly highlights; however, in an era when employees are doing more with less, we want to be cognizant of duplicating work, especially volunteer work, for anyone—in this case, our Secretary-Treasurer. So, how do we get that information out? Do we send out rough drafts of the meeting minutes? We welcome ideas. We will be revisiting January’s exercise when our agenda is a little lighter in March. Finally, I met with the [Shawn Norman](#), who became Iowa State’s Senior Vice President for Operations and Finance in early January. As you may recall, Council had an active role representing professional and scientific employees on the hiring committee, and we are excited to see a partnership with Shawn’s office. Shawn and I talked extensively about Council—our goal, our mission, and what gets in the way of achieving those. We also talked extensively about the complexity of the budget at Iowa State and discussed opportunities to educate. I also directed him to our forthcoming Compensation and Benefits report, where we discussed professional and scientific employee morale in context of Iowa State’s finances: challenges with professional development funding, challenges with salary increases, etc. The conversation identified some good starting points, especially for education in alignment with [Council’s third strategic initiative](#).

Constituents, please don’t hesitate to reach out to [your Councilors](#) with questions, comments, or thoughts! We would love to hear from you! Councilors, thank you for all you do as volunteers!

Question: Does P&S Council have access to market value data / comparisons?

Response: Let me investigate that.

### Secretary/Treasurer [\(Lynne Campbell\)](#)

- Received feedback on our Exec Council’s Balance the Budget exercise
- Wish to clarify that Hootsuite data was not our data; we are exploring purchasing this communication tool
- Purchase has not yet occurred and we will explore best option prior to making the purchase
- Goal is to find a way to best communication information with constituents.

Comment: Sarah Larkin: I am starting to do analytics of our social media. I did this in my previous position with Chris Johnsen in the Extension Distribution Center. We can then compare cost of Hootsuite, to determine if this is the right tool. Communication is more than followers.

### VP for Equity and Inclusion [\(Prashant Singh on behalf of Marlene Jacks\)](#)

- Requesting data from UHR to better analyze and address some issues
- Working with the parking division to address constituent concerns and propose solutions
- Planning to develop a plan of action

### VP University Community Relations [\(Sarah Larkin\)](#)

- We are planning some “Meet and Greets” for P&S Council and P&S constituents
  - 1) March 24 (3-5 PM): [CyBowl](#), Memorial Union.  
Just show up! Refreshments are on your own.
  - 2) April 12 (4:10-5PM): Beer Lab Tour, Food Sciences Building. [Information about program](#).  
Maximum of 40 people. Will have registration on P&S Council webpage.  
We will do another Beer Lab Tour later in the year.
  - 3) May (TBA):  
Steam Tunnel Tour(s). [Information about Steam Tunnel tours](#). Maximum 15 people.  
Likely schedule multiple tours. Will have registration on the P&S Council webpage.
- Update on Adventure 2: Was going to do a team activity, but that activity expired.
- There are several individual engagement opportunities such as information about Cancer Risks and Prevention and Black History Month Engagement

### VP for University Planning and Budget [\(Matthew Femrite\)](#)

- What is the Revenue Estimating Conference?

- Established by Iowa Code section 8.22A
- Composed of three members:
  - the governor or the governor’s designee;
  - the director of the legislative services agency or the director’s designee; and
  - a third member agreed to by the other two.
- Current members are:
  - Michael Boussetot, Governor’s Designee;
  - Holly Lyons, Fiscal Division Director of the Legislative Services Agency; and
  - David Underwood, retired CFO and Treasurer, AADG, Inc. in Mason City, Iowa.
- Meets in October, December, and once while the legislature is in session, usually in March or April.
- Estimates General Fund revenue for remainder of the current fiscal year and for next fiscal year.
- Estimates includes:
  - Cash tax receipts
  - Other receipts to the General Fund
  - Lottery transfers and other transfers
  - Accruals of tax receipts, other receipts, and transfer revenues
  - Refunds paid from fiscal year receipts
  - School Infrastructure Transfers from fiscal year receipts
- Why is important for the P&S Council to know about the Revenue Estimating Conference?
  - At the December meeting, establishes the net General Fund estimate that is used by:
    - the Governor to develop budget recommendations; and
    - the Legislature to develop the State’s budget.
  - If the amount estimated at the March/April meeting differs from the December estimate, then the Governor and the Legislature must use whichever estimate is lower.
- What is the estimate determined at the conferences meeting on December 14, 2022?

	<b>FY22 Actual</b>	<b>FY23 Estimate</b>	<b>FY24 Estimate</b>	<b>% Change</b>
<b>Tax Receipts</b>	\$ 10,956.20	\$ 10,860.50	\$ 10,679.40	-1.7%
<b>Other Receipts</b>	\$ 364.50	\$ 361.60	\$ 368.80	2.0%
<b>Accruals Receipts</b>	\$ (1,647.30)	\$ (1,732.30)	\$ (1,552.10)	-10.4%
<b>Transfers</b>	\$ 130.00	\$ 125.40	\$ 129.40	3.2%
<b>Net Revenues</b>	\$ 9,803.40	\$ 9,615.20	\$ 9,625.50	0.1%

## 5. Professional and Scientific Council Committee Reports

### Awards

(Susy Ankerstjerne)

- Great turnout for Citation nominations thank you for the time to nominate
- Notifications will be sent out very soon
- Planning for the Citation Award Ceremony
- Next the committee will focus on University Awards that are due on Feb 10<sup>th</sup>
- Will receive nominations from the Provosts Office and will evaluate and score
- Ceremony for University Awards will occur in April
- Great time to nominate for Highlight ISU Staff

### Communications

(Deanna Sargent)

- No report

### Compensation and Benefits

(Liz Luiken)

- No report

## Peer Advocacy

(Jacob Larsen)

- Continue to discuss staff engagement to get more involved with P&S Council and find out what they need and how they might be able to contribute
- March Did You Know article will focus on informing about various discounts available to ISU staff from local, regional and national businesses
- Arranged annual meeting with ISU Wellness Office to learn about what's new for staff to benefit from and find out how we can help spread the word and recommend to people

## Policies and Procedures

(Paul Easker)

- No report

## Professional Development

(Jennifer Schroeder)

- A big shout out to Megan Jensen on our committee for working diligently to get our virtual Seminar Series recordings edited and uploaded to Learn@ISU. All recordings are now available in Learn@ISU. We have also updated the committee's Seminar Series website with this information.
- Megan and I will be working with Steve Couchman to get our recordings transitioned over to Workday Learn in the coming months.
- Speaking of Workday Learn: The committee has been working to make connections across campus to schedule seminar series for the remainder of the semester.
  - We have series scheduled through April. This month we will welcome Steve Couchman from UHR to discuss LinkedIn and Workday Learning.
  - As employees, finding time for professional development can be challenging. Conferences are often beneficial; however, they may be costly and require time away from the office.
  - LinkedIn Learning offers a convenient, no-cost solution to create a custom Learning Path within Workday Learning, with courses you and your leadership selected to benefit everyone. And even better, you can work on your Learning Path at a pace that works for you and your supervisor.
  - We will meet on Valentines Days from 2-3 in 1310 Beyer Hall so be sure to bring your love of learning to campus that day!
- In March we will welcome Nichole Richter to discuss Streamlyne 23
  - In July 2023, ISU will be rolling out the Streamlyne Proposal Development and Routing System to replace the GoldSheet, Cardinal Sheet, Liquid Office and Cayuse Systems.
  - The new system will integrate the GoldSheet and Cardinal Sheet into one system for both sponsored projects and gifts, and will also feed information into a system-to-system (S2S) portal for grants.gov submission without duplicate entry.
  - Budgets will be created within Streamlyne and a new proposal development dashboard will provide increased visibility and transparency of process and content at all stages of the proposal process.
  - This session will introduce users to the new Streamlyne system through a live demonstration followed by an opportunity for Q&A. This will be March 14 from 2-3 in 3580 Memorial Union.
- In April Ryan Bhattacharyya will discuss the art of negotiation. Details are being finalized so stay tuned.
- We also would welcome feedback from our peers on subjects they would like to see presented. If you have ideas you'd like us to investigate or ideas you'd like to present, please email our committee for consideration.
- We also get asked frequently: Why don't we offer hybrid options?
  - We don't do this due to costs and attendance. In the past we have experience with only a committee member, the presenter and maybe 1 or 2 other attendees show up in person while the rest of our attendees are virtual.

- It does cost us money to reserve the rooms in the MU and can be uncomfortable for our presenters presenting to an empty room. We will continue to reevaluate and make changes as needed.
- We are also working hard on the final preparations for the upcoming Professional Development Conference, Cultivate 2023 which is coming up in 20 days! I welcome Tera Lawson to provide an update.

Comment: The Seminar Series does have their own topic in WorkDay Learns.

Subcommittee report: Tera report - final push before conference

- We are finalizing the details and look forward to the conference on February 22<sup>nd</sup>.
- There are 21 concurrent session speakers who will share information in the areas of: Leadership, Human Interaction, Health& Wellness, and Professional Resource where attendees will enjoy a personalized schedule based on personal session selections
- Take time to acknowledge the 12 members of the Professional and Scientific Council Professional Development Conference Subcommittee who have put in a lot of time, effort, and energy into planning this day.
- Registration is open until February 14<sup>th</sup>.

## Representation (Jason Follett)

- The Representation Committee continues to ramp up for the 2023 Councilors and Officers Elections. Nominations are open until the 2 March 2023 P&S Council meeting for Officers. For Councilors, nominations are open until 11:59 PM on 3 March 2023. Visit <https://www.pscouncil.iastate.edu/about-us/2022-elections> to learn more on the Councilors nomination process.
- Officers and Councilors attending the 2023 Professional and Scientific Council Professional Development Conference will be provided guidance and handouts to assist with recruitment. The Representation Committee will also speak and be available during the lunch shifts for additional recruitment.
- Prior to the start of the 2 February 2023 P&S Council meeting, two additional Academic Affairs Councilors resigned. There are now three Academic Affairs Councilors vacancies to fill.
- Coming into the 2 February 2023 P&S Council meeting, there were two Academic Affairs Councilors vacancies. We have series scheduled through April. This month we will welcome Steve Couchman from UHR to discuss LinkedIn and Workday Learning. Jennifer Finch with the Department of Accounting in the Ivy College of Business was submitted for approval by P&S Council for one of these vacancies. Prior to the start of the 2 February 2023 P&S Council meeting, two additional Academic Affairs Councilors resigned. There are now three Academic Affairs Councilors vacancies to fill.

## 6. Unfinished Business and General Orders:

Second Read FY23.1 Motion to submit Compensation & Benefits Annual Report (Luiken)

- Motion read by Liz Luiken
- Motion to open discussion. The process should include “I move that...” And, “I second that...”
- Tara Lawson: I move that a period should be inserted and strike the remainder on Page 11, line 3. Second by Jamie Sass. Jamie shared the rational for initial reasons for the said language. End of discussion. Vote with placards. Yea (all placards) and Nea (no placards). Motion adopted.
- I move that: on Page 8, second to last sentence be edited for clarity. Second. Open for discussion: no discussion. Call for vote: Yea (all placards) and Nay (no placards). Motion adopted.
- End discussion for the Motion. Move to adopt the Motion as amended. Second. Call for vote. Yea (all placards) and Nay (no placards) Motion adopted.

## 7. New Business

Opening of Nominations for Officers and Councilors (Follett)

- Representation committee would like to make a motion to open nominations for President-elect, three vice presidents and secretary/ treasurer positions.  
Second to that motion. Yes.  
Any discussion? Hearing none. Raise your placards for yes. Opposed. None. Nominations are now open. There are 2 nominations for president elect.
- On behalf of representation committee, I would like to open nominations for 2023-2024 Councilors.  
Second. Yes. All in favor. All opposed. Motion carried.  
You will see guidance on the website for the nomination process on the website

Appoint Jennifer Finch to P&S Council (Compensation & Benefits Committee) - Welcome! (Jamie Sass)

- Within the powers of the office of President of the P&S Council, I hereby move to appoint Jennifer Finch from the Ivy College of Business to the current vacancy to Academic Affairs Division position.
- Do I have a Second. Yes.
- All in favor please raise placard. Opposed same sign.
- Motion carries. Welcome!
- Jennifer will be appointed to the Compensation and Benefits Committee.

Jennifer Finch - Ivy College of Business

- Work in accounting and finance
- Sent an email to HR about a question regarding compensation and benefits
- Realized that I sent the email to the P&S Council
- Jamie and I had a conversation about how I could get involved

## 8. Open Discussion for the Betterment of Council

## 9. Announcements

### Announcements from Councilors

- Women Impacting Iowa State calendars are available. Tera Lawson is included and has calendars to share.
- Jamie encouraged councilors to register for the P&S Professional Development Conference
- Chris got to serve as president elect in person rather than virtual for the first time!
- P&S Professional Development Conference, February 22<sup>nd</sup>, 2023, Gateway Hotel
- Executive Committee Meeting: February 17th, 2023, Time: 10-12noon, Location: 2304 Gerdin
- General Council Meeting: March 2nd, 2023, 2:10 PM, Room 3580, Memorial Union

### Adjournment