

IOWA STATE UNIVERSITY™

Professional and Scientific Council

January 2022 Meeting Minutes

Last	First	December	Substitute
Ankerstjerne	Suzanne	X	
Burnett-Larkins	John	X	
Campbell	Lynne	S	Chris Johnsen (via zoom)
Corning	Nellie	X	
Couchman	Steve	X	
Crain	Matthew	X	
Crawford	Lainey	X	
Daniels	Karrie	X	
Das	Anindita	X	
Easker	Paul	X	
Ehlers	Isaac	X	
Femrite	Matthew	S	Miles Tritle
Fischer	Mike	S	Bryce Phillips
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	Nathan Pick
Ladewig	Emily	X	
Larkin	Sarah	X	
Larsen	Jacob		
Luiken	Liz	X	
Marks	Autumn		
Marupova	Rano	S	Kate Gametson
McNicholl	Susan	X	
Myers	Chris		
Nye	Heidi	X	
Prouty	Tina	X	
Reinders	Christine	S	Tera Lawson
Riley	Sarah	X	
Sargent	Deanna	S	Dave Brotherson
Sarver	Sohpia	X	
Sass	Jamie	X	
Saxena	Anugrah		
Schroeder	Jennifer	X	
Singh	Prashant	X	
Socia	Lora		
Streauslin	Nicholas	X	
Thompson	Michelle	X	
Wall	Patrick	X	
Warg	Melissa	X	
Wellik	Kaylee	X	
Welshons	David		

Wendling	Brittni		
Zimmerman	Misty		

Call to Order & Seating of Substitutes (Patrick Wall)

- Seating of substitutes:
 - Miles Tritle for Matt Femrite
 - Tera Lawson for Christine Reinders
 - Dave Brotherson for Deanna Sargent
 - Bryce Phillips for Mike Fisher
 - Nathan Pick for Ally Kuehl
 - Kate Gametson for Rano Marupova

Establish Quorum (Sarah Larkin)

- Quorum established

1. Approval of the Agenda

- Addition to agenda:
First Read FY23.1 Motion to submit Compensation & Benefits Annual Report.
Stand as approved.

2. Approval of the Minutes December 3, 2022 General Council Meeting

- Minutes of the December 3, 2022 General Council Meeting were approved

3. Administrative Reports

Patrick Wall shared: Based on the responses from the Councilors who participated in *Everyone Wants to be a Leader "Budget Woes" Scenario* exercise during the December meeting, there was a need for P&S constituents to better understand the relationship between the Iowa State University and Athletics Budgets.

[Chris Jorgensen](#), Chief Financial Officer, ISU Department of Athletics

Athletics budget discussion:

- Shared athletics self-funded budget summary of past 17 years during Jamie Pollard's tenure
- Budget has increased in a fairly linear trajectory over the past 17 years
- Expenditures include salaries, operations, scholarships, debt service, and facility maintenance
- College Game Day is actually (and surprisingly) an expense
- Costs are relative over time with the exception of significant increases for facility maintenance
- Revenue generation is primarily from fundraising, ticket sales (football, men's basketball, other sports), and Big 12 revenue distribution; and to a lesser degree, sponsorships and student fees
- Big 12 revenue distribution is largely based on television revenue and bowl games
- ZERO University general fund dollars are used to support the athletics budget

Update on CYTOWN progress and goals:

- Generate new revenues
- Attract and retain students, workers, businesses, and visitors

- Reinvest in the Iowa State Center
- New parking lots will be an asset (but for 2 years there will be some displacement)
- Build convention and hotel space
- Destination: Live, Work, and Play benefits both the University and the Ames community

Questions:

Q1) How was pricing determined for Sheaman Conference Center because the pricing is not cost effective to host a conference at that location? Prices are significantly higher than Gateway Hotel.

A1) Athletics inherited oversight. Efforts were made to maintain the status quo. There was not concerted effort to increase pricing. Chris was not aware of the methodology used to determine the pricing.

Q2) Will there be living space and suites at CYTOWN? And are they all rented out?

A2) Yes, there will be condos/extended stay options for donors. There has been a lot of interest and this will be a key piece of funding.

Q3) A lot of people assume the business in this area would be sports-related. I was surprised to hear about the medical clinic. Will more general businesses occupy spaces here?

A3) Yes, the businesses will be a variety with the emphasis on supporting community needs. Businesses are excited about the days when events are hosted at the facilities, and they are equally excited about opportunities the other days throughout the year. We expect there to be retail, coffee shops, and other businesses that reflect the traffic in the area.

Q4) We have heard a lot about TV revenue. What about radio revenue? How much does that bring in?

A4) Learfield owns the radio rights and the revenue is part of that larger agreement.

4. Professional and Scientific Council Executive Committee Reports

President

[Jamie Sass](#)

Good afternoon, everyone! Thank you for being here today. I'm excited to see you all in person again. I hope many of you were able to take some restorative time over the holidays—or at least enjoy campus when it was a little quieter if you needed to be here.

I have a handful of updates for you today:

First, I am sad to announce that our [Comp and Benefits Committee](#) Chair Erin Gibson is stepping down as she moves into a new position in industry. I personally have appreciated everything Erin has brought to the table this year, and she'll be greatly missed on Council and especially on [Exec](#). Be sure to wish her well today! [Patrick](#) and I are helping in the transition process as we identify a new Comp and Benefits Committee Chair, and we hope to have that process ironed out by the February meeting.

Second, many of you know we have welcomed our new Senior Vice President of Operations and Finance [Shawn Norman](#) to Iowa State this month. Council's Past President [Chris Johnsen](#) played an integral role in that search committee as he represented Professional and Scientific employee voices for a very important hire for the university. Patrick and I have been welcomed to spend some time with Shawn in early February as Council's leadership. We are encouraged by the outreach effort of a new senior leader, and I look forward to reporting more about the meeting in February. Our goal is to provide Shawn with some insights into Professional and Scientific Council's mission and resulting work to identify places of relevant collaboration. As Patrick and I have been having our usually monthly meetings with the President, Provost, and UHR, we believe there are educational opportunities that are in alignment with [Council's third strategic initiative](#). As we build a relationship with Shawn, we are looking forward to seeing how we can move the needle toward helping our constituents thrive in a university's unique ecosystem.

Third, one thing we heard clearly from our constituents in December is a need for professional development. Our [Peer Advocacy Committee](#) collaborated with the Ombuds Office to offer a training on conflict resolution. The demand for this was so high that an additional session was added, and conversations are being held about next steps. Thanks to [Kaylee Wellik](#) from Peer Advocacy for spearheading this. I'm also really excited for the [Professional and Scientific Council Professional Development Conference](#) on February 22nd. You will hear much more from the conference chair [Tera Lawson](#) about her sub-committee's efforts, but I do very much want to encourage you to [register](#) and attend. This is one of my favorite professional development opportunities of the year!

Fourth, all of you know that Iowa State released its strategic plan last year for 2022-2031. Iowa State University is investing in several [Jumpstart Initiatives](#) that align with the new [ISU Strategic Plan](#). Colleges will be distributing it through their appropriate networks in the coming days.

Councilors, we are halfway through our year already. Thank you, as always, for the time and energy you put into Council. I appreciate you, as do your committee chairs.

Secretary/Treasurer [Lynne Campbell](#) (with Chris Johnsen reading and leading discussion)

- Executive Committee reviewed expenditures and identified fixed and variable costs
- Will continue to review expenses to make future decisions and adjustments as needed
- Shared update about:
 - 1) Room schedules for Professional and Scientific Committee Meetings Council, and
 - 2) Discussed procedures prior to the General Council Meeting

Fixed Costs:

Memorial Union 12 Meetings	2730
IT	1440
CYtation Awards	2500
Seminar Series	210
Total Fixed Cost	\$6880

Variable costs:

CyBowl	500
Retreat / Mixers	750
License Hootsuite (new proposed expense)	600
SmartSheets	450
Constant Contact	1,050
Total variable cost	\$3370

Total Fixed Cost	\$6880
Total Variable Cost	\$3370
	\$10,250

Q1) I'm curious, if there was discussion about areas where we can have a savings.

A1) Yes, the review of expenditures during the executive council meeting was for that purpose

Q2) Regarding Hoot Suite: Why are we spending \$600 for Hoot Suite for 400 followers? I wonder if that is money well spent. Comment: Hoot Suite is for all, streams available to council. I encourage to have you look at how you are engaging councilors and why those numbers are low.

A2) The Executive Committee discussed options for tools that could be used to increase communication. We budgeted for Hootsuite as a new expense. Hootsuite has not yet been purchased and followers are not for the P&S Council. This is would be purchases for future communication.

Q3) Can we join forces with others on campus for Constant Contact?

A3) We are exploring options (including Constant Contact) for a cost effective and efficient way to more effectively communicate with constituents.

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

- Recent focus of our committee work has been accessibility
- Requested that Jamie and Patrick to work with UHR to get some data for our committee to analyze
- Constituents continue to express concerns about parking and accessibility
- Recognized Ani Das who did some research for the committee
- Goal is to retain staff and will work to support that effort
- Some issues take time to resolve; we are in for the long haul much like a marathoner (like Marlene)
- We are open to innovative solutions such as digital permits to improve parking accessibility
- Please share your innovative ideas that foster equity, inclusion, and accessibility

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

New SHOP donation drive by the [ISU Police Department](#) :

- ISU Police Department is selling replica 2021 ISU Police Interceptor die-cast police vehicle
- May be purchased at the Armory (\$10) or online at the Extension Store (\$11.50) with \$1.50 to cover overhead costs. To purchase online: <https://store.extension.iastate.edu/product/16602>
- Goal is \$15,000 with proceeds donated to SHOP

[Adventure 2](#): next P&S Council opportunities

- New Parenting Success Solution program by Rethink Care is available on January 10th. Will have 24/7 access to tools and resources to better understand how to communicate with your child. This includes digital courses to learn parenting skills, tips, and practices to support children. Opportunity for consultation with board certified experts in the field.
- There will be another team challenge created for P&S Council members and P&S constituents. Teams will be created to practice Mindfulness together and log minutes. Stay tuned!

Comment from Chris Johnsen: Chris shared that he was tagged in a post from Sarah Larkin where he learned about the struggles the ISU Police Department had with the distribution of the model police vehicle for the SHOP Fundraiser. The collaboration between the ISU Police Department and Iowa State University Extension and Outreach Extension Store resulted in more purchases and more funds to donate to SHOP.

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

- No report

5. Professional and Scientific Council Committee Reports

[Awards](#)

[Susy Ankerstjerne](#)

- No report

Communications

Deanna Sargent

- No report

Compensation and Benefits

Erin Gibson

- No report
- First Read FY23.1 Motion to submit Compensation & Benefits Annual Report later in the meeting

Peer Advocacy

Jacob Larsen

- No report (formal)
- Kaylee Wellick shared that we are up to 7 sessions for the Ombuds Training: Conflict Management and Facilitating Difficult Conversations https://iastate.qualtrics.com/jfe/form/SV_6lOL2OujTorN7U

Policy and Procedures

Paul Easker

We have been reviewing two new policies:

1) Employment References and Background Checks Policy:

- Policy change was shared in [Inside Iowa State](#)
- Policy has been updated to comply with the law.
- ISU cannot request information about criminal history during the application process
- Criminal history will be reviewed in a later stage of the employment process

2) Employment of Out-of-state, Out-of-country and International Residence Policy:

- Clarify university expectations
- Implement consistent procedures
- Example: Iowa State University owns and maintains a facility in Montana
- There will be a two-week public comment period
- The link to make comments will be shared with P&S employee constituents
- The new policy will then go into effect in the spring

Q1) About the application process changes: Does that effect the parking violation question on applications?

A1) Yes, that will no longer be asked on the application.

Q2) How are you soliciting comments from constituents on these policies?

A2) The public comments will come to the Policy and Procedures Committee for review.

Professional Development

Jennifer Schroeder

- This month we will be hosting a virtual seminar series with a rep from TIAA regarding retirement planning. Join us on January 10 from 2-3 for Getting a Head Start - A step-by-step overview of your retirement plans at ISU with *Bill Thorne, Senior Director at TIAA*. Bill will cover the ins and outs of the retirement plans offered at Iowa State University, the advantages of a retirement program, how to create a retirement strategy and how to update your account with TIAA. Representatives from University Human Resources will be there to answer any questions after Bill's presentation.
- We met today to continue filling out the series calendar for the remainder of this year and will update the website as we have details to add.

- The conference is coming up quickly so Tera Lawson will provide an update.

Q1) For the TIAA virtual seminar, will people be able to ask specific, personal questions at that event?

A1) No, probably not. This will be a more versatile seminar. You do have options to set up meetings with your TIAA representative to review your account and plan for individual strategies.

Professional Development Conference Sub-committee [Tera Lawson](#)

- Registration: 2022 Professional and Scientific Council Professional Development Conference is OPEN!
- There are 21 concurrent session speakers who will share information in the areas of:
 - 1) Leadership, 2) Human Interaction, 3) Health& Wellness, and 4) Professional Resources
- Erik Dominguez keynote address:
The Three T's of Confidence Building: Lasting Self-Trust to Achieve your Dreams.
 - Erik uses three T's to equip new and seasoned leaders to help them to build authentic confidence, navigate change, and find balance in an unbalanced world.
 - We look forward to looking at what happens if we have the tools to build confidence in ourselves and others that not only lasts, but levels up our entire team!!!
- Early registration for this personal and professional development opportunity specifically for Professional and Scientific Employees will be open through January 31st.
 - Please take advantage of the early registration rates and get yourselves registered
 - Encourage your colleagues and friends to get registered as well
- Registration rates are the same as last year: \$120 for Early and \$140 for Regular
 - We must meet registration targets because this conference is a self-sustaining endeavor for which over 90% of the revenue for the conference is derived from registration fees.
 - We need all Councilors to help promote and encourage colleagues to register
- The 12 members of the Professional and Scientific Council Professional Development Conference Subcommittee put in a lot of time, effort, and energy into planning this day and there is still a lot of work to do in the next two months.
- Councilors can help get the word out to departments, units, and constituents about this opportunity for P&S Employees. You can register through the [Professional Development Conference Page of the Council Website](#) or via the link in this month's Council Newsletter.

Q1) Is there a list online of what the topics of discussion are going to be?

A1) Absolutely, if you go to the conference page, you will see a full schedule of events, session descriptions and learning objectives, bios for the speakers, agenda for the day, and all of the tracks.

Comment from Jamie Sass: I am excited to see Erik Dominguez on board as the keynote speaker.

Comment from Jason Follett: The Representation committee will be sharing a communication that can be shared with P&S employee colleagues during the Professional Development Conference. Each councilor will receive 5 handouts that includes a QR code so the P&S employee can find out more information about the P&S Council and provide information running for council.

[Representation](#)

Jason Follett

- The Representation Committee will start the 2023 election cycle at our 2 February 2023 meeting by opening nominations for Councilors and Officers.
 - Nominations will close for both at our 2 March 2023 meeting.
 - We will conduct the Officers election at the 2 March 2023 meeting.
 - The projected Councilor election will be held the week of 20-24 March 2023

- There are two vacancies in Academic Affairs on P&S Council. Interested P&S are encouraged to contact the Representation Committee via email pands-r@iastate.edu.

New Business:

First Read FY23.1 Motion to submit Compensation & Benefits Annual Report [Erin Gibson](#)

- You received an email with a hyperlink to the motion in CyBox so you can review the motion
- The motion is prepared at this time of year so that senior leadership has information when planning budgets for the next fiscal year
- First read is the rough draft and opportunity for constituents to provide feedback on the report
- During this first read, I will share a summary rather than read the motion in its entirety
- Motion written as an educational tool to help P&S staff better understand Compensation and Benefits
- Based document off the University Strategic Plan to show a connection: if this is where you want to go, then this is how you should do it when it comes to Compensation and Benefits.
- The focus is on two “to be” statements:
 - 1) To be the University that cultivates a diverse, equitable, and inclusive environment for students, faculty and staff.
 - 2) To be the University that fosters lifelong learning.

Sections include constituent stories with suggestions and guidance about how to implement suggestions.

Section about salary:

- Salary not keeping up with inflation
- Cost of living increasing (COLO)
- Performance based salary
- Continue to provide competitive benefits are good compared to competitors

Section about staff career development:

- Performance review
- Talent development

End of document includes hyperlinks to help reader better understand compensation and benefits.

Purpose of the first read: 1) Goal is for P&S Constituents to become familiar with the document, and 2) Action is to read document and provide feedback to the entire committee at pands-c@iastate.edu

Q1) Was reverting back to the old Tuition Reimbursement plan considered to be included into this motion?
A1) Not it was not intentional to exclude. We do have a motion about Tuition Reimbursement that was out in July. Have been tasked from university leadership to collect some data about how Tuition Reimbursement is being used. That motion is in President Wintersteen’s hands and we are waiting for a response.

Comment from Patrick Wall: Please take some time to review the FY23.1 Motion. Make sure links work. Make sure the language makes sense. Please consider providing feedback.

6. Open Discussion for the Betterment of Council

P&S Council - Fill in the blank... We appreciate your feedback!

- One year from now, what is one thing you hope P&S Council would accomplish?.
- Describe something work-related that seems impossible, but if it could be achieved it would make your job much, much easier. Patrick shared Marlene's example, that if we could digitalize the parking system, we could improve parking for constituents, students, and faculty.

7. Announcements

Announcements from Councilors

- P&S Professional Development Conference, February 22nd, 2023, Gateway Hotel
- Executive Committee Meeting: January 18th, 2023, Time: 10-12 noon, Location: 1301 Gerdin
- General Council Meeting: February 2nd, 2023, 2:10 PM, Room 3580, Memorial Union

Adjournment

DRAFT