

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Thursday, 3 August 2023 | 2:10 PM | 3580 Memorial Union

### GENERAL COUNCIL MEETING

ATTENDANCE			
Kerry Aistrope	X	Chris Knight-Gipe	X
Suzanne Ankerstjerne	X	Ally Kuehl	X
Michael Boyd	X	Sarah Larkin	X
Nikki Brandon	S	Liz Luiken	X
Lynne Campbell	A	Autumn Marks	A
Nellie Corning	X	Rano Marupova	X
Steve Couchman	X	Susan McNicholl	X
Matthew Crain	X	Lucas Oerter	X
Lainey Crawford	X	Kaylee Phillips Wellik	X
Anindita Das	X	Nathan Pick	X
Paul Easker	X	Tina Prouty	X
Amanda Eggers	A	Christine Reinders	S
Isaac Ehlers	X	Sophia Sarver	X
Sara Everson	S	Jamie Sass	A
Rachel Faircloth	X	Anugrah Saxena	X
Leah Feltz	A	Jennifer Schroeder	X
Matthew Femrite	X	Carrie Schwake	A
Jennifer Finch	A	Prashant Singh	X
Mike Fischer	A	Katie Steigleder	X
Jason Follett	X	Michelle Thompson	X
Paul Gibbins	X	Patrick Wall	X
Laura Graves	X	Melissa Warg	X
Whitney Grooms	X	David Welshhons	A
Mindy Hanna	X		
<i>X = Present, A = Absent, S= Substitute</i>			

Guests: Jonathon Wickert, Emma Mallarino Houghton, Steve Mickelson

#### I. Call to Order & Establish Quorum – Jason Follett

1. Meetings started at 2:10 PM
2. Quorum established

#### II. Approval of the Agenda and 6 July 2023 Council Meeting Minutes – Jason Follett

1. No changes
2. Both approved

#### III. Administrative Reports

##### A. Senior Vice President and Provost – Jonathan Wickert

1. Updated council on research funding, facilities, Workday Student implementation, fall enrollment and Board of Regents DEI study group.
1. Facilities update for the Fall
  - a) Ribbon cutting of Kent Feed building and 1<sup>st</sup> phase of Vet Diagnostic Lab building
    - (1) 58M funded for 2<sup>nd</sup> phase of Vet Diagnostic building
  - b) Turkelson Industrial Science Building – in construction
  - c) Ongoing planning to replace LeBaron
  - d) BOR approve naming of academic core facilities at Vet Med – Frederick Douglas Patterson Hall
2. Workday Student update
  - a) Admissions portal went live on June 15
3. Fall enrollment rebounding – 3rd fall in a row of growth
  - a) New summer enrollment exceeds number of perspectives that decide to go elsewhere

4. DEI study group organized by the BOR has been meeting this summer

a) Survey will be distributed to ISU regarding this study

(1) Hiring and expenditure freeze during study so no replacement of DEI position vacancies

(2) Survey administered by BOR – name optional, relationship to university, affiliation (ISU, UNI, Iowa)

B. UHR Compensation and Talent Acquisition Director – Emma Mallarino Houghton

1. Job Profile Market Review

a) Implement this structure in 2020, to be reviewed every year.

b) All job profiles have been reviewed for market changes

c) 44 out of 700 profiles identified to be adjusted to new pay grade

(1) Low impact - about 100 employees (3% of staff)

(2) 15 employees below minimum – salary to be adjusted by each unit by Feb 2024

d) Supervisors have been notified, affected employees will be contacted later this month

2. Questions

a) Market trends? Where are you looking?

(1) Industry compensation surveys of similar organizations

(2) Higher education surveys of comparable size to ISU

(3) National average cost of living

(4) Competitive locally, regionally, nationally

C. SVPP Special Advisor for Student Information Systems – Steve Mickelson

1. WorkCyte Phase II– Student Information and Receivables

a) Phased implementation of Workday Student

b) Timeline is June-Sept

c) Admissions and acceptance in Workday Student

d) Accessing information security

(1) Limiting access to student information based on position and needs

e) Course information will be in Workday

f) Preferred and legal name

g) Reporting in Workday

h) Some Workday Student training is available, more coming in Fall and Spring

(1) Virtual and in-person sessions

i) Updates and information available on website, newsletter, and ISU Service Portal

j) Each dept has a change liaison

2. Questions:

a) Implementation Timeline – can we add grad student timeline?

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

A. President – Patrick Wall

1. Presented the 2023-2024 P&S Council Goals

2. Motion to appoint new councilors (Heidi Nye and Jake Pippin) to fill 2 vacancies on Council (Motion to appoint 2 new councilors to fill vacancies on Council (Paul Easker), seconded (Jennifer Schroeder).

a) Council vote - Approved

3. Report:

Quote for the month: “If you lend someone \$20 and never see them again, it was probably worth it.”

This month P&S Exec had their Board retreat. This was a lively, yet productive discussion on a number of current issues surrounding Professional & Scientific employees at Iowa State. The morning ended with a set of 5 goals for the upcoming year.

1. Maximize the student experience.

2. Better educate P&S employees on how to optimize their benefits package at Iowa State.

3. Advocate that all P&S employees receive equal and fair treatment as ISU staff.

4. Improve professional development opportunities through collaboration across disciplines on Council.

5. Improve meetings and elections to be more inclusive and efficient.

Back to the quote. You may have noticed, these goals are focused on giving. Improve, advocate, opportunity, educate, and focus on students, that’s what we’re here to do. We all have people in our lives who are takers, and yes, there are some in higher education. However, education is largely a group of ‘givers.’ If you entered education or the university system to get rich, then you’ve likely been very unhappy with your decision. It is becoming much more

likely that we all get a raise when a student re-enrolls for semester #2, or he/she returns in the fall to become a sophomore. What we do on this Council is much more likely to sway the opinion of a student than a politician.

**B. Secretary/Treasurer – Suzanne Ankerstjerne**

1. No report

**C. Vice President for Communications and Community Relations – Sarah Larkin**

1. Adventure 2 Update
  - a) Councilors could start a team with constituents
  - b) Teams max at 8
2. Volunteer Opportunity
  - a) Cyclone Welcome weekend
3. Tour Ideas
  - a) Campanile
  - b) Horse Barn
  - c) Art museums
  - d) Power plant
4. Council Newsletter will be sent second Wed of every month

**D. Vice President for Compensation and Benefits – Steve Couchman**

1. No report

**E. Vice President for Diversity, Equity, and Inclusion – Susan McNicholl**

1. Regent's Audit/Temporary Freeze
  - a) Loss of staff in DEI roles
  - b) Impact on students
  - c) What role can P&S Council/staff do to assist
2. Making P&S Council Meetings More Accessible
3. Build relationships/highlight DEI services (newsletter?)
4. Make suggestions for trainings and awards

**F. Awards Committee Chair – Michelle Thompson**

1. Highlighting Staff Remember to nominate for Highlighting ISU staff – get yourself and the person you nominate a certificate for free ice cream from the ISU Creamery.
2. Cytation Award nominations open Oct 2

**G. Governance Committee Chair – Paul Easker**

1. Filled council vacancies
2. Election planning
3. Moving files from CyBox to Teams

**H. Peer Advocacy and Policy Committee Chair – Kaylee Phillips Wellik**

1. Joined by Laura Smythe with the ISU Ombuds Office
  - a) Ombuds Office offers once a month training, except for November
2. October's Session and December's Session: Stress Management and Self-Care
  - a) Oct. 11<sup>th</sup> from 9-11am
  - b) Dec. 14<sup>th</sup> from 9-11am
  - c) Room TBD
3. Conflict Management classes that are a continuation of the classes that were put on last semester with Laura Smyth. Both will be held in 172 Hamilton Hall.
  - a) Part 2A Sept. 14<sup>th</sup> 9-11am
  - b) Part 2B Sept. 20<sup>th</sup> 9-11am
4. Adventure2 has started again-more to come in the Did You Know section coming out soon

**I. Professional Development Committee Chair – Jennifer Schroeder**

1. No Seminar in August
2. Ombuds – Sept
3. Met with Conference Planning and Management

**V. General Orders**

1. None

**VI. New Business**

1. None

**VII. Open Discussion for the Betterment of Council**

- A. Ideas to meet P&S Council 2023-2024 Goal #1 – Maximize the student experience at Iowa State

1. Food Drive
2. SHOP accepts produce – newsletter note
3. Personal products
4. Vet Med - Dept Farmers Market (Aug-Sept)
5. Reach out to constituents for student helping opportunities
6. Student Alumni Leadership Council need volunteers for events
7. Bring reps for student services to council meetings
8. Highlight student financial impact in newsletter
9. Student resources information distribution methods
10. Identify student populations that need support
11. Supporting P&S in Student Affairs
12. Refer to Student Affairs and Wellness Resources

#### **VIII. Announcements**

1. Announcements from Councilors - none
2. Executive Committee Meeting: Thursday, 21 September 2023 | 9 AM – 11 AM
3. Council Meeting: Thursday, 7 September 2023 | 2:10 PM | 3560 Memorial Union
4. Seminar Series Event: Tuesday, 12 September 2023 | 2 PM – 3 PM | Location TBD

##### **Constructive Conversations in Difficult Situations – Laura Smythe, University Ombuds**

*All of us have people with whom we interact and work who just don't make sense to us. They do something, or they say something, or they don't do something that we wish they would do and we feel frustrated, appalled and/or hurt. Sometimes, we just need to discuss something that makes us uncomfortable. In this conversation, we will discuss some approaches to handling these challenging dynamics.*

#### **IX. Adjournment**

1. Meeting adjourned at 3:50 PM