

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

General Council Meeting Minutes | Thursday, December 5, 2024 | 2:10 PM | 4250 | SICTR/Teams

### GENERAL COUNCIL MEETING

ATTENDANCE			
Chad Arnold	X	Laura Kilbride	A
Michael Boyd	X	Chris Knight-Gipe	X
Nikki Brandon	X	Steve Kopecky	A
Lynne Campbell	A	George Loper	X
Amy Carver	X	Liz Luiken	X
Nellie Corning	X	Susan McNicholl	X
Anindita Das	X	Heidi Nye	X
Emily Dougill	A	Lucas Oerter	X
Stacy Dreyer	X	Nathan Pick	X
Paul Easker	X	Deanna Powell	X
Isaac Ehlers	X	Tina Prouty	X
Sara Everson	X	Kasi Province	A
Rachel Faircloth	X	Christine Reinders	X
Mike Fischer	A	Brooke Rogers	X
Jason Follett	X	Julianne Rogowski	X
Sarah Freestone	X	Brian Rowe-Barth	X
Kate Garretson	X	Anugrah Saxena	X
Taylor Gerdes	X	Jennifer Schroeder	X
Paul Gibbins	X	Sam Shelton	A
Laura Graves	X	Lauren Tumey	X
Snow Gray	X	Adam Wade	X
Whitney Groomes	X	Patrick Wall	A
Sara Harris-Talley	X	Melissa Warg	X
Kimberly Hope	X	Leah Weeks	X
Alan Hulsebus	X	Jason Wiegand	X
Rachel Jones	X		

*X = Present, A = Absent, S= Substitute*

#### 1. Call to Order & Establish Quorum – Jennifer Schroeder

- Call to order at 2:10pm
- Quorum established

#### 2. Approval of the Agenda and November 7, 2024, Council Meeting Minutes – Jennifer Schroeder

- Agenda approved
- November 7 Meeting Minutes approved

#### 3. Administrative Reports

- Kristen Constant – ITS
  - Workday Student- 2 final rollouts

- Degree completion/final grades
- Satisfactory academic progress and processing 1098T Forms (for taxes)
- Continuous Improvement - ONGOING
- AI Committee Progress
  - Has been in place for about a year and a half
  - Five subcommittees (Policy and Governance, Teaching and Learning, Research, operational Efficiencies, Communication)
  - Objectives and Outcomes
    - Inventory activities, groups and resources related to AI on campus
    - Ensure all AI applications adhere to ethical standards and promote fairness
    - Make AI tools and resources accessible to all students, faculty and staff.
    - Implement robust security measures to protect data and privacy
    - Create opportunities for innovation and collaboration across the institution.
  - November 18- Microsoft AI day
    - ChatGPT for education review
    - Draft policies and guidelines are being reviewed
  - February 2025- AI day- all campus can attend and contribute, more communication coming out on that. Early February and trying not conflict with other big events.
    - Use cases
    - Tools
    - Discussions
  - Send thoughts and concerns about AI to [aifeedback@iastate.edu](mailto:aifeedback@iastate.edu)
  - Generative AI Website: <https://www.it.iastate.edu/projects/generative-artificial-intelligence>
    - How many people use it daily? Many people in attendance said yes.
    - How many not so sure? Not as many
  - Adobe Firefly (license required) : image creation
  - Adobe Express : custom images, templates
  - Microsoft Copilot : AI-powered chat
  - Copilot for Microsoft 365 (license required)
    - AI assistant integrated with Microsoft 365
  - GitHub Copilot
    - Provides code suggestions to help with coding tasks
  - Grammarly
    - GenAI that helps you brainstorm, draft, and refine content.
  - See access information at the [Generative AI Website](#)
- Attendee Question: Student Conduct: we are encouraging students to use AI tools but they are also misusing them. Faculty has full discretion in terms of what's allowed in their class. As we move toward AI being a big part of what we do, what do the discussions look like regarding that?
  - Sara Marchetti is our lead for teaching and learning
    - CELT is working with Faculty on crafting those statements that help guide students and usage in the classroom. Most have statements that say what is and isn't appropriate for their classroom.
    - We can help demonstrate and show some use cases on how to embrace AI
    - Students will have these resources in the workplace
    - Recognize how to promote deep learning and thinking while recognizing those tools are still there.
- Identity Governance project
  - Okta to Microsoft transition- no more repeated authentications.
  - Why we are changing

- Technical enhancements
  - Improved Support
  - Enhanced security
  - We own it (Cost reduction), we were paying a lot for OKTA
- OKTA to Microsoft Entra: OKTA disable December 9
- Microsoft Dashboard <https://myapplications.microsoft.com/>
- Upcoming Projects <https://www.it.iastate.edu/projects/identity-governance>
- ISU Voice Services (Desk Phone)
  - What:
    - Moving from Cisco Voice to Microsoft Teams Voice
    - Replacing analog lines (fax, elevator phones, fire panels)
    - Replacing desk phones with softphones where applicable
    - Move to Microsoft teams and zoom as the videoconferencing solutions for ISU
    - **Questions/comments**
      - Not getting rid of all physical phones, just the lines that are not being used and can be replaced with softphone and teams
        - Call centers
        - Service centers
      - Concerns that the call center option in Teams is going to be more expensive than the current option in Cisco? Going to take a look at that because the whole goal was supposed to be cost reduction.
      - Will Faculty make the switch? They will need a business purpose to show they need a phone.
      - Will there be a phone number through teams voice? Unsure
      - Outgoing calls? Yes you will still be able to do that.
      - Extension staff across the state? Aware of the specific needs of Extension
      - 2 more years before this will start, happy to hear feedback and will solicit feedback.
  - Why:
    - Advanced features
    - Improved service and support
    - Campus usage of Microsoft Teams
    - Reduce Costs
  - When
    - July 2024: testing started for Teams voice
    - November 2024: RFP for analog lines
    - December 2024: RFP for physical phones
    - January 2024: RFP for call centers
    - August 2026: Migration from Webex to Microsoft
- Acceptable US Policy and Guidelines
  - ISU Acceptable use of IT resources
    - Average for student number of devices connected to WIFI is over 7.
      - Mix of personal and professional
    - In general use your IT sources for university mission related purposes
    - We are all responsible for securing our IT resources and data
      - Example: someone wants to use a certain AI tool but then that AI tool is using ISU data for it's model.
      - Looking the acceptable use policy with AI in mind.

- Unacceptable Use
  - Excessive non-priority: streaming a movie on campus.
  - Sending unsolicited messages for personal gain
  - Political messages
  - Harassment or illegal activities
- Email: ISU email should be used only for ISU business
- Use personal email for things like retirement, insurance, medical
- Any personal file or artifact on ISU equipment is subject to discovery in the case of a legal or freedom of information act request
- Mass Email: policy is being revisited.
- **Questions/comments**
  - Teams conversations less than professional? The policy is still being revised but it is referring more to solicitation for personal gain.
  - If organizing an event and need to give contact info for a vendor is it ok to use ISU email? Yes as it is an ISU event.

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

- President – Jason Follett

Faculty and staff across the United States have long complained about low pay, ever-expanding responsibilities, and unengaged students. A new, groundbreaking study says the demands of their jobs are taking a toll on their mental health.

The survey, released in October 2024 by the Healthy Minds Network, was conducted last academic year. It received 9,970 responses from 30 colleges across the country. About two thirds of the respondents were staff and 33 percent were faculty members. The institutions included two-year and four-year, public and private, and represented most regions of the country.

The survey's results paint a grim picture of what it is like to work in higher education. More than half of respondents said that over the past year, their job took a negative toll on their mental or emotional health. Nearly six in ten said they felt burnt out because of their work. Half said they needed help for emotional or mental-health problems such as feeling sad, blue, anxious, or nervous, over the previous year. Conversely, 57 percent of faculty and staff were rated as having positive mental health, compared to only 38 percent of students.

Iowa State's Senior Vice President and Provost Dr. Jason Keith shared in an email yesterday that one of the themes that has surfaced from his Coffee with the Provost events with faculty and staff is:

There is a true love for Iowa State, its students and the broader community it serves. Our land grant mission and the goal of being a preeminent, student-focused research university is a strong motivator.

This is a great theme and one all Iowa Staters should be proud exists.

However, I do have a simple piece of advice when you look at this theme and the survey I shared earlier. It comes from Matthew Kelly who I have mentioned before in my President's Reports. Here is the advice...It is okay to fail on purpose.

I know it sounds crazy. It is completely counterintuitive. It is the opposite of what our success focused, over-productive achievement-obsessed culture tells us ten million times throughout our lives. So, what am I talking

about here? You cannot do everything. You cannot succeed at everything. You cannot be the best at everything. And despite what the culture would like you to believe, you cannot have it all. You must choose. Our lives are forged with tough choices or wasted in indecision. It is time to start intentionally neglecting things that do not matter. It is okay to fail at things that are not important. It is necessary. It is wise. It is the only sane thing to do in a world full of unlimited options. You fail every day. You are going to fail every day for the rest of your life. The key is to fail at the right things, to fail at the things that do not matter.

This kind of clarity is liberating. By getting clear about the most important things, you begin to realize that there are a great many things that it is okay to fail at because they do not matter that much. You can then decide what to intentionally neglect. You can decide what to intentionally fail.

Things that matter most should never be at the mercy of things that matter least. Decide here and now that you will not let the things that matter least rule over the things that matter most.

In closing, thank you for what you do each and every day to make Iowa State University great. Happy Holidays!

- Secretary/Treasurer – Sara Everson
  - \$1950.88 spent year to date, that is \$972.08 down from this time last year
    - Mainly due to saving money with room reservations
    - IT Web services has increased \$10 per month.
- Vice President for Communications and Community Relations – Michael Boyd
  - Thank you to all who have donated and those who agreed to be a dropoff location for the SHOP Food Drive.
  - SHOP food drive was very successful and they are very grateful. It's going to make a difference for a lot of students who use SHOP throughout the month of December.
    - Will the donations be weighed to see if we reached our goal?
      - Number of boxes/bags collected
    - Distributed surveys to everyone involved to record that information.
    - Comments
      - Commend Michael as he jumped into this role and this was his first task. Thank you so much.
- Vice President for Compensation and Benefits – Liz Luiken
  - The Compensation and Benefits committee discussed information and data we plan to gather as we start writing the report. Our committee plans to have an initial draft to the executive committee for review by the March 14 meeting. The report will cover both compensation and benefits; if any constituent has feedback regarding either of these topics, I would encourage you to email [pands-cb@iastate.edu](mailto:pands-cb@iastate.edu) or reach out to Liz Luiken directly at [lluiken@iastate.edu](mailto:lluiken@iastate.edu) and we can arrange a time to talk.
- Vice President for Diversity, Equity, and Inclusion – Susan McNicholl
  - We discussed the 3-3-3 Constituent Feedback campaign and brainstormed questions for councilors to use.
  - Restarted our conversation about learning more about being a land-grant university
- Awards Committee Chair – Christine Reinders
  - Thank you everyone for submitting nominations, they are now closed.
  - Spend the month scoring and have nominees notified in January.

- Governance Committee Chair – Paul Easker
  - Start process of getting numbers for election
  - If you have anyone who is interested in joining council, have them email [pands-g@iastate.edu](mailto:pands-g@iastate.edu)
  - Need more people on council in the future
  
- Peer Advocacy and Policy Committee Chair – Rachel Faircloth
  - Thanks to everyone who joined us for our holiday Mix & Mingle!
  - We hosted our 2nd new-ish employee meet and greet of the year and looking to host our 3rd in February or March. If you were hired between July and September, look for an invite in late January!
  - We're working on a variety of tours for the spring semester. Hoping to have dates and times in late January.
  - And finally, we're working with the Ombuds office to offer two new sessions:
    - How Reflection Supports and Builds Our Professional Development
    - Embracing Neurodiversity in the Workplace

- Professional Development Committee Chair – Isaac Ehlers

The Professional Development Committee met today. Please check out our virtual Seminar Series this upcoming Monday at 2 pm, "Managing Hourly Student Employees: Resources and Best Practices," with Lukas Miller, UHR, and Tricia Stouder, Financial Aid. Register through Workday Learning.

Work is continuing on the "Charting our Future" Professional Development Conference on February 27, 2025, at the Gateway Hotel & Conference Center. Registration will open in early January! Current plans will be to hold registration costs at the same rate as last year (Early Bird \$130, Regular \$150). More details on our keynote and interest sessions to be coming.

## 5. Unfinished Business and General Orders

- Second read and vote on [proposed by-laws change](#)
  - No comments for any changes
  - 43-2 vote in favor of passing the new bylaws
- Maggie Shonrock has accepted position in Council- no need to vote since bylaws changed
  - Maggie Shonrock – I was born and raised in the City of Ames. I went to Ames High and then went to UNI and stayed in Waterloo/Cedar Falls area for most of my career. I have worked mostly in the legal sector as a legal assistant paralegal. I started working for ISU Research Foundation in November of 2023, as a patent prosecution coordinator. It sounds really big but basically, I help facilitate the IP process for technologies created here at Iowa State. I originally put myself on the ballot for P&S Council so I could get involved in the University and meet people and understand the greater university structure, specifically at the P&S level.
- Complete Roster

## 6. New Business

- Constituent Outreach Campaign – Susan McNicholl
  - 3-3-3 Constituent Communication Campaign
    - Engage with 3 constituents in your representation area
      - If you don't know your area check the website <https://www.pscouncil.iastate.edu/about-us/council-members>
      - List of ISU Divisions and how offices are organized. <https://www.president.iastate.edu/media/15/file/univorg.pdf>
    - Ask 3 open-ended questions
    - Record notes for 3 minutes afterward

- Bring notes back to council in February
- Great opportunity to recruit new councilors
- Make sure all voices are heard
- Get ideas for New Business Agenda items
- Vote for Maggie Shonrock to join Council- no need to vote since the bylaws passed.

## 7. Open Discussion for the Betterment of Council

- Opportunity for counselors to share information that they think would be of use to other in the room.

## 8. Announcements

- **Announcements from Councilors**
- **General Council Meeting:** Thursday, January 9, 2025 | 2:10 PM | 4250 Student Innovation Center or Teams
- **Executive Committee Meeting:** Friday, December 13, 2024 | 9:00-11:00 | 4237 SICTR
- **Professional Development:** *Managing Hourly Student Employees: Resources & Best Practices* | Monday, December 9, 2024 | 2:00-3:00 PM | [Register in Workday Learn](#)
- **Mix & Mingle with P&S Council:** Today | 4:00-5:30 PM | 1118 Student Innovation Center

## 9. Adjournment at 3:23pm