Iowa State University
Department Chairs Cabinet Minutes March 15, 2019
8:15-9:30, 3150 Beardshear

Attendance: Dawn Bratsch-Prince, Lee Cagley, Chad Gasta, Deborah Hauptmann, Caroline Hayes, Joseph Haynes, Pol Herrmann, William Jenks, Carl Weems
Guests: Heather Paris, Peter Martin

I. Welcome and Approval of Minutes
Chad Gasta opened the meeting on time and welcomed attendees. Minutes from the February 15, 2019 Chairs Cabinet meeting were approved.

II. Improved Services Delivery
Heather Paris, Associate Vice President for Finance and Support Services, provided a PowerPoint handout (an updated version is attached), and brought us up to date on the progress being made by the Finance ISD group. The hiring process took far longer than anticipated, since so many applied, and then so many who received offers declined. They hope to have the hiring process complete by March 25th. Concerns voiced included: discomfort dealing with a “team” rather than a “person” (which Heather is trying to mitigate) and disconnect between the HR hiring and Finance hiring processes, leaving departments unable to determine who is remaining in their labor pool. She encouraged faculty to attend the upcoming training sessions next month.

III. Dealing with Difficult P&T Cases
Dawn Bratsch-Prince, Associate Provost for Faculty, took questions concerning difficult P&T cases. She listed reasons cases are deemed difficult, which included confidentiality issues, conflict of interest issues, late developing information (and its incorporation properly in the case), overly lengthy candidate support letters (and/or letters that are lauditory without any specificity), congeniality issues (which can be very difficult to pin down without written backup), and teaching issues (“We’re a land grant institution, and if you can’t teach our students, this isn’t the place for you”). Finally, she added that a faculty member’s recusal from a P&T Committee due to either conflict of interest or other reasons means full recusal: no discussion, no voting, no participation in assessing the case.

IV. Faculty Senate Update
Faculty Senate President Peter Martin provided a summary of the current faculty senate agenda. The main item was to ensure that student learning outcomes are identical among different sections of a given course. Other faculty senate activities are still focused on Term Faculty rule implementation and interpretation. Peter supplied a copy of the last Faculty Senate agenda enumerating the four main topics of New Business, and it is attached herewith.

V. Adjournment
Chad Gasta adjourned the meeting shortly after 9:30 am.
Improved Service Delivery

Finance ISD Update

Heather Paris
Associate Vice President for Finance and Support Services
April 10, 2019
ISD Progress – Finance Specialist Offer Process

- Draft specialist teams proposed and shared with unit leadership – **Feb 8-11**
- Unit leadership feedback received – **Feb 10-14**
- Began routing information for offers to UHR – **Feb 14-ongoing**
- UHR routes email offer to AVP – **Ongoing**
- AVP reviews, signs and routes email offer to Finance Manager – **Ongoing**
- Finance Manager calls employee to extend verbal offer – **Ongoing**
- Finance Manager routes email offer to employee - **Ongoing**
- Employee has five business days to accept or decline offer – **Ongoing**
- For declines, AVP identifies additional candidates for leadership review – **In progress**
STAFFING

<table>
<thead>
<tr>
<th>Service Team Staffing Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Total Positions</td>
</tr>
<tr>
<td>Positions Filled</td>
</tr>
<tr>
<td>Percent Filled</td>
</tr>
<tr>
<td><strong>HR</strong></td>
</tr>
<tr>
<td>Total positions</td>
</tr>
<tr>
<td>Positions filled</td>
</tr>
<tr>
<td>Percent filled</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td>Total positions</td>
</tr>
<tr>
<td>Positions filled</td>
</tr>
<tr>
<td>Percent filled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Team Position Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR</strong></td>
</tr>
<tr>
<td>AVP - HR</td>
</tr>
<tr>
<td>Sr. HR Strategic Partner</td>
</tr>
<tr>
<td>Staff Recruiter</td>
</tr>
<tr>
<td>HR Coordinator</td>
</tr>
<tr>
<td>HR Partner</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td>AVP - Finance</td>
</tr>
<tr>
<td>Finance Manager</td>
</tr>
<tr>
<td>Assistant Finance Manager</td>
</tr>
<tr>
<td>Financial Specialist</td>
</tr>
<tr>
<td>Proc. &amp; Exp. Specialist</td>
</tr>
<tr>
<td>Grant Specialist</td>
</tr>
</tbody>
</table>
Next Steps/Priorities

• Staffing completed and Finance Teams shared

• Meetings to introduce Finance Managers to unit leadership

• Faculty Forums held in March and April

• Managers communicate with specialists and supervisors to review Individual Training Plans (ITPs)

• Training to begin April 29 (system, policies and customer service)

• Developing case management system for service team requests
# Training Plan

## Systems Knowledge
- Foundation Data Model
- Creating spend authorizations
- Creating expense reports
- Reimbursement with travel cards
- Workday spend and suppliers
- Expense management
- Creating orders from CyBuy
- Creating orders from Central and Chem Stores
- Creating non-catalog orders
- Creating receipts and returning goods
- Procurement card management
- Non-purchase order payments
- Grants management
- Effort certification
- Creating cash deposits
- Budgets
- Financial accounting and reporting
- Internal service billings and integrations
- Payroll accounting

## University Knowledge
- Financial data security and privacy and internal controls
- Procurement process overview
- Competitive processes
- Spend management and strategic sourcing
- Receipt of goods and payments
- Green procurement
- Professional services contracting
- Working with suppliers – ethics and COI
- Procurement from internal resources
- Trademarks and licensing
- Procurement – facilities impact
- Responsible conduct of research
- Institutional Review Board overview
- Intellectual property and technology transfer
- Cost sharing overview
- Sub-awards
- Uniform Guidance
- Award functions and support
- Effort reporting
- Air Travel and international travel
- Travel card use and management
Questions?
IOWA STATE UNIVERSITY FACULTY SENATE
FACULTY SENATE MEETING AGENDA
MARCH 5, 2019 – 3:30–5:00 P.M.
SUN ROOM, MEMORIAL UNION

3:15 – Executive Board Photos

I. Call to Order – 3:30 p.m.
   A. Seating of Substitute Senators

II. Consent Agenda – 3:32 p.m.
   A. Minutes of Faculty Senate Meeting – February 12, 2019 - [S18/M/6]
   B. Agenda for March 5, 2019 - [S18/A/7]
   C. Docket Calendar – [S18/C/7]

III. Special Order: Margo Foreman, Assistant VP, Equal Opportunity Office – 3:35 p.m.

IV. Special Order: ISU Sustainability Plan – Paul Fuligni, Assoc. VP for Facilities and Merry Rankin, Director of Sustainability – 3:50 p.m.

V. Resolution - Erin M. Rosacker [S18-19] - 4:00 p.m.

VI. Unfinished Business – 4:05 p.m.

VII. New Business – 4:10 p.m.
   B. Minor in Business Analytics [S18-16] – Wheeler
   C. Name Change: M.S. Cyber Security [S18-17] - Wheeler
   D. Name Change: M ENG Cyber Security [S18-18] - Wheeler

VIII. Announcements and Remarks – 4:30 p.m.
   A. Faculty Senate President
   B. Faculty Senate President-Elect
   C. Senior Vice President and Provost
   D. P&S Council
   E. SG
   F. GPSS
   G. Workcyte/Workday Update (Senator Cantor)

IX. Good of the Order – 4:55 p.m.

X. Adjournment – 5:00 p.m.

NEXT MEETING:
TUESDAY, APRIL 9, 2019 -- 3:30-5:00 P.M.
SUN ROOM, MU