

IOWA STATE UNIVERSITY

Professional and Scientific Council

Professional Development Committee Year-End Report 2021-2022

Submitted by Matthew Femrite, Chair

2020-2021 Professional Development Committee:

Council members: Matthew Femrite, Nellie Corning, Jeff Jackson, Rano Marupova, Christine Reinders, Megan Van Heiden

What we do: We work together to foster the personal and professional development of Professional and Scientific Employees of Iowa State University.

Our goal: Create opportunities for P&S Employees to do the following:

- Learn new skills and strengthen old ones
- Gather resources and information
- Engage and network with others
- Ask questions about topics and activities

So how did we as a committee work to meet our goal?

- Hosted 10 monthly Seminar Series Events on diverse topics relevant to P&S Employees.
- Planned and hosted a full-day professional development conference focused on the personal and professional development of P&S Employees.
- Continued to look for new and different ways to create opportunities for personal and professional development for P&S Employees that make sense for a volunteer committee of Council.

Professional and Scientific Council Seminar Series Events:

Ten Professional and Scientific Council Seminar Series Events were held in 2021-2022.

The Council Professional Development Committee coordinated, hosted, and recorded attendance at all ten 2021-2022 Professional and Scientific Council Seminar Series Events. Attendees were manually given credit in Learn@ISU for attending event, either in person or via livestream. Eight sessions were recorded and added to the Professional and Scientific Council Catalog in Learn@ISU for viewing by any ISU Employee at any time.

The past two years have seen an increase in the roll of virtual and hybrid meetings at Iowa State University. While born out of necessity because of the COVID-19 pandemic, this shift in meeting format is here to stay. The Council Professional Development Committee has embraced this

shift by hosting seven Seminar Series Events as hybrid meetings, along with one as a fully virtual event. In addition, the August Council Seminar Series Event were previously recorded sessions on Learn@ISU. Only the June Council Seminar Series Event was in-person only.

The 2021-2022 Council Seminar Series Events were as follows:

- **Learning and Relearning to Handle Conflict**

August 2021 – This event consisted of four sessions recorded at previous Seminar Series Events and posted on Learn@ISU.

Returning to work or having colleagues rejoin you in the work environment following over a year of separation has left many of us feeling a little strange as well as slightly unfamiliar with how to communicate and engage with our colleagues. The following Council Seminar Series Events were compiled by the Professional Development Committee as these events focus on valuable strategies for constructively dealing with conflict at work.

This month, take the opportunity to view or review one of the following Council Seminar Series Events available for viewing at any time in Learn@ISU:

Strategies for Addressing Interdepartmental Challenges

Chuck Doran, ISU Ombuds Team Member

Course ID: PSCOUN-SSE-2021-01-ON

Communicating with Your Supervisor: Developing a Healthy Work Environment

Deanna Clingan-Fischer, ISU Ombuds Officer

Course ID: PSCOUN-SSE-2019-06-ON

Turning Conflict Inside Out

Elaine Newell, ISU Ombuds Officer

Course ID: PSCOUN-SSE-2015-10-ON

Top 10 Ways to Handle Conflict

Elaine Newell, ISU Ombuds Officer

Course ID: PSCOUN-SSE-2014-10-ON

- **Taking Care: Including Mindfulness in Your Day**

Karen Couves, Centers for Excellence in Learning and Teaching

Sue Tew Warming, Iowa State University WellBeing

September 7, 2021, 2-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-01.

Attendance: 4 in-person, 9 virtual

We are all facing new challenges and working to overcome current challenges. Join Karen Couves (CELT) and Sue Tew Warming (ISU WellBeing) on September 7th from 2 to 3 p.m. in

the Pioneer Room of the Memorial Union to explore the benefits of mindfulness. This interactive session will include practical ways to include mindfulness in your daily life and participants can expect to leave with resources to assist when challenges are presented.

- **WorkFlex: First Steps**

Ed Holland, University Human Resources Director of Benefits and WorkLife

October 19, 2021, 2-3 p.m., livestreamed and recorded. Posted on Learn@ISU as FY22-02.
Attendance: 651 virtual

The Professional and Scientific Council invites you to its Professional Development Seminar Series event on October 19th from 2 to 3 p.m. to discuss Iowa State University's WorkFlex program. In this event, Ed Holland (Director of Benefits and WorkLife) will address these general WorkFlex topics: rollout of the program, timeline, what the program can mean for you, and requesting a flexible work schedule or location.

- **Moving on from Pronouns: Building Skills for Gender Equity and Inclusion at Iowa State University**

Andra Castle, Assistant Director of the Margaret Sloss Center for Women and Gender Equity at Iowa State University

November 9, 2021, 2-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-03.

Attendance: 12 in-person, 55 virtual

The Professional and Scientific Council invites you join Andra Castle (Assistant Director of the Margaret Sloss Center for Women and Gender Equity at Iowa State University) on November 9th from 2 to 3 p.m. in the Pioneer Room (Room 3560) of the Memorial Union to discuss building skills for gender equity and inclusion at Iowa State University.

In this presentation, Andra (they/them/theirs) will talk about gender in the workplace and how to develop our understanding of gender to create and sustain gender inclusivity. They will discuss in detail third person pronouns, how to navigate pronoun changes, and what pronouns teach us about gender. Finally, Andra will give action steps and reflection questions to help guide our understanding of gender equity.

- **Growing with the Professional and Scientific Council: A Panel Discussion about Serving as a Council Member**

Chris Johnsen, Manager, Extension Store & Distribution Center

Austin Haytko, Academic Advisor, Ivy College of Business

Ryan Drollette, Farm Management Specialist, Extension Agriculture and Natural Resources Program

Kevin Kane, Associate Dean for Research and Outreach, College of Design

Tera Lawson, Training, Development, and Outreach Coordinator, Procurement Services

December 14, 2021, 2-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-04.

Attendance: 4 in-person, 35 virtual

What does Professional and Scientific Council do? What is it like to be a council member?
How can serving on council help me grow as a professional and a person?

Join us for “Growing with the Professional and Scientific Council: A Panel Discussion about Serving as a Council Member” December 14, 2 p.m. This panel discussion with current and past members of Professional and Scientific Council will answer questions and explain how you can enhance your professional development while playing a role in helping your fellow employees at Iowa State.

In this time of change and challenges for Iowa State University employees, you could make a difference by being part of Professional and Scientific Council. We hope you can join us for this event.

- **Non-diet, Weight Inclusive Approaches to Well-being: Learn how to establish food freedom and body liberation.**

Alison St. Germain, ISU Student Wellness Dietitian

January 11, 2022, 2-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-05.

Attendance: 1 in-person, 35 virtual

The Professional and Scientific Council invites you to join Alison St. Germain (ISU Student Wellness Dietitian and former Associate Professor of Clinical practice at ISU in Food Science and Human Nutrition) on January 11th from 2 to 3 p.m. to discuss nutrition and health.

The diet and exercise industry is now in full swing trying to get you to purchase their product or program in order to lose weight and be healthy. However, these programs are usually not realistic or sustainable, can cause harm AND just want your money. Alison will share with you sustainable ways to nourish and respect your body that promotes food freedom through Intuitive Eating and Health at Every Size® principles. You will also explore some myths and truths around nutrition and health and leave the presentation with resources for further study and exploration.

- **Navigating Student Loan Repayment as a Higher Education Professional**

Chad Olson, Associate Director from the Office of Student Financial Aid

Isaac Ehlers, Financial Literacy Advisor from the Office of Student Financial Success

March 8, 2022, 2-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-06.

Attendance: 3 in-person, 36 virtual

With the pause on federal student loan repayment set to end May 1, many ISU Professional and Scientific employees may soon have an additional expense to manage. The Professional and Scientific Council invites you to join Chad Olson, Associate Director from the Office of

Student Financial Aid, and Isaac Ehlers, Financial Literacy Advisor from the Office of Student Financial Success, on March 8 at 2 p.m. to learn about the various federal student loan repayment programs and forgiveness options.

Chad and Isaac will go in-depth regarding the Income-Drive repayment plans, including Income-Based, Income-Contingent, Pay-as-you-Earn, and Revised Pay-as-you-Earn, will explore the Public Service Loan Forgiveness (PSLF) program, and will provide insight on completing the annual Employment Certification form and the Application for Forgiveness under PSLF. They also will review the Temporary Expanded Public Service Loan Forgiveness and the additional waiver which expires on October 31, 2022.

- **What Not to Name Your Files**

Megan O'Donnell, Data Services Librarian at the ISU Library

April 13, 2022, 2-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-07.

Attendance: 1 in-person, 38 virtual

Drowning in data? Immersed in images? Wallowing in Word documents? You're not alone. If finding your digital things is more luck than logic then it might be time for a change. The Professional and Scientific Council invites you to join Megan O'Donnell, the Data Services Librarian at the ISU Library, on April 13 at 2 p.m. to learn how to organize and manage your data. This seminar will give a brief overview of how file and folder names affect our ability to find things, tips for establishing logical and intuitive systems, and what to never ever name your files.

- **Mindful Communication Using Colors**

Martha Stewart, Instructional Designer for the Child Welfare Research and Training Project

May 10, 2022, 1-3 p.m., in-person, livestreamed, and recorded. Posted on Learn@ISU as FY22-08.

Attendance: 3 in-person, 11 virtual

Today's work environment demands collaboration and teamwork, so understanding what makes your colleagues (and you) "tick" is a helpful tool for communicating effectively. The Colors personality assessment is a great springboard for studying fundamental personality characteristics, learning what motivates us, and understanding how to work effectively with just about anyone. Plus, it's just plain FUN! Join Martha Stewart (Instructional Designer for the Child Welfare Research and Training Project) On May 10, 2022 at 2 p.m. for a revealing look at personality and how it affects our ability to communicate!

- **Stroll Into Summer: Well-Being Wherever You Are**

Karen Couves, Centers for Excellence in Learning and Teaching

Sue Tew Warming, Iowa State University WellBeing

June 13, 2022, 2-3 p.m., in-person.

Attendance: 0 out of 6 who pre-registered for this event

The Strolls for Well-being at ISU are a series of resources available to the entire campus community whether you are on campus this summer or away from Ames. Explore the benefits of this flexible program with Karen Couves (CELT) and Sue Tew-Warming (ISU WellBeing) in which mindfulness practices will be used to support the well-being of individuals and groups. Participants will leave this interactive session with practical ways to use these resources for themselves, their departments, and in their learning spaces.

Advocacy for Support of Professional Development for P&S Employees:

Campus Leaders Conversation

The Chair of the Council Professional Development Committee participated in the Campus Leaders Conversation on April 13, 2022. This was an opportunity for the Chair and other Council Executive Committee members to ask questions of President Wintersteen and members of the leadership team.

Continued Advocacy

Committee Chair and Professional Development Committee Members continued to educate about and advocate for a distinction between the concepts of “professional and personal development” and “job training” whenever possible. This included conversations with University Human Resources and University Leaders.

Professional and Scientific Council Professional Development Conference Subcommittee:

2020-2021 Conference Subcommittee Members:

Tera Lawson, PD Conference Chair
Nellie Corning, Participant Experience
Matthew Femrite, Finance
Kate Goudy, Education/Speakers
Jeff Jackson, Education/Speakers
Rano Marupova, Participant Experience
Christine Reinders, Education/Speakers
Miles Tritle, Communications/Marketing
Megan Van Heiden, Communications/Marketing

2022 Professional and Scientific Council Professional Development Conference Overview:

The need for professional development for P&S Employees has long been a priority for the Professional and Scientific Council. One of the opportunities Council has created in an attempt to meet the need for professional development at Iowa State University is a conference dedicated to the professional and personal development of P&S Employees.

We held our 10th Annual Professional and Scientific Council Professional Development Conference on February 23, 2022, aiming to provide participants with opportunities to experience growth and encouragement, to engage in positive social interactions with their fellow Professional and Scientific Employees, and to gain skills and knowledge they can use as they continue their adventures at Iowa State University.

The theme for the 2022 Professional and Scientific Council Professional Development Experience was Cultivate Your Adventure: Engage, Innovate, Evolve. The theme was selected to continue to build on the Cultivate Your Adventure theme that was launched four years ago (Cultivate Your Adventure: From Initiating to Innovating, Cultivate Your Adventure: Growing Your Future, Cultivate Your Adventure: Planting the Seeds of Success, Cultivate Your Adventure: Thriving Together, Cultivate Your Adventure: Growing Through Change). Using the entire name of the conference in an attempt to continue to brand this conference as Professional and Scientific Council's also continued this year.

2022 Professional and Scientific Council Professional Development Conference Highlights:

- 292 individuals took advantage of the opportunity to Cultivate their Adventure and Engage, Innovate, Evolve on February 23, 2022!
- Were able to offer 17 concurrent sessions presentations on a wide range of topics and ideas.
- Had a fantastic keynote speaker whose message helped participants close the gap between what they intend to do and the actual impact they make.
- Offered a full day of personal and professional development opportunities for Professional and Scientific Employees.

- 97.8% of the 185 evaluation survey respondents reported being satisfied or very satisfied overall with the conference.
- 63% evaluation survey response rate.

2022 Professional and Scientific Council Professional Development Conference Schedule:

Opening Remarks: Tera Lawson, *Professional and Scientific Council Professional Development Conference Chair*

Welcome: ISU Administrator

Opening Keynote: Closing the Gap Between Good Intentions and Actual Impact, Sarah Noll Wilson, *Chief Edge Officer of Sarah Noll Wilson Co.*

Session 1: (Six Concurrent Sessions)

- **Make Smartsheets Work For You**, Sara Parris and Brian Vanderheyden

In this session, Sara and Brian will demonstrate the variety of ways they have used Smartsheets, a tool available to ISU employees for a small annual fee. Sara will demonstrate how some basic forms provided the foundation for a complex and interconnected system of forms, surveys, and sheets that were used by the university Public Health Team for COVID contact tracing and case investigation. Brian will share how Smartsheets facilitated online programs, training registration, applications/hiring processes, presentation/outreach requests, and facilitation sign up for Student Wellness.

Following this presentation, participants will be able to:

1. Identify multiple uses for Smartsheets they can implement in their own department.
2. Explore advanced capabilities in Smartsheets, such as automating workflows and sending emails.

- **Neurodiversity at Work: Supports and Strategies**, Jamie Niman

Learn foundational information about ADHD, Autism, and co-occurring conditions. Apply inclusive practices for neurodiverse colleagues. Develop strategies and advocacy for support for those of us who are neurodivergent.

Following this presentation, participants will be able to:

1. Understand basic terms and diagnostic traits of ADHD and Autism.
2. Generate ideas and utilize resources for supports and strategies for self and colleagues.

- **Negotiating for Success: Strategies, Tools, and Skills**, Ryan Bhattacharyya

Negotiation and conflict resolution don't have to be avoided. Learn how to effectively maximize the strengths you already have to advocate more persuasively for your position(s) in a collaborative, yet effective way.

Following this presentation, participants will be able to:

1. Identify their interests in various types of negotiation scenarios.
2. Achieve optimal outcomes by implementing effective strategies specific to each situation.

- **Preparing For Your Next Career Move, *Teresa Rummer and Luisa Orticelli-Pinto***

You're ready to take the next step in your career....now what? This session will help you prepare for your next advancement opportunity. Staff Recruiting Specialists from University Human Resources will provide tips and tricks on how to market yourself, make your resume stand out, and improve your interviewing skills. This session will give you all the tools you need to put your best foot forward when that next opportunity arrives!

Following this presentation, participants will be able to:

1. Explore and develop skills to interview more effectively.
2. Discuss ways to improve their resumes and their personal brand.

- **Healthy and Productive Habits For Improved Wellbeing, *Dabney Larson Hargrafen***

This presentation will focus on creating healthy habits as an employee. We will discuss how employees can improve their wellbeing through basic nutrition and regular exercise programs; increase productivity and reduce work-related injuries by using techniques for proper ergonomics; and review risks around chronic disease and healthy aging. Join us for a lively discussion from our campus Physical Therapists.

Following this presentation, participants will be able to:

1. Investigate good posture and body mechanics techniques.
2. Explore recommendations for implementing healthy habits.

- **Where Roads Converge: Paying Attention to the Intersections, *Denise Williams-Klotz***

What are the intersections of your identities and how can we approach our work with a mind toward converging roads? Intersectionality lives in our interactions, our policies, our data, and professional experiences. In this session participants will explore intersectionality, the term coined by Kimberlé Crenshaw in 1989, and understand how aspects of a person's identities shape how they experience an environment, discrimination, and privilege.

Following this presentation, participants will be able to:

1. Define and provide examples of intersectional identities.
2. Articulate how intersectionality relates to their work.

Lunch Activities: (Seven Concurrent Activities)

- **Fun, Games, and Networking with Parks Library**

Make new connections and engage in a little friendly competition by participating in one or more of the following events: trashcan basketball, paper airplane throw, putt putt, measuring challenge, and ping pong ball trick shot.

- **Professional Headshots**
Look sharp and say “cheese” when you have a professional head shot by ISU photographer, Chris Gannon.
- **Purposeful Movement and Mindful Meditation**
Take a breath and find your Zen, with Ashley Artist from Recreation Services. This workshop will offer the opportunity to learn and experience various mindful movement techniques such as simple yoga poses, breathing and mindfulness meditations.
- **Iowa State University Bookstore**
Professional Development does not stop here at the conference. Visit the ISU Bookstore booth to find books recommended by our speakers so you can continue to be enlightened and inspired.
- **Book Signing with Sarah Noll Wilson**
Stop by the Bookstore booth to purchase Sarah Noll Wilson’s book, and then have it signed by the author!
- **Reflection Rooms**
Relax and recharge in the Reflection Room. You can also plug in and check on what’s going on back at the office in this designated quiet space.
- **Networking Space**
Join your fellow P&S Colleagues interested in networking in this non-quiet space.

Session 2: (Five Concurrent Sessions)

- **Smarter Project Management, Scott Willsey**
This hands on workshop will explore how the Smartsheet project management platform can be used to help you manage activities and collaborate with team members, participants, and stakeholders. Participants are encouraged to bring their laptops to explore: data collection, sharable digital workspaces, cloud-based access, tracking contract deliverables, ensuring compliance, and determining funding eligibility.

*Please bring a fully charged laptop to this session.

Following this presentation, participants will be able to:

1. Explore streamlined data collection and utilization of a project management hub.
 2. Identify options for tracking regulations and compliance for funding sources.
- **Two Personal Skills Critical For Meaningful Relationships, Jan Wiersema**
During this very interactive and experiential workshop, participants will have the opportunity to practice two personal skills that will help them not only professionally, but also socially. Participants will be introduced to the skills, identify needs by working with a partner, and leave the session with specific words and actions that will promote more

personal and meaningful relationships.

Following this presentation, participants will be able to:

1. Engage in practicing two personal skills.
2. Identify specific nonverbal and verbal components of each skill.

- **Partnership Development: Danger, Don't Go Alone, Jeff Jackson**

"Who should I partner with?", "How do I partner with them?", "What should I be asking?". In this workshop we will discuss how to identify potential partner businesses/organizations, how to develop opportunities with/for partnerships, and think outside the box around successful potential partnerships. Successful organizations and programs utilize key partnerships to pave the path to greater awareness, relationships, and happiness.

Following this presentation, participants will be able to:

1. Identify why we need partnerships.
2. Discuss finding partner opportunities and securing desired partnerships.

- **Mindful Eating: It Really Isn't About the Food, Stephanie Downs**

Are you tired of feeling out of control when it comes to your eating? Ever wonder why you eat, especially the what, when and how much? Mindful eating is about putting you in charge. It's about the flexibility and freedom to fuel yourself the way you want to. Are you ready to feel in charge and not spinning out of control? Join us for this session on mindful eating. We'll look at several patterns of eating that disrupt our ability to listen and trust our body, and we'll explore mindful strategies that provide a skillset to move beyond fearful eating to courageous living.

Following this presentation, participants will be able to:

1. Describe the characteristics of three eating cycles.
2. Identify their own hunger/fullness scale and personal eating rhythms.
3. Adopt some mindful eating strategies they can incorporate immediately.

- **The Courageous Audit: A Powerful Tool to Understand and Challenge Our Internal Barriers to Change, Sarah Noll Wilson**

We all have goals personally or professionally that we want to accomplish or make movement on. Even when we care about the goal and are passionate about changing behavior, research shows that most of us will not make changes even when the situation is urgent, important, and we have clarity on what to do next. While there are factors that can impact our ability to change like time, skill, and energy, the bigger challenge is that can we have one foot on the gas and the other foot on the brake and not realize it.

Before we can make a list of our "how to" all the things we need to do differently, we need to understand our "why do". Why do we do what we do that gets in the way. What would be possible if you were able to uncover and understand the ways you stall your own progress to your goals?

Leveraging their collective decades of experience with learning and development, along with the insightful research from the work of Robert Keagan and Lisa Lahey (Immunity to Change), Sarah Noll Wilson and Dr. Teresa Peterson will guide you through a transformative experience to help you discover and understand the assumptions keeping your foot on the brake.

Following this presentation, participants will be able to:

1. Practice the Model of Perpetual Learning.
2. Explore the Stages of Change Model to understand yours and others readiness for change.
3. Experience an abbreviated Immunity to Change tool for examining assumptions and beliefs driving undesired behavior.

Session 3: (six concurrent sessions)

- **Do the Electric Slide: How to Make Better PowerPoints**, *Rachel McKenny*

In this workshop you will learn how to create and present more engaging PowerPoints by considering audience needs, purpose, and context. With the average person spending six or more hours of their week in meetings, learn how to design slides that help your audience maintain focus and grasp your concepts better.

Following this presentation, participants will be able to:

1. Evaluate how their current slides can be reworked to better consider audience needs.
2. Be able to apply slide designs that are backed up by research on audience needs and design principles.

- **Positivity: Too Much of a Good Thing?**, *Tracy Schlater*

Many professional development programs have focused on attitude of gratitude and the power of a positive mindset, but can positivity become avoidance? As teams, we have to admit the suck exists before we can embrace it and start to work through it. Join this session to learn about tools that enable you to embrace the suck and how to reevaluate and move forward.

Following this presentation, participants will be able to:

1. Describe the importance of 'negative' emotions and how they are critical guideposts for teamwork and leadership.
2. Compare tools that enable you to embrace the suck and how to reevaluate and move forward.

- **Relational vs Positional Leadership: Leadership in the Workplace**, *Tera Lawson*

During this workshop participants will explore positional and relational leadership, how you can have one without the other, and how they are not mutually exclusive. Together we will unpack leadership, discuss how leadership is enacted in our workplaces, and discover how

to cultivate opportunities to enhance our relational leadership skills.

Following this presentation, participants will be able to:

1. Define and recognize relational and positional leadership.
2. Implement relational leadership strategies in their work and workplace.

- **“Why Did You Call Instead of Email?”: Engaging Your Office Using Cross Generational Communication, *Jamie Sass***

Has it ever been a challenge to talk with your Baby Boomer supervisor? What about the Generation Z new hire? Join this workshop to learn about navigating our modern four-generation workplaces. This session examines the four-generation workplace (Baby Boomers, Gen X, Millennials, and Gen Z) in the context of professional communication to address what we need to know about generational differences to increase a workplace culture of good communication across the generational divides. You’ll take a deep dive into understanding what defines and motivates each generation and how that informs a work ethic, work culture preferences, and ultimately, preferred communication styles.

Following this presentation, participants will be able to:

1. Identify how and when you should use different mediums such as face-to-face conversations, meetings, phone calls, texts, and messaging systems.
2. Explore team engagement using communication strategies grounded in research.

- **Parents Living Through the Pandemic: Using Research, Reality, and Positive Discipline, *Lori Korthals and Barbara Dunn Swanson***

The unintended consequences of the pandemic may have left parents feeling stressed and experiencing decision fatigue about their parenting practices. In this session participants will learn about parenting tools and techniques including how positive discipline is an important parenting tool to build positive parent-child relationships. Join us as we discuss how to use research to help inform your unique parenting reality!

Following this presentation, participants will be able to:

1. Explore how research can inform their parenting practices.
2. Apply the STOP BREATHE TALK strategy to situations they experience personally and professionally.
3. Recognize how positive discipline can be a strategy for developing a strong parent / child bond.

- **Closing the Opportunity and Achievement Gap Among Marginalized Communities in Iowa, *Lorena Dorado-Robles***

This session will demonstrate the current demographics of the state utilizing data for decision makers and finding the diversity in the different counties around the state. We will encourage participants to change the language and describing the gap as an “opportunity gap” rather than an “achievement gap”, along with other terminology that is best used to describe the disparity of opportunities among marginalized communities. The participants

will explore how to acknowledge inequities in general, identify internal inequities, enact changes in organizational structures, and reach out to contribute to systemic social justice.

Following this presentation, participants will be able to:

1. Acknowledge opportunities in the system that can be available for all communities.
2. Learn how to implement them back in their communities, along with resources to support these efforts.

Closing Keynote: From Perfection to Experimentation, Sarah Noll Wilson, Chief Edge Officer of Sarah Noll Wilson Co.

Professional and Scientific Council: Chris Johnsen, Professional and Scientific Council President

Closing Remarks: Tera Lawson, Professional and Scientific Council Professional Development Conference Chair

2022 Professional and Scientific Council Professional Development Conference Budget:

We start in August with each of the conference areas (Communications and Marketing, Education/Speakers, Participant Experience, and Facilities) and work through any potential costs associated with completing the tasks assigned to each of those conference areas. From there, we determine our expense categories. Every single potential expense is made a line item in our budget with an estimated cost at this stage. We work hard to make sure that all expenses are fully considered at this stage so that no unexpected costs occur after we set the conference registration rate. We are trying our best at this point to avoid any surprise costs, because, once the conference registration rate is set, we will not have much, if any, room in the budget for surprises.

We then project our revenues based on how many people we anticipate will register for the conference, look at that revenue against our estimated expenses, and run projections for two, three, or four potential registration rates. We then adjust anticipated expenses and the registration rates for our anticipated number of registrants until our revenue will cover our expenses and, at that point, we set the registration rates.

Once the registration rates are set, that is the budget we must work with for the conference! There are lots and lots of variables, but once the registration rates are set and are announced to Council, we cannot change them. Which does mean that all our finances are based on anticipated expenses and an anticipated number of registrants.

We then work to manage the expenses throughout the conference lifecycle, updating estimated expenses and working with in the budget we set. We are constantly making sure we are being charged what we were supposed to be charged and working to be, not only good, but great stewards of our funds.

Existing revenue for the 2022 Professional and Scientific Council Professional Development Experience was as follows:

- \$20,638.62 Balance Forward – We work very hard to maintain a balance forward of about \$20,000 each year. The reason for this is if there are years in which we do not meet the revenue projections, for whatever reason: we did not get as many registrants as we anticipated or something happened that we did not anticipate, there is at least enough funding to pay the fixed costs for the conference. These are the expenses that will need to be paid when having a conference and are not greatly affected by the numbers of registrants.
- \$5,000.00 from the Office of the Senior Vice President and Provost – These funds are contributed annually and came from a program that was funded for this amount by the Provost's Office and managed by University Human Resources. The Fiscal Year 2015 P&S Council Executive Committee determined more P&S Employees would benefit from these funds if they were to be used for the conference, on non-food expenses, and thus the funding is now contributed to the Conference each year. For the past six years, we have used the funds from the Provost's Office to assist with paying the external speaker's fees.

The remaining revenue needed to run the conference comes through registration fees. When we do these revenue projections, you can see that we not only have to project how many people we expect to register, but we also must project when they will register. You can see our projections and actual registration fees collected from the table below. You can also see that projections can be off, but we must make our best guess at the time so that we can set the registration rates.

Revenue Generated from Paid Participants		
	Projected	Actual
Early Registration	\$39,000	\$28,440
Regular Registration	\$3,500	\$4,480
Total	\$42,500	\$32,920

In addition to constantly monitoring expenses, as soon as registration opens, we constantly monitor the revenues as well.

So how do we spend that money? The table below shows our projected and actual 2022 Conference Expenses.

2022 Conference Expenses			
Category	Projected	Actual	Percentage of Expense Total
Speakers	\$9,350	\$9,328.51	25.01%
Conference Supplies	\$14,673.72	\$12,176.86	32.65%
Venue	\$5,219.65	\$327.05	0.88%
Food	\$17,350.62	\$15,463.81	41.46%
Total	\$46,593.99	\$37,296.23	100%

The Speakers line includes payments to outside speakers and tokens of our appreciation for internal speakers sharing their time and expertise with us.

The Conference Supplies line includes printing the personalized schedules, signage for the venue, the participant notebook, the registration website that is hosted and built by Conference Planning and Management, the fee to have the University Photographer there to take headshots, the Conference Planning and Management Fee of \$15 per registrant, and the 15% Conference Planning and Management Fee on all Conference Expenses.

The Venue Costs this year include charges for laptops and AV/Technology. There were no charges for rooms at the Gateway incurred this year. However, it should be noted that this was a one-time thing and likely due to being one of the first large scale in-person events that the Gateway hosted this year. There were a lot of behind-the-scenes happenings during our event (even more so than in previous years), but the Gateway, Conference Planning and Management, and our Subcommittee made it work and put on a fantastic conference for P&S Employees!

We did get charged for the food, which can be seen on the next line. This line includes the morning beverages, the AM Break, the PM Break, and lunch.

You will note that the cost for the conference supplies and the food were less than we initially projected. Unfortunately, that was due to the number of registrants being lower than we anticipated.

The table below shows the three-year comparison. This table has really changed the past couple of years, but I still wanted to include it because while it no longer historically shows how steady we have been able to keep costs, it now shows how wonky things have been the past two years!

Category	2020 Dollar Amount	2020 Percentage	2021 Dollar Amount	2021 Percentage	2022 Dollar Amount	2022 Percentage
Speakers	\$9,391.92	21.16%	\$7,000	46.64%	\$9,328.51	25.01%
Conference Supplies	\$13,033.57	29.37%	\$1,627.10	10.84%	\$12,176.86	32.65%
Venue	\$7,448.11	16.78%	\$6,380	42.51%	\$327.05	0.88%
Food	\$14,510.86	32.69%	\$0	0%	\$15,463.81	41.46%
Total	\$44,384.46	100%	\$15,007.10	100%	\$37,296.23	100%
Balance Forward	\$22,235.72		\$20,638.62		\$21,262.39	

The 2020 percentages are what I would consider our standard for the large, in-person conference, with concurrent sessions that P&S Employees have come to expect from the Professional and Scientific Council Professional Development Conference.

The percentages and costs for 2021 were a little wonky because it was a much smaller event, held virtually, with fewer attendees, and without concurrent sessions. Holding a much smaller event led to reduced expenses and thus we could offer a lower registration fee (because we had less expenses that needed to be covered). However, we also heard resounding feedback that our fellow employees wanted this to return to an in-person event in 2022.

The percentages for this year are a little wonky because the venue costs are less than 1% of the budget vs the 16 to 18% we would regularly expect them to be for a conference with concurrent sessions in the morning and afternoon. Again, we should not expect to see venue costs like this in future years. However, this does leave us with a \$21,262.39 balance forward for the 2023 Professional and Scientific Council Professional Development Conference. The Subcommittee and I feel that this puts us in great shape to keep this conference continuing to operate.

We do ask that you remember, and ask that you help others to remember, that providing the quality of a conference you have come to expect, and continue to provide this quality, we not only need people to attend the conference itself, but we also need to charge registration fees that enable us to be able to cover our expenses. This will be especially true in 2023 with what seem to be constantly rising costs.

Speaking of next year, due to limited venue availability we have already held space on Wednesday, February 22, 2023, at the Gateway Conference Center for the 2023 Professional

and Scientific Council Professional Development Conference. So please mark your calendars and start thinking about content you can share with your fellow P&S Employees!

You should see a Call for Proposals come out in August. Through the call we will be looking for new ideas, topics, and people to share them with us!

This is your advanced notice! We cannot offer concurrent sessions on topics that you want to see if you do not tell us what they are! We all need to work together to continue to be able to put on this fantastic personal and professional development opportunity for our fellow P&S Employees.