

IOWA STATE UNIVERSITY™

Professional and Scientific Council

June Council Meeting



**Professional and Scientific Council general meeting:
Thursday, June 3**

**Online meeting room opens at 2:00 p.m., meeting
begins at 2:10 p.m.**

Meeting held via [Webex](#) (follow prompts)

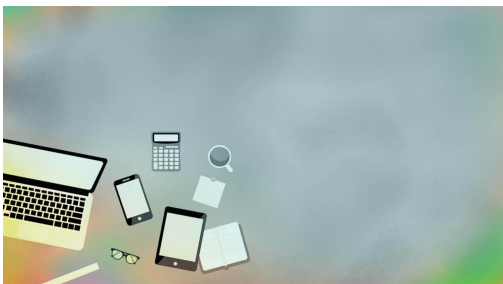
Meeting number (access code): **120 701 5144**

Password: RUq2mix4Y2F

Join by phone: +1-312-535-8110

The meeting is open to all Professional and Scientific employees

Return to workplace July 1: Information being actively updated; P&S Council releases statement



The unexpected [May 20 announcement](#) by the Iowa Board of Regents – which repealed the state of emergency that had existed on regents campuses, dropped mask and social distancing requirements effective immediately, and called on all regents employees to return to their usual workspaces by July 1 – has understandably caused many questions and concerns to arise.

Previously, Iowa State University President Wendy Wintersteen had announced August 2 would be the deadline for all employees to return to their usual work locations.

Be aware that university leadership has been actively working to update resources to reflect these changes. The university's [COVID-19: Moving Forward web page](#) and [Return to Campus FAQ page](#) for ISU employees on the University Human Resources web site are being updated frequently, and you are urged to consult them regularly to stay abreast of the latest information.

Following the May 20 Board of Regents announcement, Professional and Scientific Council president Sara Parris released the following statement:

“As President of Professional and Scientific Council at Iowa State University, I am disappointed in the announcement from the Board of Regents today dictating that all university employees need to return to campus by July 1, particularly since the university already had a plan in place to have staff return by August 2.

This abrupt change, with its arbitrary return date, will place additional, unnecessary stress on Professional

and Scientific staff. The decision, coupled with the inability of faculty and staff to ask others to wear masks and the elimination of any physical distancing requirements, does not seem to be one that was made with the best interests of staff in mind.”

Professional and Scientific Council will continue to be an active partner in addressing your questions and concerns about these plans. To submit comments or questions, please email council’s Executive Committee at pands-exec@iastate.edu. All questions and comments will be submitted to university leadership anonymously.

July 1 return to office have you scrambling for child care? Check these resources

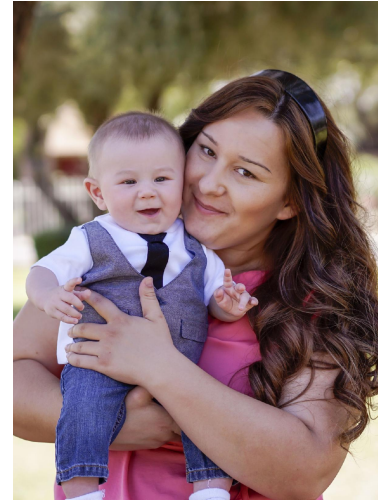
The directive by the Iowa Board of Regents for all university employees to return to their regular workplace by July 1 has forced many people working from home to quickly shift gears with plans for getting back to work.

Arranging child care is one of the biggest concerns. Resources are available to help if you need to establish or change child care arrangements – but acting now is especially critical, as fall is typically a busy time for childcare providers.

A story in the [May 20 issue](#) of Inside Iowa State discusses this matter and lists the Iowa Child Care Resource & Referral agency as a good option that many people may not be aware of. View the [CCRRC web site](#) and access their [resource portal](#). It is recommended that you first contact a CCRRC parent referral specialist at 855-244-5301 or childcare@caeiowa.org.

The State Department of Human Services [Child Care Client Portal](#) is also available to locate childcare providers, and you can also use the Department of Human Services [Childcare Availability Map](#).

Many other tips and resources are also included in the Inside Iowa State story.



Want a COVID vaccination? ISU clinic closed, but vaccines still easy to get



The Iowa State University COVID-19 vaccination clinic closed in late May, but all university employees who have not yet been vaccinated are strongly encouraged to do so. Receiving the COVID-19 vaccination is still considered to be the best defense against contracting the illness and contributing to its continued decline in cases.

Vaccination clinics that will include ISU staff will re-open August 17-20, but vaccines are widely available from many providers now, including health care facilities and pharmacies. Use the [Find a](#)

[Provider page](#) of the state’s Vaccinate Iowa web site to easily locate a provider near you.

Your voice is needed! There’s never been a better time to join Professional and Scientific Council

Questions, changes and challenges have become a large part of the work lives of Iowa State University Professional and Scientific employees. Professional and Scientific Council is working harder than ever to help you navigate these times. And it’s never been a more critical time for you to join us as part of this quest.

IOWA STATE UNIVERSITY
Professional and Scientific Council

Professional and Scientific Council works closely with university leadership – including university human resources, ISU Wellbeing, the Offices of the Vice President and Provost and Office of the President and more – to help shape, implement and maintain policies that best advantage the more than 3,000 ISU Professional and Scientific employees. You can be a voice in this effort. Watch a [video message](#) from President Wintersteen about the benefit to you and the university by serving on Professional and Scientific Council.

Council holds its councilor election each March – but there can be a need for new councilors any time of year as vacancies arise – and substitutes are often called on when a regular council member cannot attend a general meeting. If you'd like to add your name to the list of potential meeting substitutes, or if you're interested in knowing when a council vacancy arises (for an opening that matches what your council representation area would be, based on your ISU employment), simply email the Representation Committee at pands-r@iastate.edu.

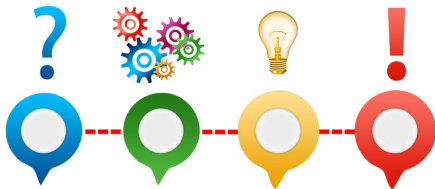
Serving on one of our ten committees (a requirement as a councilor) is one of the greatest opportunities to make an impact. Before you begin a term on council you'll receive a survey to rank your three top choices for a committee to serve on, to ensure equal membership across committees and to maintain a balance of new and more experienced committee members. We do our best to honor your choices of committees. You will later have an opportunity to express interest in being a committee chair. The council president-elect reviews those wishes and extends offers.

If you're a newly-elected councilor who will begin your term July 1, you will be part of the annual committee gatherings during the online July general council meeting. Committee priorities will be discussed and council strategic initiatives for the coming year will be set. This is a great time to get to know the other members of your committee and form a strong working relationship.

On a final note, council general meetings, which have been held online since March of 2020, will return to the normal in-person format beginning with the August 12 meeting. All Professional and Scientific employees are invited to sit in on council general meetings. You are urged to take this opportunity to see your council in action!

You can also learn more about Professional and Scientific Council on our [web site](#).

Did you know? Iowa State's Policy Library is a valuable, easy to use source of information



Have you used the Iowa State University Policy Library? On occasion? Ever? If the answer to any of those questions is “no,” you need to explore this important resource.

The [Policy Library](#) is a vast resource of information that is supplied and updated by many divisions of Iowa State and can be a major aid in researching university policy, whether for a work assignment or your own knowledge.

The [Policy Index](#) list contains hundreds of alphabetical entries linking to a huge variety of subjects. Broad categories include University Policies, New Policies and Revisions, Contracts and Roles, and Violations. Other categories include such things as Business & Administration, Facilities & Property, Information & Technology, Personnel, Conduct & Human Relations and Safety & Health.

Want to know the latest rules on the Family Medical Leave Act (FMLA)? Travel policies? Research data policy? Links are on the home page of the Policy Library web site under New and Recently Updated Policies. You'll also find handy links for handbooks and manuals such as the Iowa Board of Regents Policy Manual and University Catalog.

Using the Policy Library may allow you to find answers to questions that could otherwise involve significant and time-consuming effort. “I cannot imagine functioning, especially in the past year, without the Policy Library,” said Professional and Scientific Council President Sara Parris. “Yet, many people do not know it exists or think it would be intimidating to use. They owe it to themselves to take advantage of it!”

John Hascall, chair of the Professional and Scientific Council's Policy & Procedures Committee, said “Our committee refers to the Policy Library regularly and it is a great way to get to the bottom of a policy question. The answer is often just a couple clicks away.”

Highlighting ISU Staff: Jenni Winter



This month we recognize **Jenni Winter**, Finance Manager, Finance Service Delivery.

Jenni was nominated because of her “outstanding leadership of this still young unit.” Jenni was nominated by Jennifer Schroeder who said “Jenni leads with pride, knowledge and passion for her team and her department. She is a knowledgeable resource regarding the financial transactions in Workday, she is supportive of her staff of supervisors and specialists, and she is passionate about collaborating with various departments across campus.” One recent task that exemplified Jenni’s dedication was setting up and managing the COVID-19 test site at Hilton

Coliseum throughout the fall 2020 semester. Schroeder stated “Jenni was a vital part of ensuring people had access to the COVID test and that the site ran smoothly for the entire ISU community.”

Congratulations Jenni, and thank you for all you do!

You can nominate a fellow Professional and Scientific employee (or team of employees) for Highlighting ISU Staff! It only takes a few minutes. Submit your nominations using the [Highlighting ISU Staff form](#) to tell us about a P&S employee or team doing great work in your area. The form will ask you to tell us about who you are highlighting and why in 100 words or less, and to include a picture of the person, team, or output for which they are being highlighted.

One submission will be regularly included in the newsletter as determined by the P&S Council Awards Committee. Other submissions will be featured on social media with the tag #highlightingISUstaff, on the P&S Council web page Highlighting ISU Staff, and/or included in future newsletters.

Sara Parris is the 2020-21 Professional and Scientific Council President.

[Email](#) President Sara Parris

Your Professional and Scientific Council representatives are here for you. Their names and contact information can be found on the [Council Members page](#) of our web site.



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