

General Council Meeting

May 6, 2021, 2:10 – 4:00 p.m.

Online via Webex

Welcome, and thank you for joining our virtual meeting!

Please stay muted and keep your camera turned off unless you are speaking

These efforts preserve bandwidth and cut down on outside noise and distraction to provide a better experience for everyone in the meeting

Councilors and substitutes: Please use the Qualtrics survey link in Chat and the meeting agenda to record your attendance

IOWA STATE UNIVERSITY™

Professional and Scientific Council

- Call to Order & Seating of Substitutes
- Establish Quorum
- Approval of the Agenda
- Approval of the Minutes

April 1, 2021 general council meeting minutes

Administrative Reports

**Comments from Senior Vice President & Provost
Jonathan Wickert**

**Delivered by Professional and Scientific Council
President-Elect Chris Johnsen**

Administrative Reports

John Lawrence

Vice President Extension and Outreach; Chair, Moving Forward Coordinating Committee

Administrative Reports

Cyndi Wiley

Digital Accessibility Lead, Information Technology Services

Digital Accessibility

Policy draft



The Writing Team

- Team consists of people from ITS, ISU Extension, Office of Equal Opportunity, Engineering-LAS Online, CELT, the Library, Student Accessibility Services and the Sloss Center
- Mix of staff, faculty, students (undergrad and graduate) and student government reps
- Biweekly meetings started in August 2020 – January 2021

The Process

- Wrote a Policy Development Plan (PDP) and Policy Draft
 - Submitted to Policy Library Advisory Committee (PLAC)
 - Presented to PLAC October 2020 and January 2021
 - Has been vetted by University Counsel three times, recommendations implemented

The Process - Description

- Iowa State University embraces diversity, equity and inclusion (DEI) from multiple perspectives and from several campus-wide initiatives. Digital accessibility is a large portion of DEI from an IT perspective. The policy will ensure inclusive experiences of barrier-free, equal access to websites, software, digital course materials and all digital communications in every facet of external and internal communications at ISU.

The Process – Why?

- A policy is necessary for ISU to help answer specific questions around digital accessibility and to meet compliance with Sections 504 and 508 of the Rehabilitation Act of 1973, the 21st Century Communications and Video Accessibility Act (CVAA) and the ADA. Digital accessibility compliance is informed by the Web Accessibility Content Guidelines (WCAG) 2.1 success criteria. A cohesive policy is needed to provide consistency and clarity to a critical dimension of university operations.

The Process - Scope

- All university licensed software, all university websites with .iastate domain and subdomains (e.g. it.iastate.edu), all LMS-related content (e.g. digital course materials in Canvas), all digital training materials (e.g. Learn@ISU), all university communications used to conduct official university business (e.g. emails, newsletters, social media posts, PDFs, presentations, videos, video lectures, demos, pre-recorded meetings, video conferencing platforms, software purchased with university funds, touch screen signage, digital signage.)

The Plan

- Timeframe
 - Five years to *start* making digital content accessible
 - Example: If policy is implemented by July 1, 2021, then date would be July 1, 2026, for university to start creating accessible digital content
 - Incentives for early adopters (in planning phase)
 - We are already actively educating and working to make our digital content barrier-free and accessible
 - **Exemplary examples of units** already adopting digital accessibility in practice:
 - CELT, Library, ELO, CALS/LAS IT, Extension, SAS and ITS have been actively collaborating, creating and educating about digital accessibility for the past five years

The Plan

- Institutional and instructional leaders
 - Prioritize digital accessibility
 - Allocate budget
 - Education, resources and assessment are imperative to success
 - Resources currently in place:
 - **ITS** - Digital Accessibility Lab (physical space for demos, testing, research, content creations, student use)
 - **Extension** - eAccessibility initiative
 - Includes comprehensive curriculum for Document Design
 - **ITS** - Captioning contracts
 - **ITS** - Web Accessibility & Compliance tool (Siteimprove)
 - **ITS** - Canvas course “Basics of Digital Accessibility at ISU” running in 4-week cohorts
 - Current enrollment = 28 staff
 - **CELT** Quality Matters training and education + Inclusive Classroom training
 - **Library** – remediated over 70,000 minutes of lecture series

Professional and Scientific Council Executive Committee Reports

- **President – Sara Parris**
- **Secretary/Treasurer – Emily Dougill**
- **Vice President for Equity and Inclusion – Lindsay Moeller**
- **Vice President for University Community Relations – John Burnett-Larkins**
- **Vice President for University Planning and Budget – Barry McCroskey**

FY22 Professional and Scientific Salary Statement
Submitted to Iowa Board of Regents April 14, 2021

<https://www.pscouncil.iastate.edu/sites/default/files/documents/FY%2022%20Board%20of%20Regents%20Salary%20Policy%20Statement%20Final%203-30-21.pdf>

Professional and Scientific Council Committee Reports

- **Awards – Susy Ankerstjerne**
- **Communications – Jamie Sass**
- **Peer Advocacy – Jacob Larsen**
- **Policies and Procedures – John Hascall**
- **Professional Development – Paula Burns**
- **Representation – Jason Follett**

IOWA STATE UNIVERSITY
Professional and Scientific Council

GROWING THROUGH **CHANGE**



CULTIVATE YOUR
ADVENTURE

FEBRUARY 25, 2021

PROFESSIONAL
DEVELOPMENT
EXPERIENCE

WITH KEYNOTE SPEAKER
RENÉE SMITH

IOWA STATE UNIVERSITY

Professional and Scientific Council

PROFESSIONAL DEVELOPMENT EXPERIENCE SUBCOMMITTEE

TERA LAWSON, Conference Chair

VALYN BODENSTEINER*, Communications/Marketing

PAULA BURNS*, Education/Speakers

LYNNE CAMPBELL*, Participant Experience

MATTHEW FEMRITE*, Finance

KATE GOUDY, Education/Speakers

BRIDGETTE HARE*, Participant Experience

STACY KILSTOFTE, Logistics

JO ANN LEE, Participant Experience

DEANNA SARGENT*, Communications/Marketing

KATIE SHIELDS, Education/Speakers

MEGAN VAN HEIDEN*, Communications/Marketing

** Councilor*



2021 Professional Development Experience Highlights

- **289** Professional and Scientific Employees took advantage of the opportunity to Cultivate their Adventure and Grow Through Change on February 25, 2021!
- Were able to offer a professional development experience that allowed Professional and Scientific Employees to focus on their **personal and professional development AND connect** with their colleagues during a global pandemic.
- Utilized a brand new to Iowa State **virtual platform**.
 - We were only the second group to use this platform with Conference Planning and Management.
- Had a **fantastic keynote speaker** whose message connected with where our fellow P&S Employees were nearly one year into the global pandemic.
- **96.6%** of the **148** evaluation survey respondents reported being satisfied or very satisfied with the conference.
- **51%** evaluation survey response rate (survey was not sent to PD Conference Subcommittee Members or Speakers).



Budgeting Process for the 2021 PD Experience

- Determine Expense Categories
- Project Revenues and Expenses
 - Set registration Rates
- Manage Expenses throughout conference lifecycle



Revenue

Known Revenue in August for the 2021 PD Experience	
Balance Forward	\$22,235.72
Office of the Senior Vice President and Provost Contribution	\$5,000

Remaining revenue needed to run the conference is derived through registration fees.



Revenue

Revenue Generated from Paid Participants		
	Projected	Actual
Early Registration	0	0
Regular Registration	\$8,750	\$7,225
Registration for Gathering Session	\$1,875	\$1,185
Total	\$10,625	\$8,410



Expenses

2021 PD Experience Expenses			
Category	Projected	Actual	Percentage of Expense Total
Speakers	\$5,950	\$5,950	44.14%
Conference Supplies	\$1,917.50	\$1,508.60	11.19%
Venue	\$6,425	\$6,200	44.66%
Food	\$0	\$0	0.00%
Total	\$14,292.50	\$13,478.60	100%



Expenses

2021 PD Gathering Expenses			
Category	Projected	Actual	Percentage of Expense Total
Speakers	\$1,050	\$1,050	77.86%
Conference Supplies	\$303.75	\$118.50	8.79%
Venue	\$180	\$180	13.35%
Food	\$0	\$0	0.00%
Total	\$1,533.75	\$1,348.50	100%



Expenses

2021 Total Expenses			
Category	Projected	Actual	Percentage of Expense Total
Speakers	\$7,000	\$7,000	46.64%
Conference Supplies	\$2,221.25	\$1,627.10	10.84%
Venue	\$6,605	\$6,380	42.51%
Food	\$0	\$0	0.00%
Total	\$15,826.25	\$15,007.10	100%



Three-Year Comparison

Category	2019 Dollar Amount	2019 Percentage	2020 Dollar Amount	2020 Percentage	2021 Dollar Amount	2021 Percentage
Speakers	\$9,975.23	22.25%	\$9,391.92	21.16%	\$7,000	46.64%
Conference Supplies	\$12,008.18	26.78%	\$13,033.57	29.37%	\$1,627.10	10.84%
Venue	\$5,903.38	13.16%	\$7,448.11	16.78%	\$6,380	42.51%
Food	\$16,956.09	37.81%	\$14,510.86	32.69%	\$0	0%
Total	\$44,842.88	100%	\$44,384.46	100%	\$15,007.10	100%
Balance Forward	\$20,660.18		\$22,235.72		\$20,638.62	



IOWA STATE UNIVERSITY
Professional and Scientific Council

GROWING THROUGH **CHANGE**



CULTIVATE YOUR
ADVENTURE

FEBRUARY 25, 2021

PROFESSIONAL
DEVELOPMENT
EXPERIENCE

WITH KEYNOTE SPEAKER
RENÉE SMITH

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Unfinished Business and General Orders

New Business

Nomination for Secretary-Treasurer

Jason Follett
Chair, Representation Committee

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Open Discussion for the Betterment of Council

Announcements

- Announcements from Councilors
- Seminar Series events
 - “Continuing the Critical Conversation About DEI” panel discussion
May 11, 2:00 – 3:00 p.m., Adobe Connect
Participants should pre-register for this event. See the March 30 P&S Council newsletter or the Seminar Series page of the council website for link

Announcements, cont.

- **Executive Committee Meeting**
May 20, 10:00 a.m. – noon, Webex (Executive Council only)
- **General Council Meeting**
June 3, 2:10 – 4:00 p.m., Webex

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Adjournment