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Councilors and substitutes: Please use the Qualtrics survey link in Chat and the meeting agenda to record your attendance
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- Call to Order & Seating of Substitutes
- Establish Quorum
- Approval of the Agenda
- Approval of the Minutes

April 1, 2021 general council meeting minutes
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.

Administrative Reports

Comments from Senior Vice President & Provost Jonathan Wickert

Delivered by Professional and Scientific Council President-Elect Chris Johnsen
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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
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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

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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
FEBRUARY 25, 2021

GROWING THROUGH CHANGE

CULTIVATE YOUR ADVENTURE

PROFESSIONAL DEVELOPMENT EXPERIENCE

WITH KEYNOTE SPEAKER RENÉE SMITH
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

<table>
<thead>
<tr>
<th>Known Revenue in August for the 2021 PD Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
</tr>
<tr>
<td>Office of the Senior Vice President and Provost Contribution</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Revenue Generated from Paid Participants</th>
<th>Projected</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>$8,750</td>
<td>$7,225</td>
</tr>
<tr>
<td>Registration for Gathering Session</td>
<td>$1,875</td>
<td>$1,185</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,625</strong></td>
<td><strong>$8,410</strong></td>
</tr>
</tbody>
</table>
# Expenses

## 2021 PD Experience Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected</th>
<th>Actual</th>
<th>Percentage of Expense Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$5,950</td>
<td>$5,950</td>
<td>44.14%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$1,917.50</td>
<td>$1,508.60</td>
<td>11.19%</td>
</tr>
<tr>
<td>Venue</td>
<td>$6,425</td>
<td>$6,200</td>
<td>44.66%</td>
</tr>
<tr>
<td>Food</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,292.50</strong></td>
<td><strong>$13,478.60</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected</th>
<th>Actual</th>
<th>Percentage of Expense Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$1,050</td>
<td>$1,050</td>
<td>77.86%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$303.75</td>
<td>$118.50</td>
<td>8.79%</td>
</tr>
<tr>
<td>Venue</td>
<td>$180</td>
<td>$180</td>
<td>13.35%</td>
</tr>
<tr>
<td>Food</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,533.75</strong></td>
<td><strong>$1,348.50</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected</th>
<th>Actual</th>
<th>Percentage of Expense Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$7,000</td>
<td>$7,000</td>
<td>46.64%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$2,221.25</td>
<td>$1,627.10</td>
<td>10.84%</td>
</tr>
<tr>
<td>Venue</td>
<td>$6,605</td>
<td>$6,380</td>
<td>42.51%</td>
</tr>
<tr>
<td>Food</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,826.25</strong></td>
<td><strong>$15,007.10</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## Three-Year Comparison

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$9,975.23</td>
<td>22.25%</td>
<td>$9,391.92</td>
<td>21.16%</td>
<td>$7,000</td>
<td>46.64%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$12,008.18</td>
<td>26.78%</td>
<td>$13,033.57</td>
<td>29.37%</td>
<td>$1,627.10</td>
<td>10.84%</td>
</tr>
<tr>
<td>Venue</td>
<td>$5,903.38</td>
<td>13.16%</td>
<td>$7,448.11</td>
<td>16.78%</td>
<td>$6,380</td>
<td>42.51%</td>
</tr>
<tr>
<td>Food</td>
<td>$16,956.09</td>
<td>37.81%</td>
<td>$14,510.86</td>
<td>32.69%</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$44,842.88</strong></td>
<td><strong>100%</strong></td>
<td><strong>$44,384.46</strong></td>
<td><strong>100%</strong></td>
<td><strong>$15,007.10</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>Balance Forward</td>
<td>$20,660.18</td>
<td></td>
<td>$22,235.72</td>
<td></td>
<td>$20,638.62</td>
<td></td>
</tr>
</tbody>
</table>
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FEBRUARY 25, 2021

PROFESSIONAL DEVELOPMENT EXPERIENCE

WITH KEYNOTE SPEAKER RENÉE SMITH
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Unfinished Business and General Orders
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New Business

Nomination for Secretary-Treasurer

Jason Follett
Chair, Representation Committee
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Open Discussion for the Betterment of Council
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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
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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
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Adjournment