

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, January 7, 2021 Agenda | 2:10 - 4:00 PM | [Webex](#)

Meeting number (access code): 120 588 1888

Meeting password: iiCJ5VwiE67

Or, join by phone: +1-312-535-8110

Councilors and Substitutes: Please visit this [Qualtrics](#) page to record your attendance

Attendance:

Suzanne Ankerstjerne	X	Lesya Hassall	X
Chris Beedle	X	Chris Johnsen	X
Valyn Bodensteiner	S	Sarah Larkin	X
Ben Boecker	X	Jacob Larsen	X
John Burnett-Larkins	X	Liz Luiken	X
Paula Burns	X	Adrienne Lyles	X
Clayton Byrd	X	Gayle Mastbergen	X
Lynne Campbell	X	Barry McCroskey	X
Ritushree Chatterjee	X	Lindsay Moeller	X
Joy Childress	X	Dustin Moscoso	X
Malinda Cooper	X	Lloyd mv	A
Mickie Deaton	A	Chris Myers	X
Susan DeBlieck	X	John Odenweller	X
Emily Dougill	X	Sara Parris	X
Tom Elston	X	Deanna Sargent	X
Matthew Femrite	X	Jamie Sass	X
Jason Follett	X	Jennifer Schroeder	X
Katie Getting	X	Casey Smith	X
Robyn Goldy	X	Megan Van Heiden	X
Robert Grandin	X	Patrick Wall	A
Butch Hansen	X	Amy Ward	X
Bridgette Hare	X	David Welshhons	X
Jeff Hartwig	X	Rich Wrage	X
John Hascall	X	Misty Zimmerman	X

Call to Order & Seating of Substitutes (Chris Johnsen) - 2:10 p.m.

Establish Quorum (Emily Dougill)

- *Quorum was established*

Approval of the Agenda

- *Agenda was approved*

Approval of the Minutes

December 3, 2020 General Council Meeting

- *Minutes were approved*

Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- *Senior Vice President & Provost (Jonathan Wickert)*
 - *Washington D.C. events on 1/6/2021- use as a great reminder as to what we do at ISU to bridge great divides in our communities along with our values and principles.*
 - *Winter session is underway- more than halfway through winter session.*
 - *Over 2,000 in this program.*
 - *Free Covid testing, provided in Inside ISU email, through Corteva.*
 - *Grant through Gates Foundation.*
 - *3 sites on our campus for 1/8/2021, sign-up by noon on 1/7/2021.*
 - *<https://www.inside.iastate.edu/article/2021/01/07/freetest>*
 - *Spring 2021 semester*
 - *Will look similar to fall semester with mix of classes*
 - *Modified the calendar for spring semester.*
 - *Communication from campus leaders will be sent via email within next few days regarding systematic testing at Johnny's in Hilton Coliseum.*
 - *January 15th 2-3 p.m., Town Hall*
- *Questions*
 - *Jason, grading moving forward in spring semester compared to fall.*
 - *PW: grades were slightly better than average for mid-semester grades for F20. Drop rate for winter session is lower than usual for a typical semester.*
 - *Sara Parris, what type of tests are going to be administered on 1/8/2021?*
 - *PW: it will be the swab of the lower, inside part of the nose and self-test.*

Professional and Scientific Council Executive Committee Reports

President (Sara Parris)

- *Good afternoon and welcome to what appears to be 2020, Part 2. There has been a lot of confusion and concern regarding vaccine distribution and plans for campus this spring, and I am thrilled that on Friday, January 15 at 2pm, we will all be able to participate in a town hall meeting dedicated to this topic. I know many of us are anxious to get the vaccine, but it is important to remember that we are at the mercy of the CDC, IDPH, and the County when it comes to supply and determining the order of who is eligible to receive it. Student health staff, along with other essential staff on campus, have received their first round to help ensure continuity of critical functions throughout the remainder of the pandemic. The most important thing you can do right now is to continue to follow the Cyclones Care guidelines.*
- *I do want to take a minute to reflect on the truly inspirational work performed by Professional and Scientific Staff on campus this academic year. As the Executive Committee was providing feedback on the Compensation and Benefit Committee's annual Compensation and Benefits Report, we realized that a big part of P&S staff's story this year is the way in which we collectively rose to the occasion to stop the spread of Covid-19, support testing efforts, and provide the best educational experience for our students. Our efforts have not gone unnoticed. Just this morning the recipients of the COVID-19 Exceptional Effort Awards were announced, and P&S staff were well-represented. I was thrilled to see that one of our fellow councilors received an individual award. Lesya Hassall received the Excellence in Instructional Support Award for her effective leadership of CELT's Course*

Design Institute Program. It also happens to be Lesya's birthday! Lesya, thank you for your dedication to supporting our students and faculty, and happy birthday. I also want to recognize the work of councilors who received awards as part of a group or team. The following groups have at least one current councilor.

- *Recipient of the Exemplary Team or Unit Effort Award:*
 - *Center for Excellence in Learning and Teaching*
- *For essential contributions to the efficient and effective shift of teaching and learning across campus.*
- *Cyclones Care Development Team*
 - *For a creative and highly effective communications campaign that inspired behavioral change during the pandemic.*
- *Thielen Student Health Center*
 - *For the heroic efforts of all these essential workers to step up and work around the clock to care for our students and community.*
- *Recipient of the Exemplary Student Support Award:*
 - *Course Material and TechCyte teams, ISU Book Store*
 - *For providing unrelenting assistance through increased technology support and enhanced procedures to meet the needs of students and parents.*
- *I hope you will take this moment to allow yourselves to feel a sense of pride and accomplishment for all that we have achieved together.*

Secretary/Treasurer (Emily Dougill)

- *No Report*

VP for Equity and Inclusion (Lindsay Moeller)

- *The next Equity and Inclusion Committee Meeting is January 28 from 2-3pm.*

VP University Community Relations (John Burnett-Larkins)

- *No Report*

VP for University Planning and Budget (Barry McCroskey)

- *Revenue Estimating Conference met in December. They are projecting a 3.7% overall increase in revenue, down slightly from the October estimates. The legislature typically budgets 95% of projected revenue.*
- *Governor's Condition of the State presentation will be January 12, hopefully some budget direction will be offered.*
- *Early retirement option: As of Monday, 149 have taken RIO. Faculty 18, P&S 36, and Merit 94. Roughly 1200 employees are eligible, to date about 12% have taken the retirement option. Open period extends to the end of March. Early merit retirements have been especially heavy in FP&M and Dining and Residence. In P&S IT and ISD have seen the largest share. Faculty retirements are spread across campus.*

Professional and Scientific Council Committee Reports

Awards (Susy Ankerstjerne)

- *The Awards Committee met Dec 23 to discuss our plan for evaluating the 60 CYtation nominations we received for the 2020 CYtation Awards. Thank you to everyone that put together these impressive nominations.*
- *The President's Covid-19 Exceptional Effort Awardees was announced today in Inside Iowa State. I and Chris Johnsen were part of the team that evaluated the nominations and submitted recommendations for P&S award categories. Congratulations to all the awardees. Iowa State staff has done amazing work to address the challenges of this epidemic.*
- *I want to encourage all P&S Staff to take a minute to nominate a colleague for the Highlighting ISU Staff. The link is in the comments and in the P&S newsletter.*

Communications (Jamie Sass)

- *The Communications Committee met on Thursday, January 7th. Our focus this month has been the Professional and Scientific Council website. We have spent the last month doing the following: creating a page for the Diversity, Equity, and Inclusion Committee, adding a newsletter archive with summaries, updating the Bylaws to reflect changes made to the Bylaws last year, and adding meeting documents to the meeting page.*
- *In addition, we've been working with President-Elect Christ Johnsen to make sure that the meeting documents we post meet accessibility requirements. The agenda and minutes from July 2020 forward are accessible, and we are working to get other supporting documents accessible as well. In addition to our work on the website, we have also been coordinating with other committees to help share information to our constituents more broadly; basically, if there is something important, our goal is to help other committees figure out how to share that information in the best way possible.*
- *To that end, we began sending Communications Committee liaisons into other committee meetings to help facilitate conversations between individual committees and the Communications Committee. Social media continues to be a priority, and we have been working diligently to build our social media presence on Facebook and Twitter. As always, we welcome ideas from Professional and Scientific Council and our constituents for communications.*

Compensation and Benefits (John Odenweller)

- *No UBC meeting to report*
- *No University Budget meeting to report*
- *With our committee having already submitted our report and recommendation to exec, as well as coming off of the holiday break, there wasn't much to discuss. Members did share what they have been hearing and seeing around campus as far as moral, comp & benefits, and layoffs.*

Peer Advocacy (Jacob Larsen)

- *Our committee is collaborating with ISU the Wellness office.*
- *Monitoring of how COVID-19 affects staff work and lives, so we can discuss issues we notice or that are brought to us by other staff and forward them to the Executive committee for debate and possible action.*
- *Collaboration with ombudsman office. Most recently, we've heard from a staff member who would like help with them sitting in on their performance review. The previous ombudswoman used to be available for these, but the new ombudsman service has let us know they cannot do that. We will be discussing this in greater depth and working on finding possible alternatives for any staff members who may feel the need for such help.*

Policies and Procedures (John Hascall)

- *No Report*

Professional Development (Paula Burns)

- *The Professional Development committee met earlier this afternoon to continue planning the spring seminar series events. The first event of the New Year, "Strategies for Addressing Interdepartmental Challenges," is scheduled for Tuesday, January 12, from 2 to 3 p.m. and will feature ISU Ombuds Team Member Chuck Doran. The pandemic has not only challenged our safety and health, it has also made working together more challenging. For many, the isolation, stress of having to adapt to a new way of working and decreased regular communication within departments have led to increased conflict and other challenges. This interactive seminar will focus on these challenges and provide strategies for you to address and resolve these strategies your own or with resources at ISU such as the Ombuds office.*
In preparation for this seminar and to make the discussion as engaging as possible, we ask that you email, confidentially, any questions or topics that are top of mind for you in your department. Doing this will help Chuck tailor the discussion to what matters most to you and

your colleagues? He will not share the identities of those who send an email - just the topics that are shared. His confidential email is chuck-ombuds@mwi.org. Please send your topic suggestions and challenges by noon on Monday, January 11. For more information about Chuck and the Ombuds function at ISU, please visit <https://www.mwi.org/isu-ombuds>. All this information, including Chuck's email and a link to the Ombuds Office, is available on the Seminar Series event page of the Professional and Scientific Council website. To protect the health and safety of presenters and participants, all spring events will be livestreamed via Adobe Connect. We will continue to post recordings of the events on **Learn@ISU**.

I have asked Tera Lawson, chair of the 2021 Professional and Scientific Council Professional Development Conference Planning Subcommittee to provide an update on our activities.

Professional Development Subcommittee Report (Tera Lawson)

- On behalf of the Council PD Conference Subcommittee I'm happy to share that the 2021 Professional Development Experience, titled Cultivate Your Adventure, Growing Through Change, will be a half-day virtual event held on the morning of February 25th!
- We are working with Conference Planning and Management and will be using a self-contained platform for our virtual Professional Development Experience.
- We know that one of the many reasons our colleagues have chosen to attend the Professional and Scientific Council Professional Development Conference each year is to connect with their colleagues from across campus. While that WILL look different this year, we have done our best to incorporate ways for participants to connect with each other both through the virtual platform itself and through the programming of the 2021 Professional Development Experience. We know that part of growing through change is making and maintaining connections, but we also know that it is looking at things differently, innovating, overcoming, and ...my most frequently used word since last March...pivoting.
- The 12 volunteer members of the Council PD Conference Subcommittee have done all of this and more to create an experience, while very different from what we've done in the past, that will provide an opportunity for connection amongst our fellow P&S Employees as well as an opportunity for them to engage in their own personal and professional development.
- **Registration for the 2021 Professional Development Experience** will open on January 25th and it will be \$25.00 per person for the February 25th experience WITH the option to engage in an additional experience with our keynote speaker on March 10th, 11th, or 12th for an additional \$15.00 per person.
- Registration options will include:
 - February 25th only \$25.00
 - February 25th plus an additional March experience \$40.00
- We will also be re-opening registration for the additional March experiences on February 25th to those who registered for the February 25th experience only. Thus, allowing them to add the additional March experience at that time if they would like to do so. Attendance for each of the additional March experiences will be limited to 150 people per experience. The Council PD Conference Subcommittee looks forward to getting everything finalized in the next two weeks so that we can open registration on January 25th and to providing an opportunity for our fellow P&S Employees to Cultivate their Adventure AND grow Through Change.

Representation (Jason Follett)

- The Representation Committee continued to work on the 2021 Election. We received the 31 December 2020 P&S employee breakdown which resulted in the following:
- Total Number of P&S employees = 3265
 - Academic Affairs = 2183
 - President = 401
 - Operations & Finance = 387

- Student Affairs = 294
- Given that for each 75 P&S employees there is to be one Councilor, the 2021-2022 P&S Council breakdown is:
 - Academic Affairs = 29
 - President = 4
 - Operations & Finance = 5
 - Student Affairs = 5
- When you subtract the Councilor terms which end in 2022 and 2023, the 2021 P&S Council Election will seek to fill the following seats:
 - Academic Affairs = 11
 - President = 1
 - Operations & Finance = 2
 - Student Affairs = 1
- Since P&S Council is a continuous body, approximately one-third of the Councilors are to be elected each year. These 15 seats are approximately one-third of the 43 Councilors who will make up the 2021-2022 P&S Council.
- In the coming weeks, Councilors who term ends in 2021 will be notified if they are eligible or ineligible for the 2021 election. Efforts keep moving forward with the Communications Committee on promotional efforts with candidate recruitment and with the Executive Committee regarding the Constitutional amendment which will be the part of the '21 Election.
- Important dates include:
 - February 2021 Council Meeting: Nominations open for Councilor and Officer positions.
 - March 2021 Council Meeting: Nominations close for Councilor and Officer positions plus Officer positions election held.
 - Middle through Late March 2021: General Election for Councilors and potential Constitutional amendment.

Unfinished Business and General Orders

- None

New Business

- None

Open Discussion for the Betterment of Council

- Sara Parris (on behalf of Thielen Student Health): please continue to have patience with vaccine distribution on campus and will communicate as clearly and timely as possible.
- Lynne Campbell: I learned that you can still participate in COVID-19 Testing with Corteva, if you register on site. Here is their message: Thank you for your interest in testing. At this time, pre-registration is closed. If you have already signed up, an email to complete your registration will be sent to you. If you still wish to participate, you can! Register onsite at Scheman as a walk-in between 7:30-5, on Friday, January 8th.

Announcements

Announcements from Councilors

- None

Seminar Series Event - Get to Know the ISU Ombuds Office, January 12, 2-3 p.m. via Adobe Connect

Seminar Series Event - COVID-19: Where Are We in the Pandemic?, February 9, 2-3 p.m. via Adobe Connect

2021 Professional Development Experience - Cultivate Your Adventure: Growing Through Change, February 25

Executive Committee Meeting: January 21, 10AM - 12PM, via Webex

General Council Meeting: February 4, 2021, 2:10-4 PM, via Webex

Adjournment - 3:14pm