

IOWA STATE UNIVERSITY

Professional and Scientific Council

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

Meeting number (access code): 120 239 1682

Meeting password: p4gR3tGJVj2

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	A	Chris Johnsen	X
Valyn Bodensteiner	X	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	A
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	X
Butch Hansen	X	Amy Ward	X
Bridgette Hare	X	David Welshhons	X
Jeff Hartwig	X	Rich Wrage	X
John Hascall	X	Misty Zimmerman	A

Call to Order & Seating of Substitutes (Chris Johnsen) 2:10 PM CST

Establish Quorum (Emily Dougill) - Confirmed

Approval of the Agenda - approved

Approval of the Minutes - approved January 7, 2021 General Council Meeting

Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Town Hall from January 15th, 2021: regarding [vaccinations](#).
 - Available on COVID website and [YouTube](#).
- Concluded Winter Session was a success
 - Over 2200 students enrolled (mostly juniors and seniors)
- Maintaining our mission
 - National attention in the state of Iowa of academic performance.
 - We're not seeing high drop-out rates or gap-years.
 - ISU had a great first-year retention with our freshman from year of 19-20.
 - 89.6% of undergraduate students in good academic standing at the end of F20.
- Spring Enrollment
 - February 5th, 2021- official 10th day
 - Will be able to have official enrollment numbers- looking very good so far.
- Iowa Legislature is back in session
 - President Wintersteen testified at two committees this past week.
 - Peter Dorhout, Vice President for Research, testified on academic development efforts and financial request on research work.
 - Different legislation has been introduced that may impact ISU if passed.
 - As introduced, we're asked to provide comment on how that may impact the university. Fully engaged with various groups (i.e. BoR and external stakeholders) to use best approach to either support or oppose the bill.
 - Questions for Provost Wickert:
 - Jason Follet- Regarding how ISU will begin to transition to "new normal"
 - Provost Wickert: Instruction will look different in the future as will return to work. The university is at the point where we're beginning to converse about what we may be moving towards. No announcements at this time.
 - No further questions.

Professional and Scientific Council Executive Committee Reports

President (Sara Parris)

- Chris and I have had many productive meetings with University leadership over the past month. The President continues to engage in discussion with us regarding the Executive Committee's request for administrative support and we hope to have an update we can share with you soon. In addition, the Executive Committee is looking forward to starting the semester with a new format for our virtual Campus Leaders' Luncheons with the President and other senior leaders. I appreciate that we all continue to find ways to tweak our long-standing practices to adapt to this new reality we are all working in.
- In our monthly meeting with UHR, Ed Holland gave us a comprehensive overview of the ISU WellBeing program. Chris and I were truly impressed with all this small but mighty department has been able to accomplish in just a few short years, and we hope to work with some of the committees to spotlight some of the programs that are available. In addition, we plan on inviting Stephanie Downs, Wellness Coordinator, to a future council meeting to share the WellBeing annual report.
- Finally, later on the agenda I will discuss some necessary constitutional changes to replace some obsolete terminology. We are used to amending our bylaws, but changes to the constitution are much more infrequent. I confess to relying on five-year-old meeting minutes to determine proper procedure for constitutional amendments so please bear with us as we prepare to send these out to our constituents at election time.

Secretary/Treasurer (Emily Dougill) - no report

VP for Equity and Inclusion (Lindsay Moeller) - no report

VP University Community Relations (John Burnett-Larkins) - no report

VP for University Planning and Budget (Barry McCroskey)

- Encouraged everyone to read through President Wintersteen's latest [message](#) to campus.

Professional and Scientific Council Committee Reports

Awards (Chris Myers)

- 2020 CYtation Awards have been reviewed by the committee.
- 34 nominees for the CYtation and Woodin CYtation
- 20 CYtation Team nominations
- 1 Outstanding New Councilor nomination
- Thank you to all the nominators for taking the time to recognize the outstanding efforts of ISU P&S Staff. The committee will be contacting the nominees and nominators this month with the results of this year's selection process.
- We continue to work on our Highlighting ISU Staff initiative. We urge all councilors and our constituents to help spread the word about Highlighting ISU Staff, as our pool of nominations is growing small. The nomination form, a Qualtrics survey, can be found on the monthly P&S newsletters where the Highlighting ISU Staff recipients are recognized. The nomination takes only 2-5 minutes to complete. Please take a few minutes and share the good work done by your team and colleagues today.

Communications (Jamie Sass)

- The Communications Committee has been hard at work this month. Our primary focus this month has been working with the Representation Committee to help build innovative marketing materials for the upcoming Professional and Scientific Council election season.
- We have solicited a video of support from President Wintersteen that was posted Facebook today and should hopefully be appearing on the website soon. We have been collecting testimonies from previous Councilors to use as social media features and may also appear on the website. You should also be seeing some special email communication and a write-up in Inside Iowa State. The goal of all of these communication pieces is to encourage professional and scientific employees to run for Council!
- We've also been coordinating with the Professional Development Professional Development Conference subcommittee to push out marketing efforts for the 2021 Professional and Scientific Council Professional Development Experience.

Compensation and Benefits (John Odenweller)

- UBC meeting to report
 - Changing underperforming funds for new options
 - New Flex money options for FY21
 - Potential future cuts to medical insurance
- Discussed first read of report
- Discussed possible tasks once report is approved
 - Taking on maternity leave is an option

Peer Advocacy (Jacob Larsen)

- Discussed Employee interest groups.
- We will engage with those groups that are currently active and work more with group facilitators to help them better know what's expected of them and how to best manage their groups. Because of the current environment with many people not having time for additional volunteer tasks, we will also hold off on trying to revive inactive groups or starting new ones until Spring 2022 or a time where we feel staff are better able to engage more in this.
- We have been discussing the maternity leave ISU offers and plan to do some research to see how it compares to what comparable institutions offer.
- We will meet with ISU Wellness office coordinator Stephanie Downs tomorrow

Policies and Procedures (John Hascall)

- The Policies and Procedure Committee reviewed two draft policies and a constituent request.
- The committee reviewed the latest changes to the Digital Accessibility policy and a new policy on Visiting Scholars which would standardize the process for registering and hosting non-ISU persons to collaborate with researchers on campus.
- Additionally, we discussed a constituent request on the topic of maternity leave which we have forwarded to the Compensation and Benefits Committee.

Professional Development (Paula Burns)

- COVID Update: Where are we now? - presented by Kristen Obbink - Posted link to Smartsheet for question submission
 - February 9 - 2-3 p.m. - Livestream via Adobe Connect
- Healthy Living - presented by Laura Liechty
 - March 9 - 2-3 p.m. - Livestream via Adobe Connect
- Mental Health/Wellness Panel - presented by David Brown, Karen Couves, and Stephanie Downs
 - April 20 - 2-3 p.m. - Livestream via Adobe Connect
- DEI Roundtable: Part 2 - presented by Adrienne Lyles (Office of Equal Opportunity), Diana Sloan (Office of Diversity and Inclusion), Elizabeth Johnson (Iowa Civil Rights Commission)
 - May 11 - 2-3 p.m. - Livestream via Adobe Connect
- Invited **Tera Lawson, PD Conference Subcommittee**, to speak:
 - The Council Professional Development Conference Subcommittee and I are hoping that you have already heard that the 2021 Professional and Scientific Council Professional Development Experience, *Cultivate Your Adventure: Growing Through Change*, will be held on the morning of **February 25th** AND that registration is open now through February 22nd.
 - Registration is \$25.00 per person for the February 25th experience with the option to engage in an additional experience with our keynote speaker, Renee Smith, during a 90-minute Human Workplace Gathering on March 10th, 11th, or 12th for an additional \$15.00 per person. If you choose to do both it is a total of \$40.00.
 - Registration will be re-opened for the additional March experiences on February 25th to those who registered for the February 25th experience only. Allowing the additional March experience to be added at that time. Please note, attendance for each of the additional March experiences is limited to 150 people per experience.
 - Additional details that you may be wondering about:
 - **We will be utilizing the Hopin platform for this virtual experience.** This platform is different from Webex and Zoom in that it is all-inclusive. You will login to the platform and remain in the platform for the duration of the experience.
 - Between 8 and 8:30 and during the two 15-minute breaks registrants will have the opportunity to participate in speed networking. If you choose to opt in you will be paired with someone else who has also opted in and you will have 3 minutes to introduce your selves and respond to a prompt, or the two of you may choose to discuss something else.
 - Dialogue Sessions have been incorporated into the agenda for this purpose. Each of the seven dialogue sessions will be led by a moderator and participants should come ready to contribute to the discussion as well as to listen and learn from their peers.
 - Spaces within the platform will be available to collectively create collections of recommended readings and podcasts, as well as Netflix Recommendations, and recipes.
 - The experience will close with wellness activities including chair yoga, a low-impact cardio pyramid and stretching routine, exploring resources on Spend Smart. Eat Smart. and Making Zucchini Hummus Wraps!
 - The 12 volunteer members of the Council PD Conference Subcommittee are working hard to provide an opportunity for connection amongst our fellow P&S Employees as well as an opportunity for YOU to engage in in your own personal and professional development.
 - We hope you will choose to join us on February 25th and that you choose to take advantage of the optional Human Workplace Gatherings where you can practice and apply what you've learned as we ALL continue to grow through change!

Representation (Jason Follett)

- The Representation Committee opened nominations for the 2021-2022 officer positions at the 4 February 2021 meeting. Nominations will continue to be accepted through the 4 March 2021 where the vote will occur.
- Nominations for the 2021-2022 P&S Council representative positions opens 5 February 2021 and close on 5 March 2021. Visit the [P&S Council website](#) for full details.
- The Representation Committee is seeking assistance with the 2021 Election. If you have expertise with Qualtrics creation and support, please email pands-r@iastate.edu. Assistance will be needed in March 2021.

- Finally, the Representation Committee was excited to hear that Dr. W. Samuel Easterling, the James L. and Katherine S. Melsa Dean of Engineering, interest in and support for forming a College of Engineering P&S Council. P&S Council representatives from the College of Engineering look forward to having a virtual meeting in the near future on this topic with Dean Easterling. If successful, it would join college-level councils already established in the Colleges of Agriculture and Life Sciences, Design, and Human Sciences.

Unfinished Business and General Orders - None

New Business

2021 Compensation and Benefits Report and the Recommendation for FY22 (John Odenweller)

- First reading (John Odenweller)
 - Located in [Cybox](#) for councilors to review.
- Discussion:
 - No raised comments/suggestions.

Proposed Constitutional Changes (Sara Parris)

- Located in [Cybox](#) for councilors to review
- Adoption of new classification system; recognize need to update constitution to reflect new classification.
- Constitutional amendment, no votes by council are needed.
- Discussion:
 - No raised comments/suggestions.

Nomination of Officers (Jason Follett)

- President-elect
- VP University Planning & Budget
- VP University Community Relations
- VP for Equity and Inclusion
- Secretary/Treasurer
- Questions or nominations can be sent to P&S Council Executive Committee (pands-exec@iastate.edu) or Representation Committee (pands-r@iastate.edu).
- All offices are 1-year term, except for President-elect that is a 3-year term.
- Nominations:
 - Jamie Sass- nominated herself for President-Elect.
 - Barry McCroskey- announced that he will not be re-running, so position is open.
 - John Hascall- nominated himself for VP of Budget and Finance.
 - Question for Jason Follett:
 - Lynn Campbell - What does VP for University Community Relations do?
 - Jason: read duties from bylaws.
 - John Burnett-Larkins (Current VP for University Community Relations) comments: very unique this year with all things related to COVID. Encourage new employees to take an active role in P&S Council.
 - Lindsey Moeller- nominated herself for VP of Equity and Inclusion.
 - Nomination period remains open until the March 4 elections.

Open Discussion for the Betterment of Council - None

Announcements

Announcements from Councilors

- Dustin Moscoso: [CELT sessions](#) provided for faculty, staff, and students across campus.
 - [Creative and mindful activities for your classroom](#) (and your life) (Jordan Brooks), Feb. 10 (12:05-12:55 p.m.)
 - [Making art for mindfulness online workshop](#) (Letitia Kenemer), Mar. 10 (11-11:50 a.m.)
 - [Patterns unfolding at Reiman Gardens](#) (Sarah Merritt), Apr. 14 (12:05-12:55 p.m.)

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

Professional and Scientific Council - 2021 Professional Development Experience - Cultivate Your Adventure:
Growing Through Change, February 25
Executive Committee Meeting: February 18, 10AM - 12PM, via Webex
General Council Meeting: March 4, 2021, 2:10-4 PM, via Webex

Adjournment, 3:14 PM CST