

IOWA STATE UNIVERSITY

Professional and Scientific Council

Thursday, May 6, 2021 Agenda | 2:10 - 4:00 PM | [Webex](#)

Meeting number (access code): 120 696 0415

Meeting password: BjFZh7w8uP9

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

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

Establish Quorum (Emily Dougill) - Confirmed

1. Approval of the Agenda - approved
2. Approval of the Minutes - approved
April 1, 2021 General Council Meeting
3. Administrative Reports

Senior Vice President & Provost (Jonathan Wickert)

- Provost Wickert unable to attend, Chris Johnsen provided a few updates (not verbatim) on his behalf
 - Additional details for graduation
 - 9 ceremonies over the weekend
 - 4,000 graduates in attendance
 - 5,000 students graduating
 - Tremendous effort from the commencement committee accommodating graduates, families, and guests amidst ongoing construction around Jack Trice stadium
 - [In-person graduation ceremony](#) this fall for those who graduated virtually in 2020

Vice President for Extension and Outreach, Moving Forward Coordinating Committee Chair (John Lawrence)

- [Committee](#) meet's weekly, every Tuesday
- Welcome to submit ideas via committee email: coordinatingcommittee2021@iastate.edu
- **Questions:** none

Digital Accessibility Lead, Information Technology Services (Cyndi Wiley)

- Will affect all areas of campus- currently in draft format: view the [Roadmap](#).
- Wrote Policy Development Plan and Policy Draft with the help of: ITS, ISU Extension, EOE, Engineering-LAS Online, CELT, the Library, Student Accessibility Services and Sloss Center.
 - Presented in October 2020 and January 2021
- Modeled after U of I policy
- Need to make sure we're meeting compliance with sections 504 and 508 of the Rehabilitation Act of 1973, the 21st CVAA, and the ADA.
 - Also to ensure we're able to answer specific questions around digital accessibility within our dimension of university operations.
- Will affect all university licensed software, websites, and subdomains, all LMS-related content, digital training materials, and university communications
- **Questions:** Lynne Campbell: Teaches grad class, is this mandatory to take courses? Will be up to Provost Wickert. Is translation into Spanish? Or is it going to be in closed-captioning? Discussed difference between closed-captioning and translation text.

4. Professional and Scientific Council Executive Committee Reports

President (Sara Parris)

I'd like to begin by addressing the feedback Council has received regarding the April 19th memo from President Wintersteen on plans to return to campus in August. University leadership has made an effort to keep Chris and I informed of these plans as they have evolved; in fact, the two of us pushed hard to have a campus-wide memo sent out as soon as possible so staff could begin to plan for summer and fall.

So far, Council has received over 100 responses to our request for feedback on the memo. Many staff members share the same concerns—childcare, work/life balance, safety, and the proposed implementation date. A high-level summary of these concerns has already been shared with senior leaders, with additional details to be provided in future meetings. Also of note are a significant number of responses that are largely supportive of the plan outlined in the memo, with people stating they are ready to be “back to normal.”

If I'm being honest with you, this particular issue has been a very difficult one for me to navigate as your President and as Associate Director for the Thielen Student Health Center. There is, understandably, a lot of angst surrounding a return to campus after being away from our workspaces and colleagues for so long, and after finding new, and often better, ways of doing things remotely. At the same time, hundreds of your P&S peers, myself included, never had the opportunity to work from home. We've proven that mitigation measures work. None of us can say with any certainty what measures will be necessary in August, but I am certain that the University's approach will be rooted in science and good public health policy as it has been thus far.

I share that personal struggle with you because I hope to make one thing very clear: My views on the flex-work memo may not align with the majority of yours, but I take my role as President seriously and will always do my best to acknowledge my own blind spots and biases while speaking up for all P&S staff. I am lucky to have a great Executive Committee that supports me in this.

As we work through this complex issue, I ask for your patience and understanding. Criticism of the delayed implementation is not unwarranted; however, I would ask you to consider if you want this done quickly or done right. I personally would prefer to see this proposal succeed, even if it means waiting longer than I'd prefer. As someone who has been heavily involved with the university's response to Covid from day one, I can attest that simply dealing with the crisis of the day can be all-consuming, and that any long-range planning or big initiatives that have been planned for are simply not achievable at the moment. We have asked for grace for ourselves from our leaders and our students this past year and a half; I ask that we extend this same grace to leadership.

Finally, I ask that you remember why we are all here: Our students. It is our responsibility to educate them, feed them, and keep them safe. As we each navigate this post-pandemic uncertainty and plan for what a return to campus means to each of us, I ask that the student remains at the heart of everything we do.

Questions: None

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) - no report

5. Professional and Scientific Council Committee Reports

Awards (Susy Ankerstjerne)

- Awards Committee concluded their efforts coordinating the 2020 Cytation Awards Virtual Event. Congratulations to our 18 individual CYtation winners and 4 team Cytation winners.
- To learn more about the outstanding work done by the 2020 Professional and Scientific Council CYtation Award recipients or to view the virtual event, visit the P&S Council Awards website: <https://www.pscouncil.iastate.edu/awards/2020-cytation-recipients>
- We urge all councilors and our constituents to help spread the work about Highlighting ISU Staff: https://iastate.qualtrics.com/jfe/form/SV_2013x8U7V5H6ynH
- In appreciation for taking some time to nominate a P&S employee, all nominators this year will be placed in a drawing for a \$30 gift card to ISU Dining.

Communications (Jamie Sass)

- Began work on year end committee report
- Coordinated with Awards committee to begin work on a communications strategy for next year's CYtation Awards for increased visibility
- Worked with new updates in Constant Contact (the platform for Professional and Scientific Council's monthly newsletter)

Compensation and Benefits (John Odenweller) - No Report

Peer Advocacy (Jacob Larsen) - No Report

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 next event will be held on Tuesday, May 11, from 2 to 3 p.m. and will feature a roundtable discussion on the important topics of diversity, equity, and inclusion.

Prior to last year's presidential election, the Professional and Scientific Council Seminar Series hosted a similar event featuring experts from around campus and the state. We will continue this crucial dialogue the Associate Director of Equal Opportunity and Senior Deputy Title IX Coordinator with Adrienne Lyles, Extension Professional Development Specialist Gayle Coon, and Associate Program Director for Community & Economic Development Jon Wolseth.

To make the most of this session, we are asking participants to pre-register and submit a question they'd like to ask the panel. Although your question may not be answered directly, we will do our best to cover a range of topics. You can find the registration link on the Seminar Series page of the Professional and Scientific Council website.

We have an opening for next month's seminar series event, which is scheduled for June 8, 2-3 p.m. If you have any ideas for presenters, please contact the committee.

- All spring events will be livestreamed via Adobe Connect.

I have asked Tera Lawson, chair of the 2021 Professional and Scientific Council Professional Development Experience Planning Subcommittee to provide a report for the Professional Development Subcommittee.

Tera Lawson

I promised to come back and present the conference finances and I'm here today to tell you how Council put on a Conference dedicated to the personal and professional development of Iowa State University P&S Employees and how we have managed to do so for nine consecutive years!

It starts with a dedicated group of volunteers who are willing to devote their time, effort, and energy to one of the following areas of the conference: Communications and Marketing, Education/Speakers, Participant Experience, Logistics and Finance. As you can see noted on slide two, some of these volunteers are also Councilors

who concurrently serve on the Professional Development Committee. These 12 individuals planned, pivoted, re-planned, and then pivoted again, but they were committed to making sure this 9th annual event dedicated to the personal and professional development of their fellow P&S Employees occurred this Spring as scheduled. Not only did this event happen, but 289 Professional and Scientific Employees took advantage of the opportunity to Grow Through Change on February 25th!

We were able to offer a professional development experience that allowed Professional and Scientific Employees to focus on their personal and professional development AND to connect with their colleagues during a global pandemic. We utilized a brand new to Iowa State virtual platform (we were only the second group to use this platform with Conference Planning and Management.) We also had a fantastic keynote speaker whose message really connected with where our fellow P&S Employees were, nearly one year into the global pandemic

Of the 148 evaluation survey respondents 96.6% reported being satisfied or very satisfied with the conference, but many did mention that they wished that we would have been able to have the regular face-to-face experience and are looking forward to being able to have that experience again. Also of note is the 51% survey response rate.

So how do we make this happen financially? We started in August, as we always do, with each of the conference areas and work through any potential costs associated with completing the tasks assigned to each of those conference areas and from there determine our expense categories.

Every single potential expense is made a line item in our budget with an estimated cost. We work hard to make sure that all expenses are fully considered at this stage so that no unexpected costs occur after we set the conference registration rate. However, this year this particular stage could not be finalized until January because that is when the virtual platform was selected by Conference Planning and Management and the contracts were completed.

That left many of the virtual event expenses unknown until January. Which made a really tight turn around for projecting revenues and setting the registration rates. We projected our revenues based on how many people we anticipated would register, looked at that revenue against our estimated expenses, and ran projections for several different registration options. We then determined that we would offer the Gatherings as an optional additional activity with a separate registration fee.

We then adjusted the anticipated expenses and the registration rates for our anticipated number of registrants until our revenue will cover our expenses and at that point we set the registration rates. Once the registration rates are set, that is the budget we have to work with for the conference. There are lots and lots of variables, but once the registration rates are set we can't change them.

So all of our finances are based on anticipated expenses and an anticipated number of registrants. We then work to manage the expenses throughout the conference lifecycle, updating estimated expenses and working within the budget we set. We are constantly making sure we are being charged what we were supposed to be charged and working to be, not only good, but GREAT stewards of our funds.

As you can see from slide 5, we had \$22,235.72 to start with in AUGUST for the 2021 PD Experience. We work really hard to maintain a balance forward of about \$20,000 each year. The reason for this is if there are years in which we don't meet the revenue projections, for whatever reason: we didn't get as many registrants as we anticipated or something happened that we didn't anticipate, there is at least enough funding to pay the fixed costs for the conference. These are the expenses that will need to be paid when having a conference, and aren't greatly affected by the numbers of registrants.

The \$5,000 from the Office of the Senior Vice President and Provost you see noted on the slide is contributed annually and came from a program that was funded for this amount by the Provost's office and managed by UHR. The FY 15 Council Executive Committee determined more P&S Employees would benefit from these funds if they were to be used for the conference, on non-food expenses, and thus the funding is now contributed to the Conference each year. For the past five years, we have used the funds from the Provost's office to assist with paying the external speaker's fees.

The remaining revenue needed to run the conference comes through registration fees. You can see our projections and actual registration fees collected on Slide 6. You can also see from this slide that projections can be off, but we have to make our best guess at the time so that we can set the registration rates. In addition to constantly monitoring expenses, as soon as registration opens we constantly monitor the revenues as well.

So how do we spend that money? Slide 7 shows our projected and actual conference expenses for the

February 25th Experience only. We've split them out here separate from the Gathering, but have a slide with them combined that we'll discuss in more depth.

Slide 8 shows our projected and actual conference expenses for the Gathering only. You can see here, based on the registration revenue generated for the Gatherings, which was \$1,185, why we had to reduce it to one offering.

Slide 9 shows our total expenses for all activities. The speaker fees are included in the first line. The conference supplies line includes registration services and management fees from Conference Planning and Management. The venue line includes the charges for the Hopin platform, the CPM Virtual Package (for online support), and ELO Fees for the Gathering. Obviously, no food was purchased this year, but we left this row on here so that it lines up with our three year comparison.

Slide 10 shows the three-year comparison. The percentages for this year look a little wonky in comparison to previous years, but that is because our budget was 1/3 of the previous years' budgets and we didn't spend 30-40% of it on food.

The venue costs, which in previous years was Scheman and this year was virtual platform expenses and support, are pretty similar in cost. The lesser venue amount in 2019 is due to having everyone in Benton Auditorium for second keynote in the afternoon, which meant we only paid for one room, in 2019 we held multiple extended sessions in the afternoon and paid for multiple rooms.

I usually have to make a little speech at this point about how we could still hold a conference for 15-20,000 dollars, but that it won't be the big event with multiple sessions and lots of speakers which is what you've come to expect for this conference. Instead, this year we lived it. We had a reduced conference which resulted in reduced expenses and thus we could offer a lower registration fee (because we had less expenses that needed to be covered) and as always, we used every dime of that revenue to make the event happen.

Remember when I said that we try to carry forward approximately 20,000 so that if there are years where we don't meet the revenue projections or something happens that we didn't anticipate, well this year we had BOTH. We didn't have as many registrants as we anticipated, and we were in the midst of a global pandemic.

We used all the carry forward from last year we were still able to maintain a \$20,638.62 balance forward for the 2022 Professional and Scientific Council Professional Development Conference. The Sub-Committee and I feel that this puts us in GREAT shape to keep this conference continuing to operate.

But we do ask that you remember, and ask that you help others to remember, that providing the quality of a conference you have come to expect, and continue to provide this quality, we not only need people to attend the conference itself, BUT we also need to charge registration fees that enable us to be able to cover our expenses. This will be especially true when we return to a Face-to-Face Event next year.

Speaking of next year, due to limited venue availability we have already selected a date for the 2022 Professional and Scientific Council Professional Development Conference and it will be held at the Gateway Conference Center on Wednesday, February 23, 2022.

So please mark your calendars and start thinking about content you can share with your fellow P&S Employees! The Call for Proposals for the 2022 conference will likely be released in early September. Thank you!

Representation (Jason Follett)

- The Representation Committee continues to wrap up the 2021 election. Due to several current and re-elected Councilors leaving Iowa State for other opportunities, candidates not initially elected have now garnered a seat on the 2021-2022 P&S Council. Congratulations to Austin Haytko and Rano Marupova who will represent the Academic Affairs Division. In addition, the projected run-off election for the President Division did not come to fruition due to reconsideration by a write-in candidate. Therefore, congratulations to Lainey Crawford who will represent the President Division.
- Preparations for the 2021-2022 P&S Council continue. Returning and newly elected Councilors will be receiving via email a Qualtrics to indicate committee preferences. Newly elected Councilors will also be receiving an email concerning the upcoming orientation. The 2021-2022 P&S Council will be seated at the conclusion of the 3 June 2021 P&S Council meeting.

6. Unfinished Business and General Orders

None

7. New Business

Nomination for Secretary/Treasurer (**Jason Follett**)

- Will vote for this position at the June 2021 meeting.
- No nominations at this meeting.

8. Open Discussion for the Betterment of Council

Sara Parris: June and July 2021 general council meetings will be virtual. **August 12, 2021 meeting** will be in-person, with details for social distancing available later.

9. Announcements

Announcements from Councilors

Susan DeBlieck: Apply for the online Master Gardener Training by July 1

<https://www.extension.iastate.edu/mastergardener/become-master-gardener>

May Seminar Series Event - Continuing the Critical Conversation about DEI - panelist discussion - May 11, 2-3 p.m. via

[Adobe Connect](#); participants should [pre-register](#) for this event

Executive Committee Meeting: May 20, 10AM - 12PM, via Webex

General Council Meeting: June 3, 2021, 2:10-4 PM, via Webex

Adjournment 3:19 PM CST