

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Suzanne Ankerstjerne	X	Chris Johnsen	A
Kalli Baker	A	Darshana Juvala	X
		Judy Knoblock	X
Valyn Bodensteiner	A	Sarah Larkin	X
John Burnett-Larkins	X	Jacob Larsen	A
Lynne Campbell	X	Liz Luiken	X
Ritushree Chatterjee	X	Autumn Marks	A
Nellie Corning	X	Rano Marupova	X
Steve Couchman	X	Gayle Mastbergen	A
Lainey Crawford	X	Chris Myers	X
Mickie Deaton	X	Sara Parris	X
Susan DeBlieck	X	Christine Reinders	X
Paul Easker	X	Deanna Sargent	X
Tom Elston	X	Jamie Sass	X
Matthew Femrite	X	Jennifer Schroeder	X
Jahmai Fisher	X	Nicholas Streauslin	X
Jason Follett	X	Megan Van Heiden	X
Erin Gibson	X	Patrick Wall	X
Butch Hansen	A	David Welshhons	X
John Hascall	X	Rich Wrage	X
Lesya Hassall	X	Yue (Iris) Yin	A
Austin Haytko	A	Misty Zimmerman	A
Marlene Jacks	A		
Jeff Jackson	X		

IOWA STATE UNIVERSITY™

Professional and Scientific Council

November 2021 Meeting Minutes

Call to Order & Seating of Substitutes (Jamie Sass)

Meeting called to order at 2:10 PM

Substitutes

No Substitutes

Guests: Kristi Darr, Mike Norton, Peter Dorhout, Rich Tener, Neo Thurston, Jr.

Establish Quorum (Sarah Larkin)

A Quorum was established

Approval of Agenda

Agenda approved

Approval of the Minutes

Minutes of the October 7, 2021, General Council Meeting were approved as submitted

Administrative Reports

Vice President for University Human Resources [Kristi Darr](#)

University Counsel [Michael Norton](#)

- Benefits open enrollment is now open until Nov. 19th at 5 PM
- Workflex applications now open. Closes Nov. 26th

IOWA STATE UNIVERSITY™

Professional and Scientific Council

- Executive order 14042- COVID-19 Workplace Safety for Federal Contractors

Vice President for Research [Peter Dorhout](#)

- Important to identify in new spaces where fire and safety exits are located
- Make Iowa and the world a better place
- Promote diverse research culture that is welcoming to all
- Iowa State is recognized as top 100 worldwide universities for patents generated (Number 65)
- Biobased products

Question: There are substantial amount of P&S employees who do research as part of their job, I'm curious what kind of resources are available to support P&S employees who are doing the critical work of research?

Answer: There is a very broad set of resources. This spans from HR resources...professional development resources. I'm an advocate for developing careers through a variety of different mechanisms and using workshops. Initiate in person events where bringing in speakers to provide networking.

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Question: In reference to the planning grant-I'm wondering is there a place for youth development and who is invited to that?

Answer: We will learn about the planning grant and whether it has been funded in the next two weeks. Communicating with the campus community to come around 8 different kinds of projects that were initially proposed to be developed further...announcements forth coming once we learn if we get our funding for our planning grant.

Chief Information Security Officer [Rich Tener](#)

- Ransomware is a type of malware
- Hackers extort for money
- Use different passwords for every account
- Use a password manager
- Keep security updated
- Use two factor authentication for accounts
- Check haveibeenpwned.com to know when a site has been breached
- Backup data to a cloud service

Question: At our office, we purchased subscriptions for One Password and Last Pass for various employees, has the University ever given the importance of this issue and considered buying a site license to either one of those subscriptions?

Answer: Not a lot of thought give to it yet, we do have a service called Password State. We do have licenses for Password State.

Question: Is this training available for all Iowa State employees?

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Answer: A lot of the tips I have available here are available in our IT knowledge base, called Securing Your Devices. We also have knowledge base articles on phishing and unsolicited word document.
it.iastate.edu

Question: Does our IT department have a test for employees to see if they fall for it (Phishing training and testing)?

Answer: We do not. We get enough real phishing attacks that we don't need to. I don't believe that it has that much value. The goal here is if you get a phishing email, please report it to IT.

Question: Do you recommend any settings on social media accounts?

Answer: We do not. Recommend not posting anything too private on accounts, watch the news for reports on accounts.

Extension and Outreach Equal Opportunity Specialist [Neo Thurston Jr](#)

- Conversation on how the EO office can offer more support for diversity and inclusion
- Think tank-includes 80-85 University leaders

Question: Are there ways we can partner with your division or any strategies you are using and wanting to share?

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Answer:

- The Ivy College of Business holds a Building Our Community Event.
- For the Inclusive Excellence University Award-Only one is awarded. Staff is competing with Faculty. Have an award for Staff and Faculty.
- ISCORE (Iowa State Conference on Race and Ethnicity)-Have this promoted better for all staff.

Professional and Scientific Council Executive Committee Reports

President [Chris Johnsen](#)

Substitute Sara Parris

Good afternoon,

I hope this larger meeting space is a pleasant change of scenery and **expanding accommodations** to our fellow Councilors are well received.

Jamie and I have had quite a busy month since we last met. As VP of University Human Resources Kristi Darr has touched on a short time ago in her presentation to Council; UHR has been extremely busy as well.

IOWA STATE UNIVERSITY™

Professional and Scientific Council

As your inboxes Monday morning reminded us all; the WorkFlex application period has just begun, in addition to the annual Open Enrollment period. Now, is a great time to reflect over the past year and look towards next year and many new opportunities.

I would also like to take a moment to reiterate something you may have read in our newsletter earlier this week. The initial rollout of the WorkFlex program is the culmination of many years of efforts from current and former P&S Councilors, engaging in countless conversations with UHR Leadership, University Senior Leaders, President Wintersteen, fellow Councilors and constituents. Much like our current Strategic Initiatives do not have an ‘end date’ to complete by next summer; the constant pursuit towards WorkFlex from our predecessors and consistent incremental progress year after year has led to where we are now.

While there's more work to be done – this is moving in the right direction. I would ask those here today to please give a round of applause for all those involved, both past and present, in making this WorkFlex program a reality.

Jamie and I also recently met with our peers from UNI and the University of Iowa. We discussed many topics we are all experiencing. Including learning that the University of Iowa **remains in** a remote/hybrid opt-in pilot phase for many units. The opt-in was kept at the unit-level rather than an entire college. Some areas have been required to remain in-person such as their Healthcare staff. Much like ISU, there was a **business rationale requirement** to allow remote or hybrid work to occur in the pilot.

We also discussed **hybrid meetings**. Both UNI and University of Iowa report utilizing hybrid technologies to hold council meetings. Virtual

IOWA STATE UNIVERSITY™

Professional and Scientific Council

attendees have specific protocols to follow, and engagement remains strong.

I've spent a lot of time reflecting on these discussions as well as comments I, along with the Executive committee, have received since we have moved back to in-person meetings. Many passionate thoughts and concerns presented **both for and against** moving away from exclusively in-person general council meetings.

As I mentioned earlier, in **expanding accommodations** to our Councilors, I would like to invite all current councilors to participate in a forthcoming online survey. This survey will be sent shortly after our meeting concludes **today**. It will ask a few questions regarding your preference for attendance modality should piloting a hybrid option begin at our December 2nd meeting.

We must recognize the added expense of hybrid technology means going beyond livestreaming our meetings onto a free platform such as YouTube. We must provide those Councilors attending virtually an environment to **see and hear** all Council business as well as an opportunity to digitally certify their presence to **establish a quorum**, being recognized to **ask questions** of guest speakers, officers, and committee chairs. Put forth **motions**, respond to other councilors, make **announcements**, and last but certainly not least, **cast their vote** when appropriate.

We are actively investigating the possibilities with the Memorial Union staff, including any increase in monthly expenses. Please take time to answer this **brief survey** later today or early tomorrow. If you are substituting for a councilor today, could you please inform them of this upcoming survey and the importance of completing it? We would like to

IOWA STATE UNIVERSITY™

Professional and Scientific Council

have feedback completed **within a week**, so that appropriate preparations can be made for the December 2nd general council meeting.

I wish you all a productive month ahead and an enjoyable Thanksgiving break as well. I look forward to seeing you all again in December.

Thank you.

No Questions

Secretary/Treasurer [Sarah Larkin](#)

- No report

VP for Equity and Inclusion [Jahmai Fisher](#)

The Equity and Inclusion Committee is still looking for folx who are interested and/or able to serve on their assigned committee and the E&I Committee as well. The committee is also taking a strategic look at its charge to be sure it reflects the best interests/needs of its constituents.

IOWA STATE UNIVERSITY™

Professional and Scientific Council

No Questions

VP University Community Relations [John Burnett-Larkins](#)

- Welcome letter for new Professional and Scientific employees
- Campus leader's luncheons will be returning
- Promotional video for councilor recruitment

No Questions

VP for University Planning and Budget [John Hascall](#)

- Reminder of flexible spending account

No Questions

Professional and Scientific Council Committee Reports

Awards [Susy Ankerstjerne](#)

Thank you to those that submitted Highlighting ISU Staff nominations.

Reminder: P&S Council CYtation Awards nominations are due December 1. The committee will be distributing a list of new councilors who are eligible for the Outstanding New P&S Councilor Award. Please take some time this month to nominate a fellow P&S individual or team for a CYtation Award.

No Questions

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Communications [Deanna Sargent](#)

- P&S Council website has updated the missing minutes and agendas documents
- More frequent social media posts

No Questions

Compensation and Benefits [Patrick Wall](#)

- Continue to work on Annual Report
- Added 178 P&S positions over last 4 years
- Numbers do not support that we are losing employees

Comment: Grant funded positions are in the same line item as P&S employees but they are not paid for by the University

Question: Is it possible to find out if a position was offered but turned down because the pay or benefits wasn't competitive?

Answer: No, there isn't but we as a committee are looking at it from another angle. We will recommend a salary with a job posting.

Question: Do we know how many of these positions have been replaced with a lower salary?

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Answer: The only breakdown they give is with age. As experience is a relative term. Good point and another angle we cannot dig into with the fact book.

Comment: Salary increases are by percentage, but healthcare increases are across the board fees.

Comment: We need to show the Board of Regents that we doing more with less.

Peer Advocacy [Jacob Larsen](#)

Substitute Nick Streauslin

- Met with Stephanie Downs and the majority of the meeting discussed an overview of Adventure 2
- Discussed ideas for more interest groups
- Continue working on PTO policy project

No Questions

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Policies and Procedures [Paul Easker](#)

- Digital Accessibility Policy Panel was cancelled due to some key panelists unable to attend
- Digital Accessibility Policy comment period is over
- Comments being prepared for public consumption
- There will be some financial backing for policy compliance.
Details to come
- Effective target date is January 3, 2022
- Compliance target date is July 1, 2026

No Questions

Professional Development [Matthew Femrite](#)

- Over 600 in attendance for Workflex Seminar Series via WebEx
- The Seminar Series event for November is, “Moving on from Pronouns: Building Skills for Gender Equity and Inclusion at Iowa State University
- Seminar Series events continue to be posted to Learn@ISU

No Questions

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Representation [Jason Follett](#)

The Representation Committee is happy to announce that the two Councilor vacancies have been filled. President Chris Johnsen will share more details in his December 2021 report.

We continue to prepare for the 2022 election. In early January 2022 we will receive the yearly update on the number of P&S employees and their overarching supervisory division. We will use this data to determine the number of Councilor seats per division and what seats need to be up for election. Further, we will notify Councilors whose terms end June 2022 if they are eligible to seek re-election. Finally, we continue to work with the Communications Committee to prepare public relations materials for P&S Council as a whole and for the upcoming election.

Question: Is there a document that will tell a council member when they expire and if they are eligible to rerun?

Answer: Yes, there is an internal document that we maintain. We send a notification to councilors that their term is expiring and will note if you are eligible for reelection or not. It is also noted on the P&S Council website.

Motion to extend meeting until 4:15 PM approved

Unfinished Business and General Orders

- None

IOWA STATE UNIVERSITY™

Professional and Scientific Council

New Business

- None

Open Discussion for the Betterment of Council

- Promotional video for recruitment of P&S Councilors
- Social event for recruitment

Comment: Can there be a value-added incentive to becoming a councilor, such as, a half-priced Rec membership or discount at the bookstore.

Comment: How can we use our time better together and be conscious of people's time.

IOWA STATE UNIVERSITY™

Professional and Scientific Council

Announcements

Band Extravaganza: November 5, Stephens Auditorium 7:30 PM

Hy-Vee will be hosting drive thru Covid testing on campus starting November 4th. It is 9-1 on Mondays, Tuesdays, Thursdays, and Fridays in the Stephens Auditorium Parking Lot. The free test is 2-3 days. The rapid test is \$119 cash.

Seminar Series Event-Moving on from Pronouns: Building Skills for Gender Equity and Inclusion at Iowa State University, November 9, 2021, 2PM-3PM, Room 3560, Memorial Union, and WebEx

Executive Committee Meeting: November 18, 2021, 10AM-12PM
206 Durham

General Council Meeting: December 2, 2021, 2:10PM-4PM South Ballroom, Memorial Union

Adjournment: 4:15 PM

IOWA STATE UNIVERSITY™

Professional and Scientific Council