

# IOWA STATE UNIVERSITY™

## Professional and Scientific Council

### P&S General Council Meeting Minutes, May 4, 2023

Last	First	May 4, 2023	Substitute
Ankerstjerne	Suzanne		
AdBurnett-Larkins	John	X	
Campbell	Lynne	X	
Corning	Nellie	X	
Couchman	Steve	X	
Crain	Matthew	X	
Crawford	Lainey		
Daniels	Karrie		
Das	Anindita		
Easker	Paul	X	
Ehlers	Isaac	X	
Femrite	Matthew	X	
Finch	Jennifer		
Fischer	Mike	X	
Follett	Jason	X	
Graves	Laura		
Groomes	Whitney	X	
Jacks	Marlene		
Jensen	Megan		
Johnsen	Chris	X	
Knoblock	Judy	X	
Kuehl	Ally		
Ladewig	Emily		
Larkin	Sarah	X	
Larsen	Jacob	X	
Luiken	Liz	S	Kody Henke
Marks	Autumn		
Marupova	Rano	X	
McNicholl	Susan	X	
Myers	Chris	X	
Nye	Heidi	X	
Prouty	Tina	X	
Reinders	Christine	X	
Riley	Sarah		
Sargent	Deanna		
Sarver	Sohpia	X	
Sass	Jamie	X	
Saxena	Anugrah		
Schroeder	Jennifer	X	Marissa Surette
Singh	Prashant		
Socia	Lora		
Streauslin	Nicholas		
Thompson	Michelle	X	
Wall	Patrick	X	
Warg	Melissa		
Wellik	Kaylee	X	
Welshhons	David		
Zimmerman	Misty		

## Thursday, May 4, 2023 Agenda | 2:10 P.M. Room 3580, Memorial Union

### Call to Order & Seating of Substitutes (Patrick Wall)

### Establish Quorum (Lynne Campbell) Quorum established

1. **Approval of the Agenda** Stands as approved.
2. **Approval of the Minutes** Stands as approved.
3. **Administrative Reports**

### Jonathan Wickert, Senior Vice President & Provost Steve Mickelson, Senior Policy Advisor

- 1) Search for Dean of the College of Liberal Arts and Sciences (LAS):
  - This in an attractive leadership position that is expected to gain national interest.
  - Two listening sessions held to provide opportunities for stakeholders to provide feedback and share perspectives about challenges and opportunities.
  - Timeline for the search: During the summer, the committee will develop candidate pool. In September, hold virtual interviews. In November, host candidates for on campus interviews and name next Dean of LAS.
- 2) Search for the Director of Ames National Lab:
  - There will be a similar timeline as for the Dean of LAS.
  - Working in coordination with Department of Energy to conduct the search.
- 3) Commencement Exercises:
  - Graduate commencement and three undergraduate ceremonies will be held in Hilton Auditorium.
  - Good news is that weather will not be a factor as happened when commencement was held at Jack Trice due to Covid Mandates.
  - This will be a first for Provost Wickert as he will miss a graduation ceremony due to his daughter's college graduation ceremony.
- 4) Legislature adjourned to day 90<sup>th</sup> session.
  - This legislative session turned out OK for the university. Several bills we were watching did not make it out of committee.
  - Funding numbers include:
    - Increase of around 18 million to support Phase 2 for the Veterinary College diagnostic lab
    - Increase of 2.8 million funding increase for STEM/Work force. Iowa received 2.8 million to support nursing and UNI received 1.8 million for education and other programs.
    - Flat funding for Extension and Outreach
- 5) Continued exploration DEI initiatives.
  - The Board of Regents will conduct the study and deliver a report to governor.
  - The University cannot increase budgeted amounts for DEI and will cease hiring until the review is complete. The focus is providing information to the Board that demonstrates how our DEI Programs make the university place.
- 6) Tuition costs. Establish rates and first reading for proposals will occur in May.

## 7) Enrollment:

- May 1 is the target date for undergraduate admission.
- We will continue to admit students through the summer.
- Orientation will be happening on campus this summer. Let's make sure we make our next generation of students feel welcome.

8) Fun fact: Provost Wickert has three fun ties. In celebration, of May the 4<sup>th</sup>, he was wearing his "May the Fourth be with you." / May the Force be With You.

9) To the council: As we close this school year, thank you for your service. You help to make our university a success.

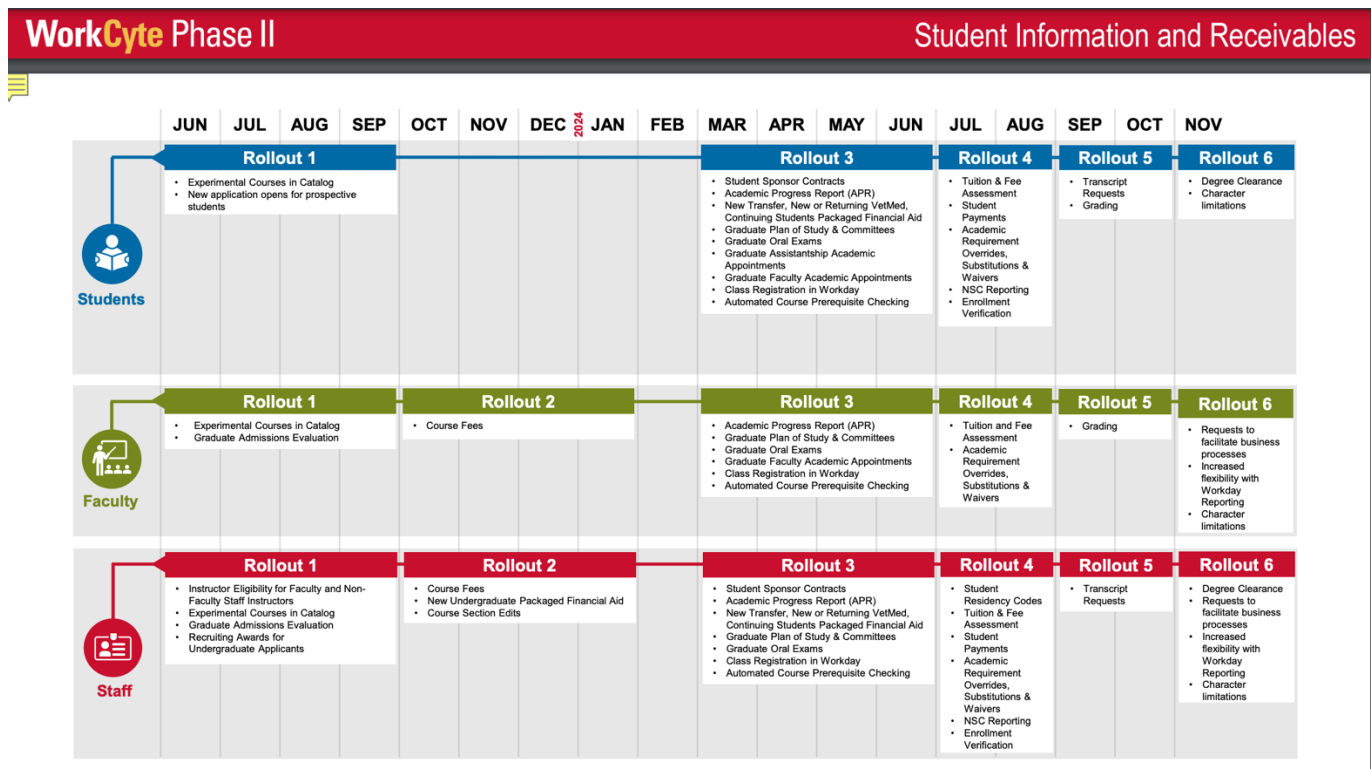
Question: What do you see happening with our colleagues who are serving DEI? Answer: We will tell our story about how DEI work makes Iowa State University a better place to work and learn.

Question: Accreditation related to Provisional vs Full accreditation due to DEI. Answer: Aware of the situation at Greenlee School of Journalism and Communication. Continue to work on diversity and Inclusion as part of learning outcomes. One focus is intentional recruitment of international students that includes recruitment at the World Fair in Dubai and offering scholarship program for international students that has seen a growth in international students.

## Steve Mickelson, WorkCyte Phase II: Student Information and Receivables

- Has been a massive undertaking to replace existing systems
- Goals is modernizing by creating architecture that is configured to meet our needs

Proposed Summary of Phase II:



- Training Format Deliverables that feature just in time methodology with Digital Learning Course that features online self-paced training; 1)  
Knowledge based articles with written step-by-step directions, and 2)  
Instructor-led training that is classroom-based either in-person or virtual 3)
- For more information go to the WorkCyte website: <https://www.workcyte.iastate.edu/>
- For archived newsletter go to: <https://www.workcyte.iastate.edu/workcyte-digest-archive>

Questions I hear from faculty: I am going to lose everything?  
Legacy system will be retained. All data has to be reformed.

Answer:

#### 4. Professional and Scientific Council Executive Committee Reports

##### President (Jamie Sass)

In the interest of time, President Jamie Sass submitted the President's report in writing instead of sharing the report during the council meeting. The report reads:

Welcome, Councilors and guests! Thank you for joining us today. April was a busy month. I have a handful of updates for you today:

First, each April, the leaders of the shared governance organizations at the Board of Regents institutions are invited to provide a five-minute statement about salary at the April Board of Regents meeting. Effectively, I, along with my counterparts from the University of Iowa and the University of Northern Iowa, have an opportunity to plea for salary change directly to the Board of Regents on behalf of Professional and Scientific employees. Iowa State's Faculty Senate and their counterparts at Iowa and UNI have the same opportunity. I shared [the letter](#) I wrote with constituents. The response has been overwhelmingly positive. I received over 300 emails in 24 hours with another dozen or so in the coming weeks. The vast majority of the responses enthusiastically thanked Council for our advocacy. Like any leader, I wanted to share a public acknowledgement of work well done, Councilors. This is work we've done together. Thank you for bringing forth concerns from your constituents because that helps shape what we do as Council. As always, there is work to do. I would say that about 50ish responses to my letter had a slightly more cynical take—"Great letter, but will we actually get paid more?" I understand the cynicism, as both budget concerns and pay increase challenges are evergreen at Iowa State.

Second, I also met with the [ISD Committee](#) as part our regular quarterly meeting. The scope of the committee is defined as "The Service Delivery Advisory Committee represents a diverse group of stakeholders that establishes accountability and serves as a link for campus engagement. The committee evaluates the effectiveness and efficiency of both Finance and HR Service Delivery, identifying areas for improvement. Customer satisfaction, employee engagement and operational efficiency are the areas that are monitored by the committee through key performance indicators. Feedback and data are used to measure finance delivery performance." Highlights from this quarter indicate a generally high satisfaction rate with both Finance and HR Service Delivery based on customer satisfaction surveys. Please fill out those surveys when you get them!

Third, Councilors have regular opportunities to engage with committees and councils. In April, I appointed David Welshons to the Athletics Council. David will spend a three-year term there. Many of you expressed interest and who I ultimately recommend for an appointment is a combination of things: current commitments for Council, experience on Council, etc. Thank you for your interest in serving on this one and many others!

Finally, the Executive Committee looks forward to sharing with you some proposed refreshed bylaws today during a first read. It is our hope that we can streamline some processes for Council and ultimately make us more productive.

As always, Councilors, thank you for the time and energy you spent here today and especially for that you spent engaging with your committee work. I appreciate you.

**Secretary/Treasurer (Lynne Campbell)**

No report

**VP for Equity and Inclusion (vacant) but it was shared:**

- Committee met with Human Resources
- The committee would like to know how many people have disability needs

**VP University Community Relations (Sarah Larkin)**

- Creamery Tour scheduled on May 26<sup>th</sup> at 1 pm. There is a waitlist.
- Tours have been well received.

**VP for University Planning and Budget (Matthew Femrite)**

- What is the Revenue Estimating Conference?
  - Meets in October, December, and once while the legislature is in session, usually in March or April.
  - Estimates General Fund revenue for the remainder of the current fiscal year and for the next fiscal year.
- Why is important for the P&S Council to know about the Revenue Estimating Conference?
  - At the December meeting, establishes the net General Fund estimate that is used by:
    - the Governor to develop budget recommendations; and
    - the Legislature to develop the State's budget.
  - If the amount estimated at the March/April meeting differs from the December estimate, then the Governor and the Legislature must use whichever estimate is lower.
- What is the estimate determined at the conference's meeting on March 10, 2022?

	12/14/22 Est.	3/10/23 Est.	% Change
<b>Tax Receipts</b>	\$ 10,679.40	\$ 10,370.50	-2.9%
<b>Other Receipts</b>	\$ 368.80	\$ 425.10	15.3%
<b>Accruals Receipts</b>	\$ (1,552.10)	\$ (1,274.70)	-17.9%
<b>Transfers</b>	\$ 129.40	\$ 129.40	0.0%
<b>Net Revenues</b>	\$ 9,625.50	\$ 9,650.30	0.3%

**Note:** The amounts in this table are in millions.

## **5. Professional and Scientific Council Committee Reports**

**Awards (Susy Ankerstjerne)**

No report

**Communications (Deanna Sargent)**

No report

**Compensation and Benefits (Liz Luiken)**

No report

**Peer Advocacy (Jacob Larsen)**

No report

**Policies and Procedures (Paul Easker)**

- As a committee support of combination of Peer Advocacy and Policies and Procedures

## Professional Development (Jennifer Schroeder)

[Professional & Scientific Council Seminar Series:](#) Visit website for information about links and registration.

- **May 9: Living in the Moment** with Stephanie Downs, Senior ISU WellBeing Coordinator  
It is easy to get caught up in the busy-ness and chaos of our everyday lives, so much so that we can miss the small moments so precious to living and working. Join me as we learn more about why mindfulness works and introduce it into our everyday. We will explore ways to bring pause into our every day and learn to live with intention. We will experience the gift of stillness and the freedom of present moment, gaining confidence, perspective, and ease. Join in person May 9 from 2-3 p.m in 3580 Memorial Union.
- **June 13: Magic Customer Service** with *Jennifer Schroeder, Associate Director Accounts Receivable Office. Virtual.* Based on the book “Lessons from the Mouse” by Dennis Snow, we will look at techniques that put the magic in your interactions with customers. Useful examples not only from the book but from someone who has put those lessons into practice while working at Iowa State including understanding who your customer is, reflect on increasing the WOW factor, and reframing every day interactions into magical moments. Join virtually from 2-3p.m.
- **July 11: Engaging Youth & Families Living in Poverty in Educational Experiences** with Jennie Hargrove, 4-H Positive Youth Development Specialist: Understanding the barriers faced by families along with recognizing some myths about those living in poverty will allow professionals to develop a thoughtful plan for providing inclusive experiences. In this session, participants will learn strategies for educational experiences that are accessible for youth and families regardless of their ability to pay and to create welcoming environments. Resources will be presented to strengthen work in providing welcoming environments for all, regardless of financial resources. Attendees will develop a basic understanding of the intersectionality of poverty with other social, racial, ethnic, environmental, cultural, etc. experiences, and how that can create further challenges of engaging with potential program participants. Join virtually from 10-11 a.m.

### Tera Lawson Sub-Committee Report

Kudos to Tera. This is her last conference report. She shared that she will not chair the 2024 conference.

Sub-committee: Tera Lawson, Chair, Nellie Corning, Emily Dougill, Isaac Ehlers, Kate Goudy, Megan Jensen, Sara Parris, Christine Reinders, Deana Sargent, Jen Schroeder, Michelle Thompson, Miles Tritle

Highlights of Cultivate 2023 held at the Gateway Hotel and Conference Center on February 22, 2023:

- 281 individuals gathered to invest in their personal and professional development
- 20 concurrent sessions speakers presented on a wide range of topics and a fantastic keynote speaker
- 98.55% of 138 evaluation survey respondents (49% evaluation survey rate) reported being satisfied or very satisfied overall with the conference.

How did we make the conference happen?

- Budgeting starts in August. Expense Categories are determined. Revenue and Expenses are projected. With that information, registration rates are based on anticipated expenses and anticipated number of registrants. Expenses are managed throughout conference lifecycle.

Revenue:

- Balance forward: \$21,262.39
- Contribution of the Provost \$5,000
- Remaining revenue 24 derived through registration fees \$37,220 (projected \$36,800)

## Expenses:

• Speakers	\$10,601	(25.24%)
• Conference supplies	\$12,365.20	(29.63%)
• Venue	\$4,038.20	(9.68%)
• Food	\$14,725.40	(35.29%)
• Total	\$41,730.70	(100%)

Save the date for 2024 P&S Council Conference: Wednesday, February 21, 2024 at the Gateway Hotel

- Balance forward for 2024: \$21,751.69
- Rising costs are a significant concern for 2024 Conference

## Representation (Jason Follett)

- Council seat appointment –recommendations have been submitted
- Committee assignments have not yet come out

## 6. Unfinished Business and General Orders

- None

## 7. New Business

### Motion 23.4 to Amend the Rules & Bylaws of the Professional & Scientific Council (First Read)

See appendix with the Rules and Bylaws below /Changes made via track changes in the document.

Met with Provost Wickert to discuss changes to Rules & Bylaws to Professional & Scientific Council. These changes were well received with Senior Leadership. Congratulated the Executive Council to accomplish these changes

Discussion about proposed changes to improve committee operation and flow of council meetings:

- 1) Eliminate the seating of substitutes
- 2) Will identify when the “shall” is used. Will be removed and inserted with “will”
- 3) Eliminate Communication committee and embed communication council in each committee.
  - a. Are you interested as a Communication Liaison?
  - b. Patrick will appoint communication liaisons to committees.
- 4) Comp and Benefits does not have the same role as it did 10 years ago
  - a. What role now?
- 5) Combine Peer Advocacy and Policy
- 6) Change the name of the Representation Committee to governance
- 7) If you have suggestions, submit edits to Exec Council via track changes to provide feedback

Discussion about proposed changes:

### 1) Communications - roles and responsibilities

- No longer a standing committee
- Liaison attends the meeting to get on the same page
- Marching orders are not so strict to dictate how work and can be defined later
- Communicate minutes and happenings in the committee work



2) How can we make committee work more impactful?  
How can we make council meetings more effective and efficient?

- Proposed: Chair of committee selects new vice chair as someone who the chair can work with
- Suggestion: Define vice chair in the bylaws and include the role and parameters
- Discussion: How can a vice chair be defined?
  - Definition of a vice chair is “stand in” for the chair?
  - Vice chair could fill in role should chair no longer be able to
  - Vice chair could attend Exec meetings. Discussion was not in agreement
  - Could be designed to grow into the chair position with dedication to that committee
  - Making a decision is important about how the committee works
  - Need to revisit and make updates about how working the role is working
  - Need to continue the discussion.
- Proposed: If a committee has a vice chair, the vice chair will be selected by the chair. Will serve in absence of Chair and does not serve on Executive Committee.
- Question: Should every committee have a vice chair?
- Suggestion: Vice chair is not mandatory for each committee.
- Discussion: Some stated that vice chair could be as needed and valuable in each committee. Some discussion that vice chair is important for every committee as an equity issue.

## 8. Announcements

Announcements from Councilors

Professional Development Seminar Series: May 9, *Living in the Moment*, Stephanie Downs, Senior ISU Wellbeing Coordinator

Executive Committee Meeting: May 17, 2023, Time: 10-12noon, TBA

General Council Meeting: June 1, 2023, 2:10 PM, Gold Room, Memorial Union.  
orientation will happen prior to the council meeting from 12 pm to 2 pm.

New

Central Stores has a store where you can see products. Check out products available at:  
<https://order.centralstores.iastate.edu/>

## 9. Open discussion for the Betterment of Council

## Adjournment



## Appendix: Rules and Bylaws

### Rules and Bylaws of the Professional and Scientific Council

#### Article I. Bylaws adopted.

The Constitution of the Council of Professional and Scientific Employees of Iowa State University defines the purpose and functions of the Council and its membership and election procedures. These Rules and Bylaws are adopted according to Article XVI of the Constitution.

#### Article II. Representatives.

§ 1. **Eligibility.** The Council shall be primarily composed of representatives. Eligibility to serve as a representative shall be determined pursuant to the Constitution.

§ 2. **Representation areas.** Representation on the Council shall be based annually on the university divisions as represented on the Iowa State University organizational chart as of December 31st of the year prior to the election. Representation within each university division shall be based on the total number of Professional and Scientific employees as determined by the December payroll. Within the Office of the Senior Vice President and Provost there shall be at least one designated representative per identified College or Unit as stated on the Iowa State University organizational chart as of December 31st of the year prior to the election. In accordance with pertinent articles of the Constitution, the Representation Committee shall report any adjustments necessary to promote continuity of representation in each area. To the greatest extent possible, the committee shall ensure that liaisons represent the area in which they are employed, but if, after an election, no representative is elected from a representation area, the committee shall designate a representative to serve as the liaison to such area.

§ 3. **Election timeline.** Representatives on the Council shall be elected consistent with the following timeline:

December – The Communications Committee provides the Representation Committee with a list of eligible employees.

January – The Representation Committee reports at the regular council meeting the number of anticipated vacancies within each representation area for the upcoming year.

February – The Representation Committee solicits nominations within each of the representation areas.

March – The Representation Committee holds elections.

April – The Representation Committee publishes the names of newly-elected representatives.

June – Newly-elected representatives are seated at the end of the last regular meeting of the year with representative terms of office starting at the beginning of the following fiscal year.

§ 4. **Election process.** The Representation Committee shall publish information for Professional and Scientific employees regarding elections for representatives. The committee

shall establish appropriate processes for the receipt of nominations, the dissemination of information about candidates, and the receipt of votes, which shall provide for secret balloting. The Representation Committee shall review the results of the vote and, should any voting irregularities be evident, reconvene voting for any affected areas.

**§ 5. Terms of representatives.** Representatives shall serve one-, two-, or three-year terms as determined in this section. In accordance with pertinent articles of the Constitution, the Representation Committee shall provide for and report to the Council any adjustments that are necessary to provide for the election of approximately one-third of the representatives of the Council each year. The committee shall place candidates receiving the most votes in vacancies with the longest available terms until all vacancies are filled. If there is a tie vote which affects the length of the term of two or more candidates, the committee shall place candidates by the flip of a coin or other random process. If there is a tie for the final available vacancy, the Representation Committee shall hold a run-off election between such candidates within 15 days. Run-offs that result in a tie shall be decided by the flip of a coin.

**§ 6. Duties of representatives.** Representatives shall attend regular meetings of the Council. Upon appointment by the president, or otherwise as provided in these rules and bylaws, representatives shall also: serve on a standing committee and actively contribute to the work of the committee; provide information regarding Council activities to employees in their area of representation; with their consent, serve on an ad hoc committee or university councils or similar organizations; and, with their consent, represent the Council at other meetings or events. University-level council or committee appointments shall terminate immediately when the person no longer serves on the Council, regardless of the university council's or committee's term-of-appointment rules.

**§ 7. Dismissal of representatives.** The Council may remove a representative from the Council upon a motion made by any representative, officer, or committee and duly considered and approved by the Council. The motion must allege specific misconduct, nonfeasance, or excessive absences. The phrase "excessive absences" shall mean that the representative was absent from three council meetings per fiscal year without a substitute or five council meetings per fiscal year with a substitute.

**§ 8. Process on motion to remove representative.** A motion to dismiss a representative must be an agenda item at a regular council meeting, no less than 14 days after a copy of the motion is provided to the subject representative by the Executive Committee. The president or the Executive Committee may grant a postponement of consideration of the motion, but in no event may postponement be granted for more than one council meeting. The subject representative may provide a written statement, which shall be timely distributed to all representatives and officers, and shall be entitled to speak in answer to the motion at the council meeting. A motion for removal may not be amended during a council meeting, and no amended motion shall be considered at a regular council meeting except in accordance with all provisions of this section or as otherwise required by these rules and bylaws. Votes on the motion shall be cast by secret ballot, and shall be counted by the Representation Committee. A representative shall only be dismissed upon an affirmative vote of two-thirds of the members present and voting.

**§ 9. Vacancies.** In the event of a vacancy on the Council, the Representation Committee, with the assistance of the remaining representatives in the area in which the vacancy has occurred, shall provide the president a list of nominees equal to the number of vacancies. Nominees must be eligible to serve as representatives. Nominees shall first be chosen from the list of candidates

from the most recent Council election, with priority given to those receiving the most votes. If upon inquiry a potential nominee declines the nomination, the committee must consider the next such person from the election list. If such list is exhausted, the committee may consider any other willing Professional and Scientific employee. If practicable, at the next regular council meeting following the vacancy the president shall nominate a person from the list to fill the vacancy. The nomination must be approved by a majority vote of representatives present and voting. The appointed representative shall serve for the remainder of the university's fiscal year, and shall have the same duties and responsibilities of an elected representative.

### Article III. Officers.

§ 1. **Generally.** The Council shall have a president, president-elect, past president, vice president for university planning and budget, vice president for university community relations, vice president for equity and inclusion, and secretary/treasurer, each of whom shall be a representative or officer at the time of their election. The president and president-elect, while holding such offices, cannot concurrently serve as a representative. No person shall concurrently hold more than one office, though an officer may temporarily act on behalf of others. All officers shall have full voting rights at council meetings.

§ 2. **Terms of office.** The president-elect will serve a three-year term because he or she will succeed to the offices of president and past president, each for one year, and vice presidents and the secretary/treasurer shall serve one-year terms.

§ 3. **Nominations.** Nominations shall be made beginning at the February council meeting and concluding at the March council meeting. Nominations shall be accepted during these meetings and in writing between these meetings. The names of all nominees who indicate a willingness to serve shall be placed on the ballot. Election shall be by secret ballot at the March meeting, with the vote for president-elect to be held first. The seat of the representative vacated by the president-elect will be filled during the next council election. The officers will begin their terms of office at the beginning of the following fiscal year.

§ 4. **Election process.** The election of officers shall be by a majority vote of the representatives present and voting. Should there be more than two candidates for any election and none receives a majority of the votes after the first ballot, the candidate with the fewest votes will be removed from the ballot. This procedure will continue in successive ballots until one candidate receives a majority of the votes cast. When only two candidates appear on the ballot and a tie occurs, each of the candidate's names will be written on pieces of paper of the same size, placed in a container so that the names cannot be seen, and the presiding officer will draw to determine the winner. If there is only one candidate, the president-elect may call for a voice vote unless a motion is made for a roll-call vote.

§ 5. **Dismissal from office.** The Council may remove an officer from an office upon a motion made by any representative, officer, or committee and duly considered and approved by the Council pursuant to the same procedures for the removal of representatives from the Council. Such motion may concurrently seek dismissal of the person from the Council. If the officer in question is the president-elect, the president-elect shall be recused from any duty relevant to the motion, and the president shall preside during the meeting at which the motion is considered.

§ 6. **Vacancies.** Should the office of president become vacant, the president-elect shall be offered the opportunity to serve the remainder of the president's term, serve the following year

as president and then as past president. If the president-elect declines, the Council shall hold an election to fill the vacancy for the remainder of the president's term at the first meeting after the meeting at which the vacancy is announced. If any other office, except that of past president, becomes vacant the Council shall hold an election to fill the vacancy at the first council meeting after the meeting at which the vacancy is announced, but with the approval of a majority of members present and voting the Council may hold such election during the council meeting at which the vacancy is announced. If a president-elect is elected during a special election, that person shall serve as described in Section 2. If necessary the area representative seat of an elected president or president-elect will be filled pursuant to Article VI.

#### Article IV.

##### Powers and Duties of Officers.

§ 1. **Duties of officers generally.** Officers, or as otherwise permitted their designees, shall attend regular meetings of the Council, the Executive Committee, the appropriate standing committee, and university-level councils or committees as required herein. University-level appointments shall terminate immediately when the person no longer serves in their Council office or as chair of the appropriate standing committee, regardless of the university council's or committee's term-of-appointment rules. With their consent, officers may serve on an ad hoc committee or university councils or similar organizations, and, upon request, represent the Council at other meetings or events.

§ 2. **The President.** The president shall be the chief executive of the Council and, except as otherwise designated, will serve as the primary liaison to university administrators and units. The president shall appoint members to standing and ad hoc committees, shall designate chairs of such committees, may appoint a parliamentarian, shall appoint members to university councils and committees where official representation is designated or requested, shall nominate members to university councils and committees where the appointment is the responsibility of others, shall schedule and chair executive committee meetings, shall call the representatives to special meetings of the Council, shall be the official spokesperson for the Council, and shall serve on the Council's University Planning and Budget and Equity and Inclusion Committees. The president, with the approval of the Executive Committee, may assign to standing or ad hoc committees items for study and request recommendations for consideration by the Council. The Council may similarly assign items to committees. The president will act, as appropriate, in the absence of the president-elect.

§ 3. **The President-Elect.** The president-elect shall, in the absence or incapacity of the president, assume as necessary the duties of the president. The president-elect shall schedule regular meetings of the Council, call the representatives to regular meetings and chair each meeting of the Council, and notify University Relations of dates and locations for meetings. The president-elect shall be responsible for monitoring items of continuing council business and shall report to the Council on a regular basis regarding the status of council actions, and otherwise assist the president as requested. The president-elect will also serve on the Council's University Planning and Budget and Equity and Inclusion Committees.

§ 4. **The Vice President for University Planning and Budget.** The vice president for university planning and budget shall, in addition to serving in other capacities as assigned, be the lead Council representative concerning university planning and budgeting, and serve as chair of the Council's University Planning and Budget Committee.

**§ 5. The Vice President for University Community Relations.** The vice president for university community relations shall serve as the face of the Council to P&S employees. The duties of the vice president for university community relations shall include, but are not limited to, promoting the Council at University New Employee Orientation sessions, coordinating communications between representatives and the areas they serve, coordinating questions for and reporting on Campus Leaders Breakfasts, and promoting the accomplishments of P&S employees across the university. The vice president for university community relations shall sit on the Communications Committee, and attend other committee meetings as appropriate.

**§ 6. The Vice President for Equity and Inclusion.** The vice president for equity and inclusion shall serve as chair of the Council's Equity and Inclusion Committee, assist in recruiting individuals from underrepresented groups to become actively involved in the Council, participate in the activities of inclusion related organizations across campus, including the VPDI Council and the Faculty and Staff Affinity Council, lead and facilitate the development and maintenance of inclusiveness practices within the Council (such as programming and awards, by interacting with Council committees), and serve in other capacities as assigned. The vice president of equity and inclusion shall serve on the VPDI Council.

**§ 7. The Secretary/Treasurer.** The secretary/treasurer shall record and distribute the minutes of each regular and special meeting of the Council and of the Executive Committee, and shall maintain a permanent record of these minutes and proceedings. Copies of the minutes of each council meeting shall be sent to each representative prior to the next meeting. The secretary/treasurer shall monitor the acquisition, budgeting, and disbursement of all Council funds via appropriate university channels.

**§ 8. The Past President** The past president shall advise and assist the president and president-elect and serve on the Executive Committee, the University Planning and Budget Committee, and the Equity and Inclusion Committee. In the event that the president and president-elect are unable to attend a regular or special meeting of the Council or of the Executive Committee, the past president shall chair such meeting.

## Article V. Committees.

**§ 1. Council committees and eligibility to serve on committees.** The Council shall establish standing committees, as described in this Article, which shall generally meet once per month or at the discretion of the committee chair. Representatives shall constitute a majority of each standing committee, and a representative shall chair each standing or ad hoc committee. Other Professional and Scientific employees, as classified by University Human Resources, may as appropriate serve on committees. Only members shall have voting privileges on committees except where otherwise noted in these Rules and Bylaws. Non-voting members can be excused from all or part of a meeting by majority vote of the committee. The language in this section notwithstanding, the composition of the Executive Committee and the University Planning and Budget Committee shall be as described in sections 2 and 3.

**§ 2. Executive Committee.** There shall be an Executive Committee, which shall be composed solely of the current officers and the chairs of standing committees. The chairs of standing committees serve as ex-officio members with full voting rights. A quorum shall be a majority of the current officers. The Executive Committee shall accept items of business to bring before the Council and act for the council between regular meetings. The Executive Committee also act in

an advisory capacity to the president. If the president is unable to attend a meeting or event at which Council representation has been requested, he or she shall refer the request to the Executive Committee. The president may invite guests, including the chairs of ad hoc committees, to present information to the committee.

**§ 3. University Planning and Budget.** There shall be a University Planning and Budget Committee composed of the president, president-elect, past president, and vice president for university planning and budget; the university's Assistant Vice President for Financial and Capital Planning (or designee); representatives from the university's divisional budget advisory committees; and two university-level fiscal officers. One fiscal officer shall be from a small college and the other from a large college, and each shall rotate among appropriate colleges every two to three years on a staggered cycle. The vice president for university planning and budget shall serve as or appoint a chair of the committee. The committee shall focus on university-level strategic planning, budgeting, and resource allocation issues.

**§ 4. Policies and Procedures.** There shall be a Policies and Procedures Committee composed of at least five representatives, one of whom shall be the chair as designated by the president. The committee shall regularly assess the value, effectiveness, and implementation of university policies and procedures that pertain to Professional and Scientific employees, and shall work with appropriate administrators to develop and recommend any revisions or alternative approaches that will best serve the interests of Professional and Scientific employees. The committee will periodically assess and recommend amendments to, and maintain these Rules and Bylaws as it deems necessary. Upon request, the committee will assist any council member, officer, or committee to evaluate or draft proposed change(s) to the Rules and Bylaws. The chair of the committee shall serve on the University's Policy Library Advisory Committee. If for any reason the chair is not able to serve, the president shall appoint a designee, with preference given to current members of the Policies and Procedures Committee.

**§ 5. Communication.** There shall be a Communication Committee composed of at least three representatives, one of whom shall be the chair as designated by the president. The committee shall facilitate communication between the Council and Professional and Scientific employees. The committee shall recommend, develop, design, and implement strategies and activities to obtain information and input regarding employees' interests and concerns. The committee shall also disseminate information from the Council to Professional and Scientific employees. The committee shall take an active role in planning and facilitating public presentations sponsored by the Council.

**§ 6. Representation.** There shall be a Representation Committee composed of at least three representatives, one of whom shall be the chair as designated by the president. The committee shall organize and implement all election activities as required by these Rules and Bylaws. Election tallies shall not be published, but the Representation Committee shall provide election tallies to standing committee chairs upon request. At the direction of the president and when Council involvement is appropriate, the committee shall evaluate and recommend candidates for positions on other university councils and committees.

**§ 7. Awards.** There shall be an Awards Committee. Professional and Scientific employees who are not representatives may be appointed to provide representation from all representation areas. The Awards Committee shall advocate for, and assist in the administration of, awards and honors for individual Professional and Scientific employees and groups that include Professional and Scientific employees. The Awards Committee shall, among other activities, plan and host the

annual CYtation Awards Ceremony, develop new Council awards and honors, advertise awards and honors available to Professional and Scientific employees, and provide preliminary screening for University- and Regents-level awards and honors.

§ 8. **Peer Advocacy.** There shall be a Peer Advocacy Committee composed of at least **three** representatives, one of whom shall be the chair as designated by the president. The committee shall provide information to, and may advocate on behalf of, Professional and Scientific employees with respect to, for example, issues concerning employment or grievance concerns. The committee will provide a means for employees to obtain a perspective about employment concerns from peers familiar with the policies and practices of the university.

§ 9. **Compensation and Benefits.** There shall be a Compensation and Benefits Committee composed of at least **five** representatives, one of whom shall be the chair as designated by the president. The committee shall work to ensure a fair and equitable financial reward system, including salaries and benefits, for Professional and Scientific employees. The committee's responsibility shall be to assess the effectiveness of, and develop and recommend revisions to, the university's classification and compensation system. The committee shall also advise the Council regarding the university's annual budgeting process, and prepare, for consideration by the Council, recommendations to university administrators regarding salaries, salary distribution, adjustments to the pay structure, employee benefits, and other compensation concerns. The chair shall serve on the University Benefits Committee. If for any reason the chair is not able to serve, the president will appoint a designee, with preference given to current members of the Compensation and Benefits Committee.

§ 10. **Professional Development.** There shall be a Professional Development Committee composed of at least **three** representatives, one of whom shall be the chair as designated by the president. This committee shall organize and host professional development events for Professional and Scientific employees.

§ 11. **Equity and Inclusion.** There shall be an Equity and Inclusion Committee composed of the president, president-elect, past president, vice president for equity and inclusion, and persons appointed by the president consistent with these Rules and Bylaws. The vice president for equity and inclusion will serve as or appoint a chair of the committee. The committee will provide information and advice to the Iowa State University president and administrators on a wide range of issues related to the topics of diversity, equity, and inclusion. Planning, analysis, and policy as it pertains to these issues will be addressed and shared.

§ 12. **Ad Hoc Committees.** The president, with the approval of the Executive Committee, may create, appoint, and dissolve ad hoc committees, and shall report to the Council on the creation, appointments, activities, and dissolution of such committees.

§ 13. **Subcommittees.** Committee chairs may create, and appoint members and chairs of, subcommittees, and shall encourage the participation of Professional and Scientific employees who are not representatives, who may serve as chairs of subcommittees.

## Article VI. Conduct of Meetings.

§ 1. **Parliamentary authority.** Meetings of the Council shall be conducted informally and as specifically provided by these rules and bylaws. Otherwise the authority in questions of proper procedure shall be the current version of Robert's Rules of Order Newly Revised.



§ 2. **Quorum.** A quorum of the Council shall be a majority of the members.

§ 3. **Seating of substitutes.** Substitutes shall be seated after the determination of a quorum. Substitutes must be Professional and Scientific employees. Any representative may request a vote to deny a substitute the ability to serve at that meeting. A two-thirds majority vote of representatives present and voting is required to deny the seating of a substitute.

§ 4. **Agenda.** The president-elect, with the approval of the president, shall circulate an agenda at least one day prior to each regular meeting. Guest speakers may be added to the agenda by the invitation of the president, president-elect, or the Executive Committee. The agenda, including the addition of guest speakers at the time of the meeting, shall be subject to amendment and shall be approved by the Council by a majority vote of representatives present.

§ 5. **Speaking before the Council.** Representatives, substitutes, and officers may speak on any issue on the agenda.

§ 6. **Eligible voters.** All representatives, substitutes, and officers in attendance at the council meeting may vote on motions and other matters requiring a vote . A simple majority of the members present and voting will carry the question unless otherwise specified in these Rules and Bylaws or in the parliamentary authority.

§ 7. **Roll call votes.** Any representative may request a roll call vote, which shall be recorded in the minutes.

## Article VII. Council business.

§ 1. **Motions generally.** The Council shall, except as otherwise provided in these rules and bylaws or the parliamentary authority, conduct business via motions duly considered at regular council meetings. Motions may be made by any representative, officer, or committee.

§ 2. **Written motions.** The president-elect shall assign a reference number to a written motion as a reference for future discussion. The motion and any supporting documents will be maintained in the Professional and Scientific Council docket. Written motions shall be timely presented for a first reading at a regular meeting of the Council. A second and final reading of the motion shall occur during unfinished business at the next meeting to allow representatives time to consider the motion and solicit feedback and input from constituents. The Council may, however, act upon a written motion during the meeting in which it is introduced if, in response to a proper procedural motion, two-thirds of the members present and voting approve the suspension of the rule.

§ 3. **Notice of action by the Council.** The president will provide copies of approved motions, special reports, or other documents approved by the Council to university administrators and units listed therein, or if not listed then to appropriate persons or units at his or her discretion.

## Article VIII. Amendments.

The Council may amend these rules and bylaws via a proper written motion duly considered at a regular or special meeting and approved by a majority of the members present and voting.

*These Rules and Bylaws of the Professional and Scientific Council were duly adopted by the Council at its regular meeting on February 6, 2020.*