

IOWA STATE UNIVERSITY

Professional and Scientific Council

General Meeting Minutes | Thursday, September 5, 2024 | 2:10 PM | Microsoft Teams

GENERAL COUNCIL MEETING

ATTENDANCE			
Chad Arnold	X	Alan Hulsebus	X
Michael Boyd	X	Rachel Jones	X
Nikki Brandon	X	Laura Kilbride	X
Lynne Campbell	A	Chris Knight-Gipe	S
Amy Carver	X	Steve Kopecky	X
Nellie Corning	X	George Loper	A
Jordan Curzon	A	Liz Luiken	X
Anindita Das	X	Susan McNicholl	X
Emily Dougill	X	Heidi Nye	X
Stacy Dreyer	X	Lucas Oerter	X
Paul Easker	X	Nathan Pick	X
Isaac Ehlers	X	Deanna Powell	X
Sara Everson	X	Tina Prouty	X
Rachel Faircloth	X	Kasi Province	X
Mike Fischer	X	Christine Reinders	X
Jason Follett	X	Brooke Rogers	X
Sarah Freestone	X	Julianne Rogowski	X
Kate Garretson	X	Brian Rowe-Barth	X
Taylor Gerdes	X	Anugrah Saxena	X
Paul Gibbins	X	Jennifer Schroeder	X
Laura Graves	X	Sam Shelton	X
Snow Gray	X	Adam Wade	X
Whitney Groomes	X	Patrick Wall	X
Sara Harris-Talley	X	Melissa Warg	X
Kimberly Hope	X		

X = Present, A = Absent, S = Substitute

1. Call to Order & Establish Quorum – Jennifer Schroeder

- Call to order: 2:10
- Quorum Established: yes

2. Approval of the Agenda and July 11, 2024, Council Meeting Minutes – Jennifer Schroeder

- none

3. Administrative Reports

- Amy Ward – ITS: Identity Services Team: Identity Governance Project Update: MFA move to Microsoft
 - Monday Sept 9: all faculty and students will receive email to reset multi-factor authentication.
 - New option to set up a self-service reset option, can change password without assistance from Solution Center.
 - Preview new Microsoft sign on dashboard
 - Both okta and Microsoft will be available for a few weeks, for easy comparison to customize as

- you wish.
- Sept 16 will switch to new dashboard and okta will still be available for limited time for comparison purposes.
- 3 tiles will be available: Microsoft MFA Setup, Microsoft Dashboard and Okta dashboard.
- Google Authenticator or Microsoft apps will be used, not recommended to install now. Advised to wait for the walkthrough app makes it easier.
- Will still have SMS, call and office phone
- Role accounts, Yubikey or Work for Ames Lab, you will have future communications on how to transition later this semester.
- All apps will migrate before December 20, 2024
- Need help: reach out to solution@iastate.edu or see <https://www.it.iastate.edu/projects/identity-governance>
- Questions: okta browser plug in replacement with new dashboard?
 - Unsure, looking into it.
- What should people do if they will be on vacation during the transition period.
 - They will have items in place for them to migrate later.
 - Solution center can help, should still be able to login with existing password if they are using one of the MFA that was transitioned.
- Will the double login go away once we transition?
 - Yes, once it launches that will go away.

4. Professional and Scientific Council Executive Committee Reports

- President – Jason Follett

Article III of the Professional and Scientific Council Constitution states our purpose:

The Iowa State University Professional and Scientific Council serves as a resource and an advocate for Professional and Scientific employees. The council identifies the needs of its constituents, provides information and advice in response to those needs, and recommends policies and procedures to the administration that benefit Professional and Scientific employees and assists in fulfilling the mission of Iowa State University.

This past July, the Professional and Scientific Council Executive Committee engaged in a work session to identify current issues surrounding Professional and Scientific employees at Iowa State. These were condensed into the following a set of five goals for 2024-2025.

- **Maximize the student experience.**
- **Better educate P&S employees on how to optimize their benefits package at Iowa State.**
- **Advocate that all P&S employees receive equal and fair treatment as ISU staff.**
- **Review and advocate for P&S employee representation across the university to ensure involvement in decisions that impact P&S employees.**

The Professional and Scientific Council will work to address these goals in conjunction with our purpose and jointly with our priorities of serving as the voice of P&S employees in the shared governance structure, providing professional development opportunities for P&S employees, honoring P&S employees, and encouraging P&S employee engagement.

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Iowa State alumnus George Washington Carver once shared: *It is simply service that measures success.* This is why the Professional and Scientific Council Executive Committee wants to remind Councilors of Article II § 7 of the P&S Council Bylaws:

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” will 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.

All Councilors and Officers need to stay engaged in the workings of the Professional and Scientific Council. This means we all need to attend and be active participants in Council and committee meetings. Our Secretary-Treasurer, Sara Everson, in cooperation with our committee chairs, is maintaining attendance records. If you need to be absent from a Council meeting, please make sure you are seeking a substitute and communicate with our Secretary-Treasurer who it is. If you are unable to attend a committee, please reach out to your committee chair.

Under New Business today, I will be making a motion to fill Councilor vacancy. I encourage you to approve this appointment.

In closing, at our October 2024 Council meeting, there will be a motion regarding bylaws changes. Please carefully review this motion in the pre-meeting documents and let us have a robust initial conversation on them.

- Secretary/Treasurer – Sara Everson
 - Still need more Point of Contact people for each representation area
 - Budget update
- Vice President for Communications and Community Relations – TBD
 - No Report
- Vice President for Compensation and Benefits – Liz Luiken
 - The Compensation and Benefits Committee met today. During our meeting, we discussed last year’s compensation and benefits report. The committee is currently working on following up on the recommendations made last year. One of last year’s recommendations was for EBAC to implement an orientation and we were excited to hear that this orientation occurred last Tuesday. In the coming months, our committee will begin discussions around the 2025 report and identifying areas to highlight and recommendations for change. We encourage council members and constituents to share concerns, and positive experiences you have had with compensation and benefits at ISU. Your feedback is incredibly helpful as the committee begins work on the report. Here is the link to the report [2024 Compensation and Benefits Report](#)
- Vice President for Diversity, Equity, and Inclusion – Susan McNicholl
 - Discussed assisting with community engagement pieces (food drive and coat drive) to help out the new VP when elected
 - Inviting potential speakers to council
 - 1st Amendment/General Counsel’s office prior to national elections in November
 - Land grant university status, what that means, and how it intersects with diversity, equity, and inclusion
- Awards Committee Chair – Christine Reinders
 - We met virtually today to review roles and responsibilities on our committee this year.
 - Over the next month we are reviewing the forms for calls for nomination for Cytation awards and beginning to enter these forms into Qualtrics from screenshots that were taken in Smartsheets as we move into using Qualtrics this year for nominations.
 - The call for nominations for University Awards is currently open. Please review the honors and awards website to review the details of each award and departmental deadlines. All University Awards are due to the Office of the Senior Vice President and Provost by February 10th, 2025.
 - <https://www.provost.iastate.edu/faculty-success/awards/university>
 - Nominations for Cytation awards will open in October at which time we will also be reviewing

our scoring criteria.

- Governance Committee Chair – Paul Easker
 - Working on voting process within the Virtual environment
 - Working on rewriting some of the bylaws to be discussed at later meetings
 - Working on finding a replacement for VP Communications
- Peer Advocacy and Policy Committee Chair – Rachel Faircloth
 - Working on tours for the creamery, brewery, and winery
 - Working on ice cream social event for new staff members
 - Working on January social event-post holiday party
 - OMBUDS training: sign up link coming early next week, they'll be available to sign up using Workday Learning
 - Ethical Communication (Alan & Brian)
 - Date: Monday, September 23rd 2024
 - Time: 9-10am
 - Stress Management and Self Care
 - Date: Monday, October 14th 2024
 - Time: 9:30-11am
 - Course Name: Ethical Leadership
 - Date: Wednesday, November, 13th 2024
 - Time: 9-10:30am
- Professional Development Committee Chair – Isaac Ehlers
 - We planned out our ideas for the Fall seminar series. Check out this month's seminar series on Sept 18th - "**Exploring Research Excellence: What Carnegie R1 Means for You at Iowa State University**" with Dr. Peter Dorhout, Vice President for Research, register through Workday Learning. Stay tuned for more information about October's seminar series - "The Ghosts of Iowa State's Past" with Allison Sheridan, Manager of Collections, Communications, and Publications.
 - Work is under way for the 2025 Professional Development Conference, hosted by the Professional and Scientific Council Professional Development Committee. Our theme is year is "**Charting the Future**," with a focus on strategic planning, both institutionally and personally. Save the date on your calendars - February 27, 2025 at the Gateway Hotel and Conference Center. Watch out for our call for session proposals later this month!

5. Unfinished Business and General Orders

- None

6. New Business

- Vote to fill Councilor vacancy – Paul Easker
 - Lauren Tumey was voted in
- Vote to elect Vice-President for Communications and Community Relations vacancy – Paul Easker
 - Michael Boyd- was voted in
 - Sara Harris-Talley

7. Open Discussion for the Betterment of Council

- none

8. Announcements

- **Announcements from Councilors**

- **General Council Meeting:** Thursday, October 10, 2024 | 2:10 PM – 4 PM | 4250 Student Innovation Center or Teams
- **Executive Committee Meeting:** Friday, September 20, 2024 | 9:00-11:00 | 1118 SICTR
- **Professional Development:** 2025 Professional Development Conference – Mark your calendars: February 27, 2025 at the Gateway Hotel and Conference Center.
- **Seminar Series:** September 18, 2024 | 2:00-3:00 pm | 1160 Sweeney Hall
 - Peter Dorhout presents-Exploring Research Excellence: What Carnegie R1 Means for You at Iowa State University.

9. Adjournment: 2:58pm

DRAFT