Professional and Scientific Council Year-End Standing Committee Report

Communications Committee 2017-2018

Committee Function (Professional and Scientific Council Rules and Bylaws):

Communications: 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.

Committee Scope (Professional and Scientific Council Website):

The Professional and Scientific Council Communications Committee is charged with facilitating communication between Council and P&S employees. This facilitation comes in many forms, including management of Council's electronic communication via e-mail and the World Wide Web, and by setting up other forums for communication. This committee recommends, develops, and implements periodic surveys of the P&S staff to provide the Council an understanding of employees' interests and concerns. Committee projects include:

- continued improvement of the P&S e-mail communication system
- updating and maintaining information on the Council's web pages
- planning the monthly Seminars
- posting timely information to the Council's Facebook and Twitter pages
- updating the P&S brochure provided to new employees

Committee Membership (P&S Council Website):

<table>
<thead>
<tr>
<th>Council members:</th>
<th>Non-Council members:</th>
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<tbody>
<tr>
<td>Amy Ward, Chair</td>
<td>Robin McNeely</td>
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<td>John Burnett-Larkins</td>
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<td>Rick Charles</td>
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<td>Monica Emberger</td>
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<td>Glen Galvin</td>
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<td>Clayton Johnson</td>
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<td>Brittney Rutherford</td>
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<td>Keesha Ward</td>
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Expectations of Committee Members:

- Attend monthly meetings (notify the chair if unable to attend)
- Adhere to the Communications Committee Policy as stated on the P&S website
- Participate actively in one of the Committee’s sub-committee’s:
  - **Newsletter** – Creation of monthly newsletter and other timely messages that go out during the month
  - **Website Administration** – Update of website and timely pages (including but not limited to Elections)
  - **List Administration** – Update of Constituent, Councilor and Committee members (Transfer of Committee member lists will be taken over by Rep starting May 25th)
  - **Social Media** – Communication of events and council updates via Council Facebook and Twitter accounts
  - **Council Photographer** – Take pictures at events and provide them to other sub-committee areas for posting.

Schedule of Ongoing Tasks:

Monthly Tasks
- Update of Professional and Scientific Employee list for Newsletter and Meeting update
- Prepare and send out Monthly Newsletter
- Review website and make any changes necessary
- Review and prepare Social Media for coming month
- CyBox Administration when necessary

Summer
- Training for new Committee members in the area of their sub-committee
- Password administration for all Professional and Scientific Council Accounts
- Orient new Committee members to duties involved with their new sub-committee area
- Review Committee policies
- Review past year processes and plan for improvements
- Review past year accomplishments
- Set goals for upcoming year

Throughout the Year
- Full Redesign of the Professional and Scientific Council Newsletter
- Special Mailings, Website Changes and Social Media for the Professional Development Conference, Elections, Seminar Series Events, Call to Action regarding Budget Cuts and CYtation Awards
- Send information to Inside Iowa State for posting when needed
- Provide photographer at events
- Provide Representation Committee with information for Election numbers
End of the year accomplishments:

- Full Redesign of the Professional and Scientific Council Newsletter
- Automation of List Update Processes
- Creation of Qualtrics form and reporting for Elections (Rep will take over in the coming year)
- Creation of Qualtrics form for #HighlightingISUEmployees

Issues Carried Forward To Next Year:

1. Redesign of the webpage is in the works. IT Services has provided us with an area to work on these changes. The new committee will be taking on this project.
2. Recruit committee members from all areas of P&S employees.