

IOWA STATE UNIVERSITY

Professional and Scientific Council

Special Report to Council – May 24, 2018

18SP03 – Professional and Scientific Council Year End Report 2017 - 2018

Report from Jessica Bell, Professional and Scientific Council President, on behalf of the Professional and Scientific Council Executive Committee.

Background:

The Iowa State University Professional and Scientific Council continually strives toward service, advocacy and representation of P&S Employees. As a part of this service, Council identifies the needs of our constituents, provides information and advice in response to those needs, and recommends policies and procedures to the administration that benefit P&S employees and assist in fulfilling the mission of Iowa State University.

In addition to fulfilling our mission, the Professional and Scientific Council engaged in a priority planning session during the Council Meeting on July 6, 2017. Prior to the meeting, Councilors engaged with their constituents to inform the planning session. Seven priority areas were identified including: the Professional and Scientific Council Purpose, Relationship with University Human Resources and Administration, Supervisory Training, Workplace Environment and Non-Financial Benefits, Inclusion, Salary, and Family Leave. Council worked throughout the year to address these priorities in conjunction with the additional accomplishments of our six committees.

Progress made on priorities in 2017 – 2018:

The Iowa State University Professional and Scientific Council made progress on the following priorities:

Professional and Scientific Council Purpose:

Priority ideas	Ways Addressed
Identify the needs of our constituents, provide information and advice in response to those needs.	<ul style="list-style-type: none"> - Monthly Newsletters emailed to all P&S Employees - Monthly Meeting Highlights emailed by councilors to their constituents - Emailed all constituents in July 2017 with request for issues and/or needs in preparation for FY18 priority planning - P&S Employee Representation on the Iowa State University Presidential Search Committee - Council connection with Ombuds Office: <ul style="list-style-type: none"> - Council President, President-Elect and Peer Advocacy Chair meet with university Ombuds Officer to establish communication about constituent needs. - Ombuds Officer was invited to Peer Advocacy Committee meeting to discuss collaboration opportunities when addressing needs of constituents - Ombuds Office shared its latest annual report with the Policies & Procedures Committee - Ombuds Officer attended March 1, 2018 Professional and Scientific Council Meeting and reported on services provided

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	<ul style="list-style-type: none"> - Asked for feedback from Constituents on policies and procedures in development including the Authorship Policy, Sexual Misconduct involving students policy, and Donated Leave Policy - Peer Advocacy Committee researched, developed and designed an employee resource document - Regular meetings with President Wintersteen, Provost Wickert, and UHR - Continued to represent P&S Employees in shared governance through regular Campus Leaders' Breakfast meetings, in senior leadership search committees, presented at Faculty Senate meetings, and Professional and Scientific Council appointed individuals to represent P&S Employees on various university level committees. - Facilitated conversations between the Executive Committee and Senior Leaders regarding University-wide initiatives. - Professional and Scientific Council President and appointed Council area representatives met with each College dean and the Interim Senior Vice President of University Services and Interim Chief Financial Officer - Professional Development Committee continues work on a self-guided self-improvement portfolio as a resource for P&S employees
<p>Recommend policies and procedures to the administration that benefit Professional and Scientific Employees.</p>	<ul style="list-style-type: none"> - Policies and Procedures Committee Chair represents P&S Employees on the Policy Library Advisory Committee - Reviewed the Student Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students Policy - Reviewed the Authorship Policy - Reviewed the Donated Leave for Catastrophic Illness or Injury Policy - Council representatives are serving on the Discrimination & Harassment Policy Committee that is reviewing and updating the current policy - Compensation and Benefits Committee Motion, Salary and Benefit Recommendation with Report for FY 19 - Compensation and Benefits Committee researched, developed, and proposed the FY19 Salary and Benefits Recommendation with Report
<p>Assists in fulfilling the mission of Iowa State University</p>	<ul style="list-style-type: none"> - P&S Employee Representation on the Iowa State University Presidential Search Committee - Executive Committee participated in the interviews of the four University Presidential Candidates - Professional and Scientific Council representative served on the Campus Climate Committee and was involved in development and review of Campus Climate Survey in response to Goal 4 of the ISU Strategic Plan. - President of Council provided President Wintersteen a white paper on Professional and Scientific Council in their initial meeting and meets with President Wintersteen regularly.

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	<ul style="list-style-type: none"> - Invited various campus leaders to promote the Mission and Vision of Iowa State University at Professional and Scientific Council meetings
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Relationship with University Human Resources and Administration:

Priority ideas	Ways Addressed
Continue to develop relationships with university administrators, UHR, etc. to meet strategic initiatives, acting in partnership to move constituents concern forward.	<ul style="list-style-type: none"> - Appointed a Professional and Scientific Council representatives to: <ul style="list-style-type: none"> - Improved Service Delivery Committee - Newly created Professional and Scientific Council Seat on Technology Enterprise Advisory Committee (TEAC) - The WorkCyte Steering Committee - The University Human Resources Extended Project Team - The New Hire workgroup - The Exit Survey workgroup - The VPDI Council - The FSA Council - Professional Development Committee completed the transition to Learn@ISU (a partnership with UHR) for our recorded Seminar Series Events. All future recordings of Council Seminar Series Events will only be available through Learn@ISU - Policies & Procedures Committee met with University Human Resources Director of Classification and Compensation to discuss the at-will employment policy - Professional Development Committee hosted, recorded, and made available through Learn@ISU two open fora regarding the P&S Classification and Compensation review
Review and make suggestions on when term/continuous appointments are appropriate.	<ul style="list-style-type: none"> - Discussed and shared constituent concerns with the Dean of the College of Engineering, UHR, Provost, President Wintersteen
Research, review and make suggestions for Supervisory Evaluations	<ul style="list-style-type: none"> - Discussed with UHR and researched current practices
Increase involvement in professional and scientific classification and compensation review by educating employees and requesting monthly updates from council's rep at this table.	<ul style="list-style-type: none"> - Professional and Scientific Council representative was appointed to the University Human Resources Extended Project Team and provided periodic updates - Peer Advocacy, Compensation and Benefits, and Professional Development Committee Chairs met with University Human Resources Director of Classification and Compensation to discuss content for 9/19 Professional and Scientific Council Seminar Series event on the P&S Classification and Compensation Project - Professional Development Committee worked University Human Resources Director of Classification and Compensation to coordinate a Professional and Scientific Council Seminar Series Event on the P&S Classification and Compensation Project on October 10th and again on March 13th.

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	<ul style="list-style-type: none"> - President and President –Elect continue to discuss progress and impacts with University Human Resources Director of Classification and Compensation
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Supervisory Training:

Priority ideas	Ways Addressed
Advocate for the development of comprehensive supervisor training	<ul style="list-style-type: none"> - President and President –Elect continued to facilitate conversations with University Human Resources and the Senior Vice President and Provost about the need for supervisor training - Posed a question to Senior Leadership during the January Campus Leaders’ Breakfast - Continue to advocate through the UHR Extended Projects Team
Advocate for a culture shift where professional development is encouraged and employees are valued.	<ul style="list-style-type: none"> - President and President –Elect talked with UHR, Sr. VP and Provost and President about professional development culture shift - Posed question to senior leadership at Campus Leaders’ Breakfast question - Professional Development Committee Chair presented at Provost Council and depart chairs cabinet meeting about current opportunities provided through council and need for support - Professional and Scientific Council President and appointed Council area representatives met with each College dean and the Interim Senior Vice President of University Services and Interim Chief Financial Officer

Workplace Environment and Non-Financial Benefits:

Priority ideas	Ways Addressed
Investigative implementation of current policies, review for needed revisions, recommend needed policy changes, and provide guidance on existing policies including but not limited to <ul style="list-style-type: none"> • Flex Time • Holiday Flex Policies (for culture inclusivity) [Holiday policy] • Benefits for employees who are also students. • Policies governing gym use, health insurance, etc. 	<ul style="list-style-type: none"> - Involved in conversations to promote the need for expanding FMLA usage in regards to dual spouse employees for the birth, adoption and placement of a child <ul style="list-style-type: none"> - Continue to monitor and advocate to support a more family friendly approach to the arrival of a child - Investigated the need for a change to the adoption leave policy, benchmarked internally against former policies and externally with peer institutions, brought forward the issue of the unclear adoption leave policy and sought clarification for employees resulting with UHR clarifying adoption leave policy - Reviewed and endorsed the expanded Donated Leave Policy
Continue to promote P&S employee benefits as viable part of compensation.	<ul style="list-style-type: none"> - Highlighted benefits Open Change Period and Resources to help make changes in November 2017 Newsletter

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	<ul style="list-style-type: none"> - Compensation and Benefits Committee Motion and Professional and Scientific Council endorsement of our Salary and Benefit Recommendation with Report for FY 19 - University of Human Resources Director of Benefits presented at council on the status of P&S Employee benefits - Compensation and Benefits Committee continued conversations and has a seat on University Benefits Committee to represent all P&S Employees
<p>Continue to investigate, participate in, and promote WellBeing efforts.</p> <ul style="list-style-type: none"> • Access to affordable health facilities • Access to affordable childcare 	<ul style="list-style-type: none"> - Provided four seminar series events promoting wellbeing for employees. The first on July 11, 2017, Thriving well at work: mindfulness techniques to empower individuals to navigate stressful work situations with Nora Hudson, Assistant Director of Fitness, Rec Services; on September 12, 2017, Personal Leadership: Life Skills for Everyday Self-Care with Stephanie Downs, ISU WellBeing Coordinator, University Human Resources; on December 12, 2017, Protection for Your Family, Finances and Future: Using the Estate Planning Documents Provided to Iowa State University Employees, with Mindy Anfinson, Regional Client Manager, ARAG; and May 8, 2018, Walk the Labyrinth with Mark Rowe-Barth, Director, Student Wellness - Incorporated wellbeing sessions at the 2018 Professional and Scientific Council Professional Development Conference, Cultivating Your Adventure, Growing Your Future - Monitored progress of Wellbeing Alliance is being formed by Stephanie Downs, ensuring Council will have a seat

Inclusion:

Priority ideas	Ways Addressed
<p>Continue to take action to incorporate diversity and inclusion in our work, our language, and our community.</p>	<ul style="list-style-type: none"> - President and President –Elect met with Sr. VP and Provost and provided a list of ways to include P&S Employees in diversity and inclusion efforts - Vice President of Equity and Inclusion met with Faculty Senate Equity, Diversity and Inclusion committee chair and the Division of Diversity and Inclusion Project Director and LGBTQ+ Initiatives - Served on Committee for Inclusion Excellence Award and Women Impacting ISU Calendar - Moderated Campus Conversations - The College of Human Sciences Professional and Scientific Council began a pilot program to incorporate D&I section in P&S staff evaluations - Peer Advocacy committee investigated appropriate procedures for adding gender neutral bathroom spaces to staff areas around campus including <ul style="list-style-type: none"> - Established a council subcommittee that included representation from shared governance organizations and other university offices

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	<ul style="list-style-type: none"> - Working to form a recommendation - Added ex-officio member of the Peer Advocacy Committee from University Committee on Disabilities - Peer Advocacy Committee met with members of the University Committee on Disabilities to discuss collaboration opportunities and invited them to present at a Council meeting in April - Sessions on diversity and inclusion at the Professional and Scientific Council Professional Development Conference
Continue to embrace and promote Iowa State University's Principles of Community.	<ul style="list-style-type: none"> - Strive to hold respectful conversations at council meetings and committees where all voices are heard. Promote cooperation and community through <ul style="list-style-type: none"> - Social events - Cooperation across campus - Promoted Principles of Community by working with Nicci Port and VP Diversity and Inclusion to get posters in all 100 Extension and Outreach offices across the state of Iowa

Salary:

Priority ideas	Ways Addressed
Advocate for a budget model with revenue streams that allow our University to thrive and continue to make Iowa, and the world a better place.	<ul style="list-style-type: none"> - President invited and involved in University Budget Advisory Committee meetings with President Allen and President Wintersteen - President presented at Tuition taskforce open forum in fall 2017 - President participating in budget discussions called by VP Finance Pam Cain - Compensation and Benefits Committee Motion and Professional and Scientific Council endorsement of our Salary and Benefit Recommendation with Report for FY 19 - President presented a statement to the Iowa Board of Regents on salary policies
Research and analyze regents' institutions and peer institutions employee salaries.	<ul style="list-style-type: none"> - Compensation and Benefits Committee Motion and Professional and Scientific Council endorsement of our Salary and Benefit Recommendation with supplemental Report for FY 19 - President emailed P&S employees to gather input and feedback regarding salary policies
Continuing communications with other regents' institutions on employee issues including salary.	<ul style="list-style-type: none"> - President and President-Elect participated in a face-to-face meeting held with staff representatives from UNI and Iowa - President and President –Elect met with other staff representatives at board of Regents meeting on April 12

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Continue to advocate for salary increases.	<ul style="list-style-type: none"> - Continued conversations with university leadership - Compensation and Benefits Committee Motion and Professional and Scientific Council endorsement of our Salary and Benefit Recommendation with supplemental Report for FY 19 - President presented a statement to the Iowa Board of Regents on salary policies on April 12.
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Family Leave:

Priority ideas	Ways Addressed
Investigative implementation of modern and updated family leave policies, review for needed revisions, recommend needed policy changes, and provide guidance on existing policies including but not limited to: <ul style="list-style-type: none"> • Adoption Leave(Part of sick leave) • Dual Career Family Leave(FMLA) • Foster Care Leave • Paid leave (Leave-Paid or unpaid) • Limited sick leave usage(Sick leave) 	<ul style="list-style-type: none"> - President asked for clarification on Adoption Leave policy and how it relates to FLMA - Policies & Procedures Committee determined that the Adoption policy is consistent with others’ policies, but is investigating whether the policy can be amended internally without Regents’ approval. The Compensation and Benefits Committee is investigating potential improvements to the policy - Policies & Procedures committee examined, and recommended endorsement of, the Donated Leave for Catastrophic Illness or Injury Policy

Accomplishments of Committees in 2017 – 2018:

The Iowa State University Professional and Scientific Council Committees achieved the following accomplishments:

Awards Committee:

- Cytation and Woodin Cytation Awards:
 - o Winners for Cytation awards receive a Reiman Gardens membership coupon worth \$55.
 - o Winner for the Woodin award receives two football tickets in the Athletics Department Balcony Suite for the first home football game of the following year
 - o Winner for the Outstanding New Council Member award receives a \$50 gift certificate to the ISU Bookstore
 - o All awardees recognized during an awards breakfast attended by members of ISU administration and in a press release to all communication officers within the university.
 - o December 2017 – 29 Cytation nominees, 12 Woodin Cytation nominees, 21 Team Cytation nominees, 1 Outstanding New Council Member nominee - 14 Cytation Awards, 1 Woodin CYtation award, 1 Outstanding New Council Member CYtation Award, and 4

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team Citation awards given during the March 2017 P&S Awards Ceremony, held March 22, 2018.

- Regents Award for Staff Excellence, the Professional & Scientific Excellence Award, the Carroll Ringgenberg Award, and the P&S Outstanding New Professional Award
 - o Regents Award for Staff Excellence - 9 nominees; 3 recommendations sent to the Provost's Office
 - o P&S Excellence Award - 10 nominees; 3 recommendations sent to Provost's Office
 - o Carroll Ringgenberg Award - 9 nominees; 1 recommendation sent to the Provost's Office
 - o P&S Outstanding New Professional - 13 nominees; 2 recommendations sent to the Provost's Office
- A short analysis/rational was provided for why candidates were chosen along with the rankings when submitted to the Provost Office.
- P&S representation continued on the Research Award Review committee. 3 nominations were received; 1 recommendation sent to Research chair

Communications Committee:

- 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

Compensation and Benefits Committee:

- **Salary**
 - o The committee developed the 2018 Compensation and Benefits Report, which was accepted by the Council at the January 2018 meeting and forwarded to administration.
 - o The committee recommended that a salary adjustment be provided for FY19 of 3-5% for FY19. This recommendation was accepted by the Council at the January 2018 meeting and forwarded the recommendation to administration.
- **Performance Appraisals**
 - o The committee included language in the Compensation and Benefits Recommendation and the 2018 Compensation and Benefits Report regarding University Policy of performance appraisals that every P&S employee should have a meaningful appraisal every year.
 - o Information was obtained in late January from University Human Resources showing that there was only a 58% completion rate of performance appraisals for P&S employees in 2017. Academic Affairs made a renewed commitment that every employee will receive a performance appraisal this year.
 - o Research was conducted on what other institutions used for a performance appraisal for their employees
- **Leave**
 - o The committee researched leave policy regarding adoption leave and how Iowa State University policy compared to other institutions.
- **Travel Reimbursement**

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- The committee reviewed the Iowa Board of Regents policy on Reimbursement of Travel Expenses for employees of regents institutions.

Peer Advocacy Committee:

- **Connections with constituents:** Occasionally, our committee is called upon to speak with constituents regarding a variety of issue and concerns about their professional experience at Iowa State University. One or more members of the committee will follow up with constituent. Often this interact results in a face-to-face meeting and committee members will share their knowledge of ISU policies and help guide the constituent toward appropriate resources. The number of contacts we had in FY18 include July - 3, September - 1, and October – 2.
- **Connection with University Committee on Disabilities (UCD):** In September, the Representation committee asked Peer Advocacy to take on an ex officio member from the UCD to build a relationship with that committee and discuss possible collaborations. The ex-officio member is Jody Fox. We also met with the Vice Chair of UCD, Nora Ryan in February to further discuss collaborations and where our committees might intersect.
- **Connection with University Human Resources (UHR):** Jason McLatchie joined UHR's Exit Interview workgroup to give guidance and input on the formation of an exit interview/survey to be administered by UHR to those individuals leaving the institution. Kelly Friesleben joined UHR's New Hire workgroup to give guidance and input on the formation of a survey to be administered by UHR to newly hired individuals.
- **Connection with University Ombuds Officer:** In November, the Peer Advocacy committee hosted Deanna Clingan-Fischer, University Ombuds Officer. She spoke to our committee about her office, her role, and tips/tricks for dealing with sensitive employee/employer situations.
- **Staff Resources matrix (Addendum 1):** The committee research and designed a document that provides links to a variety of ISU polices and resources. The document, an interactive PDF, is intended to be a quick reference guide for P&S employees to access some frequently requested resources. The Staff Resources Matrix will be posted on the Peer Advocacy website as well as the Council Resources webpage.
- **Inclusive Restroom Initiative:** The committee's biggest project for FY18 was an initiative to develop and expand access to single user restrooms on campus. The project was a way the committee worked to fulfill Council's Priority of Inclusion. Access to single user restrooms will meet the needs of staff, faculty, students and visitors who might need additional restroom privacy due to a variety of circumstances including: persons with caretakers, families needing a non-gendered space, individuals with illnesses, and individuals who do not identify on the gender binary.

Policies and Procedures Committee:

- Reorganizing, clarifying, and simplifying the Rules and Bylaws of the Professional and Scientific Council, and presenting them to the Council.
- Reviewing the amended Sexual Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students Policy, and moving to endorse the Policy.
- Reviewing the amended Donated Leave for Catastrophic Illness or Injury Policy, and moving to endorse the Policy.

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- Reviewing the new Authorship Policy, forwarding comments to PLAC, and moving to endorse the Policy.
- Investigating whether the Adoption Leave Policy was consistent with the same or similar policies at the University of Northern Iowa and the University of Iowa, and initiating discussion of the Adoption Leave and related policies within PLAC (Council President-elect Stacy Renfro and Councilor Glen Galvin made the presentation at the PLAC meeting).
- Consideration and discussion of the 2017 annual report from the Ombud's Office, specifically with respect to trends affecting P&S employees.
- Consideration of the proposed amendment to the Non-Discrimination and Anti-Harassment Policy.
- Discussed uniform, university-wide P&S employee evaluation forms as well as concomitant supervisor training.

Professional Development Committee:

- **Professional and Scientific Council Seminar Series Events:** The Council Professional Development Committee coordinated, hosted, and recorded attendance at nine 2017-2018 Professional and Scientific Council Seminar Series Events. Attendees were manually given credit for attending the Council Seminar Series Events face-to-face or via the livestream (when offered) in Learn@ISU. All sessions recorded by Extension IT were included in the Professional and Scientific Council Catalog in Learn@ISU for viewing at anytime.
- **Self-Guided Self-Improvement Portfolio:**
 - o With the intent of creating a resource for Iowa State University Employees, arranged by topic, that can be used to:
 - o embark on a self-guide self-improvement journey,
 - o to explore a professional development topic of interest to them, or
 - o as a resource for brushing up on skills,
 - o the Professional Development Committee began collecting resources around 6 topics including:
 - o Mentoring
 - o Leadership Style – Nancy Franz video
 - o Work Style - Disk Profile
 - o Negotiation
 - o Conflict Resolution
 - o Effective Communication – Workplace, Non-Verbal.
- **Advocacy for Support of Professional Development for P&S Employees:**
 - o Committee Chair Presented to both the Department Chair's Cabinet and to Provost's Council.
 - o Requested that they make investments in the professional development of professional and scientific employees BOTH financially and in allowing, encouraging and supporting time away from the office to engage in those opportunities.
 - o Highlighted that Professional and Scientific Council provides some local and low or no financial cost professional development including monthly Council Seminar Series

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Events and our 6th Annual Professional and Scientific Council Professional Development Conference.

- Highlighted the work of the Professional Development Committee in getting all of the recorded Council Seminar Series Events into Learn@ISU so that they can be viewed from any computer at any time (provided you have an ISU net-ID and password).
 - Highlighted that another avenue through which the Professional and Scientific Council provides professional development opportunities is through running for and serving on Council.
 - Encouraged the groups to recognize Professional and Scientific Employees for nominating them for both college and University level awards. Reminding them that awards are another wonderful way, in addition to investing in their professional development, to encourage and recognize Professional and Scientific Employees who are making a difference at our university.
 - Committee Chair and Professional Development Committee Members continued to educate about and advocate for a distinction between the concepts of "professional development" and "job training" whenever possible. This included conversations with University Human Resources and University Leaders.
- **Professional and Scientific Council Professional Development Conference Sub-Committee:**
- 2018 Professional and Scientific Council Professional Development Conference Overview:**
- The need for **professional development for P&S Employees** has long been a **priority** for the **Professional and Scientific Council**. One of the opportunities Council has created in an attempt to meet the need for professional development at Iowa State University is a **full-day** conference dedicated to the professional and personal development of P&S Employees.
 - This year we held our 6th Annual Professional and Scientific Council Professional Development Conference on February 14, 2018 aiming to provide participants with a day focused on **learning** new skills and **strengthening** old ones, **discovering** useful tips that can be immediately applied in the workplace, and **sharing** techniques that may be utilized for increasing morale and motivation within our workplaces.
 - The theme for the 2018 Professional and Scientific Council Professional Development Conference was Cultivate Your Adventure: Growing Your Future. The theme was selected to continue to build on the Cultivate Your Adventure theme that was launched last year (Cultivate Your Adventure: From Initiating to Innovating). Using the entire name of the conference in an attempt to continue to brand this conference as Professional and Scientific Council's also continued this year.

Representation Committee:

- Updated University Committees List and recommended appointments for the following committees or events:
 - Change Liason (WorkCyte)
 - Classification/Compensation Review Extended Project Team

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- Exit Survey workgroup
- Faculty Staff Affinity Council
- New Hire Survey workgroup
- Technology Enterprise Advisory Committee
- Trademark Marketing Advisory Committee
- University Committee on Disabilities
- University Benefits Committee
- Updated the substitute list on the Professional and Scientific Council website.
- Recommended appointments for council vacancies and helped onboard:
 - Barry McCroskey for Bethany Burdt
 - Casey Smith for Abdul Muhammad
 - John Burnett-Larkins for Nick Van Berkum
 - Jason Follett for Tonia Baxter
 - Monica Ernberger for Erin Kalkwarf
 - Suzanne Ankerstjerne for Chelsey Aisenbrey
 - Lloyd for Kara Berg
- Attended new councilor brown-bag lunch to help answer questions.
- Ran Pres-Elect and VP Election Process. Recruited and discussed leadership roles with candidates:
 - Pres-Elect – 1 candidate
 - Secretary/Treasurer – 2 candidates
 - VP of University Planning and Budget – 2 candidates
 - VP of University Community Relations – 2 candidates
 - VP for Equity and Inclusion – 2 candidates
- Filled following elected position vacancies during the year.
 - Secretary/Treasurer
 - VP of University Community Relations
- Determined and reported number of seats available for the 2018 Professional and Scientific Council Elections. Contacted interested parties, communicated with selected members of leadership, and recruited individuals to run in the 2018 Professional and Scientific Council Elections:
 - President's Office – 0 individuals nominated for election; 1 open Seat
 - Student Affairs – 2 individuals nominated for election; 2 open seats
 - University Services – 1 individual nominated for election; 1 open seats
 - Academic Affairs – 19 individuals nominated for election; 14 open seats
- Developed communications and timetable for nominations and elections for use by the Communications Committee.
- Contacted all professional development conference survey respondents that indicated they would like further information.
- Committee meeting discussions of note:
 - Committee's charge, expectations, timelines, constitution and bylaws
 - Monthly updates of Executive Committee meetings

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- Priority planning items and how they fit the committee's charge
 - None fit our charge, but reviewed leave policies looking for opportunities for improvement
 - Offered to assist other committees
- Drafted a motion to add a University IT committee, ultimately not used
- Elections, vacancies, and elected council positions
- Coordinated year end certificates for outgoing councilors and Executive Committee.

Vice President for University Community Relations:

- Planned annual Meet & Greet in Hach Hall – 115 people attended
- Presented to new employees about P&S Council at University Orientation
- Worked with executive committee to redefine the VP of University Community Relations position
- Attended Campus Leaders Breakfasts