

IOWA STATE UNIVERSITY

Professional and Scientific Council

Special Report to Council – June 6, 2019

FY19SP04 – Professional and Scientific Council Year End Report 2018-2019

**Presented by: Stacy Renfro, Professional and Scientific Council President,
on behalf of the Professional and Scientific Council Executive Committee**

The Iowa State University Professional and Scientific Council is an active participant in the shared governance process and participates in shared governance. 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.

Council fulfills its purpose in addition to its priorities of: Serving as the Voice of P&S Employees in the Shared Governance Structure, Investigating and Responding to P&S Employee Concerns, Providing Professional Development Opportunities for P&S Employees, Honoring P&S Employees, Representing P&S Employees, and Encouraging P&S Employee Engagement.

The 2018-2019 Professional and Scientific Council consisted of 41 members. Members of the Executive Committee:

- Stacy Renfro, President
- Jessica Bell, Past-President
- Amy Ward, President-Elect
- Joy Stroud, Secretary/Treasurer
- Kelly Friesleben, Vice President for University Community Relations
- Lindsay Moeller, Vice President for Equity and Inclusion (replaced E. Jacob Cummings in January 2019)
- Barry McCroskey, Vice President for University Planning and Budget
- Sarah Morris-Benavides, Awards Committee Chair
- Brittney Rutherford, Communications Committee Chair
- Ryan Drollette, Compensation and Benefits Committee Chair
- Katie Thorson, Peer Advocacy Committee Chair
- Sara Parris, Policies and Procedures Committee Chair
- Tera Lawson, Professional Development Committee Chair
- Matt Laurich, Representation Committee Chair

The information provided below serves to document the ways the council addressed its priorities and strategic initiatives. Each individual committee and vice president year end reports are included in the appendices and are posted on the council website.

Professional and Scientific Council Priorities:

Council Priority	Addressed This Year
Identify the needs of our constituents, provide information and advice in response to those needs.	<ul style="list-style-type: none"> - Identified needs of constituents and used information to advocate for employee needs through specific requests for feedback on: <ul style="list-style-type: none"> - The FY19 Council strategic initiatives - The Improved Service Delivery initiative – Executive Committee - The formation of Employee Affinity Groups – Peer Advocacy Committee

	<ul style="list-style-type: none"> - The Hiring and Employment Policy – Policies and Procedures Committee - The Weather Closure Policy – Policies and Procedures Committee - Compiled councilor and constituent feedback and passed the FY 19.1 - Motion to Endorse the 2018-2019 Strategic Initiatives of Professional and Scientific Council to document initiatives and share with university leadership - Provided feedback on the Improved Service Delivery project with an Improved Service Delivery Recommendation on behalf of Professional and Scientific Council which includes constituent questions and feedback collected via email - Led efforts to ensure P&S employee representation and voice on committees, in events, and advised leadership on employee concerns. Resulted in the following: <ul style="list-style-type: none"> - Hosted, moderated, live-streamed and recorded a seminar series event <i>P&S Classification and Compensation Review Project: Classification Structure Framework</i> held on March 12, 2019. - Hosted, moderated, live-streamed and recorded the <i>Proposed Improved Service Delivery Models for Human Resources and Finance</i> held on October 10, 2018. - Identified the need for a town hall meeting to address employee concerns more in-depth. Council leadership collaborated with ISU leaders to: conceptualize the framework for the event, refine messages, provide employee feedback and questions, solicit participation from constituents, and moderate the event. Because of these efforts, <i>The Improved Service Delivery at ISU: A Deeper Dive</i> was held on Thursday, October 25, 2018. The townhall was attended by 225 employees in-person and 350 via livestream. - Appointed individuals to represent P&S Employees on various university level committees. Based on university initiatives this year key appointments included: <ul style="list-style-type: none"> - Improved Service Delivery Supergroup, WorkCyte Steering Committee, PIT Crew, UHR Classification and Compensation Extended Projects Team, Campus Climate Workgroup for Merit and Professional and Scientific Staff experience, Executive Leadership Workshop for Workday Student, Strategic Enrollment Taskforce and the IT Strategic Roundtable - Created new resources for employees to find information: <ul style="list-style-type: none"> - Revised the Council website to be more user-friendly with a focus on sharing employee resources and information – Communications Committee - Reformatted and designed the previously created Employee Resource Document in order to post a more user-friendly version on the Council website - Peer Advocacy Committee - Developed and posted the P&S Supervisor Training Resources Document on the council website as a resource for staff- Policies and Procedures Committee - Continued to represent P&S Employees in shared governance through: <ul style="list-style-type: none"> - Engagement in dialogue at regular Campus Leaders’ Breakfast/Lunch meetings with senior leadership
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	<ul style="list-style-type: none"> - Presentations at Faculty Senate meetings and engagement with Faculty Senate leadership - Attendance at meetings to represent employees perspectives related to ISU initiatives - Attendance at regular meetings with President Wintersteen, Provost Wickert, and UHR - Organization of meetings and facilitated conversations between the Executive Committee and Senior Leaders regarding University-wide initiatives. - Organization of meetings and communications to ensure follow through on commitments and information shared with university community - Represented P&S employees in the shared-governance structure at ISU by giving remarks at the Installation Celebration of Iowa State’s 16th President. - Developed and delivered a statement to the Iowa Board of Regents on Salary Policies for FY2020. Documented statement with a special report to Council presented as FY19SP02 - Statement to the Iowa Board of Regents on Salary Policies for FY2020 - Fostered relationships with staff representatives at Iowa Regents Universities. Met in-person and communicated regularly to discuss employee issues, and gather relevant information. - Engaged with the ISU Ombuds Office to gather information about employee concerns, office usage, and recommended actions. Engagements included: <ul style="list-style-type: none"> - Ombuds Office yearly report reviewed and discussed during a joint meeting with the Peer Advocacy Committee and the Policies and Procedures Committee - Ombuds Office presented yearly report overview at General Council meeting and answered councilor questions - Ombuds Office engaged in meetings with Council leadership to discuss employee concerns such as dispute resolution and work hours - Shared council events and employee resource through: <ul style="list-style-type: none"> - The Council Newsletter which was sent to all P&S Employees monthly - The Council Meeting Highlights which were sent after each Council meeting through emails from councilors to their constituents - Articles posted in Inside Iowa State and Iowa State news
<p>Recommend policies and procedures to the administration that benefit Professional and Scientific Employees</p>	<ul style="list-style-type: none"> - Researched, developed, and proposed the FY19.3 - To send the 2019 Compensation and Benefits Report and the Compensation and Benefits Recommendation for FY2020 to University Administration - Compensation and Benefits Committee - Passed FY19.4 To send the Recommended Features of a Revised Performance Appraisal Model to University Administration- Compensation and Benefits Committee - Advocated for employees in policy and procedure changes through the Policies and Procedures Committee Chair’s position on the Policy Library Advisory Committee. In turn, the council Policies and Procedures Committee: <ul style="list-style-type: none"> - Reviewed 26 policies for non-substantive changes - Provided input and comment on the following policies: <ul style="list-style-type: none"> - Direct Deposit Policy - Non-Employment Dates – Exempt P&S Policy

	<ul style="list-style-type: none"> - Reasonable Accommodations for Employees and Applicants Policy - Hiring and Employment Policy - Nonexempt Time Reporting Policy - Salary Adjustments Policy <ul style="list-style-type: none"> - Introduced a motion to request that University Human Resources reinstate Crucial Conversations training for staff. - Leveraged meetings with administration to communicate constituent needs regarding existing policies and procedures and changes to consider - Collaborated with Faculty Senate to represent employee concerns and reactions to proposed benefits changes as a result of WorkCyte implementation
Assists in fulfilling the mission of Iowa State University	<ul style="list-style-type: none"> - Assist in fulfilling the mission of Iowa State University by participating in the shared governance structure and advancing Council priorities on behalf of staff. In addition to the items above the Council President and President-Elect met with President Wintersteen to work collaboratively, share feedback from staff and perspectives on university activities. Council also invited various campus leaders to promote the mission and vision of Iowa State University through presentations at Professional and Scientific Council meetings.

The Iowa State University Professional and Scientific Council engaged in a 2018-2019 strategic initiative planning session during the General Council Meeting on July 12, 2018. The strategic initiative ideas, suggestions, and comments provided by Councilors during the July 12 meeting were grouped by the Council Executive Committee, during the Council Executive Committee Retreat on July 19, into seven strategic initiatives which include those below. Implementation ideas and suggestions were also provided by Councilors for each of these seven initiatives. The notes from that discussion were shared with each Council Committee and Vice President as ideas for consideration.

Professional and Scientific Council Strategic Initiatives for 2018-2019:

Strategic initiative	Ways Addressed in 2018-2019
Continue to advocate for competitive compensation for P&S employees through information gathering, data sharing and reporting to the ISU leadership, campus community and Board of Regents.	<ul style="list-style-type: none"> - Researched, developed, and proposed the FY19.3 - To send the 2019 Compensation and Benefits Report and the Compensation and Benefits Recommendation for FY2020 to University Administration - Compensation and Benefits Committee - Developed and delivered a statement to the Iowa Board of Regents on Salary Policies for FY2020. Documented statement with a special report to Council presented as FY19SP02 - Statement to the Iowa Board of Regents on Salary Policies for FY2020 - Worked with University Human Resources to establish an annual request for information provided to Council leadership. Data points of strategic interest to the Professional and Scientific Council and its constituents include items such as at-will appointments, turn-over rates, performance evaluation completions and more. The full request can be found in the special report to Council FY19SP03 – Data Request to University Human Resources (<i>will add link when posted</i>) - Identified the need for and requested information around donated and unpaid leave as well as leave benefits - Continued councilor representation on University Human Resources Classification Compensation Review Extended Projects Team to represent staff perspectives and input in the project

	<ul style="list-style-type: none"> - Initiated University Human Resources Classification Compensation Review Advisory Team Appointments to provide input on communications to staff - Hosted, moderated, live-streamed and recorded a seminar series event <i>P&S Classification and Compensation Review Project: Classification Structure Framework</i> held on March 12, 2019. - Asked questions at Campus Leaders Breakfast/Lunch related to competitive compensation - Advocated for employees through meetings directly with the President on topic
<p>Strengthen advocacy efforts for an enhanced performance evaluation process for all P&S employees and propose strategies for implementation.</p>	<ul style="list-style-type: none"> - Passed FY19.4 To send the Recommended Features of a Revised Performance Appraisal Model to University Administration- Compensation and Benefits Committee - Asked questions at Campus Leaders Breakfast/Lunch Meetings - Continued conversations with university leadership - Advocated through role on University Human Resources Classification Compensation Review Extended Projects Team
<p>Make recommendations to improve the scale, scope and availability of professional development opportunities for P&S Employees.</p>	<ul style="list-style-type: none"> - Appointed councilor to serve on Campus Climate Workgroup for Merit and Professional and Scientific Staff experience which made recommendations on behalf of P&S Employees - Meetings with leadership from University Human Resources and the Senior Vice President and Provost's Office - Developed and posted the P&S Supervisor Training Resources Document on the council website as a resource for staff- Policies and Procedures Committee - Increased promotion of available professional development opportunities through Council newsletter and website - Introduced a motion to request that University Human Resources reinstate Crucial Conversations training for staff
<p>Support and advocate for efforts that train more effective supervisors of P&S employees through peer institution research and policy and procedure change recommendations.</p>	<ul style="list-style-type: none"> - Collected and compiled information from other Iowa Regent institutions and our peer 11 institutions to compare offerings - Policies and Procedures P&S Supervisor Training Resources training opportunities - Advocated through role on UHR Classification and Compensation Extended Projects Team - Provided supervisor training sessions at the 2019 Professional and Scientific Council Development Conference related to supervisor training topics such as emotional intelligence, motivational Interviewing and other relevant topics - Seminar Series in June (link will be provided)
<p>Build upon current activities to grow the Professional and Scientific Council's employee engagement efforts.</p>	<ul style="list-style-type: none"> - Held first annual End of Semester Celebration for P&S employees on December 17 - Held annual Meet and Greet May Social for P&S employees on May 21, 2019 - Redesigned the P&S Council website including specific efforts to: update the navigation to align with the purpose of council, increase accessibility, provide an accurate and updated calendar and easier access to information relevant to employees - Continued to provide and improve after meeting emails, newsletter - Enhanced Social media presence - Encouraged employees to recognize others through the: <ul style="list-style-type: none"> - CYtation Awards and CYtation Team Awards

	<ul style="list-style-type: none"> - University Awards - #highlightingISU Staff Awards - Presenting to new P&S Employees about Council at New Employee Orientation - Asked for feedback from employees on important university initiatives - Survey to investigate need for Affinity Groups designed and distributed by Peer Advocacy Committee
<p>Expand efforts to highlight the value of P&S employees and the importance of including P&S employees in shared governance; including increasing participation in large-scale university initiatives and helping educate employees about topics such as awards, benefits, leave policies, services.</p>	<ul style="list-style-type: none"> - Identified and advocated for P&S employee representation in university initiatives such as Improved Service Delivery, WorkCyte, UHR Classification and Compensation Review, Campus Climate Workgroup, Strategic Enrollment, and others to ensure employees are included and heard - Increased education and communication to employees through hosting Improved Service Delivery Townhalls, communications, newsletters, awards, social media - Worked with administration to priorities communication to employees regarding - Included newsletter content to highlight benefits, awards, leave policies - Created highlightingISUStaff initiative - Awards Committee - Built efforts towards creating the CALS P&S Council (meetings with Deans), and towards ENG Council
<p>Continue to enhance and cultivate the P&S employee experience to create a work environment where employees are safe and feel welcomed, supported, included, and valued by the university and each other.</p>	<ul style="list-style-type: none"> - Collected information and passed FY19.X To Expand Efforts to Promote Inclusive Professional and Scientific Council Meeting Spaces, Events, Practices, and Procedures (<i>add link when posted</i>) - Appointed councilor to serve on Campus Climate Workgroup which made recommendations on behalf of P&S Employees - Investigated and developed a procedure to provide a transcription for each to council seminar Series Events – Professional Development Committee - Feedback provided for Jack Trice Statue moving from the stadium to campus – Vice President for Equity and Inclusion - Collaborated with the ISU Wellness Coordinator on investigating staff interest in Affinity Groups. Distributed survey and analyzed results. – Peer Advocacy Committee - Special Report to Council to document work on initiatives resulted in FY19SP01 - Special Report to Council - Status of Single-User Restrooms on Iowa State University Campus – Peer Advocacy Committee - Met with leadership and highlighted need for increased accessibility and equity of space through meeting with FP&M Strategic Initiative Project - Provided Seminar Series events throughout the year - Created highlightingISUStaff initiative - Awards Committee - Increased engagement with other shared governance groups to share information about employees value and work environment