

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

**Special Report to Council – June 25, 2020**  
**FY20SP02 – Professional and Scientific Council Year End Report 2019-2020**

**Presented by: Amy Ward, 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. Council continually strives toward service, advocacy and representation of P&S Employees. As part of this process, 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 2019-2020 Professional and Scientific Council consisted of 44 Members. Members of the Executive Committee:

Amy Ward, President  
Stacy Renfro, Past-President  
Sara Parris, President-Elect  
Joy Stroud, Secretary/Treasurer  
Kelly Friesleben, Vice President for University Community Relations  
Lindsay Moeller, Vice President for Equity and Inclusion  
Barry McCroskey, Vice President for University Planning and Budget  
Suzanne Ankerstjerne, Awards Committee Chair (replaced Sarah Morris-Benevides in January 2020)  
John Burnett-Larkins, Communications Committee Chair  
John Odenweller, Compensation and Benefits Committee Chair  
Jacob Larsen, Peer Advocacy Committee Chair  
John Hascall, 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
<p>Identify the needs of our constituents, provide information and advice in response to those needs.</p>	<ul style="list-style-type: none"> <li>• Identified the needs of constituents and used information to advocate for employee needs through specific requests for feedback on:               <ul style="list-style-type: none"> <li>▪ Classification and Compensation Review Process</li> <li>▪ The FY20 Council Strategic Initiatives</li> <li>▪ The Improved Service Delivery Initiative</li> </ul> </li> <li>• Meeting with Ombuds to discuss employee grievance procedure regarding staff issues</li> <li>• Meeting with University Human Resources to discuss grievance procedures (concerns regarding retaliation)</li> <li>• Advocate for the needs of constituents by participation on University committees:               <ul style="list-style-type: none"> <li>▪ WorkCyte Steering Committee</li> <li>▪ Improved Service Delivery Advisory Board</li> <li>▪ University Child Care Task Force</li> <li>▪ University HR C&amp;C Advisory Team</li> </ul> </li> <li>• Listened to individual staff issues with and worked with proper University department decision makers to resolve these issues – Compensation and Benefits Committee</li> <li>• Advised Staff with questions on policy and guided them to more information on these subjects through documented University communication – Compensation and Benefits Committee</li> <li>• Consulted with staff throughout the year on concerns such as work environment, lay-offs, problems with supervisors and grievance procedures – Peer Advocacy Committee</li> <li>• Produced Did you know...? newsletter items to inform constituents of programs and information available to them for Council newsletter</li> <li>• Participation in summary dismissal appeals committee to help provide a full and fair review.</li> <li>• Worked to determine the correct number of Councilors after changes due to the implementation of ISD and the changes to the University Organizational Chart. Used this information to determine and report number of seats available for 2020 Professional and Scientific Council Elections.</li> <li>• Worked to increase promotion of council news, events, elections including a major expansion of council social media via Facebook and Twitter to get more frequent and relevant information to council constituents.</li> <li>• Worked to create opportunities for P&amp;S Employees to learn new skills and strengthen old ones, gather resources and information, engage and network with others, and ask questions about topics and activities. This included:               <ul style="list-style-type: none"> <li>▪ Hosting 11 monthly Seminar Series Events on diverse topics relevant to P&amp;S Employees</li> </ul> </li> </ul>

	<p>including So you know your personality style, now what?, Could you, should you, will you save more for retirement?, Managing Teams for Creative Outcomes, Creating Effective Presentations, Negotiating for Success - Strategies, Tools, and Skills, Infusing Fun into the Workplace While Getting Stuff Done!, and Don't Let Surprises Spoil Your Retirement.</p> <ul style="list-style-type: none"> <li>▪ Advocating for increased university sponsored personal and professional development opportunities for P&amp;S Employees.</li> <li>▪ Planned and hosted a full day professional development conference focused on the personal and professional development of P&amp;S Employees. The theme for the 2020 Professional and Scientific Council Professional Development Conference was Cultivate Your Adventure: Thriving Together. The 8th Annual Professional and Scientific Council Professional Development Conference was held on February 13, 2020 and aimed to provide participants with opportunities to experience growth and encouragement, to engage in positive social interactions with their fellow Professional and Scientific Employees, and to gain skills and knowledge they can use as they continue their adventures at Iowa State University.</li> </ul> <ul style="list-style-type: none"> <li>• Contributed to the University Human Resources COVID-19 response. Thirteen of the Professional and Scientific Council Seminar Series Events were highlighted on the ISU Resources for Web-Based Professional Development webpage created by University Human Resources (<a href="https://www.hr.iastate.edu/tools-for-employees/learning-development/isu-resources-for-web-based-professional-development">https://www.hr.iastate.edu/tools-for-employees/learning-development/isu-resources-for-web-based-professional-development</a>).</li> <li>• Continued improvement and expansion of new council website that was launched at the end of the previous council year.</li> </ul>
<p>Recommend policies and procedures to the administration that benefit Professional and Scientific Employees</p>	<ul style="list-style-type: none"> <li>• Researched, developed and proposed the <a href="#">FY20.4 - Motion to send the 2020 Compensation and Benefits Report and the Compensation and Benefits Recommendation for FY2021 to University Administration</a></li> <li>• Recommended adoption of classification and compensation system through Compensation and Benefits Recommendation and conversations with University Human Resources and other Administration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recommended implementation of policy on performance-based salary increases through meaningful annual performance appraisals.</li> <li>• Advocated for employees in policy and procedure changes through the Policies and Procedures Committee Chair's position on the Policy Library Advisory committee.</li> <li>• Leveraged meetings with administration to communicate constituent needs regarding existing policies and procedures and changes to consider</li> </ul>
<p>Assists in fulfilling the mission of Iowa State University (ISU Mission: "Create, share, and apply knowledge to make Iowa and the world a better place.")</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Continued the initiative to highlight P&amp;S Staff by providing a link for personnel to submit nominations, evaluate submissions per CYtation Award criteria to determine monthly newsletter entries, and adding each monthly entry to a Highlighting ISU Staff webpage within the Awards section of the P&amp;S Council website.</li> <li>• Shared information on winter weather, internal job application procedures and staff tuition waivers through "Did you know?" articles in the monthly newsletter.</li> </ul>

The Iowa State University Professional and Scientific Council engaged in a 2019-2020 strategic initiative planning session during the council meeting on July 11, 2019. Information for this planning session was brought forward from Councilors reaching out to their constituents. The strategic initiative ideas, suggestions, and comments provided by Councilors during the July 11 meeting were grouped by the Council Executive Committee, during the Council Executive Committee Retreat on July 30 into four categories which include those below. Implementation ideas and suggestions were also provided by Councilors for each of these four initiatives. The notes from the discussion were shared with each Council Committee and Vice President as ideas for consideration.

Professional and Scientific Council Strategic Initiatives for 2019-2020:

Strategic Initiative	Ways Addressed in 2019-2020
<p>Expand efforts with university leadership to <b>improve employee engagement, retention and satisfaction</b> through effective supervisor training and support including hiring practices, robust employee evaluations, campus climate, as well as compensation inequities across departments and divisions.</p>	<ul style="list-style-type: none"> <li>• Researched, developed, and proposed the Motion on Salary and Benefit Recommendation which included implementation of the P&amp;S classification and compensation system, implementation of meaningful annual performance appraisals, and pay increases based on performance.</li> <li>• Documentation of trends to provide recommendations to administration for retention and satisfaction of P&amp;S staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Statement to the Board of Regents to advocate for compensation, not only in the form of salary and wages, but also in professional and leadership development opportunities, improved career advancement opportunities, and improved performance reviews accompanied by a performance-based pay structure</li> <li>• Four members of Professional and Scientific Council represented P&amp;S Employees on the Professional and Scientific Classification and Compensation Communication Advisory Team</li> <li>• Represented P&amp;S Employees at Campus Leaders Luncheons with questions related to the professional development, diversity and inclusion, budget, performance appraisals, classification and compensation and Fall planning to name a few</li> <li>• Advocated for P&amp;S employees by meeting directly with President, Provost and University Human Resources</li> <li>• Recommendation to offer supervisory training and professional development for staff through the <a href="#">Motion to Request Crucial Conversations</a></li> <li>• Advocated through role on Professional and Scientific Classification and Compensation Extended Projects Team</li> </ul>
<p>Strengthen advocacy efforts and involvement in <b>university-wide initiatives impacting P&amp;S employees</b> including the classification and compensation review process, Improved Service Delivery (ISD) processes, WorkCyte development, and the university budget model.</p>	<ul style="list-style-type: none"> <li>• Advocated for Professional and Scientific Employees through representation on the following committees: <ul style="list-style-type: none"> <li>○ WorkCyte Steering Committee</li> <li>○ Improved Service Delivery (ISD) Advisory Committee</li> <li>○ Fall Planning Executive Committee</li> <li>○ VPDI Council</li> <li>○ Strategic Enrollment Management Executive Leadership</li> <li>○ New Hire Survey Workgroup</li> <li>○ Childcare Task Force</li> <li>○ Class Climate Survey Workgroup</li> <li>○ Vice President for Research Search Committee</li> </ul> </li> <li>• Shared news articles and social media posts to keep the Professional and Scientific community informed of news regarding policy changes (with emphasis on Workday, Improved Service Delivery, Classification and Compensation Review).</li> <li>• Coordinated and hosted two Professional and Scientific Council Seminar Series Events on the P&amp;S Classification and Compensation Review that were livestreamed and recorded. P&amp;S Classification and Compensation Review Update was presented by Emma Houghton, Director of Compensation and Classification, University Human Resources was held face-to-face on September 10 from 2-3 PM in the</li> </ul>

	<p>Memorial Union Gallery Room, livestreamed, recorded and posted in Learn@ISU as FY20-3. P&amp;S Classification and Compensation Review – Implementation was presented by Emma Houghton, Director of Compensation and Classification, University Human Resources was provided online only via Adobe Connect and recorded on April 14<sup>th</sup> and in Learn@ISU as FY20-9.</p> <ul style="list-style-type: none"> <li>• Continued to represent P&amp;S Employees in shared governance through: <ul style="list-style-type: none"> <li>○ Engagement in dialogue at regular Campus Leader’s Luncheon meetings with senior leadership</li> <li>○ Presentations at Faculty Senate meetings and engagement with Faculty Senate leadership</li> <li>○ Attendance at meetings to represent employees’ perspectives related to ISU initiatives</li> <li>○ Attendance at regular meetings with President Wintersteen, Provost Wickert and University Human Resources</li> <li>○ Organization of meetings and facilitated conversations between the Executive Committee and Senior Leaders regarding University-wide initiatives</li> <li>○ Organization of meetings and communications to ensure follow through on commitments and information shared with university community</li> <li>○ Participation in Senior Budget Leaders meetings</li> <li>○ Participation in UBC committee meetings</li> </ul> </li> </ul>
<p>Advocate for <b>competitive employee compensation and benefits</b> as well as policies/procedures that make our workplace attractive including flexible work hours, telecommuting, professional development, and other benefits.</p>	<ul style="list-style-type: none"> <li>• Recommended adoption of Classification and Compensation system to provide industry comparable salaries and better ability for promotion</li> <li>• Advocated for improved and broadened professional development opportunities for staff</li> <li>• Collaborated with ISU Wellness Office to promote Adventure2 activities and resources for Professional and Scientific employees, including the development of Interest Groups to help employees connect around common interests such as books, gardening and parenting</li> <li>• Assisted University Human Resources in engaging Professional and Scientific employees and supervisors for focus groups regarding a Workflex program to provide input on the process.</li> <li>• Advocated for Classification and Compensation Review to move forward through</li> </ul>
<p>Continue to <b>build and cultivate the P&amp;S Employee experience</b> to create a work environment where P&amp;S employees feel safe, welcomed, supported, and included,</p>	<ul style="list-style-type: none"> <li>• Collected, evaluated, and recommended nominees for P&amp;S Council CYtation Awards and University awards to recognize P&amp;S employees' talents and contributions to the university.</li> </ul>

and a work culture where P&S employees are valued through fair compensation and meaningful contribution, and empowered through effective and equitable opportunity.

- Motion to [Create a Safe and Welcoming Environment](#)
- Advocated for Diversity & Inclusion training for Professional and Scientific employees to be consistent with Faculty Diversity & Inclusion training.