

Annual CHS Committee Report 2008-2009

Committee title and membership list:

P&S Staff Support Committee

***Chair/Chair-elect selected by committee**

Carolyn Ersland	Chair , Student Services representative ('10)
Hina Patel	Chair-Elect , University Teacher Education Program (UTEP) representative ('11)
Sharon Wirth	Past Chair , Apparel, Educational Studies and Hospitality Management ('10)
Tera Lawson	Curriculum and Instruction ('11)
Robyn Cooper	Educational Leadership and Policy Studies ('11)
Breanna Wetzler	Food Science and Human Nutrition ('10)
Ann Guddall	Human Development and Family Studies ('09)
Marsha Wissink	Kinesiology ('11)
Tara Fisher	Dean's office representative ('10)
Sly Upah	Tech. Services representative ('11)
Jason Follett	P&S Council representative (ex-officio)
David Whaley	Associate Dean (ex-officio)
Annette Jaehrling	CHS HR Director (ex-officio)

Approximate number of meetings held:

7 meetings were convened during the 2008-2009 academic year

- Fall Semester 2008: 4 meetings (August, September, October & December)
- Spring Semester 2009: 3 meetings (February, March & April)

Major Accomplishments:

CHS P&S Survey conducted October 2008

- Survey sent to the 138 current CHS P&S employees
- 89 responses were received = 64.5% response rate
- Topics of inquiry included staff background, professional development, and job satisfaction/climate
- Data review and discussion December 2008

Summary of Accomplishment: Sharon Wirth spearheaded the creation and distribution of the 2nd CHS P&S survey conducted by this group. This committee had conducted a survey during the Spring 2007 semester. However, due to change in college leadership and with three years having passed since the combination between the former colleges of Education and Family & Consumer Sciences, consensus was reached to conduct as a second survey as a follow up measure.

A wide variety of topics impacting P&S staff were discussed by the committee beginning in July 2008. Initial topics of interest included, but were not limited to: compensation; workload; job satisfaction; physical work conditions; communication within the college; organizational change; employee involvement; leadership and supervision roles; college image; and performance management. With knowledge and review of university's P&S Survey conducted in 2006, assistance was requested and

received from Karla Embleton and her graduate assistant, Jennifer Redd, to construct a brief survey using *surveygizmo*. The resulting 17-question survey included the following areas:

Background

- Length of service at ISU
- Length of service in current CHS department/unit
- P-level of current position
- Status of current position (full-time, part-time 20-35 hrs/wk, part-time, less than 20 hrs/wk)

Professional Development

- Interest in attending PD seminar
- Preference on type of PD event including length and types of topics
- Attendance, location (on or off campus) and financial resources at attend in PD opportunity within last year
- If did not attend PD in last year, why not
- Concerns regarding PD opportunities (open comment field)
- Request for input on dynamic PD presenters or organizations

Job satisfaction/Climate

Responses were rated as "Not at all – Seldom – Sometimes – Mostly – Yes, completely"

- Satisfied with work climate
- Satisfied with involvement in decision that affect individual's work
- Sufficient authority to do one's job well
- Department/unit operates efficiently
- Work in one's department/unit is well organized
- Workload in one's department/unit is reasonable
- Supportive team climate in one's department/unit
- Comfortable with bringing office concerns to one's supervisor
- Comfortable with bringing office concerns to one's co-workers
- Proud to be in CHS at ISU

Significant challenges confronted and how they were addressed:

Challenge #1: Continued need to determine role and function of this group; necessity to move beyond initial goals to improve communication and information sharing across departments and units with respect to P&S staff

How addressed: Implemented specific question on October 2008 survey = What should be the priorities of the P&S Staff Support Committee in 2008-2009?

Challenge #2: How to disseminate and make use of data collected and interpretation of survey results

How addressed: Utilize information to inform topics at Open Forum (Fall 2009) and future related events to benefit P&S Staff within the college

Challenge #3: Broad reaching concern in recent months about approaching budget cuts and implications for P&S staff with respect to work load and responsibilities. As well as resonating concern about outcomes from university-level review of compensation and adjustment of P-levels for P&S staff to be considered competitive with industry standards

How addressed: Incorporate these topics into planning for Open Forum to be scheduled in September 2009 (see Next Steps/Future Plans)

Next steps and future plans:

- Committee scheduled to meet throughout summer 2009 with meetings in June and July
- Coordinate and schedule a CHS P&S Open Forum in September 2009 with purpose to kick off the academic year and provide networking environment for CHS P&S staff members. Additionally, exploring inclusion of university HRS staff to provide clarification on Performance Management System evaluations (university-wide HR policy) which becomes effective July 1, 2009 with implementation planned for January 2010
- Further explore the importance of updating individual PIQ's as related to performance management, workload, compensation, and professional development needs and how to communicate information to P&S staff.
- Continue to enhance communication with CHS P&S staff. Possible methods could include the enhancement and increased utilization of the committee's website, creating a quarterly communication to be shared with CHS P&S staff with an overall purpose of increasing the visibility of this group within the P&S staff

Additional comments:

Ex-officio attendance and committee participation on the behalf of Jason Follett, Annette Jaehrling, and David Whaley has provided improved communication on the current issues and priorities of the university P&S Council and the College administration.

Submitted by: Carolyn Ersland, *Chair*, Student Services representative ('10)