

IOWA STATE UNIVERSITY

Professional and Scientific Council

Special Report to Council - May 26, 2016

16SP04 - Professional and Scientific Council Year End Report 2015-2016

Report From: Tera Lawson, Professional and Scientific Council President, on behalf of the Professional and Scientific Council Executive Committee.

Background:

The Iowa State University Professional and Scientific Council engaged in a 2015-2016 priority planning session during the Council Meeting on July 9, 2015. The ideas, suggestions, and comments provided by Councilors during that meeting were kept in their original words, but grouped by the Executive Committee, during the Executive Committee Retreat on July 30th, into six priority areas including: Benefits/Services to Employees, Professional/Personal Development, Compensation, Collaboration, Communication, and P&S Employee Networking. Council worked to address these 2015-2016 priorities in addition to, or in conjunction with, the Council 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.

Progress Made on Priorities in 2015-2016:

The Iowa State University Professional and Scientific Council made progress on the following priorities in 2015-2016:

Benefits/Services to Employees Priorities:

Priority Ideas	Ways Addressed in 2015-2016
Increase tuition reimbursement max Tuition credits from 3 to 4	<p>Council passed Motion FY16.6 Sending Proposed Changes to the Tuition Reimbursement Program to the University Benefits Committee. This proposal requested changes including:</p> <ul style="list-style-type: none">• Increasing the current three credit maximum to the cost equivalent of a four credit maximum tuition reimbursement per semester.• Reimbursing Iowa State University coursework at the actual cost of tuition for the program in which the employee is enrolled.• Continuing the remaining current Tuition Reimbursement Eligibility Requirements and Program Guidelines as found on the University Human Resources website on 12/4/15. <p>The proposal was accepted and approved by the University Benefits Committee and the requested changes to the Tuition Reimbursement program will be in effect beginning in Fall 2016.</p>

<p>Employees who are also enrolled students being denied services</p>	<p>Council President presented 15SP01: Special Report to Council - Assuring P&S Employees Who are also Enrolled Students are Receiving Services Provided through Student Fees. This report outlines:</p> <ul style="list-style-type: none"> • The assessment of fees that are mandatory student fees and are approved by the Board of Regents as are the allocations of those fees. • That, effective Spring 2014, Iowa State University Employees, whose primary role at the university is as an employee, are no longer assessed the Student Healthy Fee due to action taken by the Professional and Scientific Council. Council worked with PLAC, Student Affairs, Student Health, and the Registrar's Office and was successful in getting the Student Health Fee waived for Iowa State University Employees. • How P&S Employees who are also enrolled students can access CyRide Bus Services and Recreation Services (the two areas identified by P&S Employees who are also enrolled students were they were being denied services).
<p>Tuition support for dependents, scholarship fund for dependents</p>	<p>A member of the Executive Committee contacted the Iowa State University Foundation and inquired about scholarship opportunities that were specific to Iowa State University Faculty and Staff and found that no such funds exist.</p>
<p>Support and expand mentoring program university-wide</p> <p>Mentor programs - scale up</p> <p>Mentoring and sponsoring program</p>	<p>The Peer Advocacy Committee researched mentoring during FY16 and will deliver a report to the Executive Committee on June 16, 2016 that is a compilation of resources, a comprehensive list of existing programs at Iowa State University, and a guide for the continuation of this initiative.</p>
<p>Career advancement - guidance, clean up arbitrary job titles (classifications)</p>	<p>In December 2015 Council President and President-Elect began meeting monthly with the University Human Resources (UHR) Leadership Team and have committed Council to continuing to work with UHR to change the current Classification and Compensation structure for P&S Employees in order to create career ladders or lattices and to have positions that have market equivalents. Additional topics of discussions have included the roles of HR Liaisons and the reclassification system currently in place.</p> <p>Council Passed Motion FY16.11 Sending Compensation Recommendation for FY 2017 to University Administration includes a recommendation for an improved classification system.</p>
<p>Sabbatical/PD assignment for P&S staff</p> <p>P&S Sabbatical program</p>	<p>The Compensation and Benefits Committee researched sabbatical programs at other Iowa Universities for P&S Employees. Information was compiled and saved for future reference. Ultimately, the committee felt that there was not a need to move forward at this time.</p>

<p>Flex time - guidelines, ID where flex is denied</p>	<p>Council passed Motion FY16.7 Seeking Clarification Regarding Interpretation and Application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy During and Iowa State University Partial Closing.</p> <ul style="list-style-type: none"> In response to the motion University Human Resources significantly revised the current Flexible Hours Program document and created the Staffing Guidance for University Breaks document to support several affected HR policies, made minor edits to the policies themselves, and provided these documents to Council for feedback. The Policies and Procedures Committee prepared a response to University Human Resources from the feedback provided. The response will be reviewed by Council during our May 26, 2016 meeting and a memo will be written by the Executive Committee, the committee that brought forth the motion, to accompany the feedback when it is provided to University Human Resources. We expect implementation of the new guidance document and revised policies in Fall 2016.
<p>Research conversion/sick to vacation rates - other conversion incentives, wellness or rec center voucher for local gym/program</p>	<p>The Compensation and Benefits Committee researched and discussed conversion of sick to vacation rates.</p> <p>Stephanie Downs was invited to present to Council during the December 2015 General Council Meeting. She also presented during the May 5 2015 General Council Meeting. During both meetings she spoke about the ISU Wellbeing Website, reminded employees about the Wellmark Blue 365 discount program, and responded to inquiries from Councilors.</p>
<p>Improve lactation locations on campus</p>	<p>Council passed Motion FY16.9 Sending the Iowa State University Lactation Spaces and Policies Proposal to University Human Resources for Action. The Professional and Scientific Council Peer Advocacy Committee brought together representatives from: the University Work/Life Advisory Committee, the University Committee on Women, the Iowa State University Postdoctoral Association, the Child Care and Family Resources Office, the University Child Care Committee, the Margaret Sloss Women's Center, University Human Resources, Facilities Planning and Management, as well as additional members of the Professional and Scientific Council to create the proposal, that requests the following:</p> <ul style="list-style-type: none"> Creating an approval process for designated spaces. Assigning Ownership of these designated spaces to a central administrative unit. Increasing the number and the geographic distribution of the designated spaces on campus. Creating a guidance document or policy to assure awareness of and compliance with the portion of the Patient Protection and Affordable Care Act pertaining to break time for new mothers. The initiation of an awareness and education campaign for users, potential users, and non-users of the designated spaces

Professional/Personal Development Priorities:

<p>Address issue of lack of leadership program (Emerging Leaders Academy) with required minimum pay grade (allow for lower pay grades or appeal process to get in)</p>	<p>Council President presented 15SP02: Special Report to Council - Acquiring Additional Information about the Emerging Leaders Academy Leadership Program and the P35 minimum paygrade eligibility requirement for P&S Employees.</p> <ul style="list-style-type: none"> • Beginning with the 2016-2017 Cohort, the current eligibility criteria statement for P&S Employees will be altered with the following proposed language: <i>"P&S Employees will generally be at a level P35 or above, though a staff member in a demonstrated leadership role, in a current position below a level P35, may be considered."</i> • Additionally a spot in each Emerging Leaders Academy Cohort, beginning with the 2016-2017 Cohort, will be held for the President-Elect of Professional and Scientific Council, irrespective of the pay grade s/he holds. He or she may choose whether or not to participate in the Emerging Leaders Academy.
<p>Value of providing education for staff on personnel issues (because they affect work), juggling work w/aging parents' needs, find out key issues - things that people are dealing with</p> <p>Providing Professional Development Opportunities for P&S Employees</p>	<p>The FY16 Professional and Scientific Council Seminar Series Events included 10 seminar presentations were offered throughout the year which were livestreamed for access from a distance and recorded for future viewing.</p> <ul style="list-style-type: none"> • July - Position Descriptions 101, Emma Houghton, University Human Resources (23 in person, 29 online synchronously, 189 views as of May 25, 2016) • August - Budgeting and Financial Management at Iowa State, Dave Biedenbach, President's office (11 in person, 24 online synchronously, 57 views as of May 25, 2016) • September - Survey Results in New Professional Development Opportunities, Don Broshar, University Human Resources (5 in person, 13 online synchronously, 129 views as of May 25, 2016) • October - Turning Conflict Inside Out, Elaine Newell, Ombuds Office (15 in person, 24 online synchronously, 140 views as of May 25, 2016) • November - Overview of 2016 Benefits, Ed Holland, University Human Resources (23 in person, 56 online synchronously, 30 views as of May 25, 2016) • December - Ten Tips to Reaching Your Full Potential, Nancy Franz, Professor Emeritus, School of Education (14 in person, 18 online synchronously, 52 views as of May 25, 2016) • January - Managing the Impact of Caregiving on Your Career, Donna K. Donald and Kristi Cooper, Extension and Outreach (11 in person, 26 online synchronously, 124 views as of May 25, 2016) • March - Finances of Caregiving, Joyce Lash, Extension and Outreach (13 in person, 4 online synchronously, 34 views as of May 25, 2016) • April - It Matters What Staff Say Too. Denise Williams-Klotz with Multicultural Student Affairs and Katie Davidson with College of

	<p>Veterinary Medicine (9 in person, 19 online synchronously, 64 views as of May 25, 2016)</p> <ul style="list-style-type: none"> • May - Money for Life, Barb Wollan, Extension and Outreach (8 in person, 13 online synchronously, 21 views as of May 25, 2016) <p>2016 Professional and Scientific Council Professional Development Conference - <i>Building YOU, Reinforcing US</i></p> <ul style="list-style-type: none"> • 404 registered • 21 different session topics and two keynote speakers • Professional head shots were provided to conference attendees for free • Extra time was included in the conference schedule during the lunch break to provide an additional opportunity for P&S Employees to network. • Regular registration cost was held to only \$75 per person and the Conference was held at the easily accessible Iowa State Center for convenience. <p>Created Learn@ISU section for opportunities offered by the Professional and Scientific Council so that P&S Employees could receive credit on their University Training Profile for attending Professional and Scientific Council Seminar Series Events as well as the Professional and Scientific Council Professional Development Conference.</p>
<p>Review of P.D. opportunities (i.e. yelp - opportunity for anonymity)</p>	<p>Attendees of the 2016 Professional and Scientific Council Professional Development Conference were given the opportunity to complete an anonymous post-conference survey. The feedback was gathered, analyzed and put into a report. The report is being used in the planning process for the 2017 conference.</p>
<p>Professional development programs - external, lack of funding, discrepancies among departments</p>	<p>A question was asked at the Campus Leaders' Breakfast about ensuring support for professional development is consistent across different units/departments beyond the Professional and Scientific Council Professional Development Conference and Professional and Scientific Council Seminar Series Events.</p> <p>Council is continuing to engage in discussions about the need for Professional Development opportunities for P&S Employees beyond what Council is able to provide.</p>
<p>New councilor training for P&S Council</p>	<p>New Councilors were asked to provide feedback via a survey distributed by the Representation Committee in October 2015. 12 of 13 new councilors provided feedback.</p> <p>New Councilor Orientation for Newly Elected Councilors will be held prior to the May 26 Council Meeting. The topics include: introductions, an overview of Council including the purpose and structure of Council, Council Meetings, and expectations of Councilors.</p>

Compensation Priorities:

<p>How to move up without going into management positions</p> <p>Address how pay increases are done at other institutions - performance vs across the board or both (maybe across the board minimum, then a performance based), have university-wide tool to gage performance</p>	<p>Council passed Motion FY16.11 Sending Compensation Recommendation for FY 2017 to University Administration includes recommendations for: competitive compensation, performance-based compensation, and an improved classification system. As well as recommendations that a new performance form that includes subjective and objective measurements be developed and that it should include a rating system that is more than simply satisfactory/unsatisfactory.</p>
<p>Require manager training</p> <p>1st time management training</p>	<p>Council passed Motion FY16.11 Sending Compensation Recommendation for FY 2017 to University Administration includes a recommendation for required performance management training for supervisory personnel responsible for completing performance appraisals and states that annual refresher courses should be considered.</p> <p>Manager training has also been a frequent topic during the Council President and President-Elect’s monthly meetings with the the University Human Resources Leadership Team.</p>
<p>Review of P&S staff teaching load and responsibilities</p>	<p>Council passed Motion FY16.8 Sending Iowa State University Practices for Professional and Scientific Employees who also have for Credit Teaching Responsibilities Proposal to the Office of the Senior Vice President and Provost and University Human Resources. This proposal was created to streamline communication regarding P&S employees who also have for credit teaching responsibilities and to provide a comprehensive resource that outlines the current Iowa State University practices which can be used by P&S employees, supervisors, and department chairs (or equivalent) to understand and navigate these situations as they arise. This proposal also requests:</p> <ul style="list-style-type: none"> • University Human Resources (UHR) document in the “Writing a P&S Position Description Job Aid” the process of calculating the percentage of a P&S employee’s time allocated to responsibilities, including teaching. • These guidelines be distributed to HR liaisons, supervisors and department chairs, posted on the Office of the Senior Vice President and Provost website (www.provost.iastate.edu) and referenced on the UHR website. • Supervisors continue to work with P&S employees to navigate situations in which P&S employees also have teaching responsibilities. • Future trainings for supervisors include this information as a resource.

Collaboration and Representation Priorities:

<p>Increase collaboration between faculty Senate and P&S Council</p> <p>Collaborate with Faculty Senate - salary and affirmation of our importance</p>	<p>Council President worked to continue to build the relationship with Faculty Senate through the Faculty Senate President. Including: initiating communication after both Council and Faculty Senate Meetings where potential opportunities for Council or P&S Employees to be involved in Faculty Senate initiatives or projects (including the Enrollment Management Task Force and the Non-Tenure Eligible Task Force) arose. Council President and Faculty Senate President discussed the respective groups' statements to the Board of Regents and initiated the sharing of submitted Campus Leaders' Breakfast questions.</p>
<p>Bridge the gap between P&S Council and top level management meetings</p> <p>Serving as the Voice of P&S Employees in the Shared Governance Structure</p>	<p>Council passed Motion FY16.2 Amend Professional and Scientific Bylaws Regarding Committee Appointments which aligned positions on the Professional and Scientific Council with appointments to certain committees to provide a more reliable reporting structure.</p> <ul style="list-style-type: none"> • Vice President of Equity and Inclusion or President's designee will be responsible for serving on the University Committee on Diversity during the course of the chair's elected position. The term of the appointment will follow the Council position term regardless of committee appointment term. • The Chair of the Policies and Procedures Committee will be responsible for serving on the Policy Library Advisory Committee during the course of the chair's appointed position. The term of the appointment will follow the committee chair's term regardless of committee appointment term. • The Chair of the Compensation and Benefits Committee will be responsible for serving on the University Benefits Committee during the course of the chair's appointed position. The term of the appointment will follow the committee chair's term regardless of committee appointment term. <p>Council President serves on the University Budget Advisory Committee and the Professional and Scientific Reclassification Appeal Committee.</p> <p>The Rep Committee did a complete review of all University Committees and identified those with current P&S Council representation. The committee contacted each person and asked for feedback about the committee work via Google Form.</p> <p>University Committee Appointments: the Representation Committee recommended 4 New and 5 Reappointments to P&S President Tera Lawson.</p> <p>Ad-hoc or Special Project Appointments: the Representation Committee recommended names for 8 opportunities.</p> <p>Council President and President Elect met regularly throughout the year with both the Senior Vice President and Provost and the University Human Resources Leadership Team.</p>

	<p>The Senior Vice President and Provost and the Vice President of University Services present at each Council Meeting.</p> <p>Council President provided detailed updates on the Council activities during the previous month, including meetings, during the President’s Report at each Council Meeting.</p> <p>Council President as well as several Councilors served on Strategic Planning Sub Committees.</p> <p>Council President participated in the Higher Learning Commission Accreditation Visit and in the Board of Regents Strategic Planning Workshop.</p> <p>The Chief of Staff, the Vice President for Diversity and Inclusion, the Senior Vice President of Student Affairs were all invited to present to Council.</p> <p>Council made recommendations and endorsed the following University Policies during FY16:</p> <ul style="list-style-type: none"> • Motion FY16.3 Smoke Free Campus Policy • Motion FY16.4 Facilities and Grounds Use, Activities Policy • Motion FY16.5 Video Cameras, Administrative Uses Policy
<p>Continue on search committee improvements</p>	<p>The Council President was asked to serve on the search committees for the University Counsel and the Senior Vice President for University Services.</p> <p>Members of the Council Executive Committee and members of the Faculty Senate Executive Committee were invited to participate in the on-campus interviews with the candidates for the Vice President for Diversity and Inclusion, Senior Vice President of Student Affairs, and the Senior Vice President for University Services positions.</p>
<p>Representing P&S Employees</p>	<p>2016 Professional and Scientific Council Elections:</p> <ul style="list-style-type: none"> • Presidents Office - 1 individual nominated for election; 2 Open Seats • Student Affairs - 5 individuals nominated for election; 4 open seats • Business and Finance - 5 individuals nominated for election; 3 open seats • Academic Affairs - 27 individuals nominated for election; 11 open seats <p>The Representation Committee developed new survey to evaluate the election process, which was sent to all candidates who ran for election.</p> <p>The Representation Committee developed developed a new survey to evaluate the opinions of outgoing councilors, which was sent to all outgoing Council Members.</p>

<p>Collaborate with counter parts @ other regent institutions</p>	<p>The Council President participated in an e-mail conversation with President of the Staff Council at the University of Iowa and the President of the Professional and Scientific Council at the University of Northern Iowa prior to the February 4, 2016 Board of Regents Strategic Planning Workshop and met with the UofI and UNI Council Presidents during the breaks in the workshop.</p> <p>The Council President also participated in a conference call with the UofI and UNI Council Presidents after receiving the invitation to provide a statement to the Iowa Board of Regents during the Regents' April Board Meeting.</p> <p>The Council President and Present-Elect met with the UofI and UNI Council Presidents and the UofI President-Elect following the April Board of Regents Meeting. Plans were made to continue to communicate.</p>
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Communication Priorities:

<p>Data - our role and importance, human capital report, other sources</p> <p>Let public/policy-makers know impact of funding gaps - lack of availability to retain or recruit skilled staff, even as compared to state employees, importance of people, not just capital projects - investing in people through professional development as well as salary</p>	<p>Council President presented 16SP03: Special Report to Council - Statement to the Iowa Board of Regents on Salary Policies for FY2017 that focused on recognizing the vital importance of the contributions and incredible value of Professional and Scientific Employees, the direct impact Professional and Scientific Employees have on our students, research, faculty, and the citizens of the state of Iowa, and highlighted the need to value the Professional and Scientific Employees using data driven examples. The Council President the asked the Regents everyone listening and those reading the minutes from the meeting to "make any efforts possible to acknowledge, recognize and value Professional and Scientific Employees and their contributions to our institutions; to help us to retain and attract highly productive and engaged Professional and Scientific Employees; and to continue to invest in the Regent's institutions to help make Iowa and the world a better place through the creation, sharing, and application of knowledge."</p>
<p>Investigating and Responding to P&S Employee Concerns</p>	<p>The Peer Advocacy and Executive Committees were available to any P&S Employee with a concern and, with the increase of two-way communication with council through their councilors, several employees shared their concerns with us this year. We were able to investigate and respond to the concerns and issues brought to our attention.</p>

<p>Encouraging P&S Employee Engagement</p>	<p>Councilors were responsible for representing their constituents and informing them of what was happening with in Council and at our University.</p> <p>An update message was sent to constituents after each of the monthly Council Meeting. The message was drafted by the Communications Committee, reviewed by the Council President and President-Elect, and provided to Councilors to use as a base for a message to their constituents.</p> <p>Allocating time during the monthly Council Meeting for Announcements from Councilors, where any Councilor had the opportunity to share information with Council.</p> <p>The Council Vice President of Equity and Inclusion included announcements from Faculty and Staff Associations during monthly Council Meetings.</p> <p>In addition to presenting at New Employee Orientation each month the Council Vice President of University Community Relations received a list of the P&S Employees that attended from University Human Resources. The names of the attendees were shared with the Councilors who will be representing them so that they can reach out to their new constituents with a welcome e-mail.</p> <p>The Council Vice President of University Community Relations worked with University Human Resources and ITS to set up a monthly file transfer download. This enables the Council Vice President of University Community Relations to provide Councilors with the names and departments/units of all new employees as well as employees that have accepted new positions at Iowa State University that are now working within the Councilor's representation area. A draft e-mail was also provided by the Council Vice President of University Community Relations to Councilors as a base for a message to their new constituents.</p>
<p>More support/connections to P&S staff off-campus - raise awareness about those off-campus, change language to include, more mindful communication @ exec level, more opportunities for staff to attend campus activities</p>	<p>The Professional and Scientific Council Executive Committee, Communications Committee, and Professional Development Committee made efforts to be more mindful of those off campus when communicating.</p> <p>All of the Professional and Scientific Council Seminar Series Events were livestreamed and recorded. The events each began with a welcome that included both those who in person and online and provided opportunities for those who were livestreaming to participate in the event. Participation from online participants was encouraged at least once and often multiple times during each of the events. A Council Member was also designated to monitor the online chat window during each of the events to provide information or links and to serve as the in room participant for those who were online asking questions.</p>

<p>Conclusion: Most of our P.R. efforts must focus on the positive</p>	<p>Created Special Reports to Council as a way to record, share, and archive information as Council works to resolve issues, find additional information, and to share information with not only Council, but all Professional and Scientific Employees.</p> <p>Continuing to use the Professional and Scientific Council Twitter handle and Facebook Page to positively promote Council and P&S Employees including continuing the #highlightingISUstaff campaign.</p>
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P&S Employee Networking Priorities:

<p>More community involvement - ice cream social, various locations over campus and extension to involve more people</p> <p>Create opportunities for P&S staff to learn from each other and learn what each other do, "build P&S family"</p>	<p>A couple of social events were scheduled early in the fiscal year, however attendance was poor, and we discovered we needed a visual way to identify the gathered group. A tall banner was created and purchased that will be used for all future Professional and Scientific Council Events.</p> <p>Extra time was included in the Professional and Scientific Council Professional Development Conference Schedule during the lunch break to provide an additional opportunity for networking.</p> <p>The 2nd Annual Professional and Scientific Council Meet & Greet reception for P&S Employees was held on May 24, 2016 from 3-5 PM in the Sukup Atrium in Elings Hall. This was an opportunity for P&S Employees to meet their Professional and Scientific Council Representatives, network with their fellow P&S Employees, and enjoy a snack from ISU Dining.</p>
<p>Bring a guest to council day - recruitment effort, social type Networking-events, P&S employees</p>	<p>The Representation Committee coordinated two formal opportunities for councilors to bring a guest to council at the January and February meetings.</p>

Honoring P&S Employees:

<p>Professional and Scientific Council CYtation Awards</p>	<p>Council Motion FY16.1 Outstanding New Professional and Scientific Council Member CYtation Award created a way for the Professional and Scientific Council to honor Council Members who are newly elected or newly appointed and have established a pattern or reliability and responsibility while making a notable difference, fosters cooperation and has strong interpersonal relationships with fellow Professional and Scientific Council Members, and exhibits potential for future contributions to Iowa State University.</p> <p>50 individuals were recognized during the March 10, 2016 Professional and Scientific Council CYtation Awards Breakfast where the individual</p>
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	<p>CYtation Awards, Team CYtation Awards, and the Woodin CYtation Award were given.</p> <ul style="list-style-type: none">• A press release was issued by Council and distributed to University Administrators following the event to further call attention to the CYtation Award Winners and highlight their contributions to our University.•
University Staff Awards	<p>The Awards Committee Announced deadlines and encouraged submissions for the University Staff Awards including Regents Award for Staff Excellence, Professional and Scientific Research Award, Professional and Scientific Outstanding New Professional Award, Carroll Ringgenberg Award, and the Professional and Scientific Excellence Award. The Awards Committee also reviewed the applications for these awards and provided rankings and a brief analysis/rational for the rankings to the Senior Vice President and Provost's Office.</p>