

**Special Report to Council - October 7, 2015**

**15SP01 – Assuring P&S Employees Who are also Enrolled Students are Receiving Services Provided through Student Fees**

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

**Background**:

It was brought to the attention of the Professional and Scientific Council Executive Committee that P&S Employees who are also enrolled students, and are paying student fees, are being denied services that are provided through student fees because their current ISU Cards identify them as staff members and not as students.

On March 12, 2015 the Professional and Scientific Council Executive Committee met with Pam Cain, Laura Doering, and Martino Harmon to discuss this issue as well as possible options for resolution of the issue.

The following information regarding fees was presented and discussed:

* Mandatory Student Fees that are assessed by Iowa State University are approved by the Board of Regents, State of Iowa as are the allocations of those fees.
* The approved Mandatory Student Fees for Iowa State University include a technology fee, a health fee, a health facility fee, a student activities fee, a student services fee, a recreation fee, and a building fee.
* When billing enrolled students, Iowa State University lists the technology fee, the health fee, and the health facility fee separately and combines the other four fees in to one line item.
* The activity, services, building, & recreation fee is allocated to student government, reserve for legislative relations, CyRide, intercollegiate athletics, the Memorial Union and the Multicultural Center, and to Recreation Services. All of the proportions of the allocations can be found on the Board of Regents, State of Iowa website.
* The health fee and the health facility fee are a standard assessed rate, while the technology fee and the activity, services, building & recreation fee are assessed based on the number of credits a student is enrolled.
* As of Spring 2014, Iowa State University Employees, whose primary role at the University is as an employee, are **no longer** assessed the Student Health 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.

It was unanimously determined that action needed to be taken to assure that P&S Employees who are also enrolled students, and are paying student fees, received the services associated with those fees. CyRide and Recreation Services were identified as two areas where P&S Employees who are also enrolled students are being denied services. Several potential options were discussed, including replacing staff ISU Cards and the use of fee cards. Additionally, a list of P&S Employees who are also enrolled students was requested by the Professional and Scientific Council Executive Committee so that the resolution of the issue and information on how to access the services could be shared directly with those individuals.

**Response Provided:**

Various options were explored. It was found that to access CyRide Bus Services the P&S Employee who is also an enrolled student must go to the CyRide offices and present both their staff ISU Card and their class schedule for the semester. CyRide will then issue a free bus pass to the P&S Employee for each academic semester in which they are enrolled.

For Recreation Services Access, the staff member should be able to swipe their ISU Card and access any of the recreation facilities. The student information is automatically loaded into the central system which identifies the P&S Employee as both an employee and as a student. If the computer system is down at Recreation Services it was suggested that the P&S Employee request that the Recreation Services Employee verify their student status via the ISU Directory.

**Action to be Taken:**

This Special Report to Council as presented on October 7, 2015 will be:

* e-mailed by the Professional and Scientific Council Executive Committee to each of the individuals on the list of P&S Employees, who are also enrolled students, that was provided.
* posted on the Professional and Scientific Council Website.
* included in the November Professional and Scientific Council Newsletter.

**Additional Action Required:**

P&S Employees who are also currently enrolled students shall notify the Professional and Scientific Council Executive Committee (pands-exec@iastate.edu) if they are being denied any services that are provided through student fees so that these too can be resolved.