

P&S Budget Survey 2009

In late 2008 and early 2009, the Iowa State University administration began collecting ideas from the university community on ways to address the looming FY09 and FY10 budget shortfall for the university. During early February of 2009 the Compensation and Benefits Subcommittee of the Professional and Scientific (P&S) Council proposed the idea of a survey of P&S staff to collect feedback on some of the ideas which had been generated to that point. An ad hoc committee of P&S council members generated ideas and put together a survey instrument during the week of February 9th, honed the instrument with two pretests using focus groups and the SurveyMonkey online surveying system, and implemented the 4th draft (Appendix X) beginning February 13th.

The sample frame for this survey was a list of all P&S staff at Iowa State University as of 2/1/09 (n=2,638), delivered as an Excel spreadsheet. From this list 12 staff members did not have email addresses associated with their names. 2,626 email addresses were sent to SurveyMonkey for use in the survey. 2,350 emails were accepted by SurveyMonkey with 276 emails having previously opted out of SurveyMonkey. It was decided that since these 276 individuals had previously opted out of SurveyMonkey surveys, no active method would be used to collect their responses.

On Friday, February 13th, at 10 am, an invitation email was sent to the 2,350 valid email addresses (see Appendix A). A “collector” (A) was created to keep track of the response status of each of these 2,350 potential respondents. A news article alerting P&S staff of the survey was posted on the P&S website (see Appendix B) which was also an attempt to passively reach the 276 staff members who had previously opted out of SurveyMonkey surveys. A second “collector” (B) was set up to collect any responses from these 276 staff members. Since there was no original email list for this subsample, this collection method used one generic web location for the survey and no individual information (email) was collected along with the survey. The collector B email can be found in Appendix C.

On Monday, February 16th, at 10 am, a reminder email (Appendix D) went out to 1400 staff who had yet to respond to the initial invitation (thus a response rate at that point of 900/2,350 or 40.4%). At that point, 4 staff members of the 276 using collector B had asked for, and responded to, the survey (1.4%). Also on Monday, an announcement was added to the ISU Faculty and Staff news website which was another method of notifying all staff about the survey (Appendix E).

On Wednesday, February 18th, at 10 am, a final reminder email (Appendix F) went out to 984 staff who had yet to respond to the initial invitation or first reminder (thus a response rate at that point of 1,366/2,350 or 58.1%). At that point, 11 staff members of the 276 using collector B had asked for, and responded to, the survey (4.0%). There was enough interest in the survey within the “opt-outers” group that an item reminding all staff (including and directly focused at the “opt-outers”) was included in the already scheduled P&S Newsletter for that morning and sent at 10:30 am (Appendix G). By 2 pm this email had generated an additional 14 responses (a total of 25) which lead to the decision

(because of the seeming interest in the survey by even “opt-outers”) to proactively find the remaining email addresses for this group (using Excel to match lists) and send a last minute invitation (Appendix H) to this group (251 potential respondents) at 3 pm. Because of the lateness of this last call, the survey was left open for an additional 2 hours until 7 pm. At the close of the survey, in collector A, 1,564 of 2,350 (66.56%) had responded, and in collector B, 108 of 276 (39.1%), for a total of 1,672 of 2626 or 63.7% response rate. Of these 1,672 respondents, 1,650 completed the entire survey for a 98.6% completion rate. 371 comments were received from the final open ended question and will be passed on to the administration.

Appendix A:
Initial email invitation (collector A).

To: [Email]
From: kkane@iastate.edu

Subject: P&S Staff: Your opinion is needed by Wednesday, February 18
Body: Dear P&S staff member:

Your opinion is needed by Wednesday, February 18.

As the representative body for professional and scientific staff at Iowa State, it is important for the P&S Council to understand your thoughts on the current budget situation and how it may affect you in order to best represent you. The Council and the administration have solicited input on creative thoughts and ideas from the entire university community over the last few months. Your opinion is needed now on these ideas.

We are asking that you take a few minutes of your time to give us feedback so that we can offer the President and Vice Presidents reliable, data-driven information directly from P&S staff. Please keep in mind that at this point we are only evaluating these preliminary, suggested ideas.

We have developed a short survey, available here,
<http://www.surveymonkey.com/s.aspx>
meant to "take the pulse" of P&S employees' opinions on various cost-saving ideas. I humbly ask you to take 5-10 minutes of your time right now to provide your input.

The deadline for responding is 5:00 pm, Wednesday, February 18.

This quick turnaround is necessary so that input can be shared with the administration before the Strategic Budget Planning Leadership Teams (<http://www.public.iastate.edu/~budget/StratBudPlan.shtml>) make their recommendations to the President and the Executive Vice President and Provost.

Please be assured that your participation and answers to the survey questions are completely confidential. The survey is voluntary and you may choose to skip any questions you do not feel comfortable answering. No one except the survey administrator will have access to the raw data.

If you have any questions or comments about this survey, we would be happy to talk with you. You can contact us by phone at 294-0526 or by email at kkane@iastate.edu

Again, thank you for your participation in this important survey.

Lynne Mumm, President

Iowa State University Professional & Scientific Council

Again, Here is a link to the survey:
<http://www.surveymonkey.com/s.aspx>

This link is uniquely tied to this survey and your email address. Please do not forward this message.

Please note: If you do not wish to receive further emails from us, please click the link below, and you will be automatically removed from our mailing list.
<http://www.surveymonkey.com/optout.aspx>

Appendix B:
Post on P&S website.

P&S Budget Survey 2009

The P&S Council and the Iowa State University administration have solicited input on creative thoughts and ideas from the entire university community over the last few months. Your opinion is needed now on these ideas.

P&S Council is asking that you take a few minutes of your time to give us feedback so that we can offer the President and Vice Presidents reliable, data-driven information directly from P&S staff. Please keep in mind that at this point we are only evaluating these preliminary, suggested ideas. A short survey has been mailed to all P&S staff with a deadline for responding by 5 p.m., Wednesday, February 18.

If you do not receive an email invitation from SurveyMonkey by noon on Friday, February 13, and would like to participate, please email Kevin Kane (kkane@iastate.edu) and request access.

Appendix C:
Collector B email.

Dear P&S staff member:

Your opinion is needed by Wednesday, February 18.

As the representative body for professional and scientific staff at Iowa State, it is important for the P&S Council to understand your thoughts on the current budget situation and how it may affect you in order to best represent you. The Council and the administration have solicited input on creative thoughts and ideas from the entire university community over the last few months. Your opinion is needed now on these ideas.

We are asking that you take a few minutes of your time to give us feedback so that we can offer the President and Vice Presidents reliable, data-driven information directly from P&S staff. Please keep in mind that at this point we are only evaluating these preliminary, suggested ideas.

We have developed a short survey, available here,

http://www.surveymonkey.com/s.aspx?sm=ydJ0i1_2bJQ_2fcUuU9c6_2bqUaQ_3d_3d

meant to "take the pulse" of P&S employees' opinions on various cost-saving ideas. I humbly ask you to take 5-10 minutes of your time right now to provide your input.

The deadline for responding is 5:00 pm, Wednesday, February 18.

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Please be assured that your participation and answers to the survey questions are completely confidential. The survey is voluntary and you may choose to skip any questions you do not feel comfortable answering. No one except the survey administrator will have access to the raw data.

If you have any questions or comments about this survey, we would be happy to talk with you. You can contact us by phone at 294-0526 or by email at kkane@iastate.edu

Again, thank you for your participation in this important survey.

Lynne Mumm, President

Iowa State University Professional & Scientific Council

Appendix D:
First reminder email (collector A).

To: [Email]
From: kkane@iastate.edu

Subject: Reminder for P&S Staff: Your opinion is needed by Wednesday, February 18
Body: Dear P&S staff member:

Last Friday I sent you an invitation to participate in a survey meant to "take the pulse" of P&S employees' opinions on the current budget situation at Iowa State University and various cost-saving ideas brought forward by staff over the past two months. I am happy to report more than 41% of your fellow P&S staff members have replied so far.

This note is a reminder to ask you to take 5-10 minutes of your time right now to provide your input. The deadline for responding is 5:00 pm, Wednesday, February 18. The survey can be found at:
<http://www.surveymonkey.com/s.aspx>

This quick turnaround is necessary so that input can be shared with the administration before the Strategic Budget Planning Leadership Teams (<http://www.public.iastate.edu/~budget/StratBudPlan.shtml>) make their recommendations to the President and the Executive Vice President and Provost.

Please be assured that your participation and answers to the survey questions are completely confidential. The survey is voluntary and you may choose to skip any questions you do not feel comfortable answering. No one except the survey administrator will have access to the raw data.

If you have any questions or comments about this survey, we would be happy to talk with you. You can contact us by phone at 294-0526 or by email at kkane@iastate.edu

Again, thank you for your participation in this important survey.

Lynne Mumm, President
Iowa State University Professional & Scientific Council

Again, Here is a link to your survey:
<http://www.surveymonkey.com/s.aspx>

This link is uniquely tied to your survey. Please do not forward this message.

Please note: If you do not wish to receive further emails from us, please click the link below, and you will be automatically removed from our mailing list.
<http://www.surveymonkey.com/optout.aspx>

Appendix E:
Article in Faculty and Staff News.

P&S budget survey

P&S staff who did not receive a Feb. 13 survey (via e-mail) can participate by requesting access from Kevin Kane, kkane@iastate.edu. The survey, sent by the P&S Council via SurveyMonkey, requests feedback on the current budget situation and how it might affect employees. The deadline for responding is 5 p.m. Wednesday, Feb. 18. The intent is to offer president Gregory Geoffroy and ISU's vice presidents reliable, data-driven information directly from P&S staff.

Appendix F.
Final reminder email (collector A).

To: [Email]
From: kkane@iastate.edu

Subject: P&S Staff - Final Reminder: Your opinion is needed TODAY by 5 pm
Body: Dear P&S staff member:

This note is a final reminder to ask for your participation in a survey meant to "take the pulse" of P&S employees' opinions on the current budget situation at Iowa State University and various cost-saving ideas brought forward by staff over the past two months. More than 58% of your fellow P&S staff members have replied so far.

Please take 5-10 minutes of your time right now to provide your input. The deadline for responding is 5:00 pm today. The survey can be found at:
<http://www.surveymonkey.com/s.aspx>

This quick turnaround is necessary so that input can be shared with the administration before the Strategic Budget Planning Leadership Teams (<http://www.public.iastate.edu/~budget/StratBudPlan.shtml>) make their recommendations to the President and the Executive Vice President and Provost.

Please be assured that your participation and answers to the survey questions are completely confidential. The survey is voluntary and you may choose to skip any questions you do not feel comfortable answering. No one except the survey administrator will have access to the raw data.

If you have any questions or comments about this survey, we would be happy to talk with you. You can contact us by phone at 294-0526 or by email at kkane@iastate.edu

Again, thank you for your participation in this important survey.

Lynne Mumm, President
Iowa State University Professional & Scientific Council

Again, Here is a link to your survey:
<http://www.surveymonkey.com/s.aspx>

This link is uniquely tied to your survey. Please do not forward this message.

Please note: If you do not wish to receive further emails from us, please click the link below, and you will be automatically removed from our mailing list.
<http://www.surveymonkey.com/optout.aspx>

Appendix G:
P&S newsletter reminder.

Subject: P&S Council News Feb.18, 2009

Professional & Scientific Council Reminders
February 18, 2009
P&S BUDGET SURVEY DEADLINE TODAY AT 5PM
NOMINATIONS DUE FOR P&S COUNCIL ELECTION: FEB. 20
OPEN FORUM SCHEDULE
NEXT COUNCIL MEETING: MAR. 5

P&S BUDGET SURVEY DEADLINE TODAY AT 5PM

On Friday, February 13, the Professional and Scientific Council sent a short survey to all P&S staff requesting feedback on the current budget situation and how it might affect employees. The intent is to offer President Geoffroy and the Vice Presidents reliable, data-driven information directly from P&S staff. If you did not receive an email invitation from Lynne Mumm, Council President, and would like to participate, please email Kevin Kane (kkane@iastate.edu) and request access. (The most likely reason for you not receiving a survey is that you may have previously "opted-out" of contacts from SurveyMonkey.) Summary results will be posted on the P&S website by Friday morning February 20.

The deadline for responding is 5 p.m., today, Wednesday, February 18.

Appendix H:
Final reminder (collector B).

Date: Wed, 18 Feb 2009 14:50:02 -0600
To: P&S Staff <kkane@iastate.edu>
From: Kevin Kane <kkane@iastate.edu>
Subject: P&S Staff: Your opinion is needed by Wednesday, February 18

Dear P&S staff member:

Your opinion is needed by Wednesday, February 18.

As the representative body for professional and scientific staff at Iowa State, it is important for the P&S Council to understand your thoughts on the current budget situation and how it may affect you in order to best represent you. The Council and the administration have solicited input on creative thoughts and ideas from the entire university community over the last few months. Your opinion is needed now on these ideas.

We are asking that you take a few minutes of your time to give us feedback so that we can offer the President and Vice Presidents reliable, data-driven information directly from P&S staff. Please keep in mind that at this point we are only evaluating these preliminary, suggested ideas.

We have developed a short survey, available here, http://www.surveymonkey.com/s.aspx?sm=ydJ0i1_2bJQ_2fcUuU9c6_2bqUaQ_3d_3d meant to "take the pulse" of P&S employees' opinions on various cost-saving ideas. I humbly ask you to take 5-10 minutes of your time right now to provide your input.

The deadline for responding is 5:00 pm, Wednesday, February 18.

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Please be assured that your participation and answers to the survey questions are completely confidential. The survey is voluntary and you may choose to skip any questions you do not feel comfortable answering. No one except the survey administrator will have access to the raw data.

If you have any questions or comments about this survey, we would be happy to talk with you. You can contact us by phone at 294-0526 or by email at kkane@iastate.edu

Again, thank you for your participation in this important survey.

Lynne Mumm, President

Iowa State University Professional & Scientific Council