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Professional &
Scientific Council
President
[Jessica Bell](#)

November Council Meeting

Wednesday, Nov. 1, 2017

2:10 to 4 p.m.

Gallery Room, Memorial Union

All Professional and Scientific employees are welcome to attend council meetings.

Make Insurance Coverage Changes

Open Change Period: Nov. 1-17

University Human Resources

Home Careers Employee Benefits Tools for Employees Tools for Employing Units Forms Contact UHR

Employee Benefits

Iowa State University's commitment to its employees is demonstrated by the compensation and benefits package provided to you. In addition to your direct compensation as a ISU employee, a significant amount is spent on the benefits available to you and your family.

Insurance

Benefits eligible faculty and staff have the option to enroll in medical insurance, dental insurance, life insurance, long-term disability insurance and flexible spending accounts.

[OPEN CHANGE PERIOD INFORMATION](#)

Want to add a family member to your insurance coverage or make a change to your flex account? Now is the time! The open change period for employee insurance benefits begins at 9 a.m. on Wednesday, Nov. 1 and ends at 5 p.m. on Friday, Nov. 17.

You will receive emails about the open change period. You can also access the open change guide on the ISU benefits website or from the benefits info link in AccessPlus at any time.

Adjustments can be made to your:

- health, dental and life insurance coverage
- flexible spending accounts
- optional eyewear plan

Changes will be effective Jan. 1, 2018. Note, this is a change from previous years.

Resources to Help You Make Changes

Online: A live webcast about the open change period will be held on Friday, Nov. 3, from 1:30 to 3 p.m. Go to <https://connect.extension.iastate.edu/benefits> to join.

In Person: You can also get help making benefits changes at drop-in sessions held in November. See a complete list of locations and times below.

Full details on the open change period can be found at <https://www.hr.iastate.edu/benefits/tools/future-changes/open-change-period-information>

CYtation Award Deadline is Dec. 1

Nominations are now open for the [2017 Professional and Scientific Council CYtation Awards](#)! Available awards include:

- CYtation Awards-For extraordinary performance by a P&S employee
- Woodin CYtation-For extraordinary performance, service, leadership, and positive attitude by a P&S employee
- Team CYtation-For extraordinary performance of a team comprised- at least partially-by P&S employees
- Outstanding New Professional and Scientific Council Member CYtation-For extraordinary performance by a Professional and Scientific Council Member in their first 18 months of service

Please consider nominating your colleagues! Full information about individual awards, including qualifications and the application forms is available on the [Professional and Scientific Council Awards Committee webpage](#).

Last Chance! Campus Climate Survey DEADLINE EXTENDED TO NOV. 7!

This is your LAST CHANCE to complete the [ISU Campus Climate Survey](#)! The survey takes 20-30 minutes to complete and must be completed in one sitting. Participants who complete the survey can enter to win one of 10 gift cards valued at \$50 each.

Results will be publicly shared at campus presentations at the end of the spring semester. A final report also will be posted online.

Visit campusclimate.iastate.edu/survey for more information and a [link to the survey](#).

The survey closes Nov. 7, so please make sure to complete it as soon as possible!



Cultivate Your Adventure *Growing Your Future*

IOWA STATE UNIVERSITY
Professional and Scientific Council
2018 Professional Development Conference

Cultivate Your Adventure: Growing Your Future - Feb. 14

The Professional and Scientific Council Professional Development Conference

The Professional and Scientific Council is pleased to announce the keynote speaker for the 2018 Professional Development Conference, Cultivate Your Adventure: Growing Your Future. Sarah Noll Wilson is an innovative and creative talent development specialist with a passion for helping organizations, teams, and individuals discover and claim their greatness. Be prepared to learn through laughter as Sarah shares her experience and expertise in relationship building and leadership on Feb. 14, 2018. Conference registration opens in early December.

Classification & Compensation Review plans detailed, updated in Council-sponsored presentation



Tera Lawson, chair of the Professional Development Committee, introduces Emma Houghton, University Human Resources.

Questions, answers, plans and expectations all took center stage in a special information session for the Professional & Scientific Classification and Compensation Review Oct. 10.

The presentation by Emma Houghton of University Human Resources (UHR) was coordinated by the Professional & Scientific

Council. A number of university employees were on hand in person, while another large group joined via livestream, and all were given the opportunity to ask and submit questions.

Houghton again stressed the main objectives of the review project, provided an update on progress and plans, and reviewed the project timeline.

The primary goal of the project is to review all current P&S jobs and pay practices in order to design a new, market-driven structure and pay philosophy that enables the attraction, retention, and reward of P&S employees at Iowa State, and that is aligned with the university's mission and is fair, equitable and compliant.

One of the primary cornerstones of the project is an ongoing review of all Job Profile Tool (JPT) data collected from P&S employees, and managing job classifications, of which Houghton said there are currently more than 400. "It's been fascinating. It's been a great process, though very time consuming. It's really given us a sense of awe on just how we're going to do this," she stated in an earlier seminar, acknowledging the volume of information received. The JPT is a critical part of the first phase of the project and has netted a greater than 75% response rate from P&S employees, which Houghton said her office is very pleased with. She acknowledged there is important work to be done: "Many of our classifications are outdated and don't necessarily capture the work being performed on campus," she remarked. "We need to make sure we are keeping up to date. Typically a classification structure isn't something you build, set on a shelf and address 20 years later. You need to be looking at that consistently as the market for jobs changes."

Other key objectives are creation of new job titles and market-aligned pay grades (compensating employees in a manner more consistent with that of similar positions outside the university); consistent, predictive and fair classification and compensation policy; a transparent program for staff and managers; more closely-defined jobs and levels and expectations; and more flexibility to hire staff and reward performance.

Houghton stressed that the review project needs to produce an all-new way of looking at professional and scientific job factors. "If we walk it back, we have failed," is a comment she has used



Emma Houghton, of University Human Resources

frequently. She also stressed a key part of the redesign is "getting to the why" regarding predictive and fair policies in job classifications and work expectations.

Resources, related important information and answers for those on hand in person and who joined the presentation via live stream

"Being able to explain why, and teaching our managers how to explain why," she said, adding, "I would expect you to expect that from this project. No more 'black boxes,'" as a reference to sometimes mysterious and misunderstood policies and practices.

The project is being carried out in cooperation with Aon Consulting, an outside firm hired by the university. UHR has stated they expect the project to be finished in the spring or summer of 2018, though Houghton cautions it will not be officially implemented until the rollout of the new Workday online resource planning system, which is currently predicted to be active in the spring of 2019.

The Oct. 10 presentation, in addition to other Professional & Scientific Council Seminar Series events, can be viewed in its entirety on the [Learn@ISU web site](#). Once signed in, look for the "Professional & Scientific Council" Catalog and "FY18-3 Professional and Scientific Council Seminar Series - Open Forum on the P&S Classification and Compensation Review - Presented by University Human Relations Classification and Compensation," and click "Launch."

General information about the Classification and Compensation Review can be found on the [University Human Resources web site](#). Look for the "Class/Comp Review Information" tab.

Your Professional and Scientific Council Members are here to represent you. The names and contact information for all Council Members can be found [here](#).