Professional and Scientific Council Year-End Standing Committee Report
2017-2018

Professional and Scientific Council Committee: **Compensation and Benefits Committee**

Committee Function (Professional and Scientific Council Rules and Bylaws):

The Compensation and Benefits Committee is composed of at least five representatives, one of whom shall be the chair as designated by the president. The committee shall work to ensure a fair and equitable financial reward system, including salaries and benefits, for Professional and Scientific employees. The committee's responsibility shall be to assess the effectiveness of, and develop and recommend revisions to, the university's classification and compensation system. The committee shall also advise the Council regarding the university's annual budgeting process, and prepare, for consideration by the Council, recommendations to university administrators regarding salaries, salary distribution, adjustments to the pay structure, employee benefits, and other compensation concerns. The chair shall serve on the University Benefits Committee. If for any reason the chair is not able to serve, the president will appoint a designee, with preference given to current members of the Compensation and Benefits Committee.

Committee Scope (Professional and Scientific Council Website):

This Professional and Scientific Council Compensation and Benefits (C&B) Committee works to assure a fair and equitable financial reward system for Professional and Scientific employees. The C&B Committee's responsibility is to assess the effectiveness of the university's classification and compensation system. They develop and recommend revisions to the plan as well as provide counsel to the Professional and Scientific Council in the university's annual budgeting process pertaining to issues such as budget requests for salary, salary distribution, adjustments to the pay structure, and other compensation concerns. The committee also assesses and recommends action on issues dealing with staff benefits including leaves, professional development, insurance, and retirement.

Expectations of Committee Members:

- Attend and actively participate in meetings
- Be willing to work individually or with a group on individual issues

2017-2018 Committee Membership (P&S Council Website):

Council Members:
Ryan Drollette, chair
Charles (Jeff) Hartwig
Maricel V Lloyd
John Odenweller
Barb Wollan, UBC representative

Non-Council Members:
Emma Mallarino-Houghton (ex officio)
Ed Holland (ex officio)

Schedule of Ongoing Tasks:

- Salary
    a) Recommend salary adjustment
    b) Monitor salary adjustment policy
    c) Connecting performance evaluations with salary increases
    d) Monitor Iowa Board of Regents "Comprehensive Human Resources Report"
- Monitor health and dental insurance coverage and Employee Wellness Program (with P&S representation on the University Benefits Committee)
- Leave
    a) Monitor usage found in the Comprehensive Human Resources Report
    b) Monitor policy regarding different types of leave.
- Employee training and development
    a) Encourage management training for managers
    b) Encourage continued clarification of University policies

Issues Addressed This Year with Year-End Status:

- Salary
    a) The committee developed the 2018 Compensation and Benefits Report, which was accepted by the Council at the January 2018 meeting and forwarded to administration.
    b) The committee recommended that a salary adjustment be provided for FY19 of 3-5% for FY19. This recommendation was accepted by the Council at the January 2018 meeting and forwarded the recommendation to administration.
- Performance Appraisals
    a) The committee included language in the Compensation and Benefits Recommendation and the 2018 Compensation and Benefits Report regarding University Policy of performance appraisals that every P&S employee should have a meaningful appraisal every year.
    b) Information was obtained in late January from University Human Resources showing that there was only a 58% completion rate of performance appraisals for P&S employees in 2017. Academic Affairs made a renewed commitment that every employee will receive a performance appraisal this year.
    c) Research was conducted on what other institutions used for a performance appraisal for their employees
- Leave
    a) The committee researched leave policy regarding adoption leave and how Iowa State University policy compared to other institutions.
- Travel Reimbursement
    a) The committee reviewed the Iowa Board of Regents policy on Reimbursement of Travel Expenses for employees of regents institutions.

Issues Carried Forward To Next Year:

- All items listed in the "Schedule of Ongoing Tasks"

- Further work to ensure every P&S employee receives an annual performance appraisal
- Further research into different types of performance appraisals
- Further research needs to be done on travel reimbursement policies.