

IOWA STATE UNIVERSITY™

Professional and Scientific Council

General Council Meeting

August 4, 2022, 2:10 p.m.

Room 3580, Memorial Union

**Councilors: Please make sure you have signed in
at the registration table and have your name placard**

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- **Call to Order & Seating of Substitutes (Patrick Wall)**
- **Establish Quorum (Lynne Campbell)**
- **Approval of the Agenda**
- **Approval of the Minutes**

July 7, 2022, General Council Meeting Minutes

Administrative Reports

- **UHR Kristi Darr & Whitney Grote**

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University Human Resources

Class/Comp Update – P&S Council

August 4, 2022

THE BASICS

Recap: Phase I Overview

- Phase I – Overall 6% matrix shift
 - Implemented March 1, 2022
 - Addressed multi-year structure adjustments
 - Required employees who fell below minimum to be adjusted by October 1, 2022
 - All employees impacted by this phase had their pay brought to minimum before the deadline



Phase 2 Overview

- Review of all P&S job profiles to market to determine jobs that needed to change pay grades
 - Implemented August 1, 2022
 - Employees who moved grades and fall below the new minimum of their pay grade must be adjusted by January 1, 2023

By the Numbers¹

- Overall impacted employee count: 1,054
- Below minimum employee count: 231

Total Job Level Impacts		
Job Level	Number of Job Profiles Increased in Pay Grade	% <u>of</u> Total within Level
Support Contributor	18	27%
Individual Contributor	102	33%
Management	58	25%

¹Employee data as of July 11, 2022

Salary Adjustment Planning

- Leaders are starting to plan for required increases
 - Time is needed to understand, plan, and make required increases a priority
 - Budget planning at the local level started August 1

WHAT NEXT?

Market Review

- First of a recurring process
- Continue to review job profiles that weren't captured in the overall review process
- Future years less likely to see movement to this significant degree

Questions

- Resources
 - Talk to your supervisor
 - Connect with your HR Delivery team

Professional and Scientific Council Executive Committee Reports

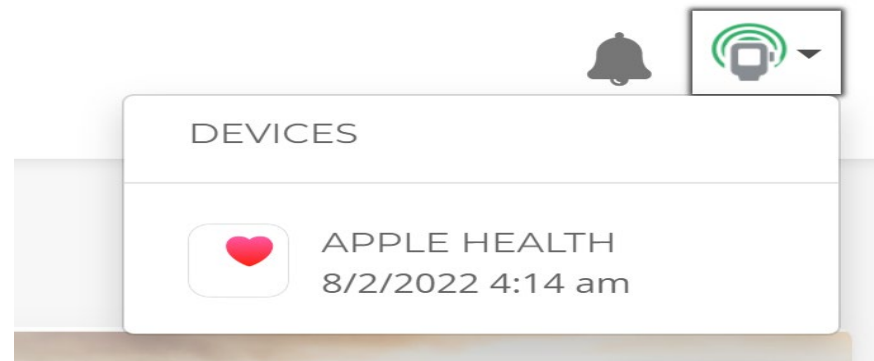
- **President – Jamie Sass**
- **Secretary/Treasurer – Lynne Campbell**
- **Vice President for Equity and Inclusion – Marlene Jacks**
- **Vice President for University Community Relations – Sarah Larkin**
- **Vice President for University Planning and Budget – Matthew Femrite**

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— ADVENTURE² —



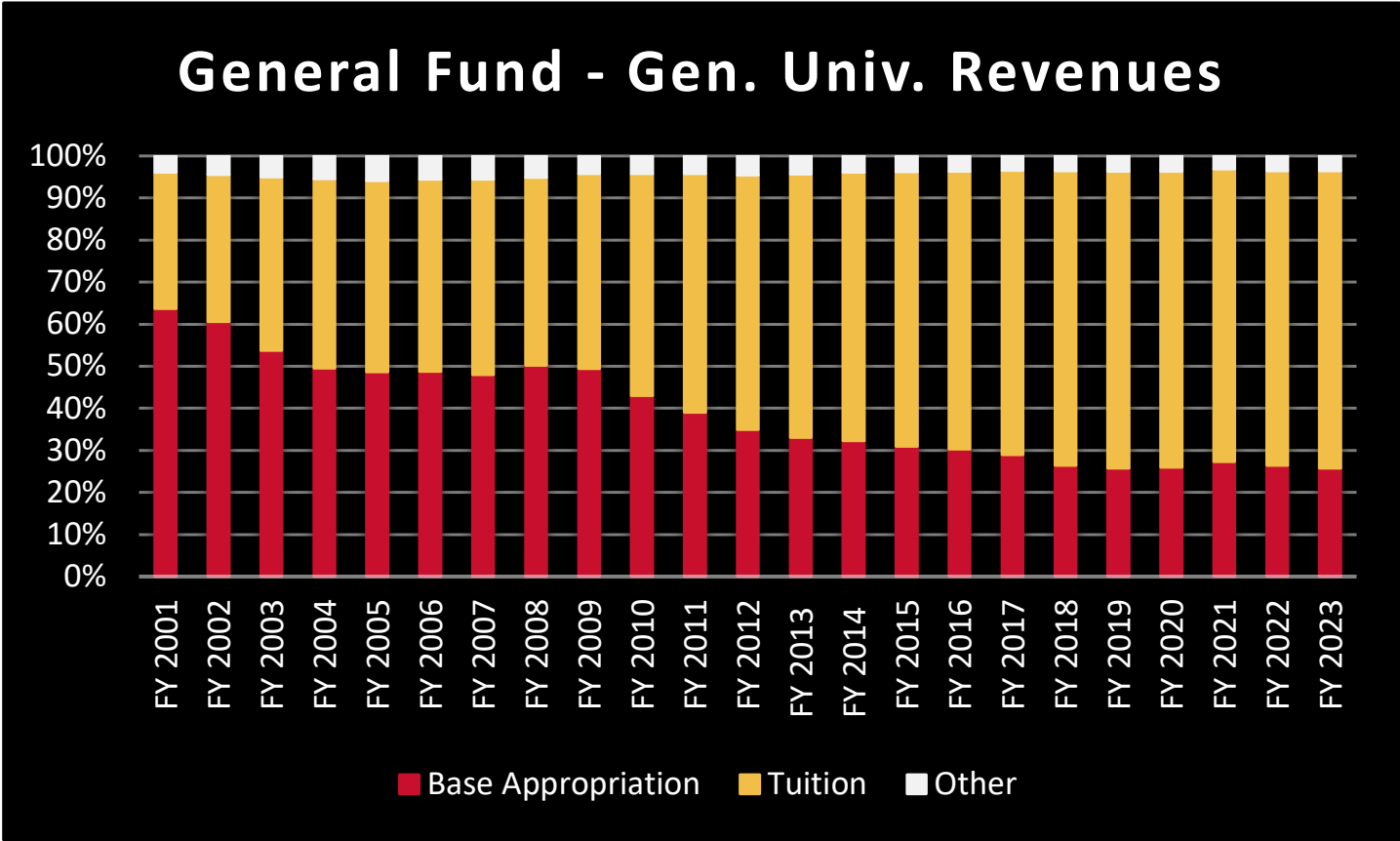
ISU's Budget for FY 2023

- **ISU Budget for FY 2023**
 - **Approved by Board of Regents at July 27th meeting.**
 - **General Fund: \$ 674,850,719**
 - **Restricted Funds: \$857,902,266**
- **Revenue to General Fund for General University**
 - **Two sources account for over 96% of revenues:**
 - **State Appropriations**
 - **Tuition & Fees**

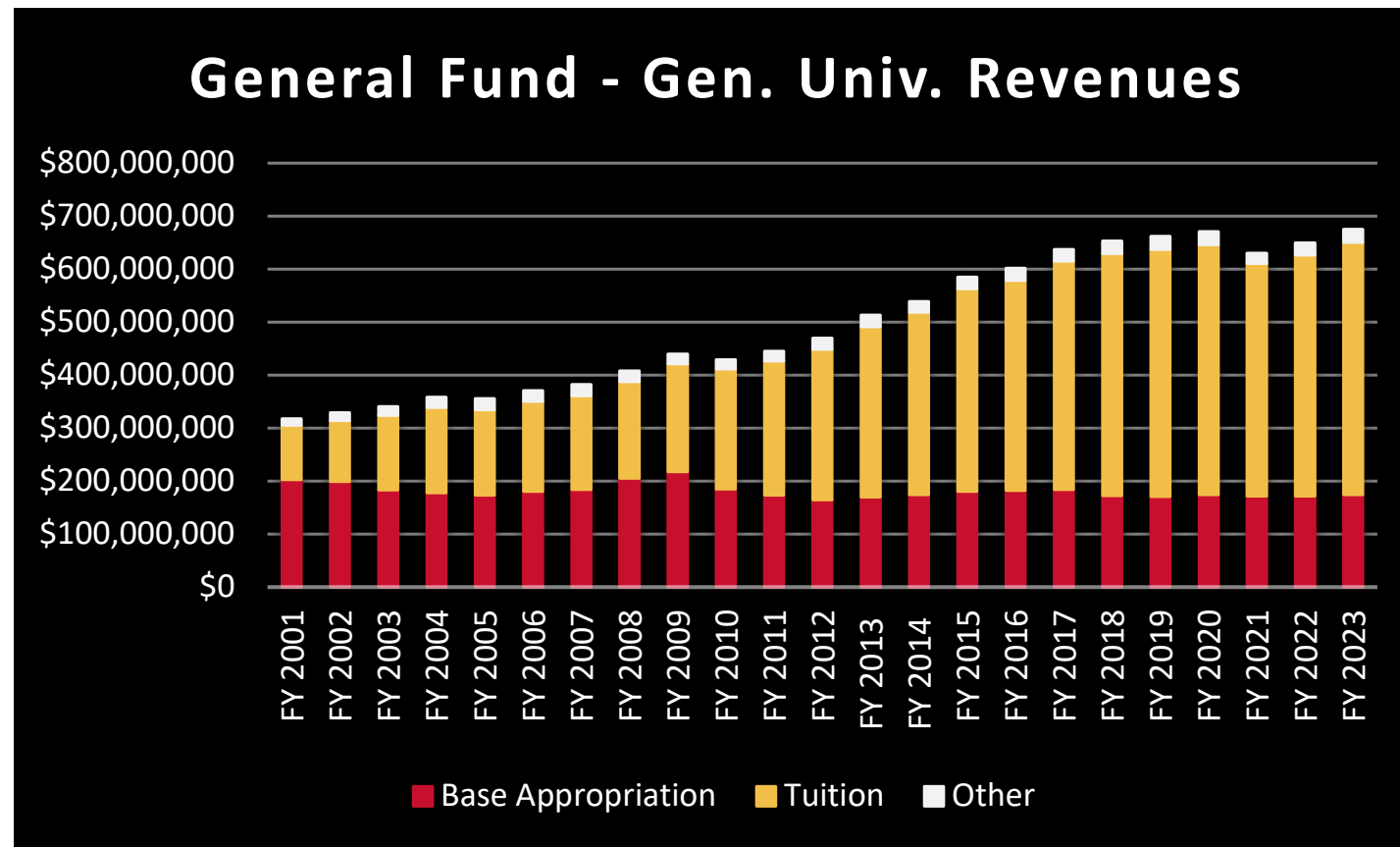
Revenue to General Fund

- **State Appropriations: \$174,092,719**
 - **\$1,947,953 Increase**
- **Tuition & Fees: \$476,655,000**
 - **\$21,832,000 Increase**
 - **Includes:**
 - **4.25% Increase in Tuition Rates**
 - **Projected Increase in Enrollment**
- **Other Revenue: \$24,271,000**
 - **\$1,534,000 Increase**

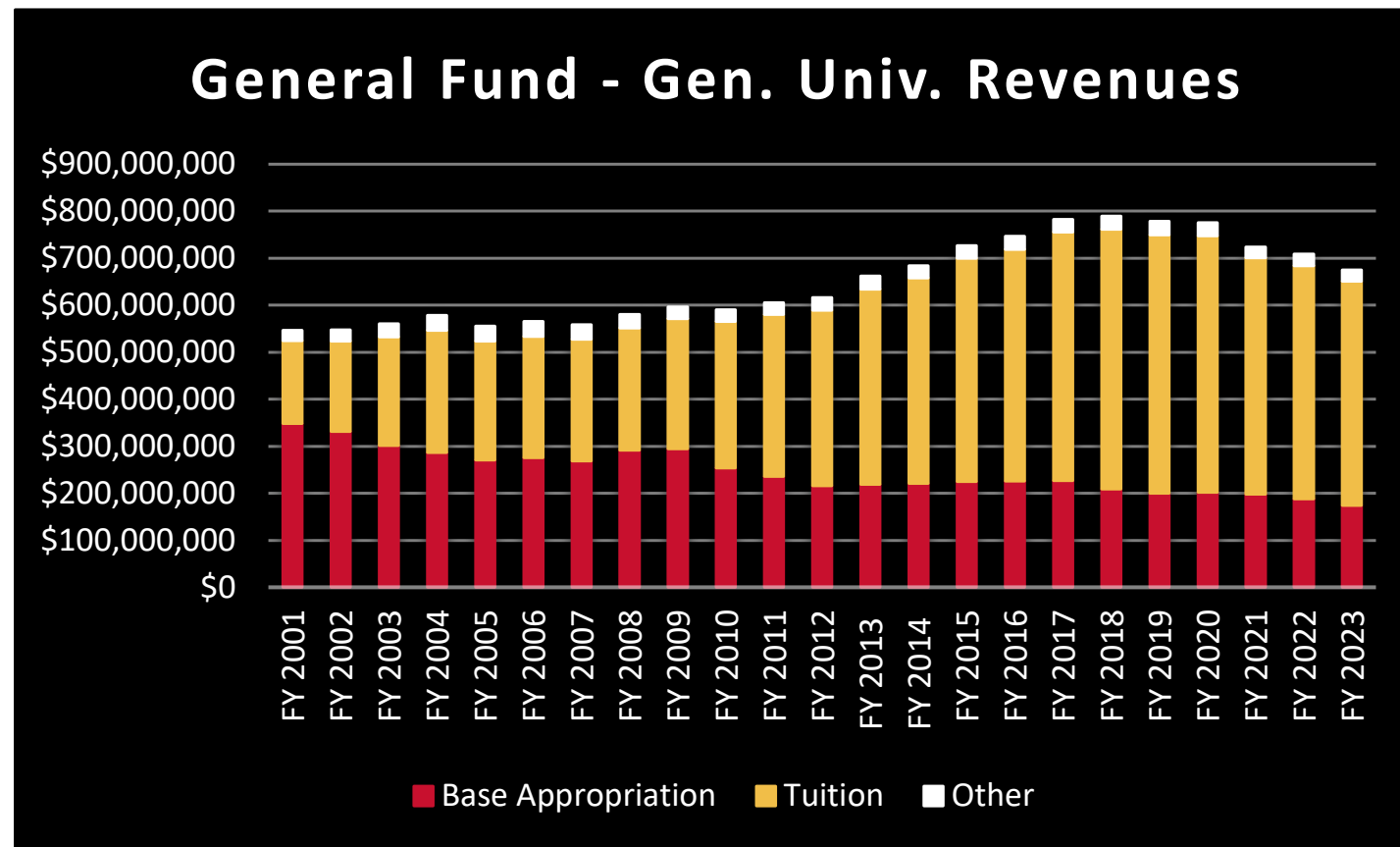
Comparison - Proportionate



Comparison - Absolute



Comparison – Inflation Adjusted



Professional and Scientific Council Committee Reports

- **Awards – Susy Ankerstjerne**
- **Communications – Deanna Sargent**
- **Compensation and Benefits – Erin Gibson**
- **Peer Advocacy – Jacob Larsen**
- **Policies and Procedures – Paul Easker**
- **Professional Development – Jennifer Schroeder**
- **Representation – Jason Follett**
- **Ad Hoc Peer Expert Community – Sara Parris**

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Peer Expert Community

- How can staff connect with each other to find answers to common questions, lean on each other for support, find others who do similar things on campus?
- Starting a new job on campus can feel lonely, especially if the work you do is very different from what your department does.
- Example: There are only a handful of auxiliary/fee-for-service units on campus, and our budgets and financials are pretty different from legislative-funded units. How do we find each other and share ideas?
- Enter the Peer Expert Community and its Ad-Hoc Committee:
 - Sara Hayden Parris, Chair
 - Sarah Larkin
 - Nicole Scott
 - Karin Lawton-Dunn
- The Community will be based in Microsoft Teams since it is a tool already used by a majority of staff on campus.

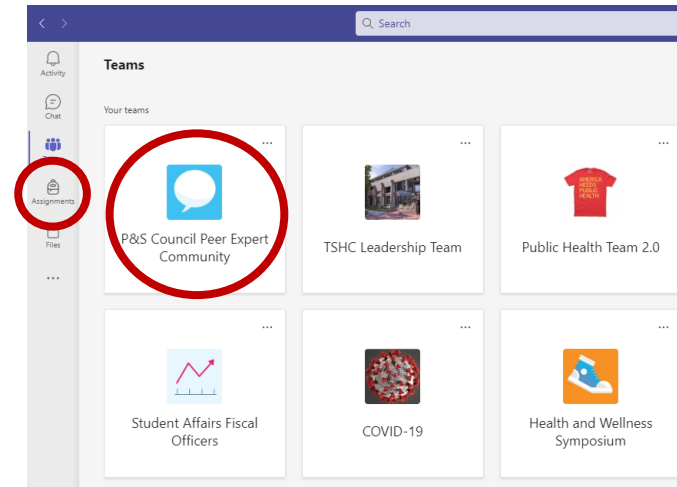


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Find Your Team

- Navigate to Teams on the sidebar to view the Teams you are a member of.
- Find the P&S Council Peer Expert Community and click on it.
- The sidebar shows you all of the channels, or communities, you have automatically been added to.
- Currently everyone is automatically added to General, Miscellaneous-Other-Fun, Questions for P&S Council, and Social Corner.



P&S Council Peer Exper... ⋮

General

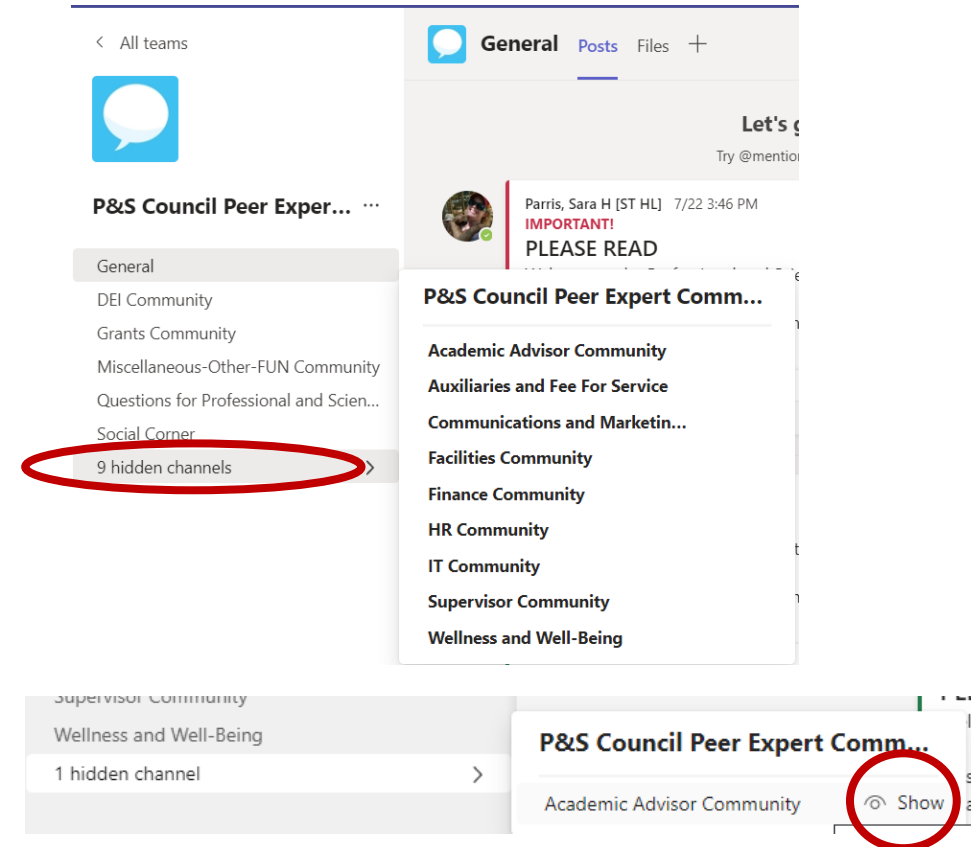
- DEI Community
- Grants Community
- Miscellaneous-Other-FUN Community
- Questions for Professional and Scien...
- Social Corner
- 9 hidden channels >

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Find Your Community

- Next you'll want to find your communities.
- Most communities are hidden—this is so you don't have to see the communities that you're not interested in.
- Click on hidden channels to view the comprehensive list.
- When you hover over a community, the Show icon will appear.
- If you click this, the community will move to the sidebar menu and remain there until you remove it.

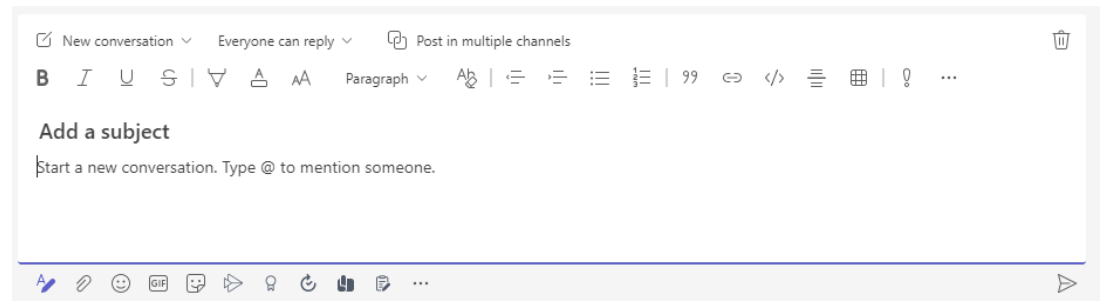
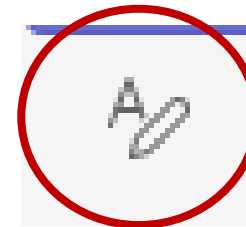
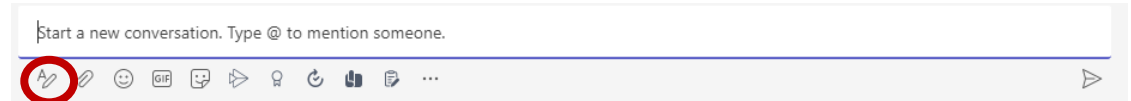
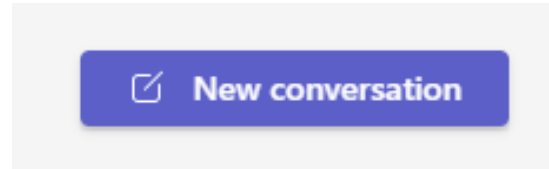


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Want to start a conversation? Here's how!

- Enter your community and find New Conversation at the bottom.
- This will open an editing space at the bottom of the page.
- **IMPORTANT:** To make the conversations more like a forum and less like a group chat, please be sure to create discussions in the Format tool. To do this, click on the Format button on the editing space.
- Now you can create a conversation with a title and have a variety of formatting options.



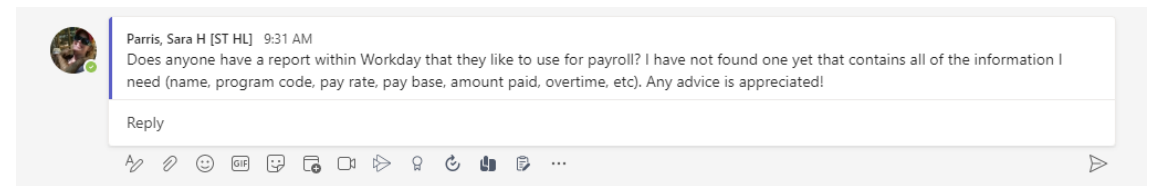
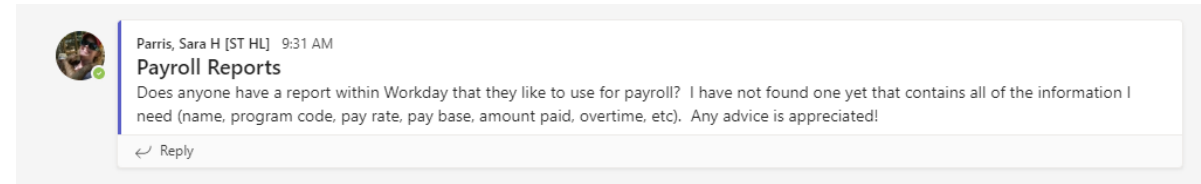
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This is the difference between a formatted conversation and a normal conversation.

The formatted option gives users an idea of what the conversation is about and makes it easier for someone skimming through the page to find what they need.

The second option looks more like a random question I threw out there and I have to read the entire message to get a sense of what it is about and if it pertains to me.

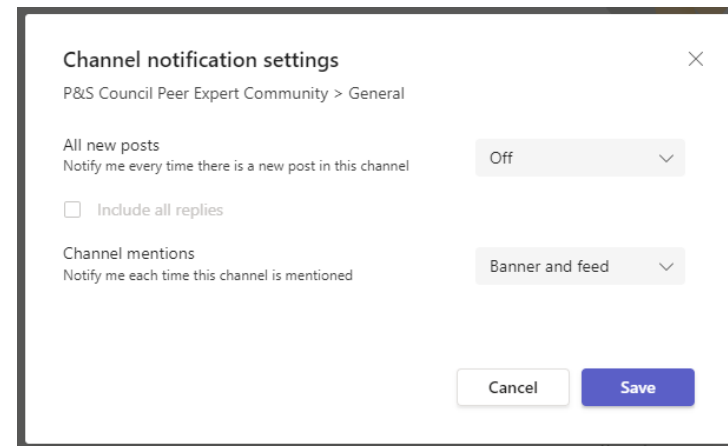
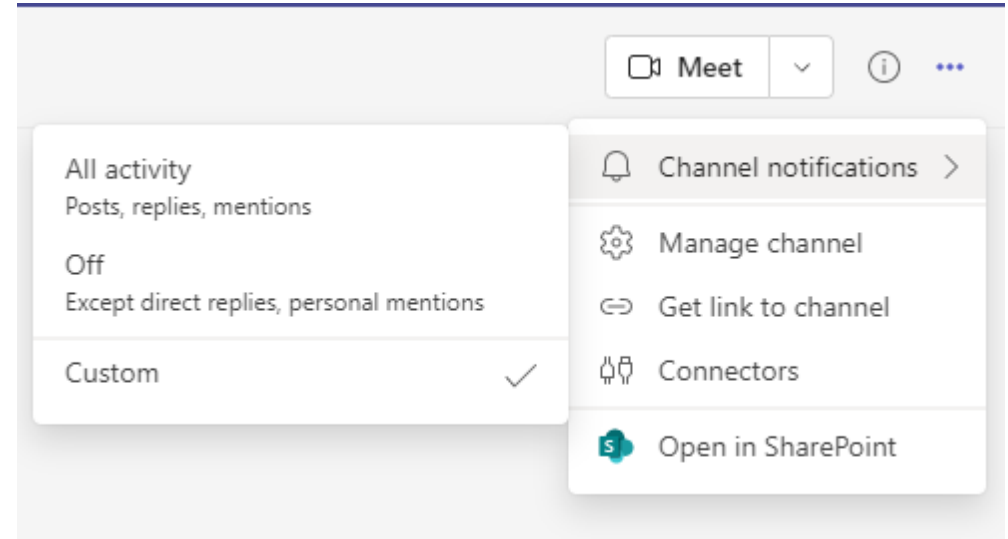


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Notifications

Navigate to the top right of a community (channel) to manage your notifications. You can get notifications for all activity, only direct replies or mentions, or customize your notifications.



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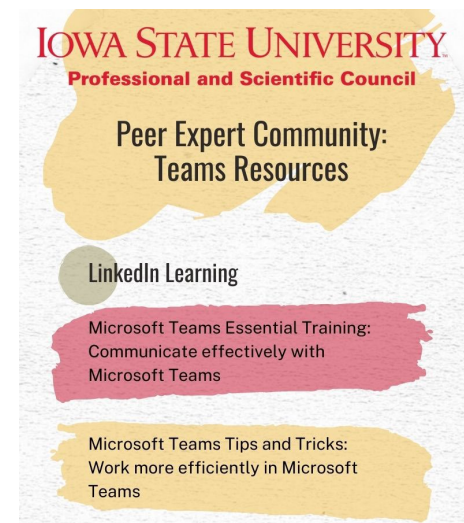
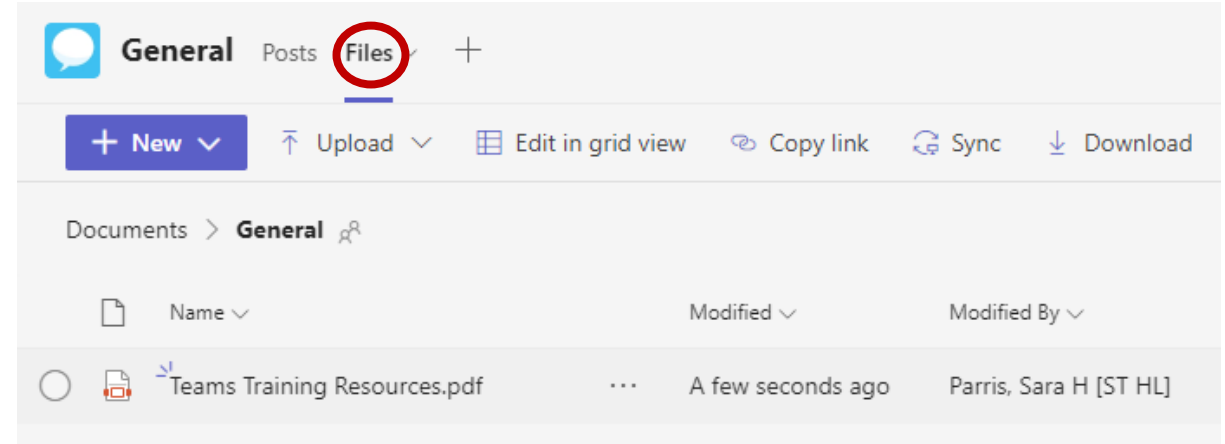
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Files

You can use Teams to share files within your community.

Within a channel, you can find Files in the top bar.

Here in the General community I have uploaded a document with Teams training resources for those who aren't as familiar with Teams.

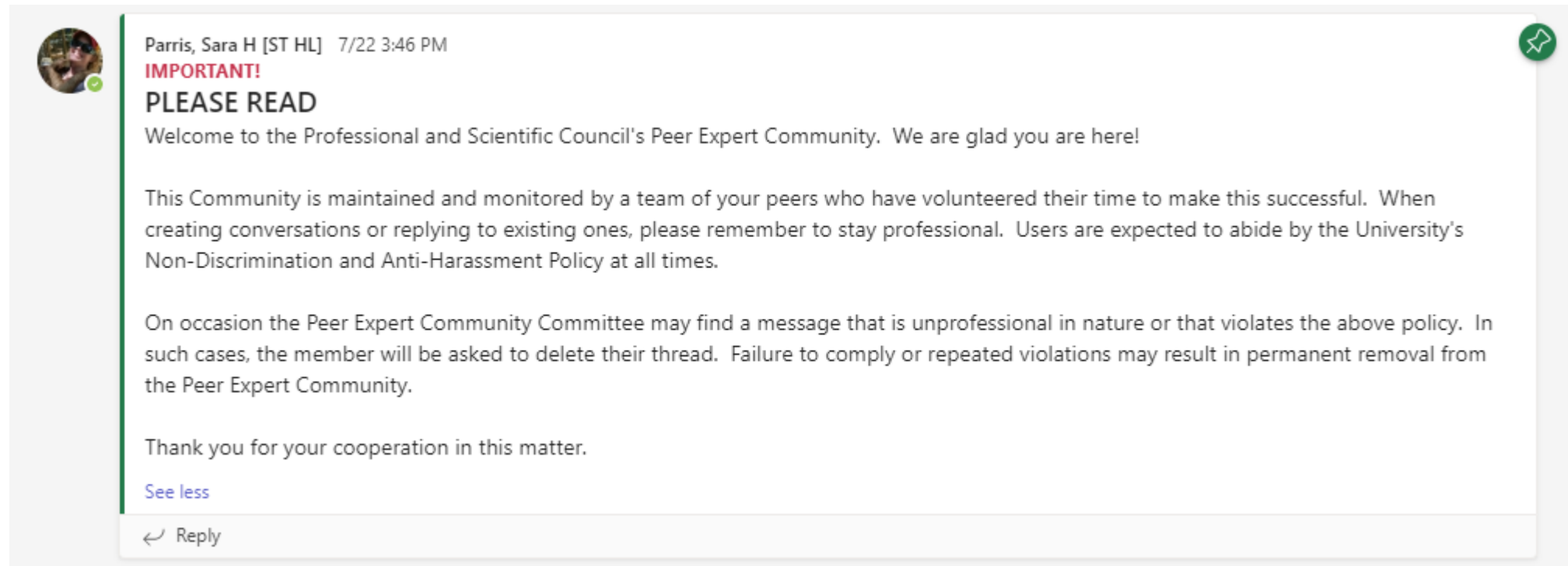


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Moderation

Teams will not allow Team owners to delete conversations or comments by other people. To help set expectations regarding behavior, I have pinned this post to the General community.



A screenshot of a pinned post in a community forum. The post is from 'Parris, Sara H [ST HL]' and is dated '7/22 3:46 PM'. It features a green pin icon in the top right corner. The post content includes a bold 'IMPORTANT!' header, a 'PLEASE READ' section, and three paragraphs of text. The first paragraph is a welcome message. The second paragraph states that the community is maintained by a team of peers and that users are expected to abide by the University's Non-Discrimination and Anti-Harassment Policy. The third paragraph explains that messages found to be unprofessional or violating the policy may result in permanent removal from the community. The post concludes with a thank you message and a 'See less' link. A 'Reply' button is visible at the bottom.

Parris, Sara H [ST HL] 7/22 3:46 PM

IMPORTANT!

PLEASE READ

Welcome to the Professional and Scientific Council's Peer Expert Community. We are glad you are here!

This Community is maintained and monitored by a team of your peers who have volunteered their time to make this successful. When creating conversations or replying to existing ones, please remember to stay professional. Users are expected to abide by the University's Non-Discrimination and Anti-Harassment Policy at all times.

On occasion the Peer Expert Community Committee may find a message that is unprofessional in nature or that violates the above policy. In such cases, the member will be asked to delete their thread. Failure to comply or repeated violations may result in permanent removal from the Peer Expert Community.

Thank you for your cooperation in this matter.

[See less](#)

← Reply

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Timeline

- Today: All Councilors have been given access to the Peer Expert Community.
- Go-Live for all P&S Staff: September 6

What the Committee Needs From YOU

- Check out the Peer Expert Community Team in Teams
- Add some channels that interest you
- Create a post or reply in a thread. Your committee members have already started a few.
- When we launch on September 6, we want at least a few meaningful threads with lots of engagement to be out there for staff to interact with—not a blank slate.
- Feedback! Let us know what's working and what's not. Feedback can be submitted to pands-pec@iastate.edu.


Unfinished Business and General Orders

- **Second Read FY23.1 Motion on Tuition Reimbursement
(Erin Gibson)**
- **WorkFlex Survey Report
(Jamie Sass & Jacob Larsen)**



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2022 Professional and Scientific WorkFlex Employee Satisfaction Survey

Findings from qualitative data




Survey facts

- Population: All ISU staff
- When? - April 2022
- How long? - 10 days
- How many? – 795 respondents





Questions

- How satisfied are you with the amount of WFH time you will get? (Please indicate why, in the text box next to your chosen answer)
 - If you could change one thing about the WorkFlex program, what would it be?
 - Do you have any other opinions about the WorkFlex program that you'd like to share with the P&S Council?
- 



Analysis

- Five Executive committee members analyzed responses
 - (John Hascall, Matthew Femrite, Jacob Larsen, Sara Parris, and Jamie Sass)
- Themes identified and coded into categories and sub-categories
- Summaries written for categories



Findings

- Opinions, suggestions, and criticisms
 - Implementation - consistency
 - Supervisors and units
 - UHR
 - Amount of WFH
 - Classification
 - Fairness and equity
- Efficiency and productivity
- Flexibility
- Retention



Opinions, suggestions, criticisms

- More discretion for supervisors in deciding WFH eligibility
- Implementation is too rigid, inflexible, arbitrary, and absurd
- Classification (student-facing or not) must be more individualized and less guided by blanket policies
- Many concerns about WFH limits imposed by different college admins, with LAS specifically mentioned
 - Deans seen as out of touch with individual position responsibilities

Respondent 210: Right now, WorkFlex seems to be implemented as a "favor" granted by supervisor or associate dean of my college rather than a "benefit" that one is entitled to request...the approval process feels opaque and capricious.



Opinions, suggestions, criticisms

- 36% (287) of respondents want more WFH time
- staff want to be trusted more and given more agency in their WFH decisions
- UHR must provide better training, guidance, and help ensure fairness and equity while preserving WorkFlex flexibility for individual employees

Respondent 49:

I would like to be able to hire individuals in at 100% remote. It opens up the candidate pool and we have lost staff due to the part-time remote implementation.

Respondent 477: With the unit/team I work for, I get to decide week to week how much time I spend on site and work from home/remotely. This leads to great satisfaction since needs vary as to where I need to be located each week. Team members are trusted to make that judgment based on their job responsibilities.



Efficiency and Productivity

- Employees feel more productive
- Work is more effective with fewer distractions at home
- Staff save time and money by not having to commute (as much)
 - An important benefit that all staff should be able to enjoy to one extent or another

Respondent 560: "It provides great flexibility to log in and get some work done after hours with music if you want some and the lighting/ambient of your choice. So it's very enjoyable. Saves travel time."



Flexibility

- 16% (131) of respondents commented on flexibility
- Positive views – appreciate UHR/supervisor efforts
- Negative views – more flexibility is needed
 - More WFH desired
 - Shorter-term or more informal arrangements to change times, modality, or location weekly or monthly with supervisor agreement

Respondent 98: In our department, the program was implemented with a request and an expectation that you adhere to that for the specific period. The point of WorkFlex is to be flexible. For example, when my kid's school moved pick up time to 1 hour later, Workflex could no longer accommodate my schedule. Or if I want to spend a week working from an alternate location, there is still a lot of humming [sic] and hawing, as if this is completely different, unexpected, and going to cause massive chaos.



Retention

- 10% (78) of respondents commented on the important of WorkFlex for retention
- Hybrid or fully remote work is necessary to retain employees, especially 'key' or 'valuable' ones
- WorkFlex is needed to compensate for lower salaries
- Remote work result in cost savings, better work-life balance, and improved mental health for employees
- WorkFlex opportunities need to be expanded to support retention and diversity

Respondent 454:
I could easily do more [work from home] and my supervisor agrees. It's the college that gets in the way. This is anything but 'flexible.'



Fairness and Equity

- Implementation and limits are different between colleges for same or similar positions
- Differences due to unit and/or manager/appointment authority preferences and/or biases
 - Lack of buy-in from supervisor and/or college leadership, too many restrictions
 - Lack of training and guidance from UHR to supervisors
- Opportunities for WorkFlex participation must be equitable for all
- Feeling that WorkFlex has not been implemented as intended by UHR

Respondent 63: More impartial review of requests university wide. While it works great for me and our team, friends in other parts of the university have told me their supervisors told them do not even bother to apply for any of it as requests would not be approved. Some of those are non-student facing positions entirely.

QUESTIONS



COMMENTS



New Business

- **First Read FY23.2 Motion on Strategic Initiatives (Jamie Sass)**

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Open Discussion for the Betterment of Council

Announcements

- **Announcements from Councilors**
- **Seminar Series Event: Relational vs. Positional: Leadership in the Workplace, August 9th, 2-3PM, Room 3560 Memorial Union**
- **Executive Committee Meeting
August 11, 2022, 10AM-Noon, WebEX**
- **General Council Meeting
September 1, 2:10 PM , Room 3580, Memorial Union**

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Adjournment