

IOWA STATE UNIVERSITY

Professional and Scientific Council

Special Report to Council - May 25, 2017

17SP03 - Professional and Scientific Council Year End Report 2016-2017

Report from: Clayton Johnson, Professional and Scientific Council President, on behalf of the Professional and Scientific Council Executive Committee

Background:

The Iowa State University (ISU) Professional and Scientific Council (Council) continually strives towards service, advocacy, and representation of the Professional and Scientific Employees of ISU. As part of this service, advocacy, and representation, the Council—in communication with all Professional and Scientific Employees of ISU—identified a number of strategic initiatives important to Professional and Scientific employees, and the greater ISU community. These initiatives were initially identified during the July 2016 Council meeting. The Executive Committee evaluated these initiatives, grouped them into categories, and summarized common priorities during their retreat on August 2, 2016. For organizational purposes, the initiatives have been categorized as they relate to the four purposes of the Professional and Scientific Council as outlined in the Constitution of The Professional and Scientific Council of Iowa State University: 1) The Iowa State University Professional and Scientific Council serves as a resource and an advocate for Professional and Scientific employees, 2) The Iowa State University Professional and Scientific Council identifies the needs of its constituents, 3) The Iowa State University Professional and Scientific Council provides information and advice in response to the needs of its constituents, and 4) The Iowa State University Professional and Scientific Council recommends policies and procedures to the administration that benefit Professional and Scientific employees and assists in fulfilling the mission of Iowa State University.

Progress made on initiatives in 2016-2017:

The Iowa State University Professional and Scientific Council made progress on the following priorities in 2016-2017:

The Iowa State University Professional and Scientific Council serves as a resource and an advocate for Professional and Scientific employees

Strategic initiative	Ways addressed in 2016-2017
<p>Mentoring: Build upon the momentum from previous years in relation to voicing the need for developing new, and improving existing mentoring programs available to P&S employees.</p>	<p>Peer Advocacy and Representation Committees: The Peer Advocacy Committee met jointly with the Representation Committee to discuss how we could support mentorship of new councilors and all councilors.</p>
<p>Health and Wellness: Collaborate with the ISU Wellbeing office within University Human Resources to promote and expand current wellness efforts around campus. Including—but not limited to—affordable fitness center memberships.</p>	<p>The University Wellness Office: Continued to partner with Stephanie Downs and the UHR Benefits team to advertise available benefits and advocate for more robust benefits around health and wellness.</p> <p>Professional and Scientific Council Newsletters: Promoted available benefits in several newsletters, including the availability of affordable fitness club memberships: May 2017—spotlight of Blue 365, April 2017—spotlight of Learn@ISU, March 2017—spotlight of Employee and Labor Relations, February 2017—spotlight of Workers' Compensation, October 2016—promotion of Healthiest State Walk.</p> <p>University Work-Life Committee: The Professional and Scientific Council representative on the University Work-Life Committee met with Stephanie Downs during a meeting and offered suggestions for integrating the new Wellness Portal into the campus community.</p>
<p>Professional Development: Continue to explore, research, recommend, and implement new and innovative professional development opportunities, including (but not limited to) the continuation and expansion of the current Professional and Scientific Council Professional Development Conference.</p>	<p>Professional and Scientific Council Professional Development Conference:</p> <ul style="list-style-type: none"> ○ 417 Registered P&S Employees ○ More than 440 P&S Employees in Attendance (Conference Sub-Committee Members and ISU Employees who attended sessions AND served as speakers) ○ 32 Sessions focused in the areas of leadership, health and wellness, professional resources, and human interactions ○ Lunch activities were included this year to promote continued engagement with: additional development content, fellow employees, and information about our University. ○ Evaluation survey was reviewed and amended to include not only questions specific to the Professional and Scientific Council Professional Development Conference, but to also include questions about other professional development opportunities employees have engaged in; the

	<p>value of those opportunities; and what professional associations to which attendees belong or would recommend.</p> <p>Professional Development Seminar Series: Offered eight seminar series, five of which were presented live, on-line, and posted on Learn@ISU for P&S employees to view at any time. Hosted the first two "virtual only" seminars, in which pre-recorded sessions, that were recorded during the Professional and Scientific Council Professional Development Conference, were shared with the campus community.</p> <p>Collaborations with UHR: Continued to advocate for the need for university-wide professional development opportunities sponsored through University Human Resources, and encouraged a strong definition between the concepts of "professional development" and "job training."</p>
<p>Supervisory Training: Identify opportunities to promote the need for the training of supervisors of Professional and Scientific employees and recommend/develop additional resources.</p>	<p>Updated FLSA Guidelines: As part of the Implementation and Timekeeping committees, the Council President and President-Elect advocated for the need for supervisor training regarding the new guidelines—training sessions were held.</p> <p>Compensation and Benefits Committee: Advocated for the need for improved/expanded supervisory training resources as part of the Professional and Scientific Council Compensation and Benefits Recommendation for FY18.</p>
<p>Diversity and Inclusion: The Professional and Scientific Council will serve as an advocate for diversity and inclusion at Iowa State University. Council will work to identify available resources and create new opportunities for advocacy, education, and professional development for Professional and Scientific employees on topics which relate to diversity and inclusion. Council will also advocate for, and collaborate with, employees, students, and visitors to ensure that Iowa State University is a safe, welcoming, and inclusive place to work and to learn.</p>	<p>Professional and Scientific Council Equity and Inclusion Committee: Passed Motion FY17.3 to create Professional and Scientific Council Equity and Inclusion Committee, chaired by the Professional and Scientific Council Vice President for Equity and Inclusion.</p> <p>Strategic Plan Goal 4: The Professional and Scientific Council President participated in multiple committees associated with the implementation of Goal 4 of the 2017-2022 ISU Strategic Plan, including the Goal 4 workgroup and the Campus Climate Survey writing team.</p> <p>Professional and Scientific Council Professional Development Conference: Keynote Speaker, Dr. Maura Cullen, was one of the nation's foremost authorities on issues of diversity and inclusion. Conference Sessions on the following topics were also offered: being a better advocate in the workplace; developing programs to support social change; when culture intersects with</p>

	conduct in the workplace; workplace bullying; mental health; recognizing and reporting disturbing behavior; and communication and conflict.
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The Iowa State University Professional and Scientific Council identifies the needs of its constituents

Strategic initiative	Ways addressed in 2016-2017
<p>Parking and Travel: Explore, expand, and promote efforts to alleviate campus congestion, including (but not limited to) exploring affordable CyRide passes for P&S employees, RideShare options, and improving commuting capability for cyclists.</p>	<p>Collaboration with University Services: The Professional and Scientific Council President and President-Elect met with Senior Vice President for University Services, Kate Gregory, and brought forward these concerns/questions.</p> <p>CyRide Redesign Study: The Council President served on the Stakeholders Group as part of the system-wide redesign of the CyRide transit system. As part of this group, the Council President advocated for accessibility of CyRide passes to university employees.</p> <p>Collaboration with the Transportation Advisory Council: During the April meeting of the Professional and Scientific Council, Randolph Larabee (chair and Council representative on the Transportation Advisory Council) updated Council on upcoming infrastructure projects, and solicited feedback regarding transportation issues on campus.</p>
<p>Annual Evaluations: Advocate for the need of required annual evaluations, and tools to help improve consistency of evaluations across the university. Collaborate with University Human Resources to do so.</p>	<p>Compensation and Benefits Committee: Continued to advocate for the need for required annual evaluations, as well as the development of a new evaluation form including subjective and objective measurements allowing supervisors to demonstrate that these annual performance appraisals are used as a key determining factor for performance-based compensation as part of the Professional and Scientific Council Compensation and Benefits Recommendation for FY18.</p> <p>Advocated for the need for mandatory training for supervisory training regarding the completion of performance appraisals as part of the Professional and Scientific Council Compensation and Benefits Recommendation for FY18.</p> <p>Statement to the Board of Regents: During the Statement to the Board of Regents regarding the FY2018</p>

	<p>Salary Policy, the Council President highlighted the need for standardized performance evaluation tools.</p>
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The Iowa State University Professional and Scientific Council provides information and advice in response to the needs of its constituents

Strategic initiative	Ways addressed in 2016-2017
<p>Council Communications: Continue to open the lines of communication between Professional and Scientific councilors and their constituents. Work towards effective, efficient, and informative communication to meet the needs of Professional and Scientific employees.</p>	<p>Continued to advocate for open constituent communication: Utilized newsletters, social media, and direct emails from Councilors and Council Executives to encourage open communication.</p> <p>Communications Committee: Developed and implemented social media guidelines to help guide posted content and refine the message of the Professional and Scientific Council.</p>
<p>Affordable Child Care: Continue to advocate for these needs with University Human Resources, identify resources available to P&S employees within the community.</p>	<p>Advocacy: Members of the Council and the Peer Advocacy committee have continued to voice the needs for affordable child care options for P&S employees in their work within the University Work-Life Balance Committee and the University Committee on Women.</p> <p>Compensation and Benefits Committee: Promotion of a workplace emphasizing employee wellbeing including affordable University childcare was included as part of the Professional and Scientific Council Compensation and Benefits Recommendation for FY18.</p>
<p>Continue to work with Human Resources regarding Human Capital Capability. Specifically, encourage communication by and amongst Human Resource Liaisons across campus to strive for transparency and consistency.</p>	<p>Monthly Updates from University Human Resources: During their monthly meetings with University Human Resources administration, the Council President and President-Elect received regular reports from Diane Muncreif, Director of Human Capital Capabilities, on the activities of the Human Resource Liaisons.</p>

The Iowa State University Professional and Scientific Council recommends policies and procedures to the administration that benefit Professional and Scientific employees and assists in fulfilling the mission of Iowa State University

Strategic initiative	Ways addressed in 2016-2017
<p>Family leave policies: Research regarding current family leave policies (including maternity leave), identifying gaps in this policy (including paternity leave and time allocation for adoption), and identify areas where the policy could be expanded (including care of family members).</p>	<p>Peer Advocacy Committee: Began researching these policies, potential gaps, and potential areas for improvement.</p> <p>Compensation and Benefits Committee: Provided a number of recommendations for University Human Resources involving an emphasis to promote a workplace emphasizing employee wellbeing as part of the Professional and Scientific Council Compensation and Benefits Recommendation for FY18. These recommendations included the following: 1) to evaluate and update policies and practices that promote employee wellbeing (including consistent application of the flexible work policy, research into a paid maternal leave policy, expanding the paid family leave including adoption/foster leave, and childcare availability); 2) requesting a comparison study of ISU’s current policies that promote employee wellbeing with peer institution policies; and 3) inclusion of questions regarding satisfaction with workplace environment regarding wellbeing on the Campus Climate survey.</p>
<p>Timekeeping (in relation to FLSA guidelines): Serve as a voice and an advocate for affected P&S employees as the new Timekeeping policy is developed. Within this scope, also include concerns regarding flexible work environments (including how work-from-home arrangements would/could fit within these new policies).</p>	<p>FLSA Timekeeping Committee: The Council President-Elect served on the University Timekeeping Committee, which researched timekeeping tools in association with the updated FLSA guidelines (which were put on hold in November 2016) and made recommendations regarding timekeeping tools.</p> <p>FLSA Implementation Committee: The Council President served on the University FLSA Implementation Team regarding the updated FLSA guidelines. Within this work, this committee advocated for more clarity regarding a Timekeeping Policy and the Flexible Work Environment Policy. This work was halted when the new FLSA guidelines were put on hold in November 2016.</p>
<p>Compensatory Time: Work with Human Resources to explore options regarding the development of a Compensatory Time policy, and how this would work in relation to the FLSA guidelines and upcoming Classification and Compensation review.</p>	<p>FLSA Timekeeping Committee: The Council President-Elect served on the University Timekeeping Committee, which researched timekeeping tools in association with the updated FLSA guidelines (which were put on hold in November 2016). Part of the charge of this group was to look at Compensatory Time policies and practices at ISU and recommend changes in relation to the updated FLSA guidelines.</p> <p>FLSA Implementation Committee: the Council President served on the University FLSA Implementation Team</p>

	<p>regarding the updated FLSA guidelines. Within this work, the committee advocated for a more comprehensive, university-wide compensatory time policy. This work was halted when the new FLSA guidelines were put on hold in November 2016.</p>
<p>Career Development and Compensation: Work with Human Resources to develop tools to create a fairer and more equitable compensation policies. Continue the effort to encourage and provide avenues for career development and the identification of career ladders.</p>	<p>Compensation and Benefits Committee: Advocated for equitable compensation policies and career development resources as part of the FY2018 Compensation and Benefits Recommendation.</p> <p>Professional and Scientific Council Professional Development Conference: Conference Sessions on the following topics were offered: employee engagement, leading without authority, imposter syndrome, workplace bullying, communication, surviving change, and project management. A panel discussion on cultivating your career at Iowa State University was also included as a conference session.</p>
<p>Employment Appointments: Continue to work with ISU administration to help better define the appropriate use of term or continuous appointments. Work to recommend a policy regarding definitions and usage of term appointment, if needed.</p>	<p>Interactions with ISU Administration: Through regular meetings with ISU Administrators, the Council President and President-Elect advocated for university-wide definition and appropriate usage of term/continuous appointments. Many units that had been improperly using these positions previously have now halted this process.</p> <p>Connection with new Vice President of UHR: For outstanding issues regarding term/continuous appointments, it was recommended by University Administration that we confront these issues once a new Vice President of University Human Resources is hired.</p>