IOWA STATE UNIVERSITY
Professional and Scientific Council

Executive Committee Minutes
Thursday, February 21 2013 | 2-4 PM
214a O&L

<table>
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<th>Members</th>
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<tr>
<td>X Dan Burden</td>
<td>X Dan Rice</td>
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<td>X Christian Charbonneaux</td>
<td>X Stacy Renfro</td>
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<td>X Chris Fowler</td>
<td>X Allan Schmidt</td>
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<td>X Steve Mayberry</td>
<td>X Amy Tehan</td>
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<td>A Dave Meisinger</td>
<td>X Jessica Van Winkle</td>
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<td>X David Orman</td>
<td>A Lindsey Wanderscheid</td>
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<td>X Dick Pfarrer</td>
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Guests: None

Call To Order: 2:08 PM

Quorum (Christian Charbonneaux) Yes 4 members present.

Approval of Agenda (Committee) Yes

Approval of Previous Month’s Committee Minutes (Committee) Yes

Unfinished Business

ISCORE - Amy is going to present a proposal in March.

New Business

Discussion of past appointments to committees and a reporting structure: There is a spreadsheet on CyPoint with all committees and P&S appointees. Need to examine the list and invite the P&S folks on the committee to visit with Council committees that resemble the ISU Committees.

Topics to be presented at council meetings vs open forums: Need to be clearer to the presenters at Council meetings. Need to set the time for the speaker, such as 15-20 minutes. After the exodus at the last meeting, The P&S Council President will remind the counselors that they should stay for the entire meeting at the next meeting. Also discussed was having a short break at middle meeting.

Work life advisory committee reps: Need to two representatives from P&S. Policy and Procedures Chair is suggested to be on the committee. Stacy and Chris F have volunteered.

Possible analysis/detection of “problem” areas for P&S staff: Look at places that have problems retaining people.
Committee Reports

Lindsey Wanderscheid, Chair, Awards Committee: The Cytation awards ceremony is February 26th from 12-1 in the Campanile Room. President Leath cannot attend due to unexpected travel so the Provost will hand out awards. I will give some opening remarks and then David Orman will read the award summaries and the person will come up, get their certificate, and get their picture taken (Bob E will attend). There will be a group photo at the end and the Provost will congratulate the winners.

The Team Award Breakfast is February 28th from 7:30-9:30 am in the Campanile Room. At this ceremony, David Orman will give opening remarks and then there will be a time-lapse video/slideshow shown on the projector (10-15 minutes). We will then invite all team members to come up and get a group photo taken (Allan Schmidt will take pictures) and then call their names to get their certificates. Then Dr Hill will congratulate the winners with some short remarks.

The deadline for P&S awards is today and then the Provost Office will be giving our committee access to the nominations and we will begin the process of ranking them.

We will want to announce the Cytation Award period in the next newsletter to encourage people to submit nominations. Those are due April 1st.

Allan Schmidt, Chair, Communications Committee: Need Projectors for Professional Development Day. Moderated Email lists for all representation. Campus is going away from BigMail and switching to Constant Contact. The committee is looking for committee chairs to send items for the newsletter.

Dan Rice, Chair, Compensation & Benefits Committee: Next 3-4 committee meetings will be about reclassification process. The committee next if going to look at the updating the Position Description process.

Jessica Van Winkle, Chair, Peer Advisory Committee: No new contacts

Stacy Renfro, Chair, Policies & Procedures Committee: Providing feedback for Youth Protection Policy. Staff are unable to implement the policy because the procedures are not there, still a draft copy from office of Risk Management that do not include all youth areas on the campus. Surplus has to offer equipment up on a basis to everyone, so targeting specific schools or institutions would not fit the policies of Asset Recovery. ISU surplus can gift something to another entity, with approval from the senior vice president but this has only done twice.

David J. Meisinger, Chair, Professional Development Committee: Reservation form is now online.

Dick Pfarrer, Chair, Representation Committee: Election for representatives for the areas that need to be filled. This information will be sent out very soon. Voter Apathy is an issue.

Officer Updates

President - David Orman- Question from President Leath was presented and discussed.

President-Elect - Steve Mayberry- no report

Past-President - Dan Burden- no report

Secretary Treasurer - Christian Charbonneaux- no report

VP for University Community Relations - Amy Tehan-
VP for University Planning and Budget - Chris Fowler- no report

For the Good of the Order

Next Council Meeting: 2:10 pm, Thursday, March 14th, Pioneer Room, MU
Next Executive Committee Meeting: March 21st, 107 LOM

Adjournment: The meeting adjourned 4:27 p.m.

Submitted by:
Chris Charbonneaux, Secretary, P&S Council