

Iowa State University, Professional & Scientific Council, Executive Committee
 Date/time: August 14, 2014, 2:00-4:00 p.m.
 107 Lab of Mechanics

Meeting Minutes

Member	Role	X= in attendance	Member	Role	X= in attendance
Steve Mayberry	Past President		Lindsey Wanderscheid	Chair of Awards Committee	
Amy Tehan	President	X	Robin McNeely	Chair of Communications Committee	X
Tera Lawson	President-Elect	X	Bart Dobson	Chair of Compensation & Benefits Committee	X
Kate Goudy-Haht	Secretary/Treasurer	X	Jessica Bell	Chair of Peer Advisory Committee	X
Lisa Rodgers	VP of University Planning & Budget	X	Kris Koerner	Chair of Policies and Procedures Committee	X
Clayton Johnson	VP of University Community Relations	X	Lynn Bagley	Chair of Professional Development Committee	
Katie Davidson	VP of Equity and Inclusion	X	Stacy Renfro	Chair of Representation Committee	X

Guests in attendance: none

Time meeting started: 2:05 p.m.

Agenda:

1. Opening Roundtable

Discussion: Each exec member shared what they learned at the last council meeting or what they wanted to do after the last council meeting.

2. Update on how to connect with councilors with constituents and figure out representation area

Discussion: Stacy is working on gathering information to finalize each counselor's representation area. Robin is getting a list from IT to help with figuring out representation areas. For academic affairs, two counselors will be assigned to one of the 14 academic areas. Mail lists will be created for each counselor. It will be expected that counselors work with the other counselor(s) that represent the same area when sharing information to their constituents. Discussed adding to Cypoint (and possibly in the future to the Bylaws) the process for deciding how a counselor is assigned to an area, so next year it can be done earlier and ready for counselors by the June meeting or the first meeting in August.

Action items: Robin will give IT generated list to Stacy. Stacy will finish assigning areas to counselors and disseminate the information.

3. Update on status of professional development initiatives

Discussion: Met with Julie Nuter about PD conference and expenses. She voiced not wanting her department paying for food, wants to pay for things that impact P&S staff (speakers, etc.). Julie is taking out request to Mr. Madden to fund the conference minus food and speakers. In the future, if food is provided need to consider that to be covered by registration fees.

Other ideas for future PD conferences - hold in the Memorial Union to save on costs, utilize local speakers from ISU, possibly not offer lunch (have lunch on your own, plenty of choices in MU, instead offer beverage/light snack for morning sessions and afternoon sessions), have longer sessions to get deep into a subject, recognize award winners during conference, record to be put on website for future viewing. Check out Extension conference – look at their speakers, lessons learned about their conference on their website. Ask P&S Counselors to find out who does training on campus, who presents and on what topics. Need to write up outcomes for PD and impact on P&S staff.

The exec committee decided to have fewer seminars. Currently there are about eight seminars offered from September to May. Will go down to four seminars – two will be informational (benefits, budget) and two will be professional development related and last longer. Seminars will be offered on a quarterly basis.

4. Peer Advisory update

Revising what the Peer Advisory committee does, purpose of committee, and what they do for P&S staff. They are brainstorming new name ideas: keep the same, Peer Liaison, or Peer Advocacy. Peer Advisory is considering doing a survey. It would be sent out to all P&S staff. The survey would ask what staff want from Peer Advisory. They plan to talk with Julie Nuter about it. There was discussion about need for full survey or need for one survey question that is put in the P&S newsletter.

Cybuddy was discussed. This is a potential program where a new ISU staff is paired up with a current ISU staff. The question was raised is the council trying to take on too much? Another idea was offered – could this be a task of every P&S Counselor. When a new employee starts that is from your representation area, you will be expected to reach out to the new ISU employee and welcome them to ISU, let them know about your role on P&S council. We would need to get a list of new P&S employees every month from University HR. Counselors would also need the basic talking points (a document) to use for consistency.

5. By-laws revisions

This agenda item was not discussed due to time restraints. This agenda item will be a standing agenda item for each exec meeting.

6. Newsletter items

Include first meetings of the LGBTQA, BfSA, and any other associations that relate to P&S staff.
PeopleAdmin – include a link to their website
Story on Amy Tehan
Policies that are open/voting on during September council meeting
September council meeting will include a collaborative effort to prioritize goals the council would like to accomplish for the 2014-2015 council year.

Action item: Articles are due by the 26th or 27th to pands-c@iastate.edu

7. Campus Leaders Breakfast

Action item: Look at Clayton's email with list of questions, give feedback to those questions, provide additional questions. When replying – reply all so everyone on exec can view the feedback.

8. Added item-policy discussion

Exec committee discussed the policy reading at last council meeting. The reading went well; a small amount of discussion took place. The concern was raised that there does not seem to be a way for a person to appeal a re-classification into an at-will position. Would like to add into the policy the ability to appeal to the re-classification committee. Does there need to be more language on being grand-fathered in? Based on the discussion during the council meeting and the discussion during the exec meeting, amendments will be drafted. A counselor would need to bring each amendment to the floor. Council would vote on each amendment and then vote on the entire motion.

Another concern was brought up that there are discrepancies between the policy and the guidelines.

The motion will need to have line numbers to make it easier when discussing it during the council meeting.

Action item: Kris will work with her committee to draft amendments.

Action item: Clayton will add line numbers to the motion for discussion purposes during the council meeting.

9. Good of the Order

Action items/Assessment of meeting – went over the actions items

Next monthly Council meeting: September 4 at 2:10 in the Campanile

Next Exec meeting: September 18 at 1:00 in 107 Lab of Mechanics\

Action item: email Amy if you will NOT be able to attend the exec meeting on the 18th.

Time meeting ended: 3:40 p.m.