Committee Members: Eduardo Boro, Matt Laurich, Barry McCroskey, Samone Whitfield, and Sarah Morris-Benavides (chair)

Updated University Committees List and recommended appointments for the following committees or events:

- Change Liaison (WorkCyte), John Odenweller
- Classification/Compensation Review Extended Project Team, Tera Lawson
- Exit Survey workgroup, Jason McLatchie
- Faculty Staff Affinity Council, Samone Whitfield
- New Hire Survey workgroup, Kelly Friesleben
- Technology Enterprise Advisory Committee, Amy Ward
- Trademark Marketing Advisory Committee, Matt Laurich
- University Committee on Disabilities, Jody Fox
- University Benefits Committee, Barb Wollan

Updated the substitute list on the Professional and Scientific Council website.

Recommended appointments for council vacancies and helped onboard:

- Barry McCroskey for Bethany Burdt
- Casey Smith for Abdul Muhammad
- John Burnett-Larkins for Nick Van Berkum
- Jason Follett for Tonia Baxter
- Monica Ernberger for Erin Kalkwarf
- Suzanne Ankerstjerne for Chelsey Aisenbrey
- Lloyd for Kara Berg

Attended new councilor brown-bag lunch to help answer questions.

Ran Pres-Elect and VP Election Process. Recruited and discussed leadership roles with candidates:

- Pres-Elect – 1 candidate
- Secretary/Treasurer – 2 candidates
- VP of University Planning and Budget – 2 candidates
- VP of University Community Relations – 2 candidates
- VP for Equity and Inclusion – 2 candidates

Filled following elected position vacancies during the year.

- Secretary/Treasurer
- VP of University Community Relations

Determined and reported number of seats available for the 2018 Professional and Scientific Council Elections. Contacted interested parties, communicated with selected members of
leadership, and recruited individuals to run in the 2018 Professional and Scientific Council Elections:

- President’s Office – 0 individuals nominated for election; 1 open Seat
- Student Affairs – 2 individuals nominated for election; 2 open seats
- University Services – 1 individual nominated for election; 1 open seats
- Academic Affairs – 19 individuals nominated for election; 14 open seats

Developed communications and timetable for nominations and elections for use by the Communications Committee.

Contacted all professional development conference survey respondents that indicated they would like further information.

Committee meeting discussions of note:

- Committee’s charge, expectations, timelines, constitution and bylaws
- Monthly updates of Executive Committee meetings
- Priority planning items and how they fit the committee’s charge
  - None fit our charge, but reviewed leave policies looking for opportunities for improvement
  - Offered to assist other committees
- Drafted a motion to add a University IT committee, ultimately not used
- Elections, vacancies, and elected council positions

Coordinated year end certificates for outgoing councilors and Executive Committee.