Iowa State University, Professional & Scientific Council, Executive Committee
June 19 from 1:00-3:00, 107 Lab of Mechanics
Meeting Minutes

<table>
<thead>
<tr>
<th>Member</th>
<th>Role</th>
<th>X= in attendance</th>
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<tbody>
<tr>
<td>Steve Mayberry</td>
<td>Past President</td>
<td>X</td>
<td>Lindsey Wanderseid</td>
<td>Chair of Awards Committee</td>
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<tr>
<td>Amy Tehan</td>
<td>President</td>
<td>X</td>
<td>Robin McNeely</td>
<td>Chair of Communications Committee</td>
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<td>Tera Lawson</td>
<td>President-Elect</td>
<td>X</td>
<td>Bart Dobson</td>
<td>Chair of Compensation &amp; Benefits Committee</td>
<td>X</td>
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<td>Kate Goudy-Haht</td>
<td>Secretary/Treasurer</td>
<td>X</td>
<td>Jessica Bell</td>
<td>Chair of Peer Advisory Committee</td>
<td>X</td>
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<td>Lisa Rodgers</td>
<td>VP of University Planning &amp; Budget</td>
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<td>Kris Koerner</td>
<td>Chair of Policies and Procedures Committee</td>
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<td>Clayton Johnson</td>
<td>VP of University Community Relations</td>
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<td>Lynn Bagley</td>
<td>Chair of Professional Development Committee</td>
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<td>Katie Davidson</td>
<td>VP of Equity and Inclusion</td>
<td>X</td>
<td>Stacy Renfro</td>
<td>Chair of Representation Committee</td>
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Guests in attendance: Brenda Behling and Paul Tanaka

Time meeting started: 1:00 p.m.

Agenda:

1. **Opening round-table discussion**
   What are you excited about right now (personal or professional)? Everyone went around and answered the question.

2. **Review of Draft Policy and Questions – P&S Positions At-will and Exempt from P&S Policies**

   **Discussion:**
   Kris Koerner gave background on policy for new members. Today’s discussion is about an existing policy (P&S Positions At-Will and Exempt from P&S Policies) that is being revised. Kris forwarded questions from P&S exec about this policy to Kristi Darr so they could be prepared when they visit the exec meeting today. There are concerns from P&S exec around why the policy was originally established (historical background), why at-will language added to this policy, who would be affected (what P-level), and what is the purpose of the policy.

   Brenda Behling and Paul Tanaka attended meeting to answer questions and give clarification. Kristi Darr was invited, but could not attend.

   History of policy – ISU has had historically higher protection of P&S staff than other institutions; termination occurred for only limited reasons. List of employees that should have been in the exempt (at-will) category was not being maintained. In mid 90s tried to manage this list. 20 years later the policy continued to not be maintained. The revisions center on changing language from having a policy-type position to trust-type position and creating guidelines for who is considered an Exempt (At-will) employee.

   Brenda & Paul reiterated the policy is not going away, it will be maintained in a better way than in previous years. They want input on the overall policy content and the guidelines (factors list). They look forward to working with P&S Council on the revision process.
Question raised by P&S Council exec member: What protects an employee that is not doing anything illegal, wrong-doing?
Paul and Brenda clarified At-will terminology. From a legal sense, any reason, no reason, can terminate an At-will employee. Reality, rarely does ISU dismiss an employee without discussion and reasons why. For current people in positions that meet the exempt criteria they are grandfathered in when this new policy revision is set. There is no plan to change their status to exempt while they are employed. Yearly, VP of HRS (Julie Nuter) will provide a list of exempt employees to President Leath.

P&S Council exec member asked if there is a possibility of including a minimum P-level that would fall into the criteria of Exempt status. Brenda stated this is a possibility as they revise the current policy. Senior VPs and VP of HRS would have to discuss before a position is made exempt. It will not be decided at departmental level.

Action items (with deadlines):
- Provide input to Policy and Procedures committee (Kris Koerner) by Friday (6/27). Kris has a meeting scheduled with her committee Monday (6/30).

3. Committee De-brief and Review of Conversation

Discussion:
P&S Council exec members expressed the following comments:
- Want a minimum P-level included in policy.
- Want a report of Exempt employees each year from VP of HRS.
- Need to have better clarification as to who gets to decide if a position is Exempt.
- Remove Administrative Assistant from policy language.
- Want to make this policy as safe as possible for P&S employees.
- Kris reminded committee that the Policy and Procedures committee can only make recommendations for revisions. ISU leadership does not have to implement the P&S Council recommendations for this policy revision.

Action items: No action items at this time.

4. Review of Executive Committee Binders

Discussion:
Amy went through binder tabs and explained contents. Two corrections: Bart’s number for both office and personal is 460-1389. Kate’s email is kgoudy@iastate.edu. Binders can be kept in the room if exec members do not want to take back and forth each month. All of the information in the binder will be on Cypoint as well. Exec members can add to their binder as needed – position responsibilities, important emails pertaining to the position you hold, etc. Cypoint is our repository. Make sure to get all materials for your position on Cypoint. Everyone on Council has access to Cypoint.

Amy stated she would like to see the rules, bylaws & constitution revised this year. This will be discussed at the exec retreat later this summer. Amy asked that prior to the retreat for exec members to review the current rules, bylaws and constitution and make notes of recommended changes.

Actions items:
- Review rules, bylaws, and constitution prior to retreat, make notes of recommended changes and be prepared to discuss at retreat.
5. **Peer Advisory Committee Update/Changes – Jessica Bell**

**Discussion:**
Jessica stated the Peer Advisory committee would like to do outreach, this would include, but not limited to: adding outreach/resources to monthly P&S newsletter.

Jessica will meet with Julie Nuter this summer to discuss the role of the Peer Advisory committee and future activities.
Activities can be added to a committee’s scope of responsibilities; do not have to get Council approval to do a new activity. New activities should be added to the Bylaws under scope of responsibilities. New activities should be presented by chair of committee during exec meetings.

**Action items:** No action items at this time.

6. **Professional Development Committee Update – Lynn Bagley**

**Discussion:**
There is money in 202 account – there is one outstanding bill (John Stein) from Professional Development conference, everything else is paid. There is approximately $7,500 in 202 account. February 26 is not available at Scheman for the next PD conference. Earlier in February dates are available.

The set up for this committee is changing this year. There will be a chair (Lynn), there will be a committee member covering the financial aspects (Kate), there will be a committee member covering the PD seminars (Ann), and a committee member covering the website updates (Mackenzie). Specifically for the PD conference, committee members will divide out the main tasks (speakers, location, marketing, etc.).

Professional Development Committee will meet in July.

**Action items:** No actions items at this time.

7. **Planning for Executive Committee Retreat**

**Discussion:**
Amy and Tera would like to do a full day retreat in late July for the exec committee. An exec member asked if vacation needed to be used. The answer was no, exec members do not need to take vacation to attend the retreat. The agenda for the retreat will be worked out during the next exec meeting on July 17.

Initial ideas for retreat:
- How do we make our message to council more engaging?
- How can P&S Council members interact with leadership?
- How can councilors interact and know their constituents.
- Who do we want to invite to council meetings to present on specific subject.
- Gather input on ideas for new position (Vice President of Equity and Inclusion, Katie Davidson)
- Revise rules, bylaws, and constitution
- Team building activities
**Action items:**
- Send ideas for retreat to Amy and Tera by July 16.
- Send ideas of what you want to accomplish this year, goals for your committee, & goals for the exec committee by July 16.
- Answer doodle poll Amy will send out of your availability for retreat dates.

8. **Setting Up Committee Plan for the Upcoming Year**
   Discussion: Will discuss this agenda item during the retreat.

   **Action items:** No action items at this time.

9. **Good of the Order**

   **Action Items/Assessment of Meeting:**
   Action items: see red items in meeting minutes (under agenda items #2,4,7)
   Assessment of meeting:
   - Temperature in room improved with use of AC.
   - Need picture of P&S Council Exec Committee on wall. Picture day TBD.
   - Need to hear more reports from non-council meetings that has a P&S representative – for example: Athletic Council, Wellness Committee
   - When guests are invited to exec meetings have them seated in the middle part of the table so everyone can easily see them.
   - Would like to know budget for Council, this will help exec members know what can be spent and improve transparency of Council funds.

   ✓ Next monthly Council meeting – August 7th, 2:10-4:00, Pioneer room, Memorial Union
   ✓ Next Exec meeting – July 17th, 1:00-3:00, 107 Lab of Mechanics

10. **Adjourn**
    Time: 3:00 p.m.