Iowa State University, Professional & Scientific Council, Executive Committee
July 17 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>A</td>
<td>Lindsey Wanderscheid</td>
<td>Chair of Awards Committee</td>
<td>A</td>
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<tr>
<td>Amy Tehan</td>
<td>President</td>
<td>A</td>
<td>Robin McNeely</td>
<td>Chair of Communications Committee</td>
<td>X</td>
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<tr>
<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>A</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>
<td>A</td>
<td>Kris Koerner</td>
<td>Chair of Policies and Procedures Committee</td>
<td>X</td>
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<td>Clayton Johnson</td>
<td>VP of University Community Relations</td>
<td>X</td>
<td>Lynn Bagley</td>
<td>Chair of Professional Development Committee</td>
<td>X</td>
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<tr>
<td>Katie Davidson</td>
<td>VP of Equity and Inclusion</td>
<td>X</td>
<td>Stacy Renfro</td>
<td>Chair of Representation Committee</td>
<td>A</td>
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Guests in attendance: None
No quorum so previous meeting minutes were not approved.

Time meeting started: 1:13 p.m.

Agenda:

1. **Opening round-table discussion**
   None

2. **Update on ‘P&S Positions Exempt from P&S Policies’ and ‘Data Classification’ policies – Kris Koerner**

   **Discussion:**
   Kris said she will be gone for the August council meeting and one of her committee members will read the Positions Exempt’ motion and outline the recommended policy changes and other committee recommendations. Her committee met June 30 to talk about submitted policy comments and questions and then wrote a motion in support of the policy changes. Her committee discussion of a minimum P level for the policy ended with no recommendation of minimum level. Implementation would be difficult with no real benefit to ISU. They recommend the guidelines state senior VPs or ISU President ‘shall’ consider as opposed to ‘are expected’. The statement was in the guidelines but they want it in the policy itself – that particular statement is in the motion to be added. The motion asks for an annual report of the number of positions and titles classified as Exempt. Exec discussed some text edits in the motion statements to make it more clear – Kris will include those in a revision.
   The Data Classification policy has not been discussed much due to lack of time. The existing policy is good the way it is so the motion will be to endorse as is. Small wording changes won’t improve the policy intent or implementation. The motion to endorse will be presented at the August meeting.
Tera had a question asked of her about making comments to policies directly on the Policy Library comments sections. The concern is whether the comments are confidential. Kris believes it is confidential but not sure about anonymity although it would be hard to tie a comment to a particular person.

**Action items (with deadlines):**
- Kris will send Exempt policy revision to Exec for review before August meeting.
- Tera will include both motions with agenda for August meeting.

3. **PD Conference Update – Lynn Bagley**

   **Discussion:**
   Lynn said Feb 12, 2015 is reserved in Scheman for the PD conference; it is a Thursday. Amy, Tera and Lynn are meeting with Julie Nuter on August 4 to discuss how the conference will be run, topics, format, etc.. Lynn is gathering number information from two past conferences for background for the meeting with Julie.

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

4. **How to connect councilors with constituents and figure out representative areas – All**

   **Discussion:**
   Tera asked Stacy to look at numbers that were changed when our representation method was changed two years ago. We have an issue where many councilors don’t know who they represent, especially within AA. For example, if we have 4 IT councilors they all shouldn’t be focused on that area; we have to provide representation to all staff. We need mail lists for each of the 14 AA representation areas so councilors know who to contact. The Provost would like to share P&S significant stories like grants received and major projects completed in Inside Iowa State and the ISU website. The colleges have communications people who should know what is happening for large events but may not know the smaller things. We can promote the units that don’t have communications staff. The more focused mail lists would help councilors reach smaller segments of the P&S staff to gather the stories.

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

5. **Ownership/Leadership for Open Forums – Amy, Tera**

   **Discussion:**
   Tera said the forums are well attended online but the cost per session is $250. There is talk to archive the recorded forums and have them available but only to ISU. iTunes U maybe or another media format/outlet might work. There has been talk of doing a flipped presentation, record first, watch before the forum and then do a hands-on event at forum. Some talks are forums, some are PD presentations so sometimes it might make sense for another committee to organize a particular month. For example, have C&B do the Benefits month with HR. Tera would like to have a sign-in sheet at forums to track attendance. Lynn is getting info from Extension IT about who watched online and their areas. Discussion today about the recording of group participation events being hard to capture so doing the flipped format might work better. Discussion about doing one flipped and see how it goes, perhaps in the spring. We need an
opening slide for the beginning of each forum to show our brand, also use it on minutes, agenda and other mailings.

**Action items:**
- Robin will get Tera a list of past forum topics to get ideas for future ones, by end of July.
- Ask Clayton to create a draft letterhead and slide building off our nameplate to be our brand.

6. **Executive Committee Retreat Ideas - All**

**Discussion:**
Amy and Tera have a basic agenda ready but are taking more ideas. The agenda is loose to account for flexibility. The bylaws working session will do a revision of the document based on a guide sent by Sheryl Rippke showing what should be included. All exec should read bylaws before retreat. We talked about lunch options from ISU Dining and a menu was sent out to Exec last week. Lunch can be expensive from campus so we talked about Subway, Pizza Ranch, Café, HyVee. Lynn will get costs from past events from Café and HyVee. Related to the food cost, Tera is preparing an overall Council budget based on our past expenses and total amount given by Provost. Robin volunteered to send her a spreadsheet of a basic budget she used when Treasurer.

Previous 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
- Diversity training for councilors

7. **Peer Advisory committee report – Jessica Bell**

Peer Advisory met before Exec today. Many ideas discussed but one is to add to the newsletter a section showing general but maybe unknown information for staff like benefits we don’t know about or cell phone discounts or Perkspot or what to do if you fall on campus. Tera and Amy want the newsletter to come out on a set date every month so we can set deadlines for a draft, review by Exec and actual mailing. The PA committee is discussing how to do peer mentoring and what that might look like. Jessica met with Julie Nuter and they talked about her partnering with PA to get HR info out to all staff. Julie wants to meet with PA quarterly.

**Action items:**
- Send exec retreat ideas to Tera by July 23rd

8. **Good of the Order**

Exec retreat is July 31, starting at 9am.
Action Items/Assessment of Meeting:

Action items: see red items in meeting minutes (under agenda items #2, 5)

Assessment of meeting:
Committees have been active this summer, being very productive. The room temp was hot but cooled off nicely.

Overall Meeting Action items:

• Lynn will get costs for lunch from HyVee and the Café.
• Read bylaws before the retreat
• Robin will get Tera a list of past forum topics
• Robin will organize Drupal training for chairs or designee
• Send exec retreat ideas to Tera by July 23rd
• Clayton will create a draft letterhead and slide building off our nameplate to be our brand.
• Kris will send Exempt policy revision to Exec for review before August meeting.
• Tera will include both motions with agenda for August meeting.

✓ Next monthly Council meeting – August 7th, 2:10-4:00, Pioneer rm, Memorial Union
✓ Next Exec meeting – Aug 21th, 1:00-3:00, 107 Lab of Mechanics

9. Adjourn
   Time: 2:40 p.m.