Iowa State University, Professional & Scientific Council, Executive Committee  
Date/time: October 16th, 2014, 2:00-4:00 p.m.  
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></td>
<td>Lindsey Wanderscheid</td>
<td>Chair of Awards Committee</td>
<td>X</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>
<td>X</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>
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<td>Lisa Rodgers</td>
<td>VP for University Planning &amp; Budget</td>
<td></td>
<td>Kris Koerner</td>
<td>Chair of Policies and Procedures Committee</td>
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<td>Clayton Johnson</td>
<td>VP for 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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<td>Katie Davidson</td>
<td>VP for Equity and Inclusion</td>
<td></td>
<td>Stacy Renfro</td>
<td>Chair of Representation Committee</td>
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Guests in attendance: none

Time meeting started: 2:10 p.m.

Agenda:

1. **Opening Roundtable - All**  
   Discussion: Asked everyone to give initial reactions to TIER business cases.

   Action item: none

2. **TIER Discussion - All**  
   Discussion: We would like to invite Miles Lackey to attend next P&S Council meeting. We would like to have questions prepared ahead of time for Miles to answer. Designated person will go through questions ahead of time to weed out ones that P&S exec can answer or that Miles can’t answer.

   If Miles agrees to attend, Amy will ask Council members to notify their constituents that Miles will be attending the next Council meeting (this has not been confirmed yet) and to submit questions to council members ahead of time.

   Amy will take to President Leath a summary of P&S Executive Committee concerns with TIER business cases. Discussion points Amy may include in summary – the elimination of staff goes against President’s initiative to hire, concerns were raised with implementation and how to keep ISU a quality University with fewer P&S staff. This could impact recruitment and grant dollars. The business cases do not take care of weaknesses of the University and does not recognize strengths of the University.
Action items:
• Amy will send concerns of TIER business cases Friday or Monday at the latest to President Leath on behalf of the P&S Executive committee. Amy will send draft to exec committee to review (very fast feedback is required).

• Amy will send an email to entire Council that P&S Exec Committee has taken this action (sending summary of concerns of TIER business cases) and has invited Miles Lackey to the next Council meeting. Council members can submit questions (details described above).

3. Update on Representation Areas and Communication with Constituents – Stacy/Robin
   Discussion: Robin is almost done getting the email lists from IT.

   Suggested sending to council members an initial email asking council members to email their constituents and offer a list of options of how to send out the first email.

   Suggested council members request they schedule a meeting with leadership in their designated area to discuss the upcoming conference, awards, and elections.

   It was suggested discussing with council members how to handle questions from constituents. We will do something soon to address this. We will also have this discussion during June council meeting with councilors and will offer sample questions and responses.

   Action items:
   • Stacy will create an email to send to council members as to who needs to maintain an accurate mail list (ASW). Stacy will also send to council members an initial email asking council members to email their constituents and offer a list of options of how to send out the first email.

   • Robin will send Stacy the spreadsheet email list.

   • Stacy will include in her Representation Committee report – requesting council members meet with their leadership from their designated area by January 1st.

   • Amy will address during an upcoming council meeting how to answer questions council members get from constituents.

   • Committee chairs will talk about how to handle questions council members get from constituents during their upcoming committee meetings.

   • Executive Committee members will send questions to Amy they get from constituents and their committee members to use at the June council meeting.

4. Provost Council – Amy/All
   Discussion: Will not discuss this agenda item today, will discuss at an upcoming Executive Committee meeting.

   Action item: none
5. **Naming of Open Forums - All**
   Discussion: What should the name be? At the moment the open forums are being called Outreach seminars. It was voiced that Professional Development seminars was not broad enough and Outreach seminars was not descriptive. It was suggested to include the word seminar in name. Another suggestion was P&S Council Seminar Series. This name option was the one agreed on by executive committee. Starting immediately, the new name will be P&S Council Seminar Series.

   **Action items:**
   - Robin will update P&S Council website with new name.
   - Robin will let Sandy know the name change for the newsletter.
   - Tera will let Memorial Union know the name change.

   Discussion: The Executive Committee starting going through the list of ideas for the 2014-2015 Council Priorities. Due to time constraints, the committee did not get through the entire list of ideas and decided to resume discussion at the November Executive Committee meeting.

   **Action items:**
   - The Executive Committee will finish discussing the 2014-2015 Priorities list at the next Executive Committee meeting in November.
   - Decisions on 2014-2015 council priorities will be announced at the December P&S Council meeting. A document of 2014-2015 priorities will be created to hand out to council members.

7. **Newsletter items - All**
   Discussion: We want to include the Emergency Management video in the newsletter. Robin will be highlighted in newsletter. The newsletter will also include Miles Lackey attending council meeting to answer questions about TIER business cases (contingent on Amy obtaining confirmation before newsletter goes out), & update on P&S Council professional development conference.

   **Action items:**
   - Amy, Stacy and Lynn will give write ups to Robin by established deadline.
   - Robin will make sure emergency management video and link to website is included.

8. **Good of the Order**
   **Action items/Assessment of meeting**
   - Next monthly regular council meeting **TUESDAY, November 4th**, 2:10-4:00, Memorial Union Gallery Room (NOTICE ON A DIFFERENT DAY THAN TYPICALLY HELD ON)
   - Next Executive Committee meeting **November 13th** at 2:00 p.m. in 107 Lab of Mechanics
   - **NOTE** – date change from what was originally scheduled and put on the P&S Council calendar

9. **Adjourn**
   Time meeting ended: 4:00 p.m.