Iowa State University, Professional & Scientific Council, Executive Committee
Date/time: November 21st, 2014, 9:00am-12:00pm, 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 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-Haft</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 for University Planning &amp; Budget</td>
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<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 for University Community Relations</td>
<td>X</td>
<td>Lynn Bagley</td>
<td>Chair of Professional Development Committee</td>
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<td>Katie Davidson</td>
<td>VP for Equity and Inclusion</td>
<td>X</td>
<td>Stacy Renfro</td>
<td>Chair of Representation Committee</td>
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Guests in attendance: Ben Green

Time meeting started: 9:05 a.m.

Agenda:

1. **Automated Email Lists for Representation Areas – Ben Green**
   Discussion: Ben presented on ways to make the representation email lists more automated. One suggestion was to utilize AccessPlus (possibly on Ubusiness page). Councilors would click on button and access email list and it would be in real time. The comment was made to make sure this is transferable. Another comment was made to have an IT person as an Ex-officio council member to handle these types of projects in the future. Exec decided to go with original plan first since it is set to launch and we are already half way through the year, then implement this new way in June for 2015-2016 Council. Exec committee thanked Ben for his willingness to work on this project.

   **Action items:**
   - Ben will come up with a plan for this project and submit to Exec committee to review.
   - Exec committee will look into having an IT person as an ex-officio member of P&S Council (this would be for the 2015-2016 council year).

2. **Awards updates – Cytation Awards and Outstanding New Council Member Award - Lindsey**
   Discussion: At this point the committee has received four nominations for the P&S Cytation award, one nomination for the P&S Woodin Cytation award and two nominations for P&S Team award. The deadline to submit for these awards is December 1st (right after Thanksgiving break). The Awards committee would like to receive more nominations. The Awards ceremony will be February 26th in the Memorial Union Pioneer Room from 7:30-9:00.

   A new award for next year is being developed. It will be called The Outstanding New P&S Council Member Award.

   **Action items:**
   - Lindsey will present information about the new award at a future council meeting.
• Exec members are encouraged to submit nominations for the above mentioned awards.

3. **P&S Council presenting at February 2015 P&S Professional Development Conference**
   Discussion: P&S presentation will be set up as a panel. Panel members will include Amy, Tera, Clayton as well as Brenda Behling and two new councilors. P&S Council will present at one session during the conference.

   **Actions items:**
   - Amy will ask Ben Green and Chris Neary or James Studley to participate on the panel.
   - Katie will fill out speaker form for PD conference and submit to Makenzie Heddens.

4. **Update on Representation Areas and Communication with Constituents – Stacy/Robin**
   Discussion: Stacy is sending out email to councilors that explains how to get to representation area list, examples of what to communicate to constituents and other tips. Robin continues to work with IT on email lists. Both Stacy and Robin have done a fabulous job on this project. Their time and energy to make this happen is much appreciated by the exec committee.

   **Action item:** Stacy will send email out to councilors before Thanksgiving.

5. **Compensation & Benefits questions from constituents - Bart/All**
   Discussion: When the Compensation & Benefits committee receives questions, how they proceed will be on a case by case basis. There will be times when they will point the person in the right direction, instead of answering it. UHR can handle benefit questions. The committee can ask the person if he/she talked with the College/department HR liaison or contacted a specific unit in UHR. The committee can ask if the person wants the email forwarded to UHR. Bart can send some question to exec to receive feedback on how to answer. The committee should make sure to respond to the person right away, letting the person know the email was received and will have an answer soon.

   **Action item:** none

   Discussion: The priorities were reviewed and divided into priorities that will be worked on this council year (2014-2015), priorities that are already in progress, priorities that need additional research completed by exec and other appropriate groups on campus, and priorities that will not be worked on this council year.

   Below is the list of the five priorities that will be worked on for the 2014-2015 council year. Two exec members have been assigned to each priority to assist in facilitating the discussion. The goal is to get good input from councilors, so they take ownership of the priorities. Council members will get to choose during the December P&S Council meeting which priority they would like to work on and join that group for discussion during the meeting.

   1) P&S Staff Mentoring – Jessica & Kate
   2) Position Description Review – Kris and Lynn
   3) Career ladder/moving up pay grades—Bart & Amy
   4) New P&S Councilor Mentoring –Stacy & Katie
   5) Social gatherings/communication – Robin & Clayton

   Tera will float between all groups.

   Questions that can be discussed in the priority groups:
   1) What do you want the outcome of this priority to look like?
2) How do we get to that outcome (action items)?

Going forward, will do priority planning during the June council meeting. The exec committee will discuss the priority list during the summer retreat. The priorities will be rolled out at the August P&S Council meeting so work can start right away.

Action item:
- Kate will create priority form that includes these questions. The form should be used by each group and collected at the end of the discussion so exec can keep track of how priorities are being worked on.

7. Campus Leaders' Breakfast Questions - All
Discussion: Clayton provided copy of questions during meeting. Exec committee members attending breakfast: Amy, Tera, Steve, Clayton, Katie, Jessica, Bart, Kris and Lynn. The Campus Leader's Breakfast is scheduled for December 16th at 7:15 at the Knoll.

Action items:
- Clayton will email out breakfast questions to exec committee.
- Exec committee members need to provide feedback to Clayton by Tuesday, November 25th, identifying top five questions want answered during breakfast.
- Clayton will submit to appropriate contact for the Campus Leaders’ Breakfast.

8. Newsletter Items - All
Discussion: Have identified enough newsletter items for the next addition.

Action items:
- Robin will follow up with Sandy.
- A draft will be sent out for exec to review and provide feedback before finalized.

9. Revisions to Constitution & Bylaws
Discussion: Worked on revisions to Professional & Scientific Council Constitution and Bylaws.

Action items:
- Kate will go through both documents to make sure spelling is correct, P&S spelled out, etc. and then send to exec committee to read through again to make sure it is the way we want to present it.
- Kate will number the lines of the documents in preparation for the entire P&S Council to review. Kate will also have a version with all track changes accepted and the document in a final form so council members can see the revisions on one document and a final version on another document.
- Tera will send out documents along with December council meeting agenda.

10. Good of the Order
Action Items/Assessment of Meeting
Next monthly Council meeting December 4th, 2:10-4:00, Memorial Union South Ballroom
Next Executive Committee meeting December 18th at 2:00 p.m. in 107 Lab of Mechanics

11. Adjourn
Time meeting ended: 12:44, a few of us stayed to finish and we got done with the revisions to the Constitution & Bylaws!!!!!