Iowa State University, Professional & Scientific Council, Executive Committee
Date/time: December 18, 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>
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<td>Lindsey Wanderscheid</td>
<td>Chair of Awards Committee</td>
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<td>Amy Tehan</td>
<td>President</td>
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<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>
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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>
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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 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: Paul Tanaka

Time meeting started: 2:06

Agenda:

1. **Assignment of Intellectual Property at ISU – Paul Tanaka**
   **Discussion:** Paul gave an overview of the policy and history of Stanford v. Roche. ISU will put in *assignment of intellectual property* language in Letter of Intent (LOI) for new employees (P&S, Faculty, and grad students/post-docs). Current process with gold sheet does not cover this issue. Next steps will include having current employees sign a document related to *assignment of intellectual property*.
   **Action item:**
   - If anyone has any questions about *assignment of intellectual property* or suggestions for implementing with current employees contact Paul.

2. **Opening Round-table - All**
   **Discussion:** Something that has gone well this past semester and what you are looking forward to this next semester.
   **Action items:** none

3. **Constitution Distribution/Bylaws Motion - All**
   **Discussion:** Need to send P&S Council Constitution amendments out to all P&S staff by end of January. It was suggested to put a message on AccessPlus, as well as an explanation in the P&S newsletter, and a special email sent out by exec. The proposed amended Constitution will be put on the P&S Council website. It was also suggested to use similar text for all communication. Bylaws will be a motion during the January Council meeting under new business. The first reading will be during the January meeting. Comments and suggested edits can be submitted prior to the Council meeting or during the meeting. P&S Council will do second reading during February Council meeting and vote.
   **Actions items:**
   - Robin will make sure proposed Constitution amendment information is in monthly newsletter & on P&S Council website.
• Tera will send out Bylaws to P&S Council with line numbers the week of Christmas break.

4. Leadership Meetings – Amy/Tera
   Discussion:
   • Amy & Tera requested to be invited to Provost Cabinet meeting (college deans attend this meeting) on January 13. Tera and Amy will talk about realignment of councilor/constituent assignment, support of P&S conference, and councilors’ meetings with units/directors, encouraging their staff to run for P&S Council, and P&S awards.
   • Amy & Tera requested to be invited to Department Chairs meeting in February.

   Action items:
   • Exec members need to provide information on director’s meetings for different units to Tera.
   • Exec will create talking points document for councilors to use when meetings take place (add to January Exec agenda)
   • PD committee will make a conference flyer that can be given out at these meetings.
   • A document needs to be created with the items listed above that Amy & Tera will discuss at the Provost Cabinet meeting.
   • Exec would like open seat information from Stacy to have available if asked during these meetings and to use for recruiting under-represented groups and areas.

5. Provost Council Report – Amy/All
   Discussion: Tera and Amy will give an update to the Provost on the seminar series (attendance in-person and online). Tera & Amy will also provide a spending report for the PD conference.

   Action item:
   • Lynn will provide spending report for the PD conference to Amy & Tera.

6. Seminar Series - Amy/All
   Discussion:
   • Upcoming seminars:
     o January – UHR person - PD/Reclassification – show and talk about it (January 13?)
     o February – PD conference on the 12th
     o March – no seminar this month
     o April – open, would like to have the new CIO talk about IT issues
     o May – PD related (suggestion: a great speaker from the PD conference)
     o June – Dave Biedenbach - Budget

   Action items:
   • Robin will work to solidify these seminars with the communications committee and provide updates at future Exec meetings.
   • Lynn will look into having one of the presenters at the PD conference present at the May seminar (will know who was a success after receiving conference evaluation feedback in late February).
   • Clayton will be the point person for the Seminar Series. He will have a sign-up sheet, obtain a head count, provide intro & ending at each seminar.

7. 2014-2015 Council Priorities – All
   Discussion:
   • Jessica would like her committee to take on the Mentoring priority (along with council members who chose that priority)
• Comp & Benefits committee – this committee is looking for more to do, suggestions were given:
  o make tip sheets/repackage information that is user-friendly for staff, the more you know videos (Katie’s idea 😊)
  o have UHR-benefit staff come to their meetings to discuss what is available
  o Jessica and Bart’s committees work together on some of the priorities for exec to research and explore (look at 2014-2015 priorities document)
• Career Ladder priority – suggested having a discussion with Julie Nuter about climate with UHR. Exec would need to generate some talking points before this discussion takes place.
• Social gatherings priority – the recent get-together at London Underground was a success. Suggested that a future gathering happen on campus - bring your own lunch to a designated spot on campus was one idea. Other suggestions for larger P&S social gatherings included: on-campus gathering (with Cy photo booth!) with light refreshments and a 5k run/walk fundraiser @ Ada Hayden for council/charity.

Action item:
• Exec committee will continue to discuss the above items at next exec meeting (add to agenda)

8. Good of the Order
Action Items/Assessment of Meeting
A couple of items mentioned at the end of the meeting:
• The Awards committee will meet very soon to discuss who will be granted awards for P&S Cytation, P&S CytationWoodin, and P&S Team. February 26 is the Awards Breakfast (limited invite).
• Clayton will write up a summary of Campus Leaders Breakfast and send to exec only.

Next monthly Council meeting January 8, 2:10-4:00, Memorial Union Gallery room
Next Executive Committee meeting January 15 at 2:00 p.m. in 107 Lab of Mechanics

Action Item:
• February exec meeting needs to move from the 19th of February to a new date, as well as in May. Amy will send out a doodle poll.

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