Meeting Minutes

Member | Role | X= in attendance | Member | Role | X= in attendance
---|---|---|---|---|---
Amy Tehan | Past President | X | Diane Rupp | Chair of Awards Committee | X
Tera Lawson | President | X | Amy Ward | Chair of Communications Committee | X
Clayton Johnson | President-Elect | X | Karl Schindel | Chair of Compensation & Benefits Committee | X
Kate Goudy-Haht | Secretary/Treasurer | X | Ben Green | Chair of Peer Advisory Committee | X
Jordan Bates | VP for University Planning & Budget | X | Kris Koerner | Chair of Policies and Procedures Committee | X
Jessica Bell | VP for University Community Relations | X | Kate Goudy-Haht | Chair of Professional Development Committee | X
Katie Davidson | VP for Equity and Inclusion | X | Stacy Renfro | Chair of Representation Committee | X

Guests in attendance: Julie Nuter, Emma Houghton, Bart Dobson, Erin Kalkwarf, Lisa Rodgers, and James Studley

Time meeting started: 10:00 a.m.

Agenda:

1. **Proposed Salary Recommendations**
   
   **Discussion:** Total compensation includes looking at funding situation (Legislature and Board of Regents). Looking at competitive salaries and compensation and classification system, want to bring into 21st century to serve employees best. Need to look at entire P&S classification system to fix issues. Want a system that is transparent, well understood, and maintained for the future.

   **Action Items:** Amy Ward will ask Jim Harken to write an article for the P&S newsletter about Blue365 (include testimonials).

2. **Professional and Scientific Council’s Statement (Total Compensation Statement)**
   
   **Discussion:** Include need for a variety of tools for supervisors to help evaluate their employees and supervisor training on performance-based increases. Training needs to include how to evaluate employees and effectively manage people. Need to fix the current classification system, so P&S employees can have careers not just jobs. Need to include professional development opportunities. Do not put in a specific percent increase. Instead talk about the previous modest increases and the need for a larger increase this year. Satisfactory performance should move with the matrix, the minimum percentage for satisfactory performance and the matrix adjustment should mirror each other. There are inequities within the university that need to be addressed.

   **Action Items:**
   - Comp & Benefits committee will need to have Total Compensation Statement Motion to Exec committee by April 25 for review.
   - The motion needs to be sent out with agenda to Council members on May 2.
   - 1st reading of motion taking place at May 5 Council meeting.

   
   **Discussion:** Anyone elected to an area that is changing will have to re-run next spring, having a 1 year term instead of 3 year term (See Bylaws). We will not be able to do anything until December 31st when we receive the current count for every representation area.

   **Action Items:** none
4. **Statement to the Iowa Board of Regents**  
**Discussion:** Impact P&S employees have on students and faculty will be focus of statement. Tera will include numbers from last year from various parts of the university to highlight impact. Will want to include Extension as well. The statement will also bring up the percent increase over the last 5 years for P&S employees (on average only a little more than 1 percent per year).

**Action Items:**
- Various exec members will get impact information to Tera by Monday, April 18.
- Tera will have statement ready by Tuesday, April 19 for Exec to review. Tera is giving statement on Thursday, April 21 during the BOR meeting in Council Bluffs.
- Communications committee will Tweet/Facebook that the presentation is happening during the BOR meeting.

5. **May 26 Council Meeting – New Councilor Orientation at 11:00 a.m., lunch for current and new Councilors at 12:15 p.m., picture of new Council at 1:00 p.m., committee meetings after picture around 1:15 p.m., Council meeting at 2:10 p.m. (recognizing outgoing Councilors and recognizing Executive Committee members)**  
**Discussion:** Exec committee members were ok with the schedule. Tera will announce at May 5 meeting about Councilor survey requesting committee preference, it will be sent out on the 5th or 6th. Need to send out to current and new Councilors a map, instructions for parking and other details for May 26 meeting.

**Action item:**
- Need to send out schedule to everyone along with logistics (including new Councilors).
- Need to figure out where to tell non-councilor members to meet for their committee meetings at 1:00 p.m. Various members of the Exec committee will take care of these first two action items.
- Clayton will schedule the photographer for 12:30-1:30 and let Kate know the cost.
- If you have recommendations for committee chairs let Clayton know.

6. **Updates of Council Motions**  
**Motion Seeking Clarification Regarding Interpretation and Application of the Flexible Hours Program, the Flex Time Policy, and the Vacation Leave Policy during an Iowa State University Partial Closing**  
**Motion Proposing Changes to the Tuition Reimbursement Program**  
**Discussion:** Tera should have something from Kristi Darr by today (Friday, April 15) for the Motion Seeking Clarification. When Tera receives information from Kristi, she will send to all of Council requesting feedback. For Tuition motion, it is on target for Fall 2016 implementation; it is currently going through the approval process.

**Action items:** We will receive updates on these motions as information is available and share with Council and P&S employees.

7. **Closing Go Round** – what are you going to do before next Council meeting, everyone shared.

**Time meeting ended:** 12:00 p.m.
Upcoming Activities:
- Next Professional and Scientific Council meeting – **Thursday, May 5** from 2:10-4:00 p.m. in the Memorial Union Gallery Room
- Professional and Scientific Council Seminar Series – **April 19** from 2:00-3:00 p.m. in the Gallery Room and **May 10** from 2:00-3:00 p.m. in the Gallery Room
- Next Executive Committee meeting – **May 19** from 9:00 a.m.-11:00 a.m. in 107 Lab of Mechanics

**After the regular Exec committee meeting a small group of exec member met to discuss the spring P&S employee Meet & Greet**

- P&S Employee Meet & Greet, May 24, 3-5 p.m., Sukup Atrium
- Need sticker nametags with name and representation area for current and incoming Councilors (Jessica taking care of)
- Location is free, need to clean up and put chairs back to original set-up
- 2:00 – set up
- Food: brownies, cookies, trail mix, iced water, lemonade/iced tea
- Have catering cut desserts into smaller sizes
- Need a couple of tables from Catering (ISU Dining) for food and drinks
- Communication about Meet & Greet - will be mentioned in early May newsletter, a special constant contact email with formal invitation will be sent to all P&S employees, and will be within the recap email after the May 5 Council meeting. May want a reminder email to go out on the 22nd or 23rd.
- Kate needs to get Jessica budget
- Jessica will look into cost to have Cy at Meet & Greet
- Pre set-up – Jessica, Tera, Kate, and Clayton?
- Post clean-up – Amy Ward, Jessica, and Tera
- Exec is strongly encouraged to attend, if you want to help set-up or tear-down that is great!