

**Iowa State University  
Professional and Scientific Council  
Executive Committee  
Thursday October 17, 2013**

**Minutes**

- I. Call to Order – 1:19PM
  
- II. Officer Reports
  - President
    - Met with Provost and UHR. We shared our information about going to UNI and they encouraged us to keep doing that. The staff get 12 credits a semester at UNI. There has been a history of fees and on some level there will continue to be a system of fees, but we can continue to ask questions about the fee process. I also spoke about retention and the market value of our staff. We are also talking about the wellness committee.
  - President Elect
    - I don't have a report other than what is on the agenda.
  - Secretary
    - No report.
  - VP for University Community Relations
    - We need questions for the Campus Leaders' Breakfast
      - We could ask about the Towers Perrin report
      - Safety and Security
  - VP for University Planning and Budgets
    - We have a committee and I put together a poll to find out when we can meet.
  - Past President
    - At the meeting with the new regents we need to have a few prepared questions.
  
- III. Committee Reports
  - Professional Development –Amy/Dick
    - We met on Monday and are moving forward with tentative conference planning as well as continuous work on the 5 C's. We also are looking at the mentor/coach/onboarding program that we are working toward.
  - Representation – Charby
    - See emails, no report.
  - Awards – Lindsey
    - I talked about the team award having one event with the other CyTation awards. We are looking to get a date set for February/March.
  - Communications – Robin
    - We are at the point that we will be migrating the website today! We also are working with any small changes that we may want to make to the newsletter. Allan has been attending the PD committee meetings and I intend to start going as well if the times work. We are no longer going to use Survey Monkey.
  - Policies and Procedures – Kris

- I am very thankful that the HR policies are done and off my plate. I have a PLAC committee meeting next week. There are a number of policies on the list.
- Peer Advisory – Jessica
  - We had 2 contacts. I have had other committee members helping with the contacts as I have been out a bit. We are working to have the website revised and there are a few things that will be changed with our goal of January.
- Compensation and Benefits – Chuck
  - No report.

IV. Unfinished Business

- Requested Provost Office to prepare explanation of why certain fees are charged for staff taking classes
- Schedule a Peer P&S meeting with University of Iowa (UNI completed)
- Review Council Goals-determine forward path
  - This will be discussed more after the minutes come out.
- Gift cards and certificates status

V. New Business

- Develop a list of importance of a salary bill and present to Regents
  - We are going to investigate the history of the salary bill and we are going to work with the other Regents Universities.
- Requested P&S retention fund be centrally established
  - Covered in President's report
- Comp time matter (example Dept of Residence)
  - This is tabled for another time.
- Establish Diversity and Inclusion Committee
  - This is tabled for another time.

VI. Good of the Order

- Next Regular Council Meeting – November 7th.
- Next Exec Meeting – November. 21st
- Professional Development Seminar – Tuesday November 12th 2:00 – 3:00  
Campanile Room – Benefits Overview

VII Adjourn at 2:55pm.