

Iowa State University, Professional & Scientific Council, Executive Committee

Date/Time: January 21, 2015, 9:00-11:00 a.m., 107 Lab of Mechanics

Meeting Minutes

Member	Role	X= in attendance	Member	Role	X= in attendance
Amy Tehan	Past President		Diane Rupp	Chair of Awards Committee	
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	
Jordan Bates	VP for University Planning & Budget	X	Kris Koerner	Chair of Policies and Procedures Committee	
Jessica Bell	VP for University Community Relations	X	Lynn Bagley	Chair of Professional Development Committee	X
Katie Davidson	VP for Equity and Inclusion	X	Stacy Renfro	Chair of Representation Committee	

Guests in attendance: None

Time meeting started: 9:05 a.m.

Agenda:

1. **Opening Go Round**

**Discussion:** Share what you have accomplished or done since the last meeting, everyone shared.

2. **Communications Committee – CyPoint and CyBox Demonstrations and Decision**

**Discussion:** Amy provided a power point presentation on CyPoint and CyBox – pros and cons of each system. Executive committee discussed the options and chose to use CYBOX going forward.

**Action Items:**

- **Need to figure out process to move information from CyPoint to CyBox**
- **Need to figure out structure of folders in Cybox**
- **February form sub-committee, sub-committee meet in February, present structure at Exec meeting in February**

3. **VP University Community Relations – monthly new employee list**

**Discussion:** Jessica provided a list of P&S employees to show what she is now receiving every month from UHR. Jessica will send entire list to representatives that have a new/transfer employee on the list. Jessica will send list out monthly. Crafted messages will be put in Cybox to use when sending out the special welcome email.

**Action Items: Jessica will request another column on spreadsheet that indicates new or transfer employees**

4. **Board of Regents Strategic Planning – Seeking input**

**Discussion:** Tera asked for input on the Board of Regents Strategic Plan. The following ideas/comments were brought up by exec members: need a directive focused on faculty and staff – bringing in new staff, retaining quality staff, succession planning, changes with new ERP systems, cost savings from fewer searches, competitive pay, increase faculty and staff to meet needs of growing enrollment and programs, addressing the employment needs of a complex institution, preparing for change at the department, Dean, VP levels. Preparing all individuals at ISU for change – value everyone, serving the people of the state of Iowa, valuing the service of the people in the state of Iowa, safe, welcoming, inclusive environment for all - students,

faculty, staff, and visitors, stronger connection between regent institutions, sharing resources with each other.

**Action Items:** Tera will take discussion points mentioned above and put into a response that can be provided to board of regents as requested.

5. Update on Motion Seeking Clarification

**Discussion:** Tera sent motion to the people listed on the motion via email. Senior Administration working on the issue.

**Action item:** Tera and Clayton will check on progress at their scheduled meetings with Senior Administration.

6. **June General Council Meeting Dates and Locations**

**Discussion:** Tera and Clayton would like to move up the June Council meeting due to Clayton's schedule conflicts in June.

Proposed date: Thursday, May 26.

Meeting Agenda:

12:00-1:00 – New Councilor Orientation

1:00-2:00 – Lunch with committees

2:00-4:00 – Council meeting

This would be the last Council meeting of the fiscal year.

**Action items:** Tera will check with Memorial Union for room availability.

7. **Closing Go Round**

**Discussion:** Everyone come up with things for #highlightingISUstaff

**Time meeting ended:** 11:06 a.m.

**Upcoming Activities:**

- Next Professional & Scientific Council meeting – **February 4** from 2:10-4:00 p.m. in the Memorial Union Gallery Room
- Professional & Scientific Council Professional Development Conference – **February 11** from 7:30 a.m. – 4:30 p.m. at the Scheman Building, Iowa State Center, *Building YOU, Reinforcing US.*
- Next Executive Committee meeting – **February 18** from 9:00-11:00 a.m. in 107 Lab of Mechanics