

Iowa State University, Professional & Scientific Council, Executive Committee

Date/Time: February 18, 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	X	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	
Kate Goudy-Haht	Secretary/Treasurer	X	Ben Green	Chair of Peer Advisory Committee	X
Jordan Bates	VP for University Planning & Budget		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	

Guests in attendance: none

Time meeting started: 9:00 a.m.

Agenda:

1. **Opening Go Round** – what are you excited about, everyone shared.

2. **Update from the Professional Development Conference**

**Discussion:**

- Many positive comments received about the conference. So far, with 291 responding to the post-conference survey, 99% were satisfied or very satisfied.
- A brief report was provided to the representation and exec committees related to the questions about serving on Council. There were over 20 P&S employees that want to be contacted with more information about serving on Council.
- It was recommended that the same structure be utilized in FY17 to have a conference chair that is separate from the PD committee chair. This structure was successful this year. Also continue to recruit non-Council members (P&S employees) to assist with the conference since it is such a large task to put on each year.
- A suggestion was made to address the issues the ERP meeting created by sending an email/letter to the leadership involved with scheduling the ERP meeting. The ERP meeting was scheduled on the same day as the conference which created several people needing to cancel their attendance, a speaker cancelling her session, and many extra hours to fix things.
- Tera asked Kate to step into PD committee chair role through the end of FY16 Council year due to the vacancy left by Lynn Bagley. Kate accepted the interim position.

**Action Items:** Kate will create brief and full reports of post-survey conference results and send to PD and exec committees. These reports will also be submitted to select ISU leadership.

3. **Update from Faculty Senate Meeting – President Leath’s Presentation**

**Discussion:** Tera provided an update from the Faculty Senate meeting she attended on February 9. Some of the highlights of President Leath’s remarks include: this legislative session will be a difficult one to get what is being asked, goal to get to 16:1 student to faculty ratio, meaningful salary increases for all employees, enrollment management, strategic plan update (forums are March 31 and April 5), SVP of Student Affairs will be announced soon, SVP of Business and Finance position is open – looking at changes with University administrative structure, searches for Director of Equal Opportunity, General Counsel, Chief of Police, and Director of Memorial Union.

**Action Items:**

- Exec committee members are strongly encouraged to attend open forums for Strategic Plan process.
- At next Council meeting, Tera, during her President's report, will encourage Council members to attend open forums.
- March newsletter will include Open Forum information.
- Amy Ward will send out a reminder email to attend the open forum through Constant Contacts before the April forum.
- A question will be formulated related to change in University Administrative structure for the Campus Leader's Breakfast. Depending on the result of the response received at the breakfast, exec may send a letter to President Leath expressing interest in Council being part of the discussion about the restructuring of administration.
- For FY17 Council year, will invite Division of Student Affairs, Division of Business and Finance, and the President's Office present at Council meetings on a rotating basis.

**4. The Current Trend of Colleges and Units Requiring that All Vacancies for P&S Positions be term Positions**

**Discussion:** There is a perception amongst P&S employees that term positions are a concerning practice for the University. What message do term positions send to applicants and current P&S employees? Does there need to be more guidelines/policies around term positions? How many term positions turn into continuous positions?

**Action Items:** Tera and Clayton will ask Julie Nuter for data points to gather information about term positions and bring back information to exec committee.

**5. Campus Leaders' Breakfast Questions**

**Discussion:** Will have a question related to administrative changes that might occur with the SVP of Business & Finance opening and how the decision making process will work. Will have a question about Professional Development – beyond what Council provides. Will have a question about what employees can do to help with advocacy with legislation.

**Action item:** Jessica will write up questions and send out to exec committee to review today. Questions are due this afternoon, so feedback must be provided by 3:00 p.m. Tera will submit questions by end of day.

**6. June Meeting Update**

**Discussion:** The June meeting will be moved to May 26 at Vet Med. A classroom has been reserved for the meetings. Food will be in the Fish Tank Lobby. Parking is available. The next newsletter will include information about the new date of the last meeting of FY16.

**Action items:**

- Katie will reserve extra conference rooms for committees to meet.
- Clayton will look into catering options.
- Amy will include meeting date and location in next newsletter.

## 7. Ideas for a Professional Development Opportunity Focused on Inclusion

**Discussion:** We want the August Seminar Series to focus on inclusion/diversity. A suggestion was made to invite the new VP of Diversity to speak (Reg Stewart).

Upcoming Seminar Series (some are booked, some need to be asked, need details for website)

March – Joyce Lash (Financial Aspect of Caring for Aging Parents and Special Needs Children, booked)

April – Denise Williams-Klotz (booked)

May – Barb Wollan (Money for Life, booked)

June – Julie Nuter (Being in the Driver's Seat of your Career, need to invite)

July – Larry Ebbers (Leading from the Middle, need to invite)

August – Reg Stewart (Inclusion/Diversity, need to invite)

**Action items:** Tera will contact Reg to schedule a presentation in August. Kate and Tera will discuss Seminar Series (invites, logistics, PD committee involvement)

## 8. Closing Go Round

**Time meeting ended:** 11:00 a.m.

### Upcoming Activities:

- Next Professional and Scientific Council meeting – **March 3** from 2:10-4:00 p.m. in the Memorial Union Gallery Room
- Professional and Scientific Council Seminar Series – **March 8** from 2:00-3:00 p.m. in the Gallery Room
- Next Executive Committee meeting – **March 17** from 9:00-11:00 a.m. in 107 Lab of Mechanics