

Iowa State University, Professional & Scientific Council, Executive Committee

Date/Time: March 17, 2016, 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	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	

Guests in attendance: none Time meeting started: 9:03 a.m.

Agenda:

1. **Opening Go Round** – what are you looking forward to this spring, everyone shared.
2. **Update on Compensation and Benefits Committee Discussions**
Discussion: discussed doing something different this year instead of a salary recommendation. The committee has opinions but no agreement. Instead of a specific salary recommendation, call it a total compensation proposal that covers more than competitive compensation, but benefits, revised classification system, mentoring, professional development, supervisor training, etc. We should emphasize valuing P&S employees. April 1 Julie Nuter will present her recommendation at the UBAC meeting. Julie will then meet with the Professional and Scientific Council Executive committee.

Action Items: 1st read of Compensation proposal at May 5 council meeting, then a second read at June Council meeting (which is taking place at the end of May). The proposal needs to be to the Exec committee by April 25. The Compensation and Benefits Committee will be invited to the exec meeting on April 15.

3. **Update on Elections**
Discussion: We will need to appoint someone from the President’s office to fill a Council seat in July. Only one person is running from the President’s office and there are two openings for the 2016-2017 Council year. A letter from exec will be sent to the President’s office via email clarifying the process to appoint a P&S employee to Council and encouraging P&S employees to run for Council.

Action Items: Tera/Clayton will send draft email to exec for review. Will email out to the President’s office this spring. Wednesday morning (March 23) will send out an email to all P&S employees to remember to vote.

4. **Enrollment Management**
Discussion: Faculty senate will provide a list of current ideas/recommendations to look at. Tera will send out to exec to review. Additional ideas can be added to the list. We will draft something for our Councilors to send out to their constituents. We will send information to task force.

Action Items: Amy will draft the message about *Enrollment Management* that will be sent to Councilors, she will send to exec to review before sending out.

5. Changes to the By-Laws – regarding the titles and roles of non-council members on committees

Discussion: Stacy drafted sample text to amend the Bylaws to state all ex-officio and non-council members of council committees will be non-voting members except where otherwise noted in the Bylaws.

Action item: Will put forward a motion on behalf of exec. at the April meeting for 1st read, second read will happen in May. All exec members should check Bylaws to see if there are any other changes.

6. Update from Campus Leaders' Breakfast

Discussion: Discussed responses to the questions answered by the President at the breakfast. Changes will be happening with Warren Madden leaving. Opened the door for conversation about professional development. The President gave update on open positions.

Action items: Think about questions for next Campus Leader's Breakfast.

7. Professional and Scientific Council all P&S Employee Social

Discussion: Need to pick a date and find a location. Looking at Mid-May and may have a resource type fair. Potential locations are Sukup Atrium and Hach Hall.

Action items: Everyone think of groups to invite for a few resource booths. Exec members will figure out food and timeline.

8. Update on Contacts Received

Discussion: Discussed a letter Council received.

Action items: no action item

9. Reschedule April Exec Meeting

Discussion: Julie would like to meet with us the week of April 11. She will bring her UHR leadership team. Julie will talk about salary recommendations. April exec meeting will be on April 15, 10:00 a.m.-12:00 p.m. Location TBD.

Action items: Tera will figure out a location and email the exec committee.

10. Closing Go Round – something that is happening or is going to happen by the next council meeting, everyone shared.

Time meeting ended: 11:17 a.m.

Upcoming Activities:

- Next Professional and Scientific Council meeting – **WEDNESDAY, April 6** 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
- Next Executive Committee meeting – **April 15** from 10:00 a.m.-12:00 p.m. Location TBD