

Iowa State University, Professional & Scientific Council, Executive Committee

Date/Time: May 19, 2016, 9:00 a.m. -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	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		Stacy Renfro	Chair of Representation Committee	X

Guests in attendance: none

Time meeting started: 9:00 a.m.

Agenda:

1. Opening Go Round – Share a win! Everyone shared.

2. Update from Campus Leader’s Breakfast

Discussion: Tera shared with exec members that did not attend what was discussed during the campus leader’s breakfast. Term employees should only be used for grant projects and special circumstances; President Leath mentioned that he would discuss with Julie Nuter. There is a need to improve communication (ex. ERP) about University related issues that effect employees. Discussed salary increases. Discussed hiring of leadership administration positions. Looking at another capitol campaign related to vet med. Discussed student spaces and classrooms. Mentioned hotel option at Iowa State Center, the remodel of Memorial Union, and renovating Towers to make it a destination hub, especially for students majoring in Ag.

Action Items: Council Exec needs to follow-up on progress with the questions we are asking during campus leader’s breakfasts.

3. Update from University Budget Advisory Committee Meeting

Discussion: Received 2.2 million from the state (5th straight year getting an increase from the state). Looking at average of 3.5% salary increases for employees, coming from savings from pooled dollars. Looking at another record enrollment for fall 2016.

Action Items: Stay tuned!

4. Committee – clarification Policies and Procedures regarding flex time policies

Discussion: Kris shared the process her committee went through to come up with recommendations. Kris went through the recommendation document. A memo will be created in response to UHR’s clarification to these policies. A lengthy dicussion occurred related to how to proceed.

Action Items: Kris will get the response document ready to go out by Monday at noon with the Council meeting agenda. Kris will present the response document to Council during the May 26 Council meeting.

5. Compensation and Benefits Committee – Compensation Recommendation

Discussion: Karl discussed the compensation recommendation, the process going forward was explained. Decided to focus on compensation (not to focus on professional development, mentoring, etc.). Suggestions were made to fix formatting and order of 1,2,& 3 (pull out a piece of two and make own heading, current vs future). Other suggestions were offered by exec members. Karl's committee will be meeting Friday to make changes. The second reading will take place at the May 26 Council meeting.

Action item: Karl will have the edited document ready by Friday morning. Then will send to exec by Friday afternoon. Monday afternoon the new draft will go out with the Council meeting documents that Clayton sends out.

6. Update Priority Planning Document from July 2015 – current status of items, year end report

Discussion: Tera has requested exec members go on Cybox to fill in items related to their respective committees as soon as possible.

Action items: Tera will present the year end report as a Special Report during the May 26 Council Meeting.

7. Events Next Week

Discussion:

The timeline for next week's Meet, Greet, and Eat for P&S Employees on May 24:

3-5 PM in the Sukup Atrium in Elings Hall.

Welcome remarks will begin at 3:45 PM.

Exec committee members and Council representatives are all encouraged to attend.

The timeline for next week's Council meeting on May 26:

11:00 AM: New Councilor Orientation (only required for new Councilors and the elected members of the Executive Committee—Not committee chairs)—Room 2226 Vet Med

12:00 PM: Lunch—Fish Tank Lobby, Vet Med (only for current and new councilors)

12:45 PM: Group Photo—Location TBA (only for current and new councilors)

1:10 PM: Committee Meetings—Locations listed above (for current and new councilors, as well as non-council committee members)

2:10 PM: General Council Meeting—2226 Veterinary Medicine (public meeting)

Action items: Exec members will complete tasks related to these two events by the established deadlines.

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

Time meeting ended: 11:03 a.m.

Upcoming Executive Committee Meeting:

- Next Executive Committee meeting – **June 16** from 9:00 a.m.-11:00 a.m. in 107 Lab of Mechanics (FY16 and FY17 Exec committee members will meet!)