

Iowa State University, Professional & Scientific Council, Executive Committee

Date/Time: June 16, 2016, 9:00 a.m. -11:00 a.m., 107 LOM

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	
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	X

**Guests in attendance:** FY17 Exec Members: Melissa Gruhn, James Studley, Nick Van Berkum, Bethany Burdt, Samone York, and Jim Harken

**Time meeting started:** 9:03 a.m.

**Agenda:**

1. **Opening Go Round** – share something new or exciting, everyone shared.

2. **Peer Advocacy Committee - Mentoring**

**Discussion:** Overall very well done. A few suggestions were made to be consistent with Professional and Scientific Council and P&S Employees. Also suggested using the word potential opportunities since there is not a guarantee that career growth/salary increase will happen through mentoring. What are we doing with this *Report on Mentoring*, what are the next steps? Discussion occurred if a survey to P&S employees is necessary to find out if mentoring is still a priority and in what format. Before a survey what is our goal (this needs to be figured out by the Peer Advocacy committee). Discussed combining developing a mentoring program guide and collaborating with University partners to establish and manage an employee mentoring program as the goal for Council. Suggested the Peer Advocacy committee lay some ground work, establish an outline and bring to exec for review/discussion to keep this moving forward.

**Action Items:** PA committee will start putting together an outline for a mentoring guide and bring to Exec when ready. Remember to use Cybox.

3. **Communications Committee – Communications Guidelines**

**Discussion:** There is a need to outline communication guidelines; this will help with consistency and following ISU policies. Council is not a news source, we highlight good things P&S Employees are doing and events/activities specific to Council. Discussed using appropriate social media outlets depending on content/intent. Communications committee will have a designated member to focus on social media in FY17.

**Action Items:** Communications committee will work on finalizing guidelines and bring to Exec committee. Remember to use Cybox.

4. **FY16 Budget Close Out**

**Discussion:** Kate went over the expenses for FY16, discussing areas that were higher than expected and areas that were lower than expected. All allocated dollars will be spent by June 30, 2016.

**Action Items:** Kate will place FY16 budget report in Cybox.

#### 5. FY17 Budget Planning

**Discussion:** Kate went over the suggested FY17 budget, specifically discussing allocations for each category. Discussion took place about Extension recordings allocation needing to be the same as last year, if more than seven recordings are needed the extra will be covered under a PD related account.

**Action item:** Kate will place FY17 suggested allocations and justifications (part of FY16 report) in Cybox.

#### 6. Items From Last Council Meeting

**Discussion:** Discussed items from the meeting and what we have heard around campus about the important issues happening at the University. A suggestion was made to come up with standard responses when questions come up from constituents (this could be discussed at the retreat in July). Discussed the difficulty in accessing information on ISU website that pertains to P&S employees, need publicly available documents for processes, so people know how to work through the systems. Need to continue to work on transparency/communication.

**Action items:** Exec committee will continue to follow the progress being made with annual evaluations/merit-based increases.

#### 7. Chair Transitions

**Discussion:** Work with the new chairs to get them up to speed and transition successfully. Committee chairs will not do reports during the July Council meeting. In addition, no committee reports in the July Council meeting minutes. Ask for feedback from constituents about priorities since that is one of the agenda items for the July Council meeting. Select Councilors will be asked to send out an email to their constituents.

**Action items:** Stacy and Tera will create email that select councilors will send out to their constituents about priority planning.

#### 8. Closing Go Round – share what you liked this past year with Council, everyone shared.

**Time meeting ended:** 11:13 a.m.

#### Upcoming Activities:

- Next Professional and Scientific Council meeting – July 7 from 2:10-4:00 p.m. in the Memorial Union Gallery Room
- Professional and Scientific Council Seminar Series – July 12 from 2:00-3:30 p.m. in the Pioneer Room (reached capacity, can be placed on waiting list)
- Next Executive Committee meeting – RETREAT, date and location to be determined