

IOWA STATE UNIVERSITY

Professional and Scientific Council

Executive Committee Meeting
Monday March 20, 2017 | 10 AM - 12 PM | 107 Lab of Mechanics

Members

Clayton Johnson P
Jessica Bell P
Melissa Gruhn P
Ben Green P

Samone York P
Jordan Bates A
Tera Lawson A
Kara Berg P
Nick Van Berkum P

Bethany Burdt P
Jim Harken A
Stacy Renfro P
James Studley A
Amy Ward P

Opening Go Around

Committee members discussed their focus for the rest of the Council year.

Compensation and Classification Review

- Vendor: Aon Consulting Inc. was announced recently. Upcoming meetings will reveal more details.

Social Committee - Green

All P&S employee social in June

- June 16th
- location TBA - possible at one of the campus museums

Brown Bag Socials

- Tentative: Tuesday, April 18 (All employee) - 12:30 to 2:00
- Tentative: Friday, May 12 (Councilors) - 11:30 to 1:00

Child Care - Van Berkum

The Committee discussed how the lack of sufficient daycare options in Ames and the surrounding areas affect P&S employees and how to possibly collect data about these related issues and what other constituent groups on campus would be interested in discussing the issue.

Role of Policies and Procedures in edit/upkeep of Council Guiding Documents - Burdt

The Committee discussed potentially adding language to the bylaws to talk about the responsibilities of editing and upkeep of newly implemented policies and procedures.

Discussion: Mentoring of New Councilors

Based on the Rep Committee's survey results earlier this year, there seems to be a need to both onboard new Councilors and to keep new Councilors engaged throughout the year.

The Rep Committee discussed some ways to pair up experienced Councilors with new ones and keeping that same cohort together to meet periodically throughout the year.

The Rep and Peer Advocacy Committees will be meeting together to put together more ideas and come forward with a detailed proposal.

The Committee also discussed ways to make the regular Council meetings more engaging and more efficient.

Discussion: Documentation of duties for Executive Committee members

One idea was that the Communications Committee have an editorial calendar that they control. The Chairs from the other committees would provide input into the dates of certain communications that need to go out, but the master calendar would be controlled by Communication

Another suggestion is that each committee and each officer develop a standard SOP for their duties. The Executive Committee will explore establishing a standard format for everyone to start to use.

Committee chairs were also encouraged to continue archiving important committee documents and any agendas/minutes from their monthly meetings.

Closing Go Around

Adjourn - 12:04 pm

