Members Present: Chris Bauer, Betsey Pitts, Carolyn Plumb, Jeanne Wilkinson, Julie Tatarka, Nancy Filbin, Jeff Littlefield, Adam Edelman, Erika Swanson, Pat Lane

Chair Pitts called the meeting to order at 11:00 am. There was a quorum.

**Professional Council Membership/Tasks – Betsey Pitts**

- PC bylaws will be modified to articulate, more clearly, language regarding how and when Chair and Chair-elect and PC members should take office and what is expected of them. In the past, newly elected officers have participated in PC meetings during the summer in order to prepare for their official participation in the fall.
- Nancy Filbin has volunteered to be elected as chair of PC. A motion was made that Nancy Filbin assume PC chair position → seconded → all in favor → unanimous. A motion was made that Jeanne Wilkinson assume PC Chair-elect position → seconded → all in favor → unanimous.
- Discussions about a different PC culture included having more projects delegated amongst members.

**Professional Council Chair Duties**

**Collecting Items for PC Meeting Agenda and Compiling, Distributing**
Chair Filbin will collect items for PC agenda and ask Gale to post on MSU Today and the PC website the Friday before the meeting.

**Professional Email List/Web Site**
Adam will remove Betsey, Sheryl and Stacey from the professional employee list serve and add Nancy and Jeanne. Jeanne will review, periodically, the list serve. Erika will oversee the PC Twitter box content and posting, as well as the PC web site.

**ASGL**
Julie Tatarka volunteered to attend ASGL meetings as the PC representative.

**Professional Reps on Other University Committees**
Carolyn will liaise between professionals on other university committees and PC.

**Meeting with the President Monthly**
Chair Filbin and Chair-elect Wilkinson will now attend.

**New University Governing Councils**
Chair Filbin and Chair-elect Wilkinson will now attend the University Council meetings. Professional employee volunteers will participate in the other councils as duly noted in their “membership” criteria.

**BoR**
It was suggested that members, other than Chair and Chair-elect, also attend a BoR meeting.

**Leadership MSU and Other Appearances**
Adam, who has participated in Leadership MSU for the past three years, would like to share a new format for whoever would attend future meetings. Pat Lane volunteered to represent PC for other appearances.

**Other emails to Constituents i.e., introduction, surveys, communication**
Carolyn Plumb volunteered to conduct any PC or PE surveys and to craft correspondence for introductions and communications for the Chair to distribute.

**Budget**
Past-chair Pitts will forward the budget from last year and suggestions for this year’s budget to Chair-Filbin.

**Minutes**
Gale will type drafts as soon as possible and PC will make any changes via email so that they may be approved at the following PC meeting. If Gale cannot attend a meeting, other arrangements will be made to take minutes.

The meeting adjourned at noon, as there was no other business.

Signature          Signature
Betsey Pitts, Chair  Gale R. Gough, Secretary

Professional Council  09/01/2010