Meeting Minutes
September 20, 2016
11:00 a.m.
SUB, Alexander Room

Members in attendance: Katie Thomas, Daniel Gold, Maria Mabbutt, Jared Cox, Ben King, Rachel Duffy, Tana Monroe, Rob Littrell, Matt Lundgren, Erin Colburn, Aaron Culver

Absent: Kimber Shaw, Kori Smith

1. Call to order - 11:05

2. Minutes - August minutes review/approval - Approved

3. Treasurer’s Report - Budget updates, projected costs for luncheon
   -Asking Kimber to step in to keep an eye on the budget.
   -U store open
   -Subsidizing PSA lunches and pay for PSA emeriti

4. Old Business
   a. Fall luncheon (Monday, Oct 17)
      i. Program - HR sent honoree email for years of service; including last year and this year-details in email to recipients; Cali at HR. Run of show sheet reviewed. More details to come on day of event.
      ii. Day of - sign up for tasks - Need a few more; Rachel will recontact ACE
   b. Staff survey - review feedback prior to meeting - Overall themes: 1. Training and Development - Shared Leadership heavily mentioned; does Senate have capability to affect, or how much capability does Senate have to affect this category? New learning and training development program in the process. New group being formed to tackle this campus wide (in development). Connection between training and networking is Shared Leadership? Now what happens after shared leadership? How does senate create Pro-Staff specific “Shared Leadership”? Senate may not be able to facilitate training, but maybe be the outlet to promote what the university already has?
Communication is the issue? Decentralized communication. Strengths Finder session for senate? New employees need to know where to look for these things. Does the PSA aggregate on senate website? Yes, senate can capture communication and find a way to find effective communication; perhaps email not the best way to distribute. Senate to reach out to HR to discuss survey results. 2. Volunteering - there is a volunteer subcommittee, Matt sits on this committee. Historically two or three events per year were conducted, in addition to greenbelt cleanup; fundraising also conducted. This has fallen off recently. Senate serve to connect people with resources? Similar to training and development capabilities, then add a few events a year internally. 3. Networking - Connected heavily to both 1 & 2? PSA Networking sub-committee to be invited to upcoming meeting to discuss potentials. Survey results will be sent to subcommittee. Katie will do both. Rachel will join this group.

i. Set goals to be sent out to PSA in Sept. - PSA Senate to be active in increasing access to training and development; tasks associate: quarterly communication, add links to website, communicate with HR on staff feedback. Measureable through google analytics. Increase in attendance to events? Survey on annual basis? Can then ask if staff feel like their concerns/interests have been met/increased? Networking goal: tap into/empower Networking subcommittee, PSA to advertise for this committee. What is the goal of networking for PSA members? Have a list and a plan. Increase opportunity for volunteer activities on and off campus; reactivating volunteer subcommittee; listing opportunities. Katie will reach out. Measurable by attendance and list. This can link in with Networking.

ii. Include volunteer opportunities and committees

C. Website

i. Group photo? Canceled; headshots of individuals instead of group photo? Setup time for each person to be individually photoed. Group photo at luncheon.

ii. Headshots through photographic services
d. **Committees** - send out requests. Katie will reach out to interested individuals from survey to see who would like to be involved.

5. New Business
   a. ORP/PERSI email discussion - Will continue. Daniel will research PERSI vs current retirement.
   b. FLSA communication - next steps: Still rough around the edges for rollout and communication. Katie has asked Jay to follow up with her this week to go over. Focus group for HR on this, members were requested.
   c. Grievance policy update ([#7310](https://example.com)) - changes: Post termination appeal process through State Board of Education. State Board no longer desires to do this. This will now be done by outside entity. Optional mediation process was slightly changed for editorial purposes. These two items likely to be separated into separate policies going forward. Senators should read policy and Sonny will be approached if senate has concerns.
   d. PSA Networking Committee - Covered in #4 above.

6. Other
   a. Emeriti Process - Katie will ask for clarification on role of senate.

7. Adjournment - 12:11