Professional Staff Association  
Senate Meeting Notes  
February 10, 2010  
Forum, Student Union Building

In Attendance:  
Sari Byerly, Bill English, Mandy Nelson, Beth Oppenheimer, Pat Pyke, Mike Reed, Kathleen Tuck, Melissa Wintrow, Kimberly Woodings

Absent: Alain Rodrigue

I. Call to Order and Opening Activity  
• Mandy called the meeting to order at 10:35 am  
• For the opening activity, Mandy and Kimberly shared donuts with the group.  
• The gavel was passed to Sari for the next meeting.

II. Review and Approval of Minutes  
• Mike moved to pass the minutes as is. Kathleen seconded the motion and the senate voted unanimously to approve the December meeting minutes.  
• Reviewed minutes from special meeting held with Jane Buser.

III. Treasurer’s Report  
• Appropriated balance - $300.56 Local balance - $5394.98  
• Mike reported that Kimberly has finally been paid.  
• There was a Diners card charge for the Professional Staff of the Year plaque.  
• SUB rental charge of $236 for Stacy’s presentation.  
• HR has indicated that they will pay for the spring luncheon.

IV. Committee Outreach Chair: Kimberly’s report  
• Kimberly reported that she has not received any updates from the university committee representatives.  
• Robert Buel gave an update on the Social committee  
  ▪ Robert reported that he has about 3/4 of a team filled for the spring community softball league through Boise City. It is co-ed and more ladies are needed. This is a Sunday night recreation league and will run mid-April through July.  
  ▪ The chairs of the sub-committees met to discuss coordinating efforts for a “Staff Week”. Looking at the first week of June for staff week. Each committee would host an activity. Some of the ideas are a volleyball tournament, Greenbelt clean-up, speed networking, ice cream social – possibly have upper administration serving the ice cream. Still thinking of a big Friday night event.
Kathleen noted that we need to discuss budgeting of the sub-committees. Robert suggested that funds could be raised for staff week by selling t-shirts. Beth will look into the fundraising policy.

Melissa asked what the purpose of staff weeks is. Robert said they are hoping to build morale and show staff that they are appreciated.

Melissa asked for a one page draft of the purpose, objectives and proposed schedule and possible expenditures so the senate can vote and approve.

Pat asked if it was for all staff or just professional staff. Melissa proposed that the first year it just be professional staff.

Matt Lundgren gave an update on the Volunteer committee

- The committee has been working with several assisted living homes to bring residents to the 2 p.m. men’s basketball game on March 6th. Athletics is kicking in the tickets. Once the number of participants is determined volunteers will be sought.
- Adopted 2/3 of a mile of the Greenbelt to clean-up once per month. The stretch is off of Parkcenter by the property the university recently purchased. The committee will need to provide the bags for clean-up.
- Working with volunteer services board for Into the Streets on April 17th. Will advertise and promote.

Mike motioned to approve the sub-committees to move forward with current plans. Bill seconded the motion and the senate voted unanimously to approve.

V. Old Business

- Melissa met/spoke with both Jane and Dale individually about the job code title changes to express the concern she was hearing from professional staff.
- Forum with legislators has been confirmed for February 17th at lunch. Melissa, Renee and Owen plus a few representatives from each senate will meet with legislators to discuss issues. Beth and Sari will go with Melissa.
- Changes in the professional staff contract went into effect January 5th. The fine print on our contracts basically allows for contract changes “from time to time” and/or “without notice.” Faculty senate has written a letter to Dr. Kustra regarding contract changes and their recommendation that language in SBOE policy be restored to prohibit the changing of salary during a contract period. The largest area of concern is in regard to salary. According to the professional staff contract language, “The terms of employment set forth in this contract are subject to the governing policies and procedures of the State Board of Education and the policies and procedures of Boise State University, and as such may be amended from time to time and without notice during the term of this contract.” The Jan. 5 university policy change shortened the length of the non-renewal dates from 90 to 60 days, which is a part of university policy that got changed, but with notice in regard to the November 19, 2009, meeting held by Stacy Pearson. Melissa clarified the difference between university policy change and proposed changes to State Board Policy to give the university authority to make changes to salary and benefits
during the contract in times of exigency and “financial challenges.” Melissa, Mike Reed, and Bill English met with Stacy Pearson and Kevin Saterllee on February 8 to clarify this and discuss our concerns that if salaries were permitted to be changed during a contract period, then the contract really isn’t a “contract.” The only terms on the contract we sign currently relates to salary and appointment; a change in salary would be a change in a term we agreed to. The faculty senate also wrote a letter in cooperation with Kevin Saterllee requesting an opinion from the Attorney General about whether this proposed change would be appropriate according to law. Melissa accepted a motion to document professional staff opposition via a letter to Dr. Kustra in regard to the changes to our salary within the contract year and support of faculty senate to request an Attorney General’s opinion. Bill English made the motion to send a letter to the President. Beth Oppenheimer seconded and the motion passed unanimously.

- Meeting with Stacy and Kevin on Feb. 8
  - Discussion of policy changes
  - See notes above
- PSSAP Advisory Council Update from Feb. 3
  - PSSAP Meeting on Feb. 9, 2:30pm
  - Melissa attended this committee meeting on February 3. This was the first meeting held by this group since August when Ferd Schlapper served as the representative. The meeting was spent in discussing the error made by HR in regard to changing job code titles on the paystubs of professional staff on Jan. 22 with no notification. The meeting members provided advice to HR on how to best present the material in an forthcoming open forum for professional staff scheduled for February 9. Council members asked questions numerous questions for clarification.

**VI. New Business**

- Meeting with President Kustra
  - Open forum hosted by President Kustra on February 23 at 3 p.m.
  - Melissa met with President Kustra on January 29 in regard to concerns being shared with her about overall employee morale that was being negatively impacted by a lack of communication within the system in regard to the PSSAP, the change in policy in regard to non-renewal, the impacts of the change in benefits for part-time employees, etc. President Kustra was kind enough to meet the same day of the request and was open and receptive. He offered to host an open forum, inviting professional staff to share their experiences with him. This meeting will take place on February 23, 2010, at 3pm.
- Melissa will clarify with Jane if updates to JDQ’s come after March 1st will they still be reviewed for PSSAP.
- Spring Luncheon – Beth, Sari and Alain will coordinate.
- Emeritus status for Joyce Weir
  - Packet is complete and has good support. Mandy motioned to approve emeritus status for Joyce. Bill seconded and the senate voted unanimously to approve.

**VII. Announcements**

- Dan Timberlake, Director for Counseling Services, will present to the senate next meeting.
• Next Professional Staff Senate meeting will be Wednesday, March 10, 2010 in the Norco Building.

VIII. Adjournment
• The meeting was adjourned at 12:17.