Call to Order and Opening Activity
- Ferd called the meeting to order at 10:36am.
- Ferd passed out information regarding the smoke-free campus policy going into effect August 17, 2009. There were many questions about enforcement. Ferd confirmed that it is a policy change and that there are repercussions for non-compliance.
- Gavel is passed to Kathleen for the August meeting.

Review and Approval of Minutes from June meeting
- Kathleen moved to pass the minutes as is. Ferd seconded the motion and the senate voted unanimously to approve the June meeting minutes.

Treasurer's Report
- Mike reported that our balances are the same as last month, but expects $1925.00 to hit the appropriated account by the end of the month.
- Due to vacation, Beth was not able to turn in her expenditure by the end of June. Mike is working on this.

Committee Outreach Chair: Kimberly's report
- Kimberly has contacted every committee that professional staff serve on and asked them to review the information we had regarding their committee. She has made several updates and will provide the information to Melissa.
- There are 13 committees that need to replace members.
- Working on a survey to professional staff members. Wants to send out solicitation by end of week. (Update: email went out 7/16/09)
- Next meeting is August 12th. Is that too long to wait to assign committees? Mike asked how it was done last year. Kim reported that the senate didn’t meet last summer, so a special meeting was held to make committee assignments. Many committees are meeting over the summer so we need to meet sooner rather than later. There has been a lot of interest in serving on committees in the last few years.
- Pat suggested that we provide more information about what they need to do when applying as there has been confusion in the past. Kim is trying to clarify by using a Qualtrics survey. (Update: The Qualtrics survey didn’t work out so a Google form was created)
- Mike said that Melissa is interesting in surveying professional staff about what they would like our senate to work on. Ferd suggested that this be a follow-up email to the committee email.

Committee Information:
- Affirmative Action Committee: Melissa wants to hold off on assigning anyone to this committee. It has been brought to her attention that there is currently no training provided to committee members. She wants to talk to Holley about training opportunities. The committee would like someone with minority representation if possible.
- Distinguished Lecture Committee: Committee went away but is back.
Homecoming Committee: Must be from senate. Have already missed the two June meetings. Need to fill ASAP. (Update: Kimberly contacted the committee and they have agreed to let any professional staff member sit on this committee. Due to the urgency of filling this position, Kimberly approached Camille Mongelli and she has agreed to sit on this committee.)

HR Advisory Committee: Must be from senate. Meets September – May. Ferd is interested in serving on this committee.

Policy Advisory Group: No longer exists per Randi McDermott. Staff can sign up for email notification of policy changes. Mike reported that Melissa expressed concern to Jane Buser that there is no opportunity for input. Kim will follow-up with Randi on how to provide input or know when policies are being reviewed.

Student Fee Committee: Lynn Humphrey will help select for this committee. They would like someone with budgeting experience.

University Naming Committee: Must be senate President. Melissa will serve.

- Kimberly stated that committee members will need to report back to the senate. She would like to partner with a senator to provide a mini-training session to committee members. We do not just want to receive the minutes from the meeting. Pat said she would like to work with Kimberly.
- A special meeting for selecting committee members will be convened before the August 12th senate meeting.

V. Old Business

- Bill met with Zab yesterday about the unpredictable flyout of links on left side of website. He took a look at ACE and Faculty senate websites for comparison. Kimberly pointed out that Faculty Senate is already using the new template. Kimberly suggested adding a hit count to the website.
- Bill forwarded 2 emeritus applicants with a letter to the Provost.

VI. New Business

- Mike reported that Melissa wants us to get more involved with HR and the Legislature downtown. She will report more at the next meeting.
- Ferd suggests that we stress the value of employees to the legislature. Pat pointed out that without understanding the value of employees it makes it easier for the legislature to implement things like the new part-time employee benefit changes.
- Organize a sub-committee to create survey questions for all professional staff. Will send out after August 12th meeting. Review of questions at August 12th meeting. Kathleen motioned that a sub-committee form to create questions for an all professional staff survey. Pat seconded the motion and the senate voted unanimously to approve the motion. Mandy will set-up a meeting.
- It was decided that we would honor deceased professional staff (current or emeriti) by sending a card to the family from the PSA.
- 2010 Luncheon Assignments:
  - Winter luncheon: Kathleen, Mandy and Pat
  - Spring luncheon: Beth, Ferd and Alain
- Goals for new year:
  - Newsletter: Bill questioned if there was really enough information for an entire newsletter. Perhaps the Update is a more appropriate place. Kathleen said that the Update goes daily in August. Kimberly suggested a link in the Update to the PSA website. Information from sub-committees, etc could be posted to the PSA website.
  - Promote awareness and involvement: Kathleen suggests something fun on the quad. Bill suggested collaborating with ACE and challenge Faculty Senate to a wiffleball tournament. Ferd suggested building relationships by creating competitions with ACE – i.e. blood drives, etc...
Mike suggested that we wait to hear back from the Professional Staff survey before we set concrete goals.

- Pat suggested that we set an example and challenge professional staff to make a healthy change in their lives. Tie into the Breath of Fresh Air campaign. Kimberly said that updates could be provided at the winter luncheon. Professional staff could pledge their commitment on the PSA website. Ferd said that the Breath of Fresh Air was talking about integrating the University Shared Values with healthy lives, caring community, and better education. Kim suggested including Jodi Brawley.
- Pat made a motion that the Professional Staff Senate support the Breath of Fresh Air campaign with a healthy lifestyle pledge. Senate members would pledge to make one healthy lifestyle change and challenge and provide support to other professional staff members to take the challenge. Mike suggested that it may be better to tie in with Health and Wellness rather than doing our own campaign. Ferd suggested challenging ACE and Faculty senate. Motion was tabled. Ferd and Pat will connect outside of meeting to brainstorm.

- Kathleen suggested that we create a facebook account for PSA. This will be looked at in the future.

VII. Announcements
- Joyce Weir is presenting at ACE on benefit changes on July 14th. Email Mike if interested in attending.
- Next Professional Staff Senate meeting will be Wednesday, August 12, 2009 in the Alexander room from 10:30 to noon.

VIII. Adjournment
- The meeting was adjourned at 12:05pm.