Professional Staff Association
Senate Meeting Notes
August 11, 2009
Trueblood Room, Student Union Building

In Attendance:
Bill English, Kathleen Tuck, Melissa Wintrow, Mike Reed, Beth Oppenheimer, Alain Rodrigue

Absent:
Mandy Nelson, Pat Pyke, Ferd Schlapper, Kimberly Woodings

I. Call to Order and Opening Activity
   • Melissa called the meeting to order at 10:40 am
   • Kathleen showed how we can recycle, reduce, and reuse outdated BSU materials and make note cards, bookmarks, envelopes, etc.

II. Review and Approval of Minutes from July Meeting
   • Mike moved to pass the minutes as is. Beth seconded the motion and the senate voted unanimously to approve the July meeting minutes.

III. Treasurer's Report
   • Mike reported our appropriated account balance is: $2,050.61 and our local account balance is: $4,946.01.

IV. Committee Outreach Chair: Kimberly’s report
   • Although Kimberly was absent, the senate discussed the process for the committee outreach.
   • Bill motioned to allow the expenditure of $50 to be used on refreshments for the committee orientation. Beth seconded the motion and the senate voted unanimously to approve.
   • Senate discussed the successful improvements of this year’s committee process although some improvements can continue to be made for the future.
   • Possible improvements for next year:
     • Define criteria and guidelines for each committee
     • Ask the chairs of the committees to identify their specific needs.
     • Construct questions on the application to apply to include: Are you looking for a professional development opportunity?, Do you have any special skills that would benefit being on this committee?
     • Define for the committee members the application process, expectations of being on the committee (i.e., Must attend an orientation session, report back to the Senate).

V. Old Business
   • The Professional Staff survey went out and to date, there were quite a few responses. Another reminder will be sent out.
VI. New Business

- Guest: Dale Seay from Human Resources came to give the senate an update on the professional salary survey.
- Dale gave a brief history of the salary survey. Currently there is no system in place to categorize the Professional Staff compensation system. Dale was asked 1 ½ years ago to create a market reference approach to assign jobs to salary ranges. The request was to create a market-based system which is different from the classified-and faculty-based systems, which are called classic-based systems.
- Dale presented a Power Point and spoke in-depth on the proposed new salary survey.
- Dale spoke of what will change: A market-referenced approach is being used to assign jobs to salary ranges, and information will be more readily available to managers and staff.
- He also spoke of what will not change: Most salaries will not change and no one will receive a salary decrease, and there will be no staff reductions resulting from this program change.
- The proposed timeline was discussed. August 24, 2009 – HR will obtain overall conceptual approval from executive management; August – December – Communications program to campus; October/November – Compensation policies/procedures reviewed with executive management; January 2010 – implement the approved system.

VII. Announcements

- Melissa met with ACE President, Faculty Senate, and Bruce Newcomb to discuss part-time employee benefits
- Melissa received the message that although the premiums were changed, the rules were not, so there will be no formal hearing.
- It was recommended that we host a reception for the state Legislature. We will discuss this further at the next meeting.
- Questions to discuss at the next meeting: How can we educate our colleagues on this issue?
- Next Professional Staff meeting will be on Wednesday, September 9, 2009 in the Student Union.

VIII. Adjournment

- The meeting was adjourned at 12:55 pm.