I. Call to Order
Kathleen called the meeting to order at 10:35 a.m.

II. Review and approval of minutes from November meeting
Sari motioned to approve November minutes, Chris seconded and the committee voted unanimously to approve the November 9th minutes.

III. Treasurer’s report
We were charged twice for the fall luncheon food. Sari is working with Aramark to reverse one of the charges. Sari asked if we knew what the reason for 4 OIT Printing IDC’s ($66, $66, $97.50, $100) were. None of us knew, so she will contact OIT Business to find out what the charges are.

IV. Old business
There was no old business to discuss.

V. New business
a. Update on HR staff salary initiative: Kathleen
Kathleen met with HR to discuss PSSAP (Professional Staff Salary Administration Project). There was a recent equity adjustment for Professional Staff below the 25th percentile of their paygrade. These adjustments were done for employees paid from all fund sources. These increases are effective January 8th, for the February 3rd paycheck.

Question on what HR based the paygrade on? It’s based on our true title, not the “job code” title. So they compared a Secretary to a Secretary, not to an Administrative Assistant.

What is the next step? Professional staff should have an opportunity to re-evaluate their job descriptions. It was mentioned that HR will send an employee a copy of their job description if asked.
Was there any mention of a change in vacation days? No. HR has not heard of a change in our vacation days. Bruce Newcome was not aware either (see November minutes), so it’s probably not happening.

What about access to our Retirement account in a hardship? HR stated that it was a State Board rule, not a Boise State rule. Perhaps we could talk to Stacy and have her bring it up to the Board.

Have we heard anything about how the tuition waiver for employee’s children is going? Not yet. This fall was the first semester with the waiver. Kathleen will see if someone can talk to us in the spring about that. It was clarified that U of I eliminated their fee waiver (for non-U of I employees) for online classes only.

The HR Advisory Committee hasn’t meet in 2 years. They mentioned that perhaps it will start up again after the holidays.

Kathleen mentioned that there is a representative from the Faculty Senate at commencement. She will ask if a Professional and Classified Staff representative can be invited and recognized as well on behalf of all employees.

b. Update on committees: Corrine
Kathleen attended a Naming Committee meeting. It has been recommended that the Lincoln Townhouses be named after trees and use the word “House” (Tamarack House, Juniper House, etc…). The University Suites will also be named as Houses, but named after rivers (Payette House, Sellway House, etc…). The Senate likes the use of “House” as it implies community.

Kathleen mentioned that we may not be aware of all the committees on campus. If we come across a committee we aren’t tracking on, please let the senate know. It would be nice to get Professional Staff representation on it.

Corrine went through the committees and what the Professional Staff representatives had to report. Even if there is nothing to report, it’s good that we are present.

c. Spring luncheon planning committee
There are about 140 employees celebrating years of service.

It would be nice to know the theme before we request pictures for the slideshow. We should have a theme and menu decided before the next meeting.

VI. Announcements
MLK Speaker Tim Wise, 7 p.m. Jan. 23. Tim is an anti-racist speaker.

Frank Warren, Post Secret Lecture, 7 p.m. Feb 16
VII. Adjourn
Kathleen adjourned the meeting at 11:30.

PSA committee mid-year update

Committee: Affirmative Action Committee
Representative: Roxana Vidrio, (Admissions)
Wendy Turner (Disability Services)

Updates: Hasn’t been meeting, being reorganized

Committee: Bias Awareness Response Committee
Representative: Sari Bylerly

Updates: Committee on hold while CARE team develops its plan

Committee: Bookstore Advisory Committee
Representative: Sean Ruettgers (Chemistry)

Updates: has been meeting, nothing to report

Committee: Children’s Center Advisory Board
Representative: Shannon Mahoney (Financial Aid)

Updates: Hasn’t been meeting

Committee: Cultural Center Advisory Board
Representative: committee on hold, hasn’t been utilized

Committee: Disability Advisory Group
Representative: Janet Atkinson (Extended Studies)

Updates: met once, staff on medical leave. Is reorganizing into subcommittees to tackle issues more efficiently. Will meet this semester

Committee: Food Service Advisory Comm.
Representative: Jared Everett (Campus Planning and Facilities)

Updates: no response

Committee: Heath & Wellness Advisory Board
Representative: Trisha Lamb (COBE)

Updates: met twice, nothing to report

Committee: Homecoming Advisory Committee
Representative: Rick Jung (SSPA)

Updates: met and event is complete.

Committee: Parking Citation & Appeals Review Board
Representative: Charlie Teater (OIT)
Rebecca Young (Housing)

Updates: doesn’t meet, does appeals by email. All is well. Nothing to report that impacts professional staff.

Committee: Safety & Security Advisory Committee
Representative: Michelle Forsgren (Extended Studies)

Updates: hasn’t met due to a number of issues. Chair is committed to getting a group together in the spring.
Satisfactory Academic Progress Appeals Committee

Mike Journee, Comm/Mktg
Joanie Anderson (COBE-Admin)

Updates: Meeting, nothing to report than impacts professional staff.

Student Union Board of Governors

Greg Kannenberg (Bookstore)

Updates: meeting, nothing to report than impacts professional staff.

Transportation/Parking Advisory Comm.

Bob Casper (OIT)

Updates: Fee structure for fines might be changing (increasing scale for more fines). Bob will keep us in the loop.

Women’s Center Advisory Board

Deb Teater (AAE)

Updates: not meeting, in process of reorganizing to be an Advancement Board.

University Naming Committee

Kathleen Tuck, President

Updates: Gave update at PSA