I. Call to Order
Kathleen called the meeting to order at 10:32 a.m.

II. Review and approval of minutes from January meeting
Kristine motioned to approve January 18 minutes, Dan seconded and the committee voted unanimously to approve the minutes.

III. Treasurer’s report
Appropriated - $1,604.79
Local - $2,317.14

Treasurer’s update on policy changes regarding charges to appropriated accounts:
Food expenses can no longer be charged to appropriated accounts. Due to this policy change expenses for the fall luncheon were paid from the local account budget. Sari is working on moving appropriate expenses that were paid from the local account to the appropriated account. The accounts should be reconciled in March and the ending balance should be $2,669.14 after all expenses are updated. $981 expense from the luncheon was charged to the local account.

Discussion on how to use the remaining appropriated account balance included:

   a. Purchase of supplies including certificates, name badges, labels, thank you cards, brochures for the upcoming year, and a Professional Staff banner.
   b. Subsidizing the staff week bowling event and providing event T-shirts.
   c. Planning a networking event, possibly a brown bag lunch and bringing in a speaker.

IV. Old business
Spring luncheon:
The menu selected is chicken cordon blue and portabella stuffed mushroom. The cost after Boise State discount is $15.74 for each plate. After discussion on an amount to charge attendees, Dan moved to charge $10 each and subsidize the balance from the Professional Staff local budget. Peter seconded the motion and the committee voted unanimously to approve the event budget.
The luncheon will open at 11:15 a.m. and the program is scheduled to begin at 11:35 a.m. Kathleen will give a brief introduction. Kristine and Chris are coordinating a slide show with a theme comparing life’s journey to years of service.

Communication to honorees about the structure of award recognition will be coordinated ahead of time. Chris will announce the names of all honorees and Sari will coordinate the printing/production of all certificates. Chris will forward the event invitation to Jami to be sent out on February 20th. Kathleen will publish in the Update on February 20th. All honorees were notified about the event date and time. The RSVP deadline is March 2nd and a head count is due to the caterer on March 6th.

V. New business

a. Matt Lundgren Volunteer Committee Update:
   i. Greenbelt committee: has enough support. Boise State employees respect the Professional Staff Association sign on the greenbelt.
   ii. Kimberly Hudson is leading the committee on a summer event to provide ushers at the Shakespeare Festival. Volunteers for this event will be solicited.
   iii. Staff Week will continue to be organized by the subcommittees. A new time/week for the event was discussed. Proposed event dates were May 21-24. Final dates will be coordinated by the subcommittees and a handout will be distributed at the spring luncheon.

b. Update on Meeting with Dr. Kustra:
   Presidents of the Professional and Classified Staff Associations met with Dr. Kustra last month. Topics discussed included:
   i. PERSI Contributions:
      In December the PERSI board voted not to implement a planned rate increase.
   ii. TIAA CREF Loan Limitations:
      The inability to borrow from TIAA CREF accounts must be addressed by the State Board. Kathleen will speak with Matt Freeman at the State Board about this policy.
   iii. Benefits administration:
      The waiting period for flex spending is now 90 days. HR is reviewing an increase in the supplemental life insurance policy limit of one year.
   iv. Education Benefits:
      HR is going to review the education benefits to determine the cost and benefits to employees and to determine if it is a successful recruitment tool. The Professional Staff Association needs to request an update in June or July.
   v. Professional Staff Opportunities:
      Human Resources is developing a web repository for departments to post upcoming training opportunities, including webinars organized by other departments on campus.
   vi. Employee Morale:
i. Request for ACE and PSA recognition during commencement ceremony. The Faculty Senate President is acknowledged and the ACE and PSA requested the opportunity for similar recognition. Kristine will bring this request to the commencement committee.

VI. Announcements

a. Most Professional Staff contracts end on June 23; new contracts will be printed and distributed June 4. Professional Staff can expect contracts the first week of June. If you are receiving a contract renewal you should know by the end of April, 60 days before renewal date.

b. Distinguished lecture series presents Nobel Prize winning scientist Susan Solomon on March 6th.

c. Valentine’s Day Basket Ball tournament is coming up.

d. Don’t forget about the softball registration if you would like to be on a team.

VII. Adjourn

Kathleen adjourned the meeting at 11:45 a.m.