Meeting Minutes  
July 19, 2016  
11:00 a.m.  
SUB, Alexander Room

Members in attendance: Katie Thomas, Rebecca Young, Ben King, Rachel Duffy, Kori Smith, Matt Lundgren, Maria Mabbutt, Erin Colburn, Aaron Culver

Absent: Kimber Shaw, Jared Cox, Karen Hansen, Daniel Gold, Rob Littrell

1. Call to order - 11:05 AM, Katie Thomas, President called meeting to order.

2. Minutes - June minutes approved

3. Treasurer’s Report - Not all charges have been updated. $700.00 rolled over from last FY budget. $200.00 in question, being reviewed.

4. Old Business  
   a. Staff survey - Would like to get out ASAP; review of survey conducted by Senate, categories amended, formatting discussed, senate wanting text boxes tied into questions in order to facilitate feedback from Pro-staff. Publicizing in order to make connections, and not necessarily facilitating informational sessions. Added fundraising category for raising funds for nonprofit organizations. Cleanup highway group to be revived? Bronco Zone lunch happening? Reach out to University Services will occur. A list of opportunities will be included on survey with activities Senate hosts that pro-staff can volunteer to assist with. Do not include the list of “other ideas” that were included, so that senate can compare feedback from last survey to this. Build logic into question 3 in order to eliminate question 4 which should provide an easier method to clarify pro-staff feedback. Question 5 to be modified to ask specifically if pro-staff is interested in sitting on PSA subcommittees, and if so, request contact information; also mirror this process for volunteer opportunities. Add note to notify surveyee that providing contact information will not be linked to survey questions in order to ensure anonymity. Benefit to reopen social subcommittee based on previous survey results. Make sure that survey has blurb to let pro-staff know that the survey will not take long, in order to increase responses. Develop goals from survey responses in September? Try to get survey out by end of July, early August, then circle back on how to proceed.  
   b. Connecting with staff:  
      i. Personal calls and invites - Katie has received list, and will distribute to senate to follow through.  
      ii. Develop mailer to send to new people - Student is interested. Will be run as group; talking points sheet to be used as point of reference. Trello will be utilized to organize this.
iii. Invite your coworkers! Senate has interest in this. Details to come later.

iv. Monthly meals? - Meet Senators? How to incorporate this with other senate activities. Wait until Social Networking subcommittee is activated.

v. Other ideas? Katie will update the new employee orientation schedule for senate to attend; August upcoming as of yet no senators scheduled

c. Committees - A google sheet has been created to organize committees; Katie is following up with inactive committees in order to take the next steps; Erin Colburn will sit on Academic Calendar committee.

d. Senate photo - Will be scheduled when “most” Senate members can be there.

5. New Business
a. Programs/activities for PSA - Karen Hansen providing information from University of Washington PSA, will be scheduled to speak to Senate. Katie will send link to the document to group.

b. Fall luncheon planning (Oct 19) - save the date, coordinate with ACE, run of show/program, emeriti, memorials? Katie met with ACE, requested that PSA Senate take lead on planning, Katie agreed. HR taking larger role this year. Subsidy will continue? Planning to be major emphasis in upcoming meeting. An “In Memoriam” to be conducted during this luncheon? Concerned about missing any staff members; what mechanism does the University have in order to capture this information? Katie will check with HR in order to get clarity on what this process might look like.

c. Spring luncheon planning - April date? Follow up on all details that are required. April 19th date tentatively; Katie will reach out to SUB begin the process.

d. Staff week - May 8-12, 2017, ACE okay with this, PSA Senate okay with this.

e. Next blood drive - Aug 11, Matt Lundgren has room and will request catering exemption. Continue to publicize in same method as all seats were filled.

f. Website - Currently in some disarray. Getting the website up to date goal of Senate? Does wordpress access require OIT to run it? Or can Senate take on running of own site? University of Washington site shared in order to help guide process. Notes on website to be sent to Erin.

6. Other
a. ACE update - Interested in collaborating with PSA Senate, as Senate is with ACE. Will be providing minutes to ACE.

b. Trello/google drive - Trello is not mandated, but rather it is an organizational tool which is being utilized in order to assist Senate as sort of repository for all Senate documents. Matt gives overview of Trello process.

c. Handbook and Constitution - Katie will reach out to HR on what/how/if to updated constitution. Add notes on handbook to document within google drive; Senate needs edit access, Katie will do.

7. Adjournment - 12:09 PM