Meeting Minutes  
August 16, 2016  
11:00 a.m.  
SUB, Alexander Room

Members in attendance:  Katie Thomas, Rebecca Young, Ben King, Rachel Duffy, Kori Smith, Matt Lundgren, Kimber Shaw, Jared Cox, Erin Colburn, Daniel Gold, Aaron Culver

Absent: Karen Hansen, Rob Littrell, Maria Mabbutt,

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

2. Minutes - July minutes approved.

3. Treasurer’s Report - Budget updates. No changes to report. Some Staff Week charges from FY16 will post in FY17. HR agreed to load typical budget plus money to cover the Staff Week charges.

4. Old Business
a. Connecting with staff:
   i. Personal calls and invites - HR will set up automated report that will be sent to Katie on a regular basis. Discussed reaching out to employees in new positions since they may be first time PSA members or not know much about PSA. A Google doc with list of staff to contact will be created to track.
   ii. Develop mailer to send to new people - Aaron and Kori discussing.
   iii. Invite a co-workers - Plan to extend invitation to new employee contacts and senate members encouraged to invite others.

b. Committees - reviewed committee list and open seats. Planning to contact PSA members who indicated on the survey they are willing to serve on a committee.

c. Website - Erin and Rachel were granted editor permissions. The table press widget was added to better manage tables. Planning to start cleaning up links and reorganizing in September.

5. New Business
a. Fall luncheon planning (Oct 19) - Rachel agreed to help; Rebecca will share past experience. Kimber is scheduling meeting PSA, ACE, and HR to coordinate run of show, emeriti,
speakers, and in memoriam. Kimber requesting staff list from HR. Katie to invite VPs. Planning to send “save the date” 2nd week of classes in coordination with ACE.

b. Spring luncheon - confirmed for April 19
c. Staff survey - Senate asked to review prior to next meeting.

6. Other
   a. Calendars, Trello and Emails - Matt provided update
   b. Policy Updates - Discussed the lack of timely communication of policy updates and how they affect the University. Discussed some ways this could be improved. Planning to contact HR to discuss further.

7. Adjournment - 11:52am