1. Call to order - 11:05 AM

2. Minutes - March minutes review/approval - Approved

3. Treasurer’s Report - Budget updates - Everything billing in during May; Anticipated billing for luncheon leaving $927.02 towards staff week.

4. Old Business
   a. TIAA/PERSI meeting briefing and next steps- Daniel/Aaron - Next steps to reach out to counterparts at other Universities in State, and survey our PSA body for interest in the possibility of pursuing this; reach out to Faculty Senate on their methodology for this so it is consistent.
   b. Committee updates - networking, volunteer, others- New senators who will be leads on committees? Reach out to new senators and officers; networking committee plan in development for three major events for next year, Katie plugged shared leadership about PSA Senate networking committee and expecting contact; Volunteer committee, Matt to survey network in May greenbelt cleanup/walk; Website to have page dedicated to each of the large interests from PSA, Matt wants to have way for staff to submit requests/ideas for volunteer activities, then have staff organize, Daniel will work with Matt on Orgsync;
   c. Marketing and website status - Kori, Rachel, Erin - Erin planning to have website completed in June and through summer.
   d. Spring luncheon debrief - thoughts for next year? - Email Katie with ideas, Trello board created; pull up banners in addition to pipe and
draping; Melinda Keckler contact for banners; Orange Burlap to be ceremoniously passed to Daniel soon.

e. Benefits fair - volunteers - Katie will resend invites for sign-ups; no budget for candy; Katie will share talking points.

f. Staff week - Ben
   i. Events finalized - Yes. Monday: coffee and bagels, ILC 213 and Alumni center; Tuesday: Scavenger Hunt, 11:30 to 1:00, follow up with Rob on locations, one volunteer at each location (new and old officers, plus ACE for staffing locations?), add new senators to emails in these regards; Wednesday: Bowling, noon, 1:00, and 4:00, need volunteers for these times 3-4 per time slot; Bagels; Thursday: Ice Cream Social at amphitheater noon - 1:30, brown bag lunch and ice cream invite, volunteer greeters needed; Friday: Field Day on the Blue, field is reserved, still discussing what activities will be available, no prizes? Photos on Blue enough? Prizes needed for bowling and scavenger hunt, Jared sent letters last week, need update on status, Rachel will donate “swag” in T-Shirts;
   ii. Orders made - Jared to update; Kimber was also involved in ordering, need update from both
   iii. Locations secured - Outlined in i.
   iv. Budget - Need to finalize if Buster to be ordered; need costs of other activities to make this decision
   v. Donations - Jared sent letters last week (outlined in i.)
   vi. Volunteers - Need volunteers (outlined in i.) Ben to create sheet for tracking needs
   vii. Communication/logistics - Need RSVP for field day on Blue; signups for bowling, scavenger hunt;

  g. Staff week finalize and handbook - next “working Wed”

5. New Business
   a. Officer transition - May meeting attendees; will be invited to May meeting

6. Other
   a. Buster cut out instead of actual Buster?
7. Adjournment - 12:17 PM
Meeting Minutes  
March 21, 2017 
11:00 a.m. 
SUB, Alexander Room

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

Absent: Kimber Shaw, Jared Cox, Maria Mabbutt, Rebecca Young, Tana Monroe, Rob Littrell, Daniel Gold

1. Call to order - 11:01 AM

2. Minutes - February minutes - Approved

3. Treasurer’s Report - No change from previous; Spring Luncheon and Staff week expenditures upcoming; all expenditures need to be by May to ensure these are attributed to FY17 budget. Benefits fair, small cost for candy?

4. Old Business
   a. TIAA/PERSI meeting briefing and next steps- Dr. Marty Orr and Daniel - Dr. Orr from Faculty Senate: Tim Russell; professor of sociology in connecticut successfully moved conn from 401k/TIAA to State Pension; originally meant to be supplement to pensions, companies soon ditched pensions in favor; “Social Insecurity” book by Russell; committee formed in Faculty Senate to explore; explanation of difference between ORP and PERSI; cheaper for employer in PERSI, but some unfunded liability; PERSI plan is funded and is 4th in nation; risk is all with employee in ORP; PERSI retirement is guaranteed, ORP has no guarantee; half as much money not guaranteed (ORP), or twice as much guaranteed (PERSI); FS met with PERSI to get advice on this matter, PERSI was open to the idea (State Judges were brought into PERSI); PERSI Actuaries to take a look, but want all Universities and President’s on board, then will report back to Faculty Senate; Full assessment was paid for by Unions in Connecticut, local unions in Idaho would not be able to make that
payment; first analysis will come back then senate will seek audience with
President Kustra; if able to proceed, will contact other universities; will be
savings to State; existing employees would have option to switch, with potential ceilings on certain staff from PERSI; TIAA funds would be used to purchase PERSI; New Employees it would have to be one or the other, no options (this was not the case in Connecticut); only a window for current employees to join (Connecticut had about 30% join), with President Kustra’s support would make it much easier to get the other universities on board.

b. Committee updates - networking, volunteer, others?
   Rachel/Networking: close to end of year, another Bleimeyer tour? Can this committee come up with a yearly outline of a plan to be distributed to PSA? Rachel will start this; how can we building on shared leadership?; Matt/Volunteer: would like to do the same to promote and plan;

c. Marketing and website status - Kori, Rachel, Erin; PSA goals - still working on bios, Erin will update calendar to have current planned events; Katie still working on yearly goals to deliver to PSA, and will plan to send goals towards end of year; promotion of newsletter and website to come when newsletter and formatting on website ready; Erin and Rachel will work on towards May; Katie will update PSA during Luncheon.

PSA Staff of the Year - Kimber; Only one nomination received; Kimber reached out to past nominators of those who did not receive award; three total now received; does this process need to be revamped to encourage participation? Current President to do this going forward (Past President to take on Fall Luncheon) so that Elections and Staff of the Year are separated

e. Elections - Kimber - A few nominations have been received; one for secretary, none with senate experience for other officers;

f. Continue charter and membership handbook - next working Wednesday will sign and send out more new employee welcome letters;

5. New Business
   a. Spring luncheon (4/12)- Rachel and Matt
i. Finalize details - Price to be increased to $11.00; subsidy remains nearly the same; Rachel to add dessert at small cost

ii. Volunteers - More needed; shirts to be ordered; Shirts will have two options: $11.95 or $16.95 if donations to student sustainability club; Katie will send out to Senate to order; will be promoting at Luncheon;

iii. RSVP going out 3/22, close 4/5; run of plan sheet has been created.

b. Staff week - Ben and Jared

i. Communications - what to send and when (timeline)?
   1. Staff shirt ordering and schedule of events - will be wearing and promoting during Spring Luncheon
   2. Event registration - scavenger hunt, bowling, field day? Sheets to be created/revamped for registration, Ben to reach out to Rob on scavenger hunt; bowling should exist; RSVP for field day on the Blue? Checking in with Jared;
   3. Food orders - ice cream, bagels

ii. Volunteer needs - Need additional volunteers in all areas, and signup

iii. Prizes and logistics

6. Other
   a. Fruit and veggie challenge to be sent out soon;
   b. May meeting will be rescheduled due to conflict

7. Adjournment - 12:03 PM
Meeting Minutes  
February 21, 2017  
11:00 a.m.  
SUB, Alexander Room

Members in attendance: Katie Thomas, Rebecca Young, Matt Lundgren, Tana Monroe, Rob Littrell, Erin Colburn, Rachel Duffy, Aaron Culver

Absent: Daniel Gold, Kori Smith, Kimber Shaw, Jared Cox, Maria Mabbutt, Ben King

1. Call to order - 11:03 AM

2. Minutes - January minutes reviewed/approved

3. Treasurer’s Report - Budget updates - Balance: $2400.20; PeopleSoft to OFC miscalculation was corrected and item was removed; some monies from luncheon were not allocated, this has been corrected.

4. Old Business
   a. TIAA/PERSI meeting briefing and next steps- Daniel updated Katie with review of previous information; reviewed document; Katie connected with Sunny Wallace; faculty senate is to sit down with Persi to discuss preliminary. Marty Orr to connect with Daniel, Faculty Senate and PSA Senate.
   b. Committee updates - networking - cutoff RSVPs two days in, 37 of 40 showed; Kathleen Tuck leaving, networking committee to reassess Rachel to continue tours and expand, very successful; expand beyond tours with momentum? Volunteer: has been on pause with winter weather; blood drive upcoming in summer; game plan for upcoming year; next wednesday work session to send more welcome letters.
   c. Marketing and website status - Rachel, Erin: blurb from senate about why each of us are involved, Rachel will start email string; website news blurb to be updated on website with goals under news section.
   d. PSA quarterly update - KT need to send
   e. PSA Staff of the Year - Kimber - Email was sent for nomination; Katie will touch base with Kimber
f. Elections - Kimber - Katie will touch base with Kimber

5. New Business

a. Spring luncheon - Rachel and Matt
   i. Date change *(Wed, April 12)* State Board will be here 19th; speakers have been reconfirmed.
   ii. Menu and cost - Menu selection and subsidy to make cost for a; bump it up to $11.00 this year? Costs have gone up; more formal, motion to vote: vote to subsidize approved; Save the Date to be sent out prior to March 12th; photos of staff in action to go out with save the date and the invitations opening; sandwiches have worked well in the past, menu still TBD Matt and Rachel to further discuss;

b. Staff week - Ben and Jared (Katie updating)
   i. Communications -
      1. Staff shirt info (early April?) Staff shirts at luncheon? Senate to wear; Katie will send out notification;
      2. Schedule of events (early April?)
   ii. Volunteer needs
   iii. Prizes and logistics - working on getting prizes from different entities from outside the university; keep under $75.00; no relationship building; powerpoint to recognize donors; Parking scratch-offs available, number needs to be determined;
   iv. Geocache Planning Considerations update (Rob) and Daniel: Rob needs to have stand-alone meeting with volunteers; geocache not to be removed, but rather photos taken with them; 9 to 10 keeps it going; historic? Or send people to destinations? Senators at locations? Something that is not movable; or items to selfie with from retail shops; mix and match? Aaron and Tana will work with Rob; clues to be sent out 30 minutes prior to event beginning and RSVP list will be utilized for ; Rob will meet with Travis on historical poker run;
Sheryl from Archives could add to; up to 15 groups sites? Pay for Buster? Do test run prior week.

6. Other
   a. Eric Shaw - Food Service Focus Group: PSA representative; consultant is being brought in to review campus food, Eric would like opinions from PSA to help aide the discussion.
   b. Increase diversity and inclusiveness; Katie is sitting on committee for PSA representation and will update as necessary; resolution to support diversity and inclusion? Drafted definitions of these items have been created; large committee of 20 plus;
   c. Paul Cox - Introduction from Boise State Public Radio

7. Adjournment: 12:05 PM
Meeting Minutes  
January 17, 2017  
11:00 a.m.  
SUB, Boyington Room

Members in attendance: Rebecca Young, Matt Lundgren, Katie Thomas, Kori Smith, Jared Cox, Tana Monroe, Rob Littrell, Daniel Gold, Erin Colburn, Maria Mabbutt, Ben King, Aaron Culver

Absent: Rachel Duffy, Kimber Shaw, Karen Hansen

1. Call to order - 11:01 AM

2. Minutes - December minutes approved

3. Treasurer’s Report - Rebecca found a $700 discrepancy in the budget and still trying to figure out the source and how to correct it.

4. Old Business
   a. TIAA/PERSI meeting briefing and next steps- Daniel Boise State PSA/higher education professionals only state employees outside of PERSI. Costs make sense? Risk is with Employer rather than employee. Things we should know as employees: PERSI better for retirement with cost of fees and adjustments; must actively manage money in 401k style in order to match what PERSI type fund returns; must save more over longer period of time; recession affects employee, while not while in PERSI; 5 years to be vested in PERSI, not the case in current structure; TIAA money untouchable until no longer employee, so does not have the benefits of typical 401k; long and hard fought battle if endeavoring into changing to PERSI; have to then “buy-in” to state retirement plan with 401k monies; no State has ever missed a pension payment. Where to go from here? Be wary of offers of assistance; Connecticut has been through this, could be reached out to for additional information. Reach out to sister state universities going forward? Find out when and why the split happen? Repercussions of bringing forth this idea? Daniel will look into other
universities to see if they have PSA? Katie will follow up with Sunny Wallace.

b. Committee updates - networking, volunteer, others? - Greenbelt cleanup on hold. Upcoming Networking event at Ben Victor; Rachel to update networking later.

c. Marketing materials and website status - Kori and Rachel - Erin looking into Web Redesign and assist Rachel; will reach out to Rachel. Kori showing pamphlet; Personal message with Mail Stop to deliver to new employees; Senate in favor; Rachel to look over for branding.

d. PSA quarterly update - final review - Erin looking into Web Redesign and assist Rachel; will reach out to Rachel. Should be on own page? Discussions on formatting. Google analytics? Erin will schedule something with Rachel this week. Make a video to show at Spring Luncheon? Repetition of goals. Upcoming Networking event at Ben Victor; Networking committee to see updated.

e. Staff week - shirts? Food? Shirts: in favor, what are we going to do? See 5b. Below

f. PSA Staff of the Year - Form needs to be reviewed by Senate by end of week, then notification sent out in order to present during Spring Luncheon.

g. Elections - Kimber working on this.

h. Charter and membership handbook review - In progress.

5. New Business

a. Spring luncheon
   i. Menu and cost - subsidize? how much subsidization of Spring Lunch given the cost of Staff Week? Until budget is fulling understood, decision on this cannot be finalized; Potato Bar subsidized down to $10.00 from $12.00.
   ii. Program? See below - Save the date should come out in March.
   iii. Speakers? Sustainability focus, Matt reached out to Suzy Arnette and John Gardner, discussions to continue; Rachel and Matt to reconnect on this, Katie to send run of show from last year-planning done as group last year; Orange Burlap to be used again! What is vibe? Fun?

b. Staff week
i. What each day? See 4. Above (move items here) Monday: (Bagel day?) Tuesday: Photo Scavenger Hunt; Wednesday: Bowling; Thursday: Picnic on the Quad; Friday: “The Blue” reserved from 11:30 - 2:30

ii. Responsibilities - Geocache scavenger hunt, bowling is reserved Wednesday quote given, Jared asked for partnership; “The Blue” has been reserved 11:30 to 2:30 Friday Jared in charge; Bagels for bagel day? Kimber brainstorming new location- perhaps two campus locations East and West? Geocache/Photo Scavenger Hunt on Tuesday, Rob and Tana organizing (selfies at locations?); Picnic on Quad on Thursday coinciding with Ice Cream social; Ben Reached out to ACE, they will get back to him, will send tentative schedule over for them to review and comment, Ben will follow up; Prizes need to be organized, last year was on Google Sheet, Katie will review and Senate will follow up on potential. Rob will work with Michelle on PSA twitter account. Daniel will look into how to have the photos submitted. What if they do not have a smartphone? Find a friend? Check out iPad from OIT? Aaron will speak to Tobruk about Buster as a roving target for the photo search.

6. Other
   a. Nothing at this time.

7. Adjournment - 11:57
Members in attendance: Rebecca Young, Rachel Duffy, Matt Lundgren, Katie Thomas, Kimber Shaw, Kori Smith, Jared Cox

Absent: Tana Monroe, Rob Littrell, Daniel Gold, Erin Colburn, Karen Hansen, Maria Mabbutt, Ben King, Aaron Culver

1. Call to order - 11:06

2. Minutes - November minutes approved

3. Treasurer’s Report - Budget update from Rebecca. Rebecca is digging into what appears to be a shortfall totalling roughly $700. Appears to be from the amount loaded and carry forward we were expecting due to 2016 Staff Week expenses hitting the ledger in FY17. Budget report link will be in Trello for everyone to see. Rebecca is also double checking the fall luncheon charges.

4. Old Business
   a. FLSA update
      i. On hold until further movement; no further discussion.
   b. TIAA/PERSI meeting briefing and next steps
      i. Daniel not present; will keep on agenda for next month.
   c. Networking committee update
   d. Volunteer committee update
      i. None
   e. Marketing materials and website status
      i. Kori reworking the marketing materials
ii. Rachel is working on adding senate headshots and committee information to the website. Discussed creating process to update committee information.

f. PSA email update
   i. Reviewed Katie’s draft with plan to distribute in January
   ii. Kimber suggested adding to the PSA web page and sending link via email. Discussed options on best approach.

g. Staff week
   i. Shirts - Rachel followed up with Abby. Print on demand and can get in a week. Likely $10 and discussed having option to donate $5 to a campus organization such as the Sustainability club. Matt and Rachel to discuss design - unicorns on the table.
   ii. Jared planning to talk to Aramark about food donations.
   iii. Ben made some comments/suggestions via email about bowling, geocaching rather than poker run, and picnic on the quad coinciding with ice cream social.
   iv. Kimber to coordinate Monday bagels and coffee
   v. Also discussed idea for a field day/recess activities.

h. Spring luncheon - April 19
   i. Rachel and Matt to meet after the break to start getting the menu and speaker lined up
   ii. Save the date - mid march

5. New Business
   a. Student fee committee
      i. Jared and Maria members. Kimber suggested having a previous member mentor/shadow an incoming rep since this is a rather complex process.
   b. CEC hearing - Rachel expressed interest; Rebecca sharing her thoughts after presenting last year.
   c. Charter and membership book - discussed updating, Katie taking first stab
   d. PSA Staff of the Year Award
      i. Kimber expressed interest in coordinating
   e. Elections
i. Kimber will coordinate.

6. Other
   a. No other business

7. Adjournment
   Adjourned at 12:15
Meeting Minutes  
November 15, 2016  
11:00 a.m.  
SUB, Alexander Room

Members in attendance: Rebecca Young, Rachel Duffy, Matt Lundgren, Maria Mabbutt, Ben King, Jared Cox, Aaron Culver

Absent: Katie Thomas, Kimber Shaw, Tana Monroe, Rob Littrell, Daniel Gold, Kori Smith, Erin Colburn, Karen Hansen

1. Call to order - 11:07

2. Minutes - October minutes approved

3. Treasurer’s Report - Budget updates, costs for luncheon: Rebecca working with Kimber as deposit does not match expectation. Numbers are not balancing with carryover. $1200 deposited for luncheon.

4. Old Business  
   a. FLSA - status updates  
      i. Survey data sent to HR and Stacy -  
      ii. Survey summary sent to PSA - Survey reviewed  
      iii. SBOE updated policy (grandfathering current) 11/14/16  
      iv. Implementation Nov. 20, 2016 - Update. Accrual will not change if pro-staff remaining same position (grandfathered staff).
   c. Volunteer committee update - Rake up Boise occurred 12/12/2016, good turn out from Senate and Staff, as well as service learning students. Four yards were raked!

5. New Business  
   a. TIAA/PERSI meeting briefing and next steps- Daniel (not in attendance) update to come.
b. Draft correspondence for PSA sent Dec
   i. Training opportunities - capture in Trello: Any senate member to add training if they see it?
   ii. Networking opportunities - capture in Trello: Rachel assigned to card
   iii. Volunteer opportunities - capture in Trello: Matt began volunteer tracking on board

c. Marketing materials status - Kori: QR code to website? Kori almost completed, Rachel working with Kori to get info out to Senate.

d. Website updates status - Rachel and Erin: Rachel is working on individual photo and group photo posting. If senate member does not have photo, please send to Rachel ASAP.

e. Initial planning spring luncheon (April) and staff week (May)
   i. Who will chair or co-chair each effort? - Rachel and Matt. Rachel will learn the finance piece as well.
   ii. Brainstorm theme and speaker for spring luncheon - Earth Day and Sustainability? Consensus. Matt will discuss with Suzy Arnette.
   iii. Initiatives for staff week (staff shirts? Aramark food donation?) - May 8th-12th. Co-chairs Jared, Ben? Networking committee has discussed potential events. Each committee can come up with activity(s)? Reach out to ACE for partnership, Ben will reach out. Print on demand and make available for Staff to purchase? Then market the shirt? Rachel will discuss with Abby LeChance potential for discount on shirt.

6. Other
   a. Idaho Public Employees Association (IPEA) - Teri Gormley, VP:
      Lobbies for all public employees, and lobby the CEC committee. Dues are required for personal representation.
   b. Maria and Jared on Tuition committee meeting tomorrow, three hour meeting at SILC; will report at next meeting.

7. Adjournment - 11:51 A.M.
Meeting Minutes
October 18, 2016
11:00 a.m.
SUB, Alexander Room

Members in attendance: Katie Thomas, Kimber Shaw, Rebecca Young, Rachel Duffy, Tana Monroe, Matt Lundgren, Aaron Culver

Absent: Rob Littrell, Daniel Gold, Ben King, Kori Smith, Erin Colburn, Maria Mabbutt, Karen Hansen, Jared Cox

1. Call to order - 11:05

2. Minutes - September minutes review/approval- Approved

3. Treasurer’s Report - Budget updates, projected costs for luncheon - Staff week. Requesting from Aramark for potential donation and/or discount of ice cream/coffee/bagels. Potential to sell staff T-Shirts to produce a bit of revenue to offset.

4. Old Business
   a. Fall luncheon - feedback and capture thoughts - Dry chicken sandwiches; Cash process for those who pay at door may be developed: one person set to take cash; $15.00 at door instead of $10.00; 15% no shows. Honoree tags, naming them; perhaps having honoree writing their own name and providing sharpee to do so. Thank president for staff interaction. Will develop sheet with this information for future planning purposes.
   b. ORP/PERSI email discussion - Daniel N/A
   c. PSA Committee assignments - Food services advisory board committee still needs to have a seat filled; Rebecca will follow up with housing staff. Katie filled others from survey feedback.
   d. Grievance policy - and follow up needed? - No follow up needed.
   e. Rake Up Boise - Matt - 13 responses; 18 adults and several kids.

5. New Business
a. FLSA survey feedback - what do do with data - wanted feedback from all professional staff, now able to see what concerns are from affected staff and staff who are not affected, and those who were uncertain if they are affected; surprised almost half of respondents thought there were benefits. State Board is upcoming, and conversation and decision on FLSA should occur. Common concerns about vacation accrual and using vacation; “if coworkers are now confined to 40 hours a week, and I am not, will extra work be added to my job?” Fair and fairness concerns. Thoughts moving forward: Matt will attempt to produce analytics from data; send general themes to Professional Staff. Kimber and Tana will assist Matt in this endeavor.

b. Goals - path forward and assignments for each - Networking committee on good path; Matt and volunteering committee will attempt to make structure going forward to make certain annual events are occurring for volunteering; connecting with shared leadership; build plan is the plan. Training- open brainstorming session to think about what can be done in this goal area.

6. Other
a. Presentation from PSA Networking Committee - Corrine Henke and Kathleen Tuck: “Places you never been”, Historical walking tour, “Ghost Tour”, goal is really to just get people in the same room; lunch and bike event just occurred. Morrison Center tour, Taco Bell Arena tour, Orange Shuttle downtown, then Tour of Downtown Campus, State House Tour; speed networking, behind the scenes at Stueckle; PSA is organizer, but all staff are welcome. Perhaps JUMP tour. No budget. Can loose structure be developed so that staff can expect certain things on an annual basis? Rachel will serve on committee as liaison between senate and committee. Enrollment services has a “passport” program, designed to familiarize with different departments.

b. Next events - Spring luncheon and Staff week

7. Adjournment - 12:02
Members in attendance: Katie Thomas, Daniel Gold, Maria Mabbutt, Jared Cox, Ben King, Rachel Duffy, Tana Monroe, Rob Littrell, Matt Lundgren, Erin Colburn, Aaron Culver

Absent: Kimber Shaw, Kori Smith

1. Call to order - 11:05

2. Minutes - August minutes review/approval - Approved

3. Treasurer’s Report - Budget updates, projected costs for luncheon
   - Asking Kimber to step in to keep an eye on the budget.
   - U store open
   - Subsidizing PSA lunches and pay for PSA emeriti

4. Old Business
   a. Fall luncheon (Monday, Oct 17)
      i. Program - HR sent honoree email for years of service; including last year and this year-details in email to recipients; Cali at HR. Run of show sheet reviewed. More details to come on day of event.
      ii. Day of - sign up for tasks - Need a few more; Rachel will recontact ACE
   b. Staff survey - review feedback prior to meeting - Overall themes: 1. Training and Development - Shared Leadership heavily mentioned; does Senate have capability to affect, or how much capability does Senate have to affect this category? New learning and training development program in the process. New group being formed to tackle this campus wide (in development). Connection between training and networking is Shared Leadership? Now what happens after shared leadership? How does senate create Pro-Staff specific “Shared Leadership”? Senate may not be able to facilitate training, but maybe be the outlet to promote what the university already has?
Communication is the issue? Decentralized communication. Strengths Finder session for senate? New employees need to know where to look for these things. Does the PSA aggregate on senate website? Yes, senate can capture communication and find a way to find effective communication; perhaps email not the best way to distribute. Senate to reach out to HR to discuss survey results. 2. Volunteering - there is a volunteer subcommittee, Matt sits on this committee. Historically two or three events per year were conducted, in addition to greenbelt cleanup; fundraising also conducted. This has fallen off recently. Senate serve to connect people with resources? Similar to training and development capabilities, then add a few events a year internally. 3. Networking - Connected heavily to both 1 & 2? PSA Networking sub-committee to be invited to upcoming meeting to discuss potentials. Survey results will be sent to subcommittee. Katie will do both. Rachel will join this group.

i. Set goals to be sent out to PSA in Sept. - PSA Senate to be active in increasing access to training and development; tasks associate: quarterly communication, add links to website, communicate with HR on staff feedback. Measureable through google analytics. Increase in attendance to events? Survey on annual basis? Can then ask if staff feel like their concerns/interests have been met/increased? Networking goal: tap into/empower Networking subcommittee, PSA to advertise for this committee. What is the goal of networking for PSA members? Have a list and a plan. Increase opportunity for volunteer activities on and off campus; reactivating volunteer subcommittee; listing opportunities. Katie will reach out. Measurable by attendance and list. This can link in with Networking.

ii. Include volunteer opportunities and committees

c. Website

i. Group photo? Canceled; headshots of individuals instead of group photo? Setup time for each person to be individually photoed. Group photo at luncheon.

ii. Headshots through photographic services
d. **Committees** - send out requests. Katie will reach out to interested individuals from survey to see who would like to be involved.

5. New Business
   a. ORP/PERSI email discussion - Will continue. Daniel will research PERSI vs current retirement.
   b. FLSA communication - next steps: Still rough around the edges for rollout and communication. Katie has asked Jay to follow up with her this week to go over. Focus group for HR on this, members were requested.
   c. Grievance policy update [#7310](#) - changes: Post termination appeal process through State Board of Education. State Board no longer desires to do this. This will now be done by outside entity. Optional mediation process was slightly changed for editorial purposes. These two items likely to be separated into separate policies going forward. Senators should read policy and Sonny will be approached if senate has concerns.
   d. PSA Networking Committee - Covered in #4 above.

6. Other
   a. Emeriti Process - Katie will ask for clarification on role of senate.

7. Adjournment - 12:11
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**
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.

Adjournment - 12:09 PM
Meeting Minutes
6/16/16
4:00 PM
RFH 311

Members in attendance: Katie Thomas, Kimber Shaw, Kori Smith, Rob Littrell, Julie Bu, Maria Mabbutt, Karen Hansen, Aaron Culver

Absent: Ben King, Jared Cox, Rachel Duffy, Matt Lundgren, Erin Colburn, Rebecca Young, Daniel Gold

1. Call to Order - Katie Thomas/Kimber Shaw, President/Past President, called the meeting to order at 4:08 PM

2. Guest Presenter - Maya Duratovic from COAS on Technical Communications Graduate Program opportunities

3. Minutes
   a. May 19 Minutes Approved

4. Treasurer’s Report
   a. Luncheon Costs - to be distributed to Senate post meeting
   b. Staff Appreciation costs - to be distributed to Senate post meeting
   c. End of FY16 budget - to be distributed to Senate post meeting

5. Old Business
   a. Committee review - a survey went out, uncertain as to what is done with data; review of committees handout distributed; Kimber and Katie will coop the Wellness Champion duties; Student Fee Committee requires Senate Member, Maria Mabbutt will represent Senate; Disability Advisory Group (inactive), Rob Littrel will reach out to contact to attempt to reactivate; Facility Naming Committee (University Naming Committee) needs Professional Staff Member does not have to be Senate member; Parking Citation Appeals Review Board needs Senate member; Safety & Security Advisory Committee (Inactive), Senate would like to see it is reactivated; Workplace Climate Monitoring Committee is inactive; survey will be created to send to Pro-Staff to self nominate for committees; Google Form will be shared

   b. Professional Staff of the Year - Plaque update, needs to be updated in HR office; Kimber will get photo over to HR representative.

   c. Staff survey - 2009 info, create new (July) - Survey of professional staff to "take pulse" in order to guide what the PSA Senate should be focusing on. The 2009 survey results will be sent to senate. Goals to be set after staff is surveyed, based on feedback from Pro-Staff; Rob Littrel with Qualtrics will organize, and Katie will
assist; 2009 survey will be used as guide. Deadline for questions to be added to survey from Senate will be established.

d. Continued discussion on connecting with staff - Senate does participate in ONE Boise State Orientation; talking points to be used as handout. Currently no marketing materials for Senate, should be goal of Senate to develop marketing; up and running by Fall? Student opportunity to develop graphic design for Senate? Aaron will reach out to Andrew Mason about graphic design volunteer portfolio work--Sub Committee to assist in this; Aaron, Kori, Maria
   i. Personal calls and invites - Senate Members responsible for certain divisions/departments?
   ii. Develop mailer to send to new people - Should be tied in with development of marketing materials
   iii. Networking events (all senates?) - ACE, BSUAOP?

6. New Business
   a. One Boise State Orientation - continue participation? - Yes, and talking points to used as handout, as well as marketing materials to be developed

   b. Senate photo - To be scheduled during upcoming meeting time

   c. 2016-17 meeting times - 2 times scheduled, regular monthly meeting on Tuesday, with Bi-weekly optional meeting every other Wednesday; Alexander room in the SUB is now new meeting place for regular meeting, and RFH 311 for alternative meetings

   d. October 19th tentatively scheduled for Fall luncheon, coordination with ACE president; Spring luncheon date potential? Early to mid April suggestion; Staff week Katie will be working on, will reach out to ACE

7. Other - Senate constitution; Katie will send out to Senate for review and potential updates; access to google folder will be given to new Senators for review

8. Adjournment
   Meeting adjourned at 5:04 PM