Meeting Minutes
June 20, 2017
11:00 a.m.
SUB, Alexander Room

Members in attendance: Katie Thomas, Tana Monroe, Rob Littrell, Matt Lundgren, Aaron Culver, Daniel Gold, Ben King, Erin Colburn, Aaron Culver, Linsey Saras
Absent: Moriah O’Kelly, Rebecca Young, Jared Cox, Kori Smith, Charity Strong, Fatima Cornwall, Kimber Shaw, Maria Mabbutt

1. Call to order - 11:04

2. Minutes - May minutes review/approval – Approved

3. Treasurer’s Report - Budget updates (table skirt, sign, gift cards) - Katie updated with info from last report; Aaron gathering end of year information and will coordinate time with Rebecca to go over report processing prior to next meeting.

4. Old Business
   a. Committee updates? - Katie reaching out to committees. Matt has volunteer marketing. Katie and Daniel to go over entire committee list. Networking committee needs new PSA Senate member; Corrine Henke still involved; may need additional
   b. Marketing and website status - Erin: Picture updated for current PSA staff member of the year; professional development piece added to site; website redesign for this year’s Senate? Erin feels site is clunky; needs user friendliness and accessibility updates; Professional Staff of the Year page updated; should be updated yearly; beefing up events portion of the page also needs to occur; Meetings and Events to be combined? New development options available to add to site then news feed can be removed; treasurer's report to be removed if not required to be posted by handbook because they are referenced in minutes;
c. staff week write up - KT to complete - Katie will have written and out by end of week.

d. Handbook - updating and process - Process has begun; constitution and handbook; constitution update needs ⅔ voting body approval from PSA; constitution to be focus going forward; working meetings is target for updates;

5. New Business
   a. Handbook
   b. Fall luncheon sub-committee - Katie and Daniel spoke with HR and ACE; Halloween date scheduled for luncheon; planning has commenced, Katie is heading planning committee; Daniel will shadow and lead next year; fall luncheon sub-committee to be formed, email to be sent to Senate; first year and second year Senators preferred in order to keep continuity going forward
   c. Archives - Archive does have files for PSA, we are welcome to view; meeting to go as group to view? Interested in taking current digital information for archives; ownership of documents is an issue; Katie and Daniel to call OIT to get ownership changes; should change ownership to groups rather than individuals; does the folder need restructuring? Identifying appropriate documents for archives; Archive folder? Or just share with Archive documents we feel appropriate? Need to review archives to get context; working session at archives to be set.
   d. Workplace environment committee? - ACE interested in collaborative discussion on workplace environment improvements; CEC would fit into this type of group; there is a demand from constituency for Senate to advocate for wages; PERSI discussion also appropriate for this type of group; analysis for sister institutions and further exploration

6. New meeting schedule - Nothing unanimous, but Tuesday or Wednesday lunch hour meeting and also working session meeting; Daniel is leaning Wednesday; Tuesday meetings, and Wednesday working meetings; SUB good space, Working Wednesday to decide space; Kitchen (EOC) space available

7. Other
8. Adjournment - 11:47 AM