Professional Staff Association
Senate Meeting Notes
February 10, 2010
Forum, Student Union Building

In Attendance:
Sari Byerly, Bill English, Mandy Nelson, Beth Oppenheimer, Pat Pyke, Mike Reed, Kathleen Tuck, Melissa Wintrow, Kimberly Woodings

Absent: Alain Rodrigue

I. Call to Order and Opening Activity
   - Mandy called the meeting to order at 10:35 am
   - For the opening activity, Mandy and Kimberly shared donuts with the group.
   - The gavel was passed to Sari for the next meeting.

II. Review and Approval of Minutes
   - Mike moved to pass the minutes as is. Kathleen seconded the motion and the senate voted unanimously to approve the December meeting minutes.
   - Reviewed minutes from special meeting held with Jane Buser.

III. Treasurer’s Report
   - Appropriated balance - $300.56 Local balance - $5394.98
   - Mike reported that Kimberly has finally been paid.
   - There was a Diners card charge for the Professional Staff of the Year plaque.
   - SUB rental charge of $236 for Stacy’s presentation.
   - HR has indicated that they will pay for the spring luncheon.

IV. Committee Outreach Chair: Kimberly’s report
   - Kimberly reported that she has not received any updates from the university committee representatives.
   - Robert Buel gave an update on the Social committee
      - Robert reported that he has about 3/4 of a team filled for the spring community softball league through Boise City. It is co-ed and more ladies are needed. This is a Sunday night recreation league and will run mid-April through July.
      - The chairs of the sub-committees met to discuss coordinating efforts for a “Staff Week”. Looking at the first week of June for staff week. Each committee would host an activity. Some of the ideas are a volleyball tournament, Greenbelt clean-up, speed networking, ice cream social – possibly have upper administration serving the ice cream. Still thinking of a big Friday night event.
• Kathleen noted that we need to discuss budgeting of the sub-committees. Robert suggested that funds could be raised for staff week by selling t-shirts. Beth will look into the fundraising policy.
• Melissa asked what the purpose of staff weeks is. Robert said they are hoping to build morale and show staff that they are appreciated.
• Melissa asked for a one page draft of the purpose, objectives and proposed schedule and possible expenditures so the senate can vote and approve.
• Pat asked if it was for all staff or just professional staff. Melissa proposed that the first year it just be professional staff.

• Matt Lundgren gave an update on the Volunteer committee
  o The committee has been working with several assisted living homes to bring residents to the 2 p.m. men’s basketball game on March 6th. Athletics is kicking in the tickets. Once the number of participants is determined volunteers will be sought.
  o Adopted 2/3 of a mile of the Greenbelt to clean-up once per month. The stretch is off of Parkcenter by the property the university recently purchased. The committee will need to provide the bags for clean-up.
  o Working with volunteer services board for Into the Streets on April 17th. Will advertise and promote.

• Mike motioned to approve the sub-committees to move forward with current plans. Bill seconded the motion and the senate voted unanimously to approve.

V. Old Business
• Melissa met/spoke with both Jane and Dale individually about the job code title changes to express the concern she was hearing from professional staff.
• Forum with legislators has been confirmed for February 17th at lunch. Melissa, Renee and Owen plus a few representatives from each senate will meet with legislators to discuss issues. Beth and Sari will go with Melissa.
• Changes in the professional staff contract went into effect January 5th. The fine print on our contracts basically allows for contract changes “from time to time” and/or “without notice.” Faculty senate has written a letter to Dr. Kustra regarding contract changes and their recommendation that language in SBOE policy be restored to prohibit the changing of salary during a contract period. The largest area of concern is in regard to salary. According to the professional staff contract language, “The terms of employment set forth in this contract are subject to the governing policies and procedures of the State Board of Education and the policies and procedures of Boise State University, and as such may be amended from time to time and without notice during the term of this contract.” The Jan. 5 university policy change shortened the length of the non-renewal dates from 90 to 60 days, which is a part of university policy that got changed, but with notice in regard to the November 19, 2009, meeting held by Stacy Pearson. Melissa clarified the difference between university policy change and proposed changes to State Board Policy to give the university authority to make changes to salary and benefits
during the contract in times of exigency and “financial challenges.” Melissa, Mike Reed, and Bill English met with Stacy Pearson and Kevin Saterllee on February 8 to clarify this and discuss our concerns that if salaries were permitted to be changed during a contract period, then the contract really isn’t a “contract.” The only terms on the contract we sign currently relates to salary and appointment; a change in salary would be a change in a term we agreed to. The faculty senate also wrote a letter in cooperation with Kevin Saterllee requesting an opinion from the Attyerny General about whether this proposed change would be appropriate according to law. Melissa accepted a motion to document professional staff opposition via a letter to Dr. Kustra in regard to the changes to our salary within the contract year and support of faculty senate to request an Attorney General’s opinion. Bill English made the motion to send a letter to the President. Beth Oppenheimer seconded and the motion passed unanimously.

- Meeting with Stacy and Kevin on Feb. 8  
  - Discussion of policy changes  
  - See notes above  
- PSSAP Advisory Council Update from Feb. 3  
  - PSAAP Meeting on Feb. 9, 2:30pm  
  - Melissa attended this committee meeting on February 3. This was the first meeting held by this group since August when Ferd Schlapper served as the representative. The meeting was spent in discussing the error made by HR in regard to changing job code titles on the paystubs of professional staff on Jan. 22 with no notification. The meeting members provided advice to HR on how to best present the material in an forthcoming open forum for professional staff scheduled for February 9. Council members asked questions numerous questions for clarification.

VI. New Business
- Meeting with President Kustra  
  - Open forum hosted by President Kustra on February 23 at 3 p.m.  
  - Melissa met with President Kustra on January 29 in regard to concerns being shared with her about overall employee morale that was being negatively impacted by a lack of communication within the system in regard to the PSSAP, the change in policy in regard to non-renewal, the impacts of the change in benefits for part-time employees, etc. President Kustra was kind enough to meet the same day of the request and was open and receptive. He offered to host an open forum, inviting professional staff to share their experiences with him. This meeting will take place on February 23, 2010, at 3pm.
  - Melissa will clarify with Jane if updates to JDQ’s come after March 1st will they still be reviewed for PSSAP.
- Spring Luncheon – Beth, Sari and Alain will coordinate.
- Emeritus status for Joyce Weir  
  - Packet is complete and has good support. Mandy motioned to approve emeritus status for Joyce. Bill seconded and the senate voted unanimously to approve.

VII. Announcements
- Dan Timberlake, Director for Counseling Services, will present to the senate next meeting.
• Next Professional Staff Senate meeting will be Wednesday, March 10, 2010 in the Norco Building.

**VIII. Adjournment**

• The meeting was adjourned at 12:17.
Professional Staff Association
Senate Meeting Notes
March 10, 2010
Norco Building

In Attendance:
Sari Byerly, Bill English, Mandy Nelson, Beth Oppenheimer, Mike Reed, Alain Rodrigue, Kathleen Tuck, Melissa Wintrow, Kimberly Woodings

Absent: Pat Pyke

I. Call to Order and Opening Activity
- Sari called the meeting to order at 10:35 am
- For the opening activity, Sari passed out pens and pamphlets for the TRiO program and explained what TRiO is.
- The gavel was passed to Melissa for the next meeting.
- Dan Timberlake, Director for Counseling Services gave an update on the Support Our Students (SOS) program on campus.
  i. The SOS team was created in response to the Virginia Tech shootings. The team is tasked with acting as “connectors” to provide referrals to students/faculty/staff. Concerned parties can email SOS@boisestate.edu or complete the webform on the Counseling Services website http://www.boisestate.edu/healthservices/sos.asp.
  ii. University Health Services has 6 counselors which is 1 per 2954 students. Accreditation recommendation is 1 per 1500. Students can get in for an initial visit, but often cannot come back for 2-3 weeks due to scheduling demands.
  iii. The SOS team is unfunded.
  iv. Kathleen stated that she would like to put SOS information in Update.
  v. Melissa asked what PSA can do with this information. What is our purview? Kimberly stated that we can help increase awareness of the SOS program. Melissa indicated that there could be a danger of increased referrals to a staff that is underfunded and undersupported.

II. Review and Approval of Minutes
- Kathleen moved to pass the minutes as is. Mike seconded the motion and the senate voted unanimously to approve the February meeting minutes.

III. Treasurer’s Report
- Appropriated balance - $300.56 Local balance - $5394.98
- Mike reported that $300 will hit the local account from the Winter luncheon and $17 from the legislative luncheon. Mike talked with Carol and Jane about the appropriated account. It is not clear if we will receive funding next year. Carol said HR still plans to pay for the Spring luncheon.
• Plaque – can no longer offer plaque and $150 gift card for Professional Staff of the Year winner. A perpetual plaque to hang in the Administration Building was discussed. Bill suggested adding a picture of the current winner to the plaque. Kathleen motioned to get a permanent plaque and give the winner a $100 gift card. Beth seconded and the motion passed unanimously.

IV. Committee Outreach Chair: Kimberly’s report
• Kimberly reported that the volunteer committee attended the basketball game with residents from local assisted living homes. Kathleen attended and stated that there were only 12 participants including care givers, plus 6 volunteers. The idea was great; the execution did not go as planned.
• Reminder that April 17th is Into the Streets – more information coming soon.
• Networking committee is hosting Bronco Primetime on April 22nd from 4-6 pm. There is a possibility for “speed networking” during that time.
• Robert Buel gave an update on Staff Week
  o Kathleen expressed some concern with its proximity to Memorial Day.
  o Ice Cream Social - Kimberly indicated that $300 is too low of an estimate for ice cream from Aramark. Kathleen suggested moving the ice cream social to the park to save money.
  o Robert expressed concern about excluding classified staff. Mandy and Kathleen both expressed concern that unless we combine with ACE, PSA cannot afford to host the ice cream social for all staff. The social committee will approach ACE and Renee.
  o Timeline – one of the two weeks around Memorial Day. Robert will approach ACE and then finalize the dates. Sari stated that the space needed may dictate when it can be held as many programs have already reserved space on campus at the end of May.
  o Melissa asked if the committee needed funding upfront. Robert asked if FO&M and departments are willing to donate anything like tents, etc. Melissa will mention to the other senate presidents when they meet with Dr. Kustra next week.
  o Luncheon - Kimberly expressed concern about supplementing a staff week lunch since we already supplement two other lunches. The senate agreed.
  o T-shirts – Mike asked about T-shirt design. If it says Boise State on it, it must be approved by Rachael Bickerton. Robert plans to have a pre-order on the T-shirts. Melissa asked that Robert work directly with Mike for T-shirts.
  o Mandy motioned that we allocate no more than $500 total for the week’s events. Bill seconded. 6 ayes, 1 abstention – the motion passed.

V. Old Business
• Beth gave an accounting of the legislative lunch. She thought it was a good way to build a relationship, but that she did not feel like the legislators really listened to what they had to say. Senator Coiner said that it is time for university employees to change the
way they do things and work more efficiently. A thank you was sent in which Melissa and Beth included ways that the university is working more efficiently.

- February 23rd forum with Dr. Kustra went well. Sari and Kathleen both indicated that he did a good job and were glad that he held it.
- Kathleen gave an update about PSSAP. HR is doing a trial meeting with a few people to answer questions and then will move to Deans, VPs and all staff.
- Melissa reported that Dale presented to the Advisory Council. They had so many questions that he only got to slide four of his presentation.
- Melissa met with Aramark and expressed that small groups with small budgets find it difficult to work with the current catering menu.
- Bill will follow up with the process for making recommendations for internal policy in cases of financial crisis.
  - Melissa asked that we take time to read the email Bill sent and share feedback.
  - Bill stated that we need to be fairly close in line with what Faculty Senate proposes.

VI. New Business
- Kathleen reminded everyone that elections are next month. Do we need to get a sub-committee together to discuss senate structure? Melissa suggested that we meet again in two weeks. Mandy will schedule.

VII. Announcements
- Special senate meeting will be held Wednesday, March 24, 2010, to discuss senate structure and elections.
- Next Professional Staff Senate meeting will be Wednesday, April 14, 2010 in the Alexander Room, Student Union Building.

VIII. Adjournment
- The meeting was adjourned at 12:36.
Professional Staff Association
Senate Meeting Notes
March 24, 2010
Foote, Student Union Building

In Attendance:
Bill English, Mandy Nelson, Beth Oppenheimer, Pat Pyke, Mike Reed, Alain Rodrigue, Kathleen Tuck, Melissa Wintrow, Kimberly Woodings

Absent: Sari Byerly

I. Call to Order and Opening Activity
   • Melissa called the meeting to order at 10:35 am

II. Review and Approval of Minutes
   • Pat motioned via email to approve the minutes as is. Kathleen seconded the motion via email and the senate voted unanimously to approve the March 10th meeting minutes.

III. Treasurer’s Report
   • Nothing new to report.

IV. Committee Outreach Chair: Kimberly’s report
   • Kimberly reported that the volunteer committee cleaned our section of the Greenbelt. It is a very short and clean stretch so probably no more than 5 people will be needed at a time. The committee will set a specific date for clean-up each month.
   • Reminder that April 17th is Into the Streets. Mandy will send a reminder email 2 weeks prior to the event.
   • Networking committee is hosting Bronco Primetime on April 15th from 4-6 pm. Pat will coordinate with Regina. Pat and Kathleen would like to have reminders about elections at the event.
   • Robert Buel will give an update from the social committee at the April meeting.

V. Old Business
   • Spring Luncheon
     o Beth, Alain and Sari met with Carol last week. She will be sending out honorees in the HR review today.
     o Need a theme. Please send 2 theme ideas to Beth, Alain and Sari.
     o Alain asked about the emeriti list. Kimberly indicated that packets must be received by the April meeting.
     o Outgoing members of the senate: Kathleen, Beth, Bill, Mike, Mandy and Kimberly.

VI. New Business
   • Structure of the Senate
     o Amending the constitution is possible by if 2.3 members voting approve. Must provide 30 days notice prior to voting.
Number of Professional Staff by Office:
1. President’s: 143 – 20%
2. Provost: 216 – 31%
3. Sponsored Programs: 16 – 2%
4. University Advancement: 20 – 3%
5. Vice President of Finance and Administration: 172 – 24%
6. Vice President of Student Affairs: 134 – 20%

Current representation of senators: Provost – 2, President – 1, Student Affairs – 2

The question was asked whether 5 senators is enough. Everyone agreed that 5 is too low. Bill suggested adding 3 more. 1 to coordinate each of the 3 sub-committees.

Pat motioned that we put forth an amendment to the membership to change 5 senators to 9 in article 4 section 1 of the constitution. Kathleen seconded and the senate voted unanimously to approve. Mandy will sent out an email to all professional staff with proposed change, open forum date and dates for voting.

• Recommendations for Internal Policy for financial crisis
  o Lynn Lubamersky contacted Melissa and stated that there are two committees in faculty senate working on recommendations.
  o Mike stated that our recommendations should be in line with the other 2 senates, but that we need to consider the differences of professional staff (i.e., funding sources).
  o A sub-committee will meet to work on our recommendations.

VII. Announcements
• Next Professional Staff Senate meeting will be Wednesday, April 14, 2010 in the Alexander Room, Student Union Building.

VIII. Adjournment
• The meeting was adjourned at 12:11 p.m.
Professional Staff Association
Senate Meeting Notes
April 14, 2010
Alexander, Student Union Building

In Attendance:
Sari Byerly, Mandy Nelson, Pat Pyke, Mike Reed, Alain Rodrigue, Kathleen Tuck, Melissa Wintrow, Kimberly Woodings

Absent: Bill English and Beth Oppenheimer

I. Call to Order and Opening Activity
   • Melissa called the meeting to order at 10:35 am
   • Steve Marzolf from the Registrar’s Office joined the meeting so introductions were made.

II. Review and Approval of Minutes
   • Kathleen motioned to approve the minutes with a correction to the spelling of Lynn Lubamersky’s name. Sari seconded the motion and the senate voted unanimously to approve the March 24th meeting minutes.

III. Treasurer’s Report
   • Mike reported that the appropriated account balance is now $0. The local account has a balance of $5,289.21. The plaque and staff week will be paid for out of the local account.

IV. Committee Outreach Chair: Kimberly’s report
   • Kimberly reported that the Affirmative Action committee is reviewing the complaint procedures under the Anti-harassment and the Nondiscrimination Policies.
   • Volunteer Committee –
     o Into the Streets is this Saturday at 9 am. Meet in the Simplot Ballroom. There are about 20 projects.
     o Looking at creating a Google Group that professional staff could subscribe to in order to see volunteer opportunities.
     o Will know later this month the set date each month for Greenbelt clean-up.
     o Trying to find a way to include an activity into staff week that is fun. Looking at possibly doing a food drive or putting together boxes for soldiers, etc…
   • Social Committee –
     o Kathleen gave an update on Staff Week.
       1. The proposed theme of Boise State’s Got Talent needs adjustment due to licensure with America’s Got Talent.
       2. T-shirt design contest is under way.
       3. Schedule is being finalized.
   • Networking Committee is now the Engagement Committee
Hosting Bronco Primetime on April 15th from 4-6 pm. Pat will take flyers for Into the Streets and remind folks to nominate.

V. Old Business

- Spring Luncheon
  - Alain reported that Heather Carlson is working on the invitation. Doing a postcard and email. Mandy will send the email when finalized.
  - Theme is “Day off”
  - Melissa is hoping to give a review of the Senate accomplishments this year.
  - All senate members need to arrive by 11.
- Review of Dan Timberlake’s presentation. Melissa would like to table until June.
- Elections – Bill is collecting nominations.
- Benefits fair May 5th. Mike will let us use an iPad to show the slideshow from the website. We will have a bowl of candy and a drawing for free T-shirts as well.

VI. New Business

- Emeritus status for Viola Bowman – Mandy motioned to approve the packet. Sari seconded the motion and the senate voted unanimously to approve.
- Discussion on recommendations for Internal Policy for financial crisis
  - Want to be sure that work load reduction is visible
  - Health benefits should not be affected by furlough

VII. Announcements

- Next Professional Staff Senate meeting will be the May 6th luncheon.
- June 9th will be a transition meeting of outgoing and incoming members.

VIII. Adjournment

- The meeting was adjourned at 12:02 p.m.
Professional Staff Association
Senate Meeting Notes
July 14, 2010
Foote Room, Student Union Building

In Attendance:
Dan Griggs, Bill English, Pat Pyke, Brian MacDonald, Kathleen Tuck, Corrine Henke, Karen Wargo, Marlene McVeigh

Absent:
Melissa Wintrow, Mike Reed, Alain Rodrigue, Bob Henry, Kristine Barney

I. Call to Order
- Dan called the meeting to order at 10:30 a.m.

II. Review and Approval of Minutes
- Bill made a motion to approve the June minutes, and Brian seconded. Minutes were unanimously approved.

III. Treasurer's Report
- Appropriated - $0
- Local - $4,804.32
- the 2011 fiscal year budget load has not yet happened for the Appropriated Acct.
- There was a question about the deposit into the local account with the description ‘ACE Deposit (Staff Week)’, Mike will verify the purpose/reason for that at a later date.

IV. Old Business
- Website Review/Update.
  Dan reminded senators to send their photos to Bill, for inclusion on the website. Brian asked about whether we will be required to migrate the PSA website to the new WordPress site the University is promoting. There was some discussion that we will not really have a choice, since we are a ‘sub-site’ of an existing domain, when the parent site migrates, so will our site.

  - Committees
    Kathleen, Corrine and Karen have been working on committee assignments, and updating descriptions and members for the handbook. There were approximately
30 responses to the request to serve on a committee email, and all available spots have been assigned.

The next step is to coordinate the Committee Orientation meeting. The Orientation should be mandatory for new committee members, and is highly recommended for returning committee representatives.

The orientation will be in the Library, room 201C, on 8/10/2010. (between 8am and noon)

- **Goals, Mission and our Constituents**

  In response to Dan’s request that we all talk face to face with Professional staff in our departments to find out what they are most concerned about, the following items were discussed;
  - Furloughs/layoffs - many staff just want to know more about the potential for furloughs and layoffs, given the unknowns surrounding this year’s budget.
  - Pay (both the PSSAP project, and the potential for pay raises) - staff are feeling like the communication lines have not remained open on these matters.
  - PSSAP follow-up - (from Jane Buser) With Dale’s departure, the next phase (meeting with supervisors/managers to discuss initial slotting of positions) has been postponed until a new compensation manager is hired. However, the administration approved the structure last August and Joan Thies applies the structure (salary ranges) for the recruitment of professional staff, reorganizations etc.
  - The lack of pay raises is also a very big concern for Professional Staff (some senators recalled a service record of nearly 15 years with the University, and only 6–7 of those years where a pay raise was actually given, and even then, that it did not even come close to addressing basic cost of living increases in this state), more interaction with the legislature was discussed as a method to continue to ‘market’ state employees in general to our legislators. Last year’s luncheon with some legislators left PSA senators feeling like our legislators (some, not all) viewed state employees as ‘lazy and overpaid’, and the PSA senate would like to continue to address those general ideas from our legislators. It was suggested that we invite Boise State lobbyist Bruce Newcomb to a future senate meeting to hear his views on the legislatures direction.
  - Benefits / Health Care. The future of the existing insurance plan offered by the state was of interest to some Professional Staff. The following was submitted by Jane Buser after the meeting - “I have been chairing the Higher Education Insurance Consortium, which consists of the eight higher ed public institutions. We have been working together for the last few months and recently posted an RFQ for a feasibility study. We have two responses, which the consortium will be evaluating during the next few weeks. After selecting a vendor, the feasibility study will begin (data gathering etc.). The study and results will be not only for health, but also life and disability benefits.
Sarah Jones, our ‘new’ benefits manager, has had extensive experience working on projects such as this and will help guide us.”

- Employee + 1 (Fee Waiver). Dan did some investigating of what our peer institutions do in this area. He found that .................................<Dan, can you please provide some of the details here>....................................

- Professional Development. Concerns were raised about current Professional Development policies being filtered through existing travel policies, which can be limiting and inflexible. The benefits of Prof. Development are well documented, and justify the evaluation of current Travel policies and how they promote (or restrict) professional development opportunities. A current example of the issue would be technical training for IT professionals, in some areas there is no money for travel/training, yet some employees may be required to achieve higher levels of certifications to maintain their positions.

- Some professional staff have expressed gratitude for the increased visibility of the PSA and the senate, in matters of importance (such as the budget situation, open meetings with Stacy Pearson, etc...).

V. New Business

Better Know the PSA - Ideas about getting out and making ourselves available for open impromptu discussions with Professional staff around campus. Kristine provided an overview of what a project like this might cost, and where we might position ourselves for the best outcome. Additional conversation ensued about available ‘walking paths' where the PSA might position a table, and what ‘talking points/key issues ’ we might encourage. More will follow on this.

Quad Sale - Brian needed to leave a little early, but said that he will e-mail details about the Sale to the senate at a later date.

Emeritus Nomination - A nomination packet for emeritus was circulated. The materials were mostly complete, but it was requested that a complete vita be included as part of packet. The nomination was approved pending the completion of the vita.

Corrine motioned that we look closely at the policy and our handbook to ensure that a complete vita/resume is cleared requested. The current wording in the policy is ‘Vita or resume for the candidate's time of service.’

VI. Announcements

- The next Professional Staff Senate meeting will be August, 11th at 10:30 a.m., in the Ah Fong Room.
VII. Adjournment
   - The meeting was adjourned at 11:30 a.m.
In Attendance:
Dan Griggs, Bill English, Pat Pyke, Brian MacDonald, Kathleen Tuck, Corrine Henke, Karen Wargo, Marlene McVeigh

Absent:
Melissa Wintrow, Mike Reed, Alain Rodrigue, Bob Henry, Kristine Barney

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Absent:
Melissa Wintrow, Bill English, Pat Pyke, Brian MacDonald

I. Call to Order
- Dan called the meeting to order at 10:30 a.m.

II. Treasurer's Report - Mike Reed
- Appropriated - $1,925 (budget now loaded for FY 11)
- Local - $4,804.32 (carry forward). We have no outstanding expenses.

III. Review and Approval of Minutes
- Dan is still working on filling in the gaps regarding UofI and ISU’s policies on fee waivers (Employee + 1 proposal)
- Minutes were unanimously approved.

IV. Old Business

- Committees - Kathleen reported on the Committee Orientation meeting held on Aug 10. About 14 people attended (which was not bad but also not all committee members). A few folks who were not able to attend e-mail Kathleen, and she provided them with an e-mail update on the meeting and their duties as committee members (attending all meetings, reporting back to the PSA Senate, etc.) Overall we believe this orientation will improve the flow of communications to the Senate.

- Better Know the PSA - Conversation continued about how we might promote the PSA, inform constituents about what we do, and encourage feedback and participation. Bob suggested making use of the Quad Sale (Sept 2nd, 9am-3pm) - it sounds like ACE and Shared Leadership plan to have tables set up at this event. Discussion turned more generally toward what we might have on a PSA table, and we agreed that some handouts (candy, pencils, post-its) would be nice. Currently all we have is a banner. Kathleen also mentioned the popularity of “the wheel” and the
good response they’d had using it at other events. We thought that the wheel could be used to educate folks about the PSA by asking PSA related questions and having a display with the answers nearby.

Bob will work on establishing a schedule to staff a PSA table at the Quad Sale and finding a wheel for us to use. Kristine and Corrine will work on questions for the wheel. Dan and/or Mike may look into give aways (if not for this event then for others).

- **Emeritus Nomination** - Dan - we have not yet received the vita for the nomination circulated in July. Dan suggested moving it forward to the President’s office and no one objected. As a side note, the current wording in the policy is ‘Vita or resume for the candidate’s time of service.’

**V. New Business**

- **Emeritus Nomination** - We circulated a packet for another candidate. Kathleen moved to approve, numerous senators seconded, and it was unanimously approved.

- **Campus Naming Committee** - Dan circulated a one page summary of proposed naming changes including:
  - Kinesiology Annex to Bronco Gym and Kinesiology
  - Science and Nursing Building to just Science Building
  - Engineering and Technology to just Engineering Building
  - The building housing the new CESED (Center for for Environmental Science and Economic Development) will be called the Environmental Building until a donor is found
  - What used to be University Health Services will be renamed the Chrisway Annex

   Additional discussion ensued about possible changes to the Business Bldg and the Technical Services building. Dan will update us once the information becomes available.

- **Legislature Update** - Dan - as expected things are pretty quiet over the summer. Melissa did mention that a letter of concern was forwarded to her regarding Gov. Otter’s policies related to state employees. We will likely look into this at a later meeting once Dan and Melissa have had a chance to discuss.

  Kathleen brought up the possibility of Bruce Newcomb coming to speak with the Senate. Dan agreed this was a good idea and also mentioned that Jane is working on getting legislators together for a meeting with us as well.
- **PSA relations across the state** - Dan said that he was not aware of any news from the PSA’s at U of I or ISU. The last he’d heard folks were still worried about last year’s budget cuts and impending furloughs/lay-offs. Dan said he planned to travel to a meeting in Moscow to visit with the other organizations. Kathleen suggested that a teleconference might also be arranged. Dan may also look into inviting folks to Boise (perhaps when the legislature is in session).

- **Winter Luncheon** - Kathleen suggested that it was not too early to start thinking about the Winter Luncheon and/or whether or not we would have one this year (due to budget considerations and lower attendance). There appeared to be agreement that the cost of the luncheon kept some people from attending even though it is subsidized. One main consideration would be moving the Staff of the Year award to the Spring luncheon.

  We explored other options such as having a PSA day at the Bronco Zone lunch in Steuckle Center, hosting another Bronco Primetime, or maybe do a brown bag series focused on Professional Development and networking. Given the results of the PSA survey, declining attendance, and rising catering costs, these ideas were welcomed. We will explore this at a future meeting and engage the Networking Subcommittee in any planning.

**VI. Adjournment**
- The meeting was adjourned just after 11:00 a.m.
In Attendance:
Karen Wargo, Corrine Henke, Pat Pyke, Brian MacDonald, Alain Rodrigue, Kathleen Tuck, Dan Griggs, Bill English, Kristine Barney

Absent:
Melissa Wintrow, Mike Reed, Marlene McVeigh, Bob Henry

I. Call to Order
- Dan called the meeting to order at 10:30 a.m.

II. Approval of minutes
- The August minutes were approved as written.

III. Treasurer's Report
- Mike reported prior to the meeting that the balances have not changed since last month.

IV. Old Business
Employee + 1;
- A status update on the proposal should be given by Stacy Pearson soon. It is expected that Stacy Pearson will address all three senates together.
- Dan provided some background about the proposal, and history of issues it has faced.
- A brief summary of what we might expect was discussed. Dan was told that President Kustra should be taking this proposal to the State Board of Education in the October meeting. We should have specifics on the details by the end of October.

Winter Luncheon;
- Some questions were raised about the luncheons in general, beginning with the decline in attendance. It was discussed that the meetings have been going to long, and we should make efforts to shorten them where possible (mainly by streamlining the awards process during the Spring Luncheon).
- Discussion then shifted to the thought of eliminating the Winter Luncheon to remain fiscally responsible with our budget. The purpose of the luncheon was discussed, and it was agreed that as an annual business meeting, the purpose behind the luncheon was sound, and for now we should continue with it.
- Discussion continued about the possibility of finding a sponsor for the luncheons, and finding ways to keep it relevant and useful for staff to attend. It was suggested that we should contact HR about finding a sponsor.
- It was agreed that for this Winter Luncheon, we would include the following; Committee updates, Professional Development component, Staff of the Year award, and a networking activity.
- We discussed the menu, and possible alternate locations for the luncheon, Kathleen agreed to follow up with the Stueckle Sky Center about possible having it there. (follow up from Kathleen - we can't get the Stueckly for free, but two rooms are available on Jan. 11 (nothing on Jan. 6). The Skyline Room will hold up to 200 people for a buffet. Cost is $915, including podium, DVD player, microphone, etc. The Double R Ranch Room holds 200+ and is $1,230.) It was agreed upon via email that we would rather subsidize the luncheon than use our funds to pay for the room rental.
- Following the meeting, the dates of our reservations for both luncheons were emailed to everyone, they are; January 6th, 2011 - Jordan A,B,C May 5th, 2011 - Jordan A,B,C

January 5th, 2012 - Simplot Ballroom
May 3rd, 2012 - Simplot Ballroom

January 3rd, 2013 - Jordan A,B,C
May 2nd, 2013 - Jordan A,B,C

- It was agreed that more than two people should be assigned to organize the luncheons. For this winter, the following people will participate in planning/organization; Kristine Barney, Pat Pyke, Alain Rodrigue, Bill English, and Karen Wargo. For the spring, it will be: Marlene McVeigh, Bob Henry, Corrine Henke, Kathleen Tuck, and Brian MacDonald.

V. New Business
- Emeriti Nomination
A emeritus nomination package was circulated and discussed. It passed unanimously.

VI. Announcements
- no new announcements

VII. Adjourn
- Dan adjourned the meeting at 11:29 a.m.
In Attendance:
Karen Wargo, Pat Pyke, Brian MacDonald, Kathleen Tuck, Dan Griggs, Bill English, Kristine Barney, Melissa Wintrow, Mike Reed, Marlene McVeigh, Bob Henry

Absent:
Alain Rodrigue, Corrine Henke,

I. Call to Order
- Dan called the meeting to order at 10:30 a.m.

II. Approval of minutes
- The September minutes were approved as written.

III. Treasurer's Report
- Mike reported that the balances have not changed since last month.

IV. Old Business
  Winter Luncheon;
  Kristine - Catering update
  -Potato Bar - $9.50/person, we can subsidize $4.50/person for a $5 cost to staff. $675 total from our budget to subsidize 150 people (approximation of attendance)
  -It was suggested that we remind staff that the cost is subsidized, so if they RSVP, we really want to encourage them to attend, so we don't lose money on it.
  -Discussion about the meal choice followed, it was agreed to by all that a low cost lunch is probably the best choice this year.
  -The Winter Luncheon committee will begin putting together flyers and circulating the Save The Date emails.
  -Theme - Innovate@BoiseState - up to 15 people will get 90 seconds to share ideas about how they would innovate things at Boise State.
  -We will probably 'seed' the speakers to gain interest/involve
  -We will ask our sub-committees to provide updates
  -Should we continue to ask Carol Bugni to be the RSVP person? It was
Social Committee
- Marlene
  - Still in the Brainstorming phase - there are lots of ideas, but cost is an important factor to consider in the decisions.
  - Is in contact with the President's office about Staff Week

Employee + 1 Update
- Dan
  - President Kustra is at the Board of Education meeting today, but the topic was not discussed. We expect to have some more information soon.
  - If the proposal is accepted, we will have a trial program before anything becomes permanent.
  - We should have an opportunity for input when the Board of Education approves the trial program.
  - Dan has involved the Faculty Senate and the Classified Staff Senate, and continues to follow up with Human Resources and the President's Office to keep informed of progress and changes.
  - Currently, Administration has three potential options to discuss about how to implement the trial.
  - Dan will follow up with a resolution from the senate showing support to the progress and direction administration is taking.

PSAAP Project
-Dan
  - Project is currently on hold. According to HR, no action will be taken on this project until the new AVPHR is hired and had time to get a good grasp on it. (6 months to a year?)
  - It was noted that new hires titles are reflecting the restructuring recommended in the last few stages of the project.
  - 54 employees have had changes made as a result of this projects recommendations. (a few of them were upgrades)
  - It was suggested that Human Resources should provide this group with an update. We would like to know about the direction and steps that they have taken, and what their plans are for the next year.
  - The PSAAP committee has not been meeting.
  - Dan will request an update from HR for our next meeting.

V. New Business
- Emeriti Nomination
  A emeritus nomination package was circulated and discussed. It passed unanimously.
Discussion about the wording in the emeriti policy about what retirement means, and about the wording of 'active involvement' with Boise State. The thought was that the policy should be evaluated, and the wordings clarified.

- Volunteer Committee is sponsoring a Rake-Up Boise team this year, senators are encouraged to participate.

Current Searches -
- AVPHR
  Pat invited all to attend open forums for candidates coming to campus.
- VPSA -committee not formed yet
- Provost-committee not formed yet

-It was recommended that we invite the new Affirmative Action director to next months meeting

-We should ask for a Professional Staff Senate representative on the search committees that are current. Dan will draft a letter to administration.

Smoke Free Campus
- Enforcement?
  -There is currently no acceptable enforcement. Community enforcement does not work, there needs to be some sort of judicial alternative.
  -Some senators noted that the general policy does seem to work in a general fashion, there are no longer large groups of smokers at building entrances.
  -Maybe open forums on campus will improve awareness for all.
  -Without consequences, no real change will likely take place.

VI. Announcements
- Bob - it is Cyber-Security Awareness month. Bob passed out t-shirts to all.

VII. Adjourn
- Dan adjourned the meeting at 11:45 a.m.
Professional Staff Association
Senate Meeting Notes
November 10, 2010
Boyington Room, Student Union Building

In Attendance:
Karen Wargo, Brian MacDonald, Kathleen Tuck, Bill English, Kristine Barney, Melissa Wintrow, Mike Reed, Marlene McVeigh, Bob Henry, Alain Rodrigue

Absent:
Dan Griggs, Corrine Henke, Pat Pyke

I. Call to Order
   - Mike called the meeting to order at 10:30 a.m.

II. Approval of minutes
   - The October minutes were approved as written.

III. Treasurer's Report
   - Mike reported that the balances have not changed since last month.

IV. Guests
    Discussion
    Replacement cards for faculty/staff - Facts
    $50 fee for replacement cards for staff was implemented in July. It was set at $50
    primarily to keep it the same as the fee for replacement student cards.
    Staff get initial card for free, but pay for replacements.
    Staff don't get charged for expired cards or name changes.
    Cards are valid for 6 years.
    It is estimated that the replacement fee for staff only affects about 5-6 employees
    per year.
    Student lost cards can be as many as 500-1000 per semester.
    Cards will be replaced for free if they are stolen (with a police report).
    The appropriation that the campus card office has received in the past has been
    eliminated.
    The $50 replacement fee is purely punitive.
    Executive Council made the change.
    Depending on future appropriation changes to the ID card office, other costs may be
    considered.

    Replacement cards for faculty/staff - Discussion
Some staff feel this fee is excessive and that we, as staff, should not be used as a revenue stream for the University. It cannot cost $50 to activate a new card. Limited appropriation is understandable. If it is needed to do your job, and an occasional replacement is required, why shouldn't that be covered? Nobody needs a 'punitive' charge.

What are potential options?
- Can we ask about a one-time replacement at no cost? What other options are there?
- What about simply a replacement cost, rather than a punitive charge?
- Can we ask for a second look at the fee, and the options, and see if something else can be agreed upon?

If it is not a revenue-generating fee, why is it so much? A structured fee might be a better approach. (For example, $10 for first replacement within 6 years, $25 for second, etc.)

Certain departments might have different opinions about this, depending on how staff use it.

Maybe a lower punitive amount, or a one-time replacement is a better approach?

The larger concern is that there was no conversation about this change. It was pushed down from above as a directive, without any discussion with those affected. Leadership of other staff and student organizations are interested in working together with the Professional Staff Senate in shared governance issues like this.

What is the appropriate cost of replacement?

Should we solicit feedback from employees on this issue?

It was agreed that we should work to provide regular updates to our constituents. Minutes will be published (as 'unofficial') using the UPDATE.

Mike will follow up with Stacy about more discussion on this topic.

Marla suggested that we offer some alternatives to this solution to Administration.

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Marla Henken - Affirmative Action Director
Marla has taken over for Holly Borden
Background - local law firm 15 years, focused on labor and employment, discrimination issues, requests for accommodation.
Current duties include requests for accommodation, harassment, discrimination claims. Implementation of Affirmative Action Program, looking at positions that have historically underutilized women and minorities and reach out to organizations that would help target these groups.
Training and policy formation.

Question, would you be open to help facilitate with student groups on diversity, equity in education, etc.?

Is very interested in proactive approaches to reducing conflicts.
Senate members indicated interest in how we are educating employees on sexual harassment. Effective training programs benefit the employer as a defense for discrimination suits. Training employees to access our own processes for working with these issues is definitely a priority.

V. Old Business

Winter Luncheon Update
- Catering confirmed. Will need estimate (minimum guarantee) by Dec 23rd.
- Estimate was 150, can adjust that one last time on Jan 3rd.
- Save the Date email has been sent out.
- RSVP and Innovate email should go out next week. (date?)
- 13 people will be the maximum for the Innovate portion
- It was suggested that we email many reminders (for PSoY nominations)
- PSoY committee - Kathleen, Brian, Bill, and Melissa
- Remind staff in email to send photos for the slideshow

Open forums for AVPHR-
Karen attended all of the open forums, she will send out her notes to all senate members.
When will the decision be made?
Comments about AVPHR should be sent directly to Stacy Pearson.

Committee Updates
- Social Committee is planning a football throwing contest. Notification is going out in UPDATE. Open to all employees, sponsored by PSA. At the indoor field. The Senate is encouraged to come and participate.
  Contest is November 23rd.
- Question about budgets for these type of events came up. This particular event does not require any funds.

-Volunteer committee - Rake Up Boise is this weekend.

-Kimberly Woodings was recently recognized as "Volunteer of the Year" by the Boise Young Professionals
- Kathleen has followed up with committee representatives and reminded them to report any important issues back to this board.
Shannon Mahoney replaced Beth Oppenheimer on the Children’s Center Advisory Board
-Kathleen is getting regular feedback from members.

- Discussion about email updates from the Senate, regarding how much email is too much, and how can we communicate effectively to all staff, and not overdo it. The recent email from Faculty Senate was talked about as a good example.
- Action items
  - Reach out to Faculty Senate, Classified Senate and ASBSU
  - Email Stacy about ID Card cost
  - Email updates on Winter Luncheon
  - Post 'unofficial' minutes
  - Ask Dan to email copy of resolution of support of 'Tuition Benefit for Dependants' that was sent to Stacy

VI. New Business

VII. Announcements

VIII. Adjourn

- Mike adjourned the meeting at 11:45 a.m.