In Attendance
Kristine Barney, Sari Byerly, Jami Dye, Corrine Henke, Chris Hyer, Peter Jurhs, Mark Messing, Sundi Musnicki, Kathleen Tuck, Marlene Weis, Karen Wargo

Absent
Dan Griggs

I. Call to order
Kathleen called the meeting to order at 10:30 a.m.

II. Review and approval of minutes from May meeting
Mark motioned to approve the minutes with a correction to the spelling of Peter Jurhs’ last name. Kristine seconded the motion and the committee voted unanimously to approve the May 11th meeting minutes.

III. Treasure’s Report
Topic tabled for future discussion.

IV. Guest – Mark Rudin, Vice President for Research
Discussed several research initiatives.
- Compliance issues are becoming increasingly more restrictive and the University is working on implementing a conflict of interest/conflict of commitment policy. This policy will cover financial and non-financial conflicts and will likely be administered through the Provost’s Office. The goal of this policy is to acknowledge conflicts that exist and implement a way to manage them.

- We received grant funding to build a Biomedical Research Vivarium in 2010 that will house animals for scientific research. A mass coordinated mailing effort to entities with these facilities during the National Animal Rights week targeted Boise State. The new facility will not house any primates and will not be used to conduct embryonic stem cell research.

- Funding for research is dropping due to economic trends and reduced stimulus funding. Because of this we need to write better grant proposals and we are teaming up with experts outside the faculty, including professional staff members, to accomplish this.

- We are actively looking to increase our presence in downtown Boise. We have had recent success expanding program offerings in the College of Social Sciences and Public Affairs to the Alaska Center.
• Mark asked the Professional Staff Senate if there is opportunity to create a subcommittee to task professional staff with the responsibility of streamlining research initiatives and helping to clarify the rules for professional staff involvement with grant proposals. Can the Professional Staff Senate explore ways to help simplify research initiatives on campus and become more involved with research initiatives?

V. Review and vote on emeritus applications
• Emeritus application for Georgia Girvan: Mark moved to approve the emeritus application and Kristine seconded the motion. The application was unanimously approved.

• Emeritus application for Gary Rasmussen: Kristine moved to approve the emeritus application and Marlene seconded the motion. The application was unanimously approved.

• Kathleen will draft language for the Professional Staff Association Handbook to clarify the emeritus application requirements to include a resume or vita.

VI. Old business
• Staff Week report:
  o **Ice Cream Social:** Due to inclement weather, the Ice cream social was moved into the Student Union Building and it was not well attended. The Senate discussed possible reorganization of future Staff Week events. Many think kicking Staff Week off with the ice cream social and potentially using the event to promote involvement in other activities (i.e. volleyball and bowling tournaments) could boost participation of future events.
  o **Operation Care Package:** Was a great success. There was tremendous involvement from professional and classified staff.

• Committee assignments:
  o Corrine is identifying current vacancies on various committees. Some committees require a lot of training and a new member may need to shadow an existing member before the committee responsibilities can fully transition to the new member. Corrine is working on communicating to former members that their term has expired. In addition, a communication to notify all Professional Staff of new volunteer opportunities will be ready for distribution before the new semester starts in August. The communication will include the vacant committee seats/time period requirement/scheduled meeting times/experience required/etc.

• New senator orientation
  o All new members completed an orientation session focused on new duties and responsibilities.

VII. New business
• New senator to replace Bob Henry:
  Marlene will explore options for filling the vacant position and report back to the
• **Survey of Professional Staff**
  Kristine and Karen will head up a committee to create and distribute a professional staff survey. The survey will identify new areas of interest for professional staff to explore and opportunities for future committees and involvement with the Professional Staff Association.

• **PSA brochure – creation and design**
  Sundi will coordinate the publication of a Professional Staff Senate flyer and explore printing costs. She will bring a draft to the next senate meeting in July. The publication will describe who we are, what we represent, our accomplishments, changes that affect professional staff, etc.

• **Scheduling conflicts for spring luncheon on May 3\textsuperscript{rd}**
  The Spring Luncheon was scheduled the same week as the Bosses Breakfast and the Benefits Fair this past year and will conflict again in 2012. The Senate agreed to explore other dates to avoid this conflict in 2012 and future luncheons. Kathleen will research room availability.

VIII. Announcements
  • Kathleen requested photos of Jami, Sari, and Chris to post on the Professional Staff Association website.
  • Professional Staff contracts were distributed to Deans and Vice Presidents on Monday.

IX. Adjourn
  The meeting was adjourned at 11:53 a.m.
Professional Staff Senate Meeting
Senate Meeting Notes
Wednesday, July 13, 2011
Forum, Student Union Building

In Attendance
Kristine Barney, Robert Buel, Sari Byerly, Jami Dye, Dan Griggs, Corrine Henke, Chris Hyer, Peter Jurhs, Mark Messing, Sundi Musnicki, Kathleen Tuck, Marlene Weis

Absent
Karen Wargo

I. Call to Order
Kathleen called the meeting to order at 10:36 a.m.

II. Welcome to new Senator Robert Buel
The committee welcomed Robert and thanked him for accepting the invitation to serve on the senate.

III. Review and approval of minutes from June meeting
Dan motioned to approve the minutes, Mark seconded the motion and the committee voted unanimously to approve the June 8 meeting minutes.

IV. Treasurer’s report
   a. Appropriated – $1,925
      On June 30, $209 was swept from the appropriated account and $1,925 was loaded.
   b. Local - $0
      As of this morning, the local account has not loaded. As soon as the load is complete the balance will be $3,805.

V. Review and vote on emeritus application
   a. Emeritus application for Jim Allen: Kristine moved to approve the emeritus application, Dan seconded the motion and the application was unanimously approved.

   b. Emeritus application for Sue Powell: Dan moved to approve the emeritus application, Peter seconded the motion and the application was unanimously approved.

VI. Old business
   a. Committee assignments
      i. Corrine provided an update on the status of committee assignments. The committee met this week and has made a selection for each opening. There were 76 responses for 8 openings and the committee is very happy with the final selection. Once
each assignment is accepted Corrine will send an email to the Professional Staff Association and run an announcement in the Update.

ii. With Robert transitioning to the Senate his position on the Social Committee is now vacant. In addition, Regina Jenkins would like to be relived from the Networking Committee chair position. Robert suggested contacting Eric Orton to take over responsibilities for the Social Committee. Corrine will contact Regina Jenkins to discuss recommendations for a new Networking Committee Chair.

b. Professional staff survey
The survey is prepared in Qualtrics and will be distributed to the Senate next week for review. It will be launched for all Professional Staff the beginning of August.

c. PSA brochure draft
Sundi hopes to send a first draft of the new brochure to the Senate Monday. Please provide feedback. Sundi provided printing estimates and the Senate agreed to print 1,000 copies for a cost of $463. Mark motioned to purchase the brochures, Dan seconded the motion, and the committee voted unanimously to approve the purchase. Jami will request a mailing list of all active Professional Staff, including mail stops, from Carol Bugni.

d. Reschedule of fall and winter luncheons: Nov. 15 and March 13
Kathleen will find out the availability of Bronco Primetimes for fall 2012. She will forward the information on to the Senate to determine if a date needs to be held should the survey results in August determine that we hold only one Professional Staff luncheon going forward.

VII. New Business
Shares notes on meeting with HR Director Pablo Coblentz
This past month, Kathleen met with the HR Director Pablo Coblentz to discuss the following:

a. PSSAP Project. This process is underway. Pablo promised to make sure communications are sent to professional staff. Kathleen asked that there be an opportunity for professional staff to provide feedback on job descriptions. Kathleen also mentioned that the Senate is interested in hosting forums for any upcoming issues or concerns.

b. Self-insured health insurance. A feasibility study concluded that higher ed employees are not healthier than state employees as a whole. Currently, we are proposing recommendations to the State Board for the entire state of Idaho. The goal is to keep our health insurance premiums from rising too high. HR is also reviewing the 3-tier premium system. In an effort to provide reasonable benefits to employees on nine-month contracts, HR would like to implement a 2-tier system. HR is also looking at wellness and assessments as a means to helping Boise State employees become healthier.
c. **Health insurance changes.** The life time cap was raised from $1 million to $1.3 million annually. This cap will phase out by 2014 and there will no longer be a lifetime cap.

VIII. **Announcements**
   a. The state announced an $85 million surplus.
   b. Robert is taking employee applications for the dirty dash mud marathon, a fun 10k obstacle course which will take place on August 27 at 2:00 p.m.
   c. The Professional Staff Association website move to WordPress was delayed. As soon as it is launched Kathleen will give the entire senate access to update it. Please review your contact information to confirm it is accurate.

IX. **Adjourn**
    Kathleen adjourned the meeting
Professional Staff Senate Meeting
Senate Meeting Notes
Wednesday, August 10, 2011
Boyington, Student Union Building

In Attendance
Kristine Barney, Sari Byerly, Jami Dye, Peter Jurhs, Mark Messing, Sundi Musnicki, Kathleen Tuck, Karen Wargo, Marlene Weis

Absent
Robert Buel, Dan Griggs, Corrine Henke, Chris Hyer

I. Call to Order
Kathleen called the meeting to order at 10:36 a.m.

II. Review and approval of minutes from July meeting
Karen motioned to approve the minutes, Marlene seconded the motion and the committee voted unanimously to approve the July 13 meeting minutes.

III. Treasurer’s report
a. The Appropriated account balance is $2,134.06, and includes our carry forward of $209.06 and the current year budget load of $1,925.
   b. The Local account balance is $3,705.07. Expenses paid since the last report totaled $100 for the Professional Staff of the Year award.

IV. Review and vote on emeritus application
No emeritus applications were received since the last meeting.

V. Old business
   a. Committee assignments: All of the committee assignments were accepted. Rather than conducting a formal training, Corrine will contact each new committee member directly about their new assignment responsibilities. The Senate will make contact with all committee members once or twice a year to follow up on committee involvement.
   b. Professional staff survey: Karen updated the survey with changes suggested by the Senate. Peter will distribute to the Professional Staff Association on Tuesday, September 6. Jami will provide a copy of the email distribution list to Peter.
   c. PSA brochure draft: Sundi incorporated changes to the brochure based on Senate feedback. There was a request to place the events/programs in the order they occur and to add the year for the luncheons. Jami will forward the mail distribution list to Sundi.
   d. Bronco PrimeTime Event: Moving the annual business meeting from a luncheon to a hosted Bronco PrimeTime event was discussed. The Senate decided to try hosting a PrimeTime event in the near future to determine how successful it will be. If it is well attended, this is a change that can be
reviewed again for the 2012 annual business meeting luncheon. Dates for the event were discussed and Kathleen agreed to check on the availability for October 20. The Senate proposed trying to coordinate with other homecoming events. Kristine motioned to approve and Sari seconded and the committee voted unanimously to host a Bronco PrimeTime event.

VI. New Business
a. **Incentives for association member involvement (Jami/Sari):** The committee brainstormed ideas for improving Professional Staff involvement in the Professional Staff Association activities/events. Coordinating random raffles was thought to be a great idea, including, smaller raffles throughout the year and a large raffle at the luncheon in May. The committee was given an assignment to make contacts and locate prizes for upcoming raffles.

   b. **Fall luncheon planning committee:** Robert, Sundi, Karen and Marlene volunteered to head up the fall luncheon planning committee. Karen will provide notes kept by the planning committee last year. The committee is tasked with the coordination of the menu, pricing, and honorary lunches.

VII. Announcements
   Don’t miss the State of the University address on Wednesday, August 17.

VIII. Adjourn
   Kathleen adjourned the meeting
Professional Staff Senate Meeting  
Senate Meeting Notes  
Wednesday, September 14, 2011  
Boyington, Student Union Building

In Attendance  
Kristine Barney, Sari Byerly, Jami Dye, Dan Griggs, Corrine Henke, Chris Hyer, Peter Jurhs, Sundi Musnicki, Kathleen Tuck, Karen Wargo, Marlene Weis

Absent  
Robert Buel, Mark Messing

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

II. Review and approval of minutes from July meeting  
Dan motioned to approve the minutes, Peter seconded the motion and the committee voted unanimously to approve the August 10th meeting minutes.

III. Treasurer’s report  
a. The Appropriated account balance is $2,134.06.  
b. The Local account balance is $3,705.07.

IV. Emeritus applications  
Corrine volunteered to create an application checklist and post it on the Professional Staff Association website.

V. Old business  
a. Professional staff survey: So far we have received an outstanding 318 responses to the survey. It was decided to keep the survey open through Friday. Once closed, Peter and Karen will begin to analyze the survey results. A preview indicated that 70% of the current responders would like the Professional Staff Senate to continue to host two luncheons each year. There is also interest in training topics available for managers. Several training ideas were discussed; including, hosting a round table discussion on different development topics at the October Primetime event.  
b. PSA brochure: Sundi delivered the printed brochures. Sari will create labels and coordinate the mailing to professional staff.  
c. Fall Luncheon planning: The luncheon planning committee has changed slightly, Sundi, Karen and Marlene will coordinate the fall luncheon. There was discussion about the event speakers and format but a consensus was not reached. Ideas discussed included; spinning off of the “Ignite Boise State” event to incorporate a student focus or using the, “Innovate at Boise State” theme introduced at the luncheon last year.
d. **Incentives for association member involvement (Jami/Sari):** Sari was able to obtain two free coffee gift certificates. Dan agreed to contact Stacey Pearson to request tickets for an upcoming football game and Sari will contact the Morrison Center to request future event tickets.

VI. **New Business**

a. **October Bronco Primetime Event:** Kristine volunteered to compose and distribute invitations to former Senate members and create nametags. Kathleen will provide a list of past senators. Sundi motioned to allocate $20 to purchase invitation labels for this event, Marlene seconded the motion and the committee voted unanimously to approve the expense.

b. **Professional Staff of the Year:** Kristine, Chris, and Kathleen will serve as this year’s professional staff of the year nomination committee. Kathleen will coordinate a meeting to create a communication that will request nominations for a recipient of the award.

c. **New Chairs for Subcommittees:** Corrine is working on filling chair positions for subcommittees. She will look to see if there were volunteers not placed on a committee interested in serving as a subcommittee chair.

d. **Rake up Boise:** Will be held the same weekend as Homecoming. The senate discussed coordinating a Friday evening crew for this event.

VII. **Announcements**

Homecoming, October 17-22

VIII. **Adjourn**

Kathleen adjourned the meeting
Professional Staff Senate Meeting  
Senate Meeting Notes  
Wednesday, October 12, 2011  
Boyington, Student Union Building  

In Attendance  
Kristine Barney, Jami Dye, Dan Griggs, Corrine Henke, Chris Hyer, Peter Jurhs, Mark Messing, Kathleen Tuck, Karen Wargo, Marlene Weis  

Absent  
Robert Bue, Sari Byerly, Sundi Musnicki  

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

II. Review and approval of minutes from September meeting  
Mark motioned to approve the minutes, Dan seconded the motion and the committee voted unanimously to approve the September 14th meeting minutes.  

III. Treasurer’s report  
Appropriated - $1,670.70  
Local - $3,705.07  

IV. Emeritus application  
a. The committee reviewed the emeritus application for Jill Collins. Kristine moved to approve the application, Dan seconded the motion and the committee voted unanimously to approve the application.  
b. The committee would like to formally recognize and thank Corrine for her work on the new emeritus application checklist.  

V. Old business  
a. Fall luncheon planning: The luncheon will be held Nov. 15 in the Simplot Ballroom. The committee is currently exploring food options. Karen is going to check with Aramark to see if we can offer a potato bar and sandwich bar combination. After lengthy discussion, the Senate decided it is best to charge $6 per lunch. We are using the same colors as last year (orange and blue) and the committee is working on the program and announcement. Marlene suggested sending a meeting request via Google Calendar to reserve the date on people’s calendars.  
b. Bronco PrimeTime: Is scheduled for Thursday, October 20th from 4:00 - 7:00 p.m. in the Stueckle Sky Center. Kathleen will contact the Morrison Center, Karen will approach Human Resources, and Robert will contact Campus Rec to see if there is any news these departments would like communicated to professional staff. The Homecoming Committee confirmed that they will have a cell phone collection box on site to collect used cell phone equipment. Kristine will coordinate activities for the raffle. Senate shifts for the event are as follows:  
   4:00 - 5:00 p.m.  
   Jami Dye, Corrine Henke, Mark Messing, Sundi Musnicki, and Marlene Weis  
   5:00 - 6:00 p.m.  
   Kristine Barney, Sari Byerly, Dan Griggs, and Kathleen Tuck
6:00 - 7:00 p.m.
Dan Griggs, Peter Jurhs, Kathleen Tuck, and Karen Wargo

c. **Subcommittee chairs:** We do not currently have chairs for all of the subcommittees. Corrine has approached several people but has not found volunteers willing to commit to serve on the vacant committee seats. We discussed trying to recruit volunteers at the upcoming luncheon. Robert kindly volunteered to head up this assignment.

d. **Professional Staff of the Year:** Six nominations were submitted. It was suggested to begin the nomination process earlier in the future.

e. **Rake up Boise:** We are looking for volunteers for the Rake up Boise event. If you are interested or know of someone that is interested please contact Kimberly Woodings. There was a rumor that the date of this event changed. Kathleen will check publications to verify the date is posted correctly (note: it is Nov. 19).

II. **New Business**

a. Football Throwing contest

b. **Agenda items for meeting with President Kustra:** Kathleen is meeting with Dr. Kustra tomorrow to discuss ways to raise morale of staff on campus. Kathleen asked the Senate if there were any concerns we would like voiced. Agenda topics included:
   i. Request an update on the PSAP survey.
   ii. Share comments from the recent professional staff survey.
   iii. Request more financial support for staff week.
   iv. Vacation/sick time in comparison to peer institutions. This topic was tabled until further research is completed.
   v. Proposal to allow guns on campus. Mention that we support his position on this initiative.
   vi. Accessing our TIAA-CREF accounts in an emergency. This topic was postponed for a future Senate meeting. The Senate would like to bring in a representative from Human Resources to explain why professional staff can’t access their accounts in an emergency and discuss what policy changes it would take to update this. Kathleen will contact Pablo Coblentz to see if he is willing to speak with the Senate about this topic.
   vii. Emergency procedures: Kathleen was contacted about an emergency situation where an employee could not find the AED defibrillator. There was a suggestion to request more emergency posters in buildings across campus.

III. **Announcements**

a. Bruce Newcomb will attend the November Senate meeting
   The Senate would like his perspective on how the Senate can be engaged in events that affect professional staff, particularly changes to sick/vacation benefits and how to better respond to these topics. Having Bruce at the next meeting is a great opportunity to promote Professional Staff Senate meetings.

IV. **Adjourn**
Kathleen adjourned the meeting at 11:40 a.m.
Professional Staff Senate Meeting
Senate Meeting Notes
Wednesday, November 9, 2011
Boyington, Student Union Building

In Attendance
Kristine Barney, Robert Buel, Sari Byerly, Jami Dye, Dan Griggs, Chris Hyer, Peter Jurhs, Mark Messing, Sundi Musnicki, Kathleen Tuck, Karen Wargo, Marlene Weis

Absent
Corrine Henke

Guest
Bruce Newcomb, Director of Government Affairs

I. Call to Order
Kathleen called the meeting to order at 10:33 a.m.

II. Review and approval of minutes from September meeting
Mark motioned to approve the minutes, Dan seconded the motion and the committee voted unanimously to approve the October 12th meeting minutes.

III. Treasurer’s report
Appropriated - $1,670.79
Local - $3,705.07
Kristine motioned to approve the treasurer’s report, Robert seconded the motion and the committee voted unanimously to approve the report.

IV. Guest Bruce Newcomb
a. Discussed the enrollment workload adjustment (EWA), a policy created to balance state resources per student so universities can keep pace with enrollment growth. This policy has not been equitable amongst Idaho universities and Boise State is currently in arrears $14 million. Idaho State University’s EWA funding exceeds Boise State’s by a third. The President’s Office is working with state leaders to bridge this gap. This year there is a surplus of $162.2 million over and above the Joint Finance- Appropriations Committee (JFAC) target. This surplus lends possibility for us to continue to pursue equitable contributions toward equitable EWA. We recently hired Amy Johnson, a former analyst for JFAC, and we are hopeful that her experience and expertise will help translate academic accounts into terms that JFAC can understand.

b. Bruce attended a presentation for USTAR, a collaboration of universities and state systems in Utah. The program in Utah was designed to work with businesses around the state to help develop new business. It has helped Utah improve its MSNBC rating for friendliest states to do business with from 28th to 8th. Idaho is currently working on a similar initiative called IGEMS. Meetings with the Governor’s Office are currently underway, and it will be in the State of State. Boise State will support research in applied science fields.

c. Bruce also talked about the gun bill initiative backed by the NRA. He shared suggestions for professional staff involvement to support the university position on
the bill. He mentioned that building personal relationships with our legislators has more impact than approaching the legislature as an association.

d. Kathleen asked if there has been discussion on salary increases for the upcoming fiscal year. Bruce’s response is that government officials would like to support salary increases but nothing has been finalized or approved. He suggested identifying candidates or legislators on voter.com and writing them personalized letters to support salary increases.

V. Old business
   a. Football Throwing Contest: The event was a smashing success, with over 50 participants. There was a small miscommunication on one of the prizes but it was resolved to everyone’s satisfaction. Several participants suggested moving the event from the Caven-Williams Sports Complex to the blue turf. We will keep this in mind for next year and may need to move the event up to accommodate the change in venue.
   b. Bronco PrimeTime: Thank you all for your participation. All of the door prizes were warmly accepted with the exception of the pizza which was not claimed. The senate decided to tape it under a guest chair at the November luncheon.
   c. Fall luncheon planning: The menu was finalized, teriyaki stir-fry. We have four student speakers presenting a four to five-minute speech and four staff members speaking for 90 seconds. All speakers will send Karen their presentation materials and Marlene is consolidating all of the presentations into one document. Kathleen requested names of all speakers so that she can introduce them. The Senate decided that we do subsidize VP lunches. Sari, Marlene, Chris, Karen, and Kathleen will arrive early to help check guests into the luncheon.

II. New Business
   a. Professional Staff of the Year monetary award/certificate: We will award a $75 gift certificate to the recipient of the Professional Staff of the Year award. Sundi will prepare certificates for all of our nominees and an award certificate for our Professional Staff of the Year award recipient.
   b. Greenbelt Sign: We would like to post a picture of our Greenbelt sign on the website. If you happen to notice where it is, please forward a picture to Kathleen.

III. Announcements
   a. Emergency Notification Alert: A test alert is schedule to go out to all of campus today before noon.

IV. Adjourn
   Kathleen adjourned the meeting.
Professional Staff Association
Senate Meeting Notes
February 9, 2011
Foote Room, Student Union

In Attendance:
Bob Henry, Marleen McVeigh, Brian MacDonald, Dan Griggs, Kathleen Tuck, Melissa Wintrow, Corrine Henke, Karen Wargo, Kristine Barney.

Guests: Matt Lundgren, Pablo Coblentz

Absent:
Pat Pyke, Alain Rodrigue, Bill English

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

II. Guests
   a. Pablo Coblentz, Associate Vice President, Human Resource Services
   b. Matt Lundgren, Chair of Volunteer Subcommittee

III. Approval of Minutes
   a. The January minutes were approved as written.

IV. Treasurer’s Report
   a. Bill distributed the spreadsheet via email. Deposits from the Winter Luncheon have been recorded. 169 employees paid – the senate paid for nominees and guests. $850 of Aramark expenses will come out of the Local department, the remainder will be paid from the Appropriated.

V. Old Business
   a. Committee Updates
      i. Kristine Barney updated us on the Network and Policy Committee. An idea for April is a brown bag lunch / Café Lunch with large paper on each table where people move from one table to another. This could be part of Staff Week.
      ii. Brian MacDonald has uploaded the videos from the Innovate portion of the Winter Luncheon.
      iii. Staff Week will be in May and is for staff appreciation. Matt and Robert will assign tasks to subcommittees. Robert is coordinating volleyball and bowling. Regina is coordinating World Café / “Minute to Win-It”. Matt is coordinating care packages for troops overseas. The Senate will provide financial assistance for these activities.
      iv. Women’s Center committee would like a permanent professional staff representative. The senate decided that we couldn’t accommodate that because of the volume of volunteers interested in serving. We do not want to close the opportunity of volunteering off from staff. The committee will send a
more detailed description of characteristics needed for the representative. Melissa will have them pick from a list of potential volunteers.

b. ID Card Replacement
   i. Ted is working with Stacey to find a way to lower the fee for employees. We will see if Stacey is willing to meet with the senate. The senate is interested in reviewing the stats and actual costs of ID card replacement.

VI. New Business
a. Spring Luncheon committee will be Melissa, Kathleen and Corrine. Elections of next year’s senate will take place via electronic ballot in April; the new senate will be announced at the Spring Lunch. Nominees should include a short description as to why they want to serve.

b. Retirement funds restrictions. We haven’t heard any news on this yet.

c. Pablo introduced himself.
   i. PSAP project. A compensation manager search is underway. This project will be their first assignment. The senate expressed concern over the lack of communication in the past and that the group working on the project before was all upper management. The senate would like to feel that we are a part of the process this time.
   ii. Student pay project is on his radar.
   iii. Pablo is looking for ways to get us out of “bureaucracy” perception by making better use of technology and developing a collaborative strategy.
   iv. Melissa asked what the purpose of HR was on campus. Pablo answered that (1) it is an administrative department and must be lean, as it is not a profit center and (2) that it should support the organization to manage and develop talent.
   v. A trend that Pablo is looking at is the impact of Baby Boomer retirements.
   vi. Pablo touched on job security for professional staff. The senate pointed out that insecurity is a morale issue and that there is stress on campus over the renewal notification process. The senate pointed out that many professional staff feel that if they speak out on an issue, their job is jeopardized. This makes it harder to innovate.
   vii. Pablo would like to create a culture that values employees. HR can advocate a positive culture.
   viii. For the self-insured health insurance, there is a consulting firm conducting a feasibility study with a report due to BSU soon. The questions to be addressed are, “Can we afford it?” and, “Is it a good move for us?”

VII. Announcements

VIII. Adjourn
a. Dan adjourned the meeting
Professional Staff Association
Senate Meeting Notes
March 9, 2011
Boyington Room, Student Union Building

In Attendance:
Dan Griggs, Dan Griggs, Kathleen Tuck, Corrine Henke, Melissa Wintrow, Bob Henry, Alain Rodrigue, Kristine Barney, Pat Pyke

Absent:
Bill English, Karen Wargo, Marlene McVeigh

I. Call to Order
- Dan called the meeting to order at 10:33 a.m.

II. Approval of minutes
- No one could recall whether the minutes from the previous meeting were approved via e-mail, so we will ask Bill to track down the minutes so they can be approved via e-mail.

III. Treasurer's Report
- The award associated with the Professional Staff of the Year was discussed.
  Kathleen discussed with Carol Bugni how to transfer funds from the appropriated to local account because some of the expenses came out of the local account. Financial report was approved.

IV. Guests
- Jerri Mizrahi
  Jerri made a presentation in response to discussions of the Networking sub-committee, chaired by Regina Jenkins. The idea is to leverage the Innovate/Ignite energy from the winter luncheon by putting together a world cafe kind of event from which will arise a specific action plan to implement action/ideas.

  Event details: April 13 11a.m. -1 p.m. in Lookout Room, Open invitation to a variety people
  Jerri was tasked by Pres Kustra to put together a higher education forum. Jerri is putting together a world cafe -- you pose a powerful question and it creates wonderful ideas that lead to natural change. Powerful questions will be posed on butcher paper at each table. Each table has a conversation circle. Then each person moves to next table. There is a table host at each table.
  At wrap up, each tables ideas are presented, gathered into themes, then action plan to move forward is developed. People want to have forums where they can talk about important issues.

  This World Cafe will be an opportunity to try out the format before the Higher Education Summit planned for early fall that will include people from all campus, legislators, community, national leaders. The World Cafe concept can get up to speed on the Boise State campus with an enthusiastic engaged group of Professional Staff.
There was discussion among the Senate about what questions should be posed. Kathleen - what would a supportive campus environment look like? Pat -- pick big themes about appreciative environment or general themes associated with Innovate/Ignite Bob- build a ladder of abstraction, big ideas and specific ideas Melissa - big idea of how would you innovate at Boise State? Kristine -- talked about the intersection with professional development (but I didn't record the gist!) – just mentioned that this subcommittee was formed to address networking/policy/professional development interests expressed by PSA in survey and this activity addresses those needs. It is an opportunity to network and discuss campus issues with fellow PSA and learn a new method for conducting meetings/strategic planning and promoting shared leadership. There was a lot of discussion about how this could lead to real change and a call to action. Even connecting individuals in the group could result in an adjunctive action, an individual or small group collaboration.

There was discussion of release time and whether we should ask Pres Kustra to show university level priority by authorizing release time. The consensus was that release time may not be pertinent to professional staff because hours are not fixed.

Jerri will supply the materials for the World Cafe (markers, butcher paper, etc.) Kathleen posed that some funding could be allocated because this is a core activity of one of the subcommittees created by Professional Staff. We can provide a cookie and drink, and people can bring brown bag lunch.

Next steps Networking committee will send information to the Professional Staff senate about the World Cafe to document purpose and goals. (Jerri provided this on March 9 following the meeting.)

A motion was made and approved to allocate funding up to $250 proportional and scaled to the number of RSVP attendees to provide a drink and brownie.

### V. Old Business

- Replacement of ID card. Dan said this topic is on deck for Stacy as she is busy with Board of Education and legislature right now.

- Dependent Waiver Plus One. They are working on the paperwork in HR; it is under review for tax purposes. $928 will be the cost of tuition and fees.

### VI. New Business

- Idaho State University Faculty Senate.
President Kustra and Provost Schimpf met with the presidents of faculty, classified and professional staff senates and discussed the recent State Board of Education action dissolving the ISU faculty senate at ISU. Boise State Professional Staff Senate discussed creating a resolution in support of the resolution currently being drafted by the Boise Faculty Senate, which had planned to vote on a resolution on March 8. Dan will check with Faculty Senate president Owen McDougal and send it to Professional Staff Senate for review. If Professional Staff Senate is satisfied we can draft a resolution in support of faculty senate resolution. Prof Staff wording may also reaffirm that all employee senates have a seat at the table in discussions of shared governance.

Next Steps
Dan will circulate the Boise State Faculty Senate resolution if it has been approved. Dan will communicate with all Professional Staff that all three senates are working together and have met with President Kustra and are voting on a resolution to affirm faculty senate. The resolution will be attached and professional staff input will be welcomed. The Professional Staff Senate will vote on this via e-mail.

- Election.
According to our operations manual and time line, we should have call for nominations in April. Then Melissa will follow up with nominees and create a ballot. There will be about one week to vote. Alain, Marlene, Kathleen and Pat are the out-going senators. Alain confirmed this from previous meeting minutes. Elections will be held for four senators, president, vice president/treasurer, and secretary.

VII. Announcements
- The luncheon is May 5.

- Pat reminded everyone about Women’s History Month activities including the staged reading about historical women in science and technology at 7 p.m. on March 15.

VIII. Adjourn
- Dan adjourned the meeting at 11:41 a.m.
In Attendance:
Dan Griggs, Kathleen Tuck, Karen Wargo, Melissa Wintrow, Alain Rodrigue, Kristine Barney, Bill English, Marlene McVeigh, Brian MacDonald

Absent:
Pat Pyke, Corrine Henke, Bob Henry,

I. Call to Order
- Dan called the meeting to order at 10:40 a.m.

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

III. Treasurer's Report
- Kathleen discussed recent adjustments in our accounts, caused by the billing to appropriated instead of local by ARAMARK. The local account is being spent down, to avoid any problems that might arise from such a large carry forward balance in local.
- The payout to the Foundation was the donation of the Professional Staff of the Year cash award.
- The Social committee has requested $ for the Staff Picnic. The senate requested that the committee provide a formal proposal detailing how they plan to spend the money. It was agreed by all, that in an attempt to help expedite the request, we would conduct this by email during the course of the next few weeks.

IV. Guests
- no guests

V. Old Business
- Spring Luncheon - Melissa gave us an update on the communications for the Spring Luncheon. Invitations were sent out via email this week, reminders will be going out a few times during the next few weeks. The agenda is in the final stages of being worked on, it will be shared with the senate soon. A postcard will be sent to emeriti. 5 people are needed to check people in, a signup sheet was circulated. Karen will bring the Goodwill Donation Box. Kathleen will include a reminder in the Update about the luncheon, and the Goodwill donation opportunity. There are 130+ honorees at this year's luncheon.
- Brian discussed the presentation portion of the luncheon. There will be 8 slots available (currently 5 have been taken) for departments/individuals to Celebrate! and share their triumphs and successes during the past year.
- The cost of emeriti plaques was discussed. The question was raised, 'Should we continue to provide plaques to emeriti?' It was agreed that we should continue this discussion, for this year, we will purchase the plaques.

- Replacement of ID card. Dan said this topic is on deck for Stacy as she is busy with Board of Education and legislature right now. There was a little frustration about the lack of progress on this.

VI. New Business

VII. Announcements

VIII. Adjourn

- Dan adjourned the meeting at 11:30a.m.
I. Call to order
   Kathleen called the meeting to order at 10:30 a.m.

II. Introduction of new Senate members
   Each senate member introduced themselves and shared why they chose to volunteer for the professional staff association and a fact not commonly known about them.

III. Review and approval of minutes from April meeting
   Dan made a motion to approve the April minutes and Mark seconded. Minutes were unanimously approved.

IV. Treasurer’s report
   Appropriated - $650.18
   Local - $4,804.32
   the World Café expense was the only change from last month’s report

V. Review and vote: emeritus application
   A nomination packet for emeritus was circulated. The materials were mostly complete, previously requested departmental letters of support were included. The candidate met all requirements with the exception of the 15 years or service. It was decided to table this discussion until the new committee members are better acquainted with their new responsibilities. The emeritus packet will be distributed to the senate for review before the next meeting.

VI. $1 million lifetime medical cap
   A request was made for the senate to advocate for an increase in the $1 million lifetime cap of medical benefits. This cap was established in the 1970s and had not been increased since. It was noted that the topic was currently under discussion by the administration. (Note: It was announced after this meeting that this cap has been raised to $1.25 million)

VII. Old business
   World Café event:
   The World Café event took place on April 13, 2011. Kristine Barney gave an update on the event outcomes. Professional staff were surveyed during table top discussions to address the following questions:
• At our best, how do we make every action meaningful? The action items from this topic were:
  ● SOS (support our staff)
  ● Update to keep people connected – with a focus on professional staff accomplishments
  ● New staff orientation – to integrate office personnel across campus
  ● Provide more group and network activities:
    - Hold a last lecture series for professional staff
    - Group read
    - Common view of a TED lecture

• At our best, a supportive campus environment looks like? The action items from this topic were:
  ● University day

• At our best, what does a culture of innovation look like? The action items from this topic were:
  ● Implement an RFP process for innovative professional staff ideas

**Spring luncheon**
300 staff members attended the spring luncheon. There were 137 honorees and 97 were in attendance to receive their recognition awards. It was suggested that in the future, we place a list of all awards on the tables in order to recognize each honoree. Those absent were not mentioned. Dan made a motion to allocate funding up to $15 to purchase envelopes for the mailing of emeritus certificates, Bill seconded the motion. Funding was unanimously approved.

**ID card replacement fee**
The charge for a replacement ID card will drop this week from $50 to $25.

**VIII. New business**
**Staff Week May 23-29**
• The volleyball tournament will be held in the Student Rec Center on May 23rd and 24th. The deadline to form a team is Wednesday, May 18th.
• Operation Care Packages will be put together on Wednesday, May 25th. Staff is invited to help pack boxes and sign cards. We need lots of donations for this event.
• The bowling tournament will be held in the Student Union building on Thursday, May 26th. The deadline to form a team is published as, Saturday, May 14th. An extension will be placed on the website to allow for late registration.
• An ice cream social sponsored in part by the Association of Classified Employees, will be held on the Student Union Patio Friday, May 27th from Noon – 1 p.m.

**Committee assignments for 2011-1201**
• Corrine Henke, Marlene Weis, and Sundi Musnicki, will review all of the vacant campus committee seats and solicit new members.
• There was a request to create a new committee for staff week to encompass volunteers from the Professional Staff Association, Association of Classified Employees, and
administration.

Orientation buddies for new senators
New senate members will coordinate a pass-over meeting with exiting senate members to learn the responsibilities of their new positions. It was suggested that each new member review the Officer Handbook as well.

IX. Adjourn
Kathleen adjourned the meeting at 12:00 p.m.