Professional Staff Senate Meeting
December 12, 2013
Boyington – Sub

In attendance: Zab, Mary, Peter, Katelyn, Kathleen, Mark, Valerie, Eric

Absent: Sundi, Sierra, Karen, Jami, Chris

I. Call to Order

II. Review and Approval of November minutes: Minutes from the prior meeting were approved. (Kathleen moved, Mark second)

III. Treasurer’s Report:
   a. Appropriated: The treasurer reports that the appropriated account balance will go up $20 to $521.22.
   b. Local: The local account balance is $3979.37.

IV. New Business:
   a. We need to start to convene a Staff Week committee. Eric will contact Ryan Gerulf and feel out his interest in spearheading this. Want to have "trianthelon" (Dance Dance Revolution, etc.), poker run, bowling, a service project, pool tournament, and ice cream social. Volleyball has lost popularity. We should ask the President’s office for financial support for Staff Week. This has been promised in the past, but never actually given.
   b. Peter motions to buy a new banner. Mark second. Motion passes.
   c. Peter motions to let Mary buy thank-you cards and postage for thanking donators of gifts. Jamie second. Motion passes.

V. Announcements:
   a. Emeritus nominations for Linda Urquidi, Ellie McKinnon, and Jim Hogge were approved by email votes.
   b. We will table work on the PSA brochure until Sundi is back with us. Jamie will email her and ask for a report of progress. It is good that brochure is delayed because now it will get the new logo.
   c. We had good turnout for the LinkedIn event. Some asked if it was recorded, but it wasn’t. Maybe we should repeat this event. Some didn’t get the word because email got caught in Google's spam filter. We should be aware of this potential for the future.
   d. All PSA senators can update web page at orgs.boisestate.edu/prostaff/login. If you see something that needs updated, go ahead and do it.
   e. Kathleen with chair the luncheon committee. Members of this committee will be Zab, Katelyn, Jamie, and Mark.
   f. Peter will talk with Matt about getting the volunteer committee to involve all professional staff in volunteer activities.
g. Curtis Wilcox asked if we want to use the same system ACE used for their luncheon. It includes taking online payments (TouchNet?). We should investigate. Jamie will talk to Curtis about this. Use the $7 ahead, $9 at the door model again for lunches.
Professional Staff Association
Senate Meeting Notes
Wednesday, November 14, 2012
Student Union Alexander Room

In Attendance: Karen Wargo, Jami Dye, Sierra Lewis, Kathleen Tuck, Eric Orton, Katelyn Smith, Mark Messing

Absent: Zab Biason, Valerie Dresslar, Mary Naccarato, Sundi Musnicki, Chris Hyer, Peter Juhrs

Call to order
Karen called the meeting to order at 10:37 a.m.

Guests from Classified Staff Association

Presentation on Boise State Branding
Guest Speakers, Frank Zang, Heather Calkins, and Melinda Keckler, came to speak about the upcoming long-term process and campaign, Unifying Our Identity.

What is a brand? It is much more than a logo, a product, or an expression. Boise State University’s “brand” is how people talk about us based on their experiences. While the colors that represent Boise State University have been blue and orange and the mascot has been the Bronco since 1932, the Diamond logo debuted in 2001. Today, there are many different marks to identify with Boise State University. In order to keep Boise State strong, it is critical that we revise and unify brand efforts to reflect consistency, which speaks powerfully to consumers (i.e. Apple products). Nike has donated their design services to achieve a consistency throughout the university with the revealing of a new logo.

Nov. 27, 2012 will mark the notification of the new logo to campus and December will consist of a web transition where all university pages will display the new logo. The diamond logo will slowly be phased out. By July 2013, all branding materials should be revised with the new look and the expectation that full University compliance will be in effect September 2013. The logo consists of a new and improved “B” with two fonts (Garamond & Gotham) to indicate Boise State University, The College, and/or department. While this is a new change for the university, it is important to remember that this is a process and not an event, this effort has been fully embraced and accepted by administration, we will all have important roles within this process, and tools and resources will be provided.

Review and approval of minutes from the October meeting
Kathleen moved and Eric seconded approval of the October meeting minutes.

Treasurer’s Report
Appropriated account -- $532.47; there is an outstanding charge of $28.50 for the Professional staff of the year photo and engraving of the plaque.
Local account -- $4002.00; the budget load was only $721.67, which brought the account up to $3,000, but we were expecting a full $2,000 budget load. Jami was sent an invoice for the Fall Luncheon and will watch for the charge. A late lunch credit has also been received. According to Karen, we do have the ability to go to Stacy to request additional funds. We should put together
an argument to request additional funds including future costs of the Spring Luncheon, Staff Week, possibly a new banner that includes the new logo, new brochures, and sub-committee events.

Old Business
With the new Boise State University logo, we will need to update the PSA Brochure that Sundi is working on. Karen will ask Sundi if she will send the Senate a PDF of the PSA Brochure to take a look.

There were about 150 R.S.V.P.’s for the 2012 Fall Luncheon. Feedback indicates that the luncheon was a great success! Kathleen will be sending the nomination packets out to the nominees for them to keep.

A time slot was saved for the PSA Senate to attend the Tunnel of Oppression, but due to conflicting schedules, senate members were unable to attend at this time.

New Business
Andy Cover and Jerri Mizarahi left Karen a voicemail in regards to her thoughts on changing the name of the Professional Staff Association to Exempt Staff Association. There was not much enthusiasm for the change within the Senate; however, Karen will be returning their call to see what they have to say about this suggested change.

Announcements
Kathleen reported that Networking subcommittee chair Corrine Henke has planned another networking event. This time it will be a brown-bag lunch and Alex Gutierrez from the Career Center will present on how to use LinkedIn professionally. The event was originally scheduled for December 13, 2012; however, due to a conflict with Shared Leadership it has been re-scheduled for December 11, 2012, in the Barnwell room in the Student Union Building. The lunch will start at 11:30 a.m. with the presentation beginning at 12:00 p.m. As of now, a projector is being provided for the presentation, but if for some reason it isn’t available or working, Jami and Eric moved to approve the charge for a projector through the appropriated account.

Karen passed out a flyer for “Drop It Now. Swap It Later!” a program that has been put in place to help parents in-need this holiday season. Several donation boxes have been placed out around campus. The sponsors were wondering if the PSA would consider contributing a donation to the cause. Karen will be sending out the original email with the flyer attached so that if you would like to pass it around your office or hang it up, you can.

Adjourn
The meeting was adjourned by Karen at 11:38 a.m.
In Attendance: Karen Wargo, Jami Dye, Kathleen Tuck, Mary Naccarato, Sundi Musnicki, Chris Hyer, Sierra Lewis, Eric Orton

Absent: Zab Biason, Valerie Dresslar, Katelyn Smith, Peter Juhrs

Call to order:
Karen called the meeting to order at 10:38 a.m.

Review and approval of minutes from the September meeting:
Kathleen moved and Mark seconded approval of the September meeting minutes.

Treasurer’s Report
No major changes other than the credit has come thru from OIT for $134.
Appropriated: $532.47
Local: $2,278.33

Old Business

- PSA Brochure: Sundi is planning on continuing work on it today and will send it out to the group for additional input.
- Fall Luncheon: Will it be a trick or treat? Peter worked very hard on the “Save the Date”/R.S.V.P. The agenda or lunch menu was not included in the invitation that went out. As of today, 60+ people have R.S.V.P.’d, including several people from the president’s office. It has yet to be determined if the president will attend. Emeriti still need to be invited to the luncheon and their lunch will be provided. In years past, post cards had been sent to invite the Emeriti, and we will continue this year. Appropriated account will be used and a receipt will need to be returned to Jami. It would be nice to include in the Boise State Updates, so that classified staff are aware and may attend if they wish. Discussion of prizes; Sundi will see what she can come up with. We will also need two people to volunteer to man the doors at the event. Karen will give the opening welcome to the guests, followed by a presentation by Chris Hyer and Blaine Eckles. The luncheon will end with the presentation of the Professional Staff of the Year Award.
- Professional Staff of the Year Award: There were seven outstanding nominations this year, with an almost four-way tie for first place! The committee did choose a winner; however, the winner will not be disclosed until the Fall Luncheon. At the luncheon, all seven nominees will be recognized, as well as the winner. Excerpts from each nominee’s application packet will be included on the tables at the luncheon, so that people can read how each nominee has had an impact at Boise State, as well as giving recognition to those who nominated them.
New Business

- Emeritus policy interpretation: The Career Center wants to nominate someone for Emeriti status; however, this person is no longer employed at Boise State University and did not retire from Boise State University. This person has since retired. It was suggested that they go ahead and begin the application process, as Randi McDermott has indicated that they do not need to retire from Boise State University, and the president would be very supportive. Should we adjust the current policy to be more specific as to whether or not an individual must retire from Boise State University? Is this worthy of possible revision discussions? Other universities are on both sides of the fence when it comes to the Emeritus status. Final decision: no revisions to the policy will be made at this time.

- Emeritus Nomination – Steve Schmidt: Karen will be sending out the Emeriti application for Steve Schmidt. Question in regards to the resume requirement of the application. While some people have been employed for such lengthy time frames at Boise State, a resume may not be readily available. If they are unable to come up with a resume, they should be able to complete a type of “timeline” indicating what they have done while at Boise State University.

Announcements:

- The Professional Staff Association was invited to tour the Tunnel of Oppression and a specific time would be reserved for this tour. It was not made clear if they meant the PSA Senate, or the PSA as a whole. Karen will be contacting them for clarification. Instead of reserving a time for all of the PSA to tour the Tunnel of Oppression, an e-mail will be sent out to all PSA members encouraging participation in this event. The PSA Senate will have a schedule time on November 9, 2012, to go through the Tunnel of Oppression at 3:00p.m. together.

- Life insurance at Boise State University has changed! Make sure to sign up for the informational meetings!

Adjourn:
Meeting was adjourned at 11:41a.m.
Professional Staff Association Minutes  
July 18, 2012  
10:30 AM  
Alexander Room, SUB

Meeting called to order at 10:30.  
Meeting adjourned at 10:55.

**In Attendance:** Karen Wargo, Jami Dye, Sierra Lewis, Katelyn Smith, Sundi Musnicki, Peter Juhrs, Mark Messing, Valerie Dresslar, Chris Hyer, Mary Naccarato

**Absent:** Eric Orton, Zab Biason, Kathleen Tuck

Val moved to approve June minutes; Mary seconded, motion passed.

**Treasurer’s Report:**

We are keeping our carry-forward in the appropriated until it is spent. We will have an imprest amount of $3,000 in the Local, we will have the opportunity to request additional funds if necessary. There was an unknown charge from the OIT Print Shop for $134.00 in the appropriated account; in the process of getting in contact with the OIT Print Shop to determine what the charge is for. This charge may be for the years of service certificates, in which case that charge will need to be transferred over to HR as they pay for that. Are there any outstanding charges for Staff Week for the Local Account? As of today, nothing has been taken out for Staff Week.

**Committee Volunteers:**

Karen will email out a list of the committee volunteers.

There were some committees, such as the Health & Wellness committee, who had extra volunteers, and some committees, such as the Parking Citation Appeals & Transportation & Parking Advisory committees, who had no volunteers. Sundi has volunteered to be a part of the Parking Citation Appeals committee, if none of the volunteers who were not chosen for other committees do not care to take part in that committee.

The Homecoming Advisory committee begins meeting in early spring. Rick Jung is already on this committee; Karen will ask Katie Stone to be on the committee next year so that she may begin next spring. This committee meets once a week, starting in May, up until Homecoming week.

**PSA Brochure:**

Should we create a new brochure? Sundi has volunteered to take on the creating and printing of new brochures. Insert will include new pictures, dates of our events, and current senate member names...

Something to think about: Keeping the brochure more generic/general, such as committees we support and how to get in contact with the PSA, as opposed to updating it every year with new members and photos in order to not waste as much. Instead, an insert can be done with new pictures and dates each year.
Fall Luncheon Volunteers:

We need a committee of four senate members to help plan the Fall Luncheon; Mary, Peter, Chris, and Sundi have volunteered.

Professional Staff of the Year plaques in new HR spot:

This was previously located on the 2nd floor of the Administration building. Mary will look into seeing if, where, and when this will be put back up.

Emeritus Certificate:

One of the recipients of the Emeritus certificate is ill and the department was hoping that it would be possible to present this certificate to her at a department celebration prior to the spring. There is no known date of the department’s celebration, however, we will print and present the certificate at their celebration. It is believed that Kathleen holds the blank certificates.

Announcements:

Karen is going to ask Pablo or Stacy if they would like to come to either of our meetings in August or September.

Question: Does the classified staff and faculty also have a plaque for staff of the year? Karen will be looking into this. Answer: Yes! The Classified Staff also have an employee of the year plaque and it was redesigned along with the Professional Staff plaque. Both will be hung in the new HR offices.

Question: Will Robert Buel be added to the senate? No, Sundi is remaining at Boise State!
I. **Call to Order**
   Kathleen called the meeting to order at 10:35 a.m.

II. **Review and approval of minutes from November meeting**
    Sari motioned to approve November minutes, Chris seconded and the committee voted unanimously to approve the November 9th minutes.

III. **Treasurer’s report**
    We were charged twice for the fall luncheon food. Sari is working with Aramark to reverse one of the charges. Sari asked if we knew what the reason for 4 OIT Printing IDC’s ($66, $66, $97.50, $100) were. None of us knew, so she will contact OIT Business to find out what the charges are.

IV. **Old business**
    There was no old business to discuss.

V. **New business**
   a. **Update on HR staff salary initiative: Kathleen**
      Kathleen met with HR to discuss PSSAP (Professional Staff Salary Administration Project). There was a recent equity adjustment for Professional Staff below the 25th percentile of their paygrade. These adjustments were done for employees paid from all fund sources. These increases are effective January 8th, for the February 3rd paycheck.

      Question on what HR based the paygrade on? It’s based on our true title, not the “job code” title. So they compared a Secretary to a Secretary, not to an Administrative Assistant.

      What is the next step? Professional staff should have an opportunity to re-evaluate their job descriptions. It was mentioned that HR will send an employee a copy of their job description if asked.
Was there any mention of a change in vacation days? No. HR has not heard of a change in our vacation days. Bruce Newcome was not aware either (see November minutes), so it’s probably not happening.

What about access to our Retirement account in a hardship? HR stated that it was a State Board rule, not a Boise State rule. Perhaps we could talk to Stacy and have her bring it up to the Board.

Have we heard anything about how the tuition waiver for employee’s children is going? Not yet. This fall was the first semester with the waiver. Kathleen will see if someone can talk to us in the spring about that. It was clarified that U of I eliminated their fee waiver (for non-U of I employees) for online classes only.

The HR Advisory Committee hasn’t meet in 2 years. They mentioned that perhaps it will start up again after the holidays.

Kathleen mentioned that there is a representative from the Faculty Senate at commencement. She will ask if a Professional and Classified Staff representative can be invited and recognized as well on behalf of all employees.

b. Update on committees: Corrine
Kathleen attended a Naming Committee meeting. It has been recommended that the Lincoln Townhouses be named after trees and use the word “House” (Tamarack House, Juniper House, etc…). The University Suites will also be named as Houses, but named after rivers (Payette House, Sellway House, etc…). The Senate likes the use of “House” as it implies community.

Kathleen mentioned that we may not be aware of all the committees on campus. If we come across a committee we aren’t tracking on, please let the senate know. It would be nice to get Professional Staff representation on it.

Corrine went through the committees and what the Professional Staff representatives had to report. Even if there is nothing to report, it’s good that we are present.

c. Spring luncheon planning committee
There are about 140 employees celebrating years of service.

It would be nice to know the theme before we request pictures for the slideshow. We should have a theme and menu decided before the next meeting.

VI. Announcements
MLK Speaker Tim Wise, 7 p.m. Jan. 23. Tim is an anti-racist speaker.

Frank Warren, Post Secret Lecture, 7 p.m. Feb 16
VII. Adjourn
Kathleen adjourned the meeting at 11:30.

**PSA committee mid-year update**

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<th>Committee</th>
<th>Representative</th>
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<tr>
<td><strong>Affirmative Action Committee</strong></td>
<td>Roxana Vidrio, (Admissions)</td>
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<tr>
<td><strong>Representative</strong></td>
<td>Wendy Turner, (Disability Services)</td>
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**Updates:** Hasn’t been meeting, being reorganized

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<th>Committee</th>
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<tr>
<td><strong>Bias Awareness Response Committee</strong></td>
<td>Sari Bylerly</td>
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**Updates:** Committee on hold while CARE team develops its plan

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<tr>
<td><strong>Bookstore Advisory Committee</strong></td>
<td>Sean Ruettgers, (Chemistry)</td>
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**Updates:** has been meeting, nothing to report

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<th>Committee</th>
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<td><strong>Children’s Center Advisory Board</strong></td>
<td>Shannon Mahoney, (Financial Aid)</td>
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**Updates:** Hasn’t been meeting

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<td><strong>Cultural Center Advisory Board</strong></td>
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**Updates:** committee on hold, hasn’t been utilized

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<td><strong>Disability Advisory Group</strong></td>
<td>Janet Atkinson, (Extended Studies)</td>
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**Updates:** met once, staff on medical leave. Is reorganizing into subcommittees to tackle issues more efficiently. Will meet this semester

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<th>Committee</th>
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<td><strong>Food Service Advisory Comm.</strong></td>
<td>Jared Everett, (Campus Planning and Facilities)</td>
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**Updates:** no response

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<tr>
<td><strong>Health &amp; Wellness Advisory Board</strong></td>
<td>Trisha Lamb, (COBE)</td>
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**Updates:** met twice, nothing to report

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<th>Committee</th>
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<tr>
<td><strong>Homecoming Advisory Committee</strong></td>
<td>Rick Jung, (SSPA)</td>
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**Updates:** met and event is complete.

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<th>Committee</th>
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<td><strong>Parking Citation &amp; Appeals Review Board</strong></td>
<td>Charlie Teater, (OIT)</td>
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<td>Rebecca Young, (Housing)</td>
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**Updates:** doesn’t meet, does appeals by email. All is well. Nothing to report that impacts professional staff.

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<th>Committee</th>
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<tr>
<td><strong>Safety &amp; Security Advisory Committee</strong></td>
<td>Michelle Forsgren, (Extended Studies)</td>
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**Updates:** hasn’t met due to a number of issues. Chair is committed to getting a group together in the spring.
Satisfactory Academic Progress Appeals Committee

**Updates:** Meeting, nothing to report than impacts professional staff.

Student Union Board of Governors

**Updates:** meeting, nothing to report than impacts professional staff.

Transportation/Parking Advisory Comm.

**Updates:** Fee structure for fines might be changing (increasing scale for more fines). Bob will keep us in the loop.

Women’s Center Advisory Board

**Updates:** not meeting, in process of reorganizing to be an Advancement Board.

University Naming Committee

**Updates:** Gave update at PSA
I. Call to Order
Kathleen called the meeting to order at 10:32 a.m.

II. Review and approval of minutes from January meeting
Kristine motioned to approve January 18 minutes, Dan seconded and the committee voted unanimously to approve the minutes.

III. Treasurer’s report
Appropriated - $1,604.79
Local - $2,317.14

Treasurer’s update on policy changes regarding charges to appropriated accounts:
Food expenses can no longer be charged to appropriated accounts. Due to this policy change expenses for the fall luncheon were paid from the local account budget. Sari is working on moving appropriate expenses that were paid from the local account to the appropriated account. The accounts should be reconciled in March and the ending balance should be $2,669.14 after all expenses are updated. $981 expense from the luncheon was charged to the local account.

Discussion on how to use the remaining appropriated account balance included;

a. Purchase of supplies including certificates, name badges, labels, thank you cards, brochures for the upcoming year, and a Professional Staff banner.

b. Subsidizing the staff week bowling event and providing event T-shirts.

c. Planning a networking event, possibly a brown bag lunch and bringing in a speaker.

IV. Old business
Spring luncheon:
The menu selected is chicken cordon blue and portabella stuffed mushroom. The cost after Boise State discount is $15.74 for each plate. After discussion on an amount to charge attendees, Dan moved to charge $10 each and subsidize the balance from the Professional Staff local budget. Peter seconded the motion and the committee voted unanimously to approve the event budget.
The luncheon will open at 11:15 a.m. and the program is scheduled to begin at 11:35 a.m. Kathleen will give a brief introduction. Kristine and Chris are coordinating a slide show with a theme comparing life’s journey to years of service.

Communication to honorees about the structure of award recognition will be coordinated ahead of time. Chris will announce the names of all honorees and Sari will coordinate the printing/production of all certificates. Chris will forward the event invitation to Jami to be sent out on February 20th. Kathleen will publish in the Update on February 20th. All honorees were notified about the event date and time. The RSVP deadline is March 2nd and a head count is due to the caterer on March 6th.

V. New business
   a. Matt Lundgren Volunteer Committee Update:
      i. Greenbelt committee: has enough support. Boise State employees respect the Professional Staff Association sign on the greenbelt.
      ii. Kimberly Hudson is leading the committee on a summer event to provide ushers at the Shakespeare Festival. Volunteers for this event will be solicited.
      iii. Staff Week will continue to be organized by the subcommittees. A new time/week for the event was discussed. Proposed event dates were May 21-24. Final dates will be coordinated by the subcommittees and a handout will be distributed at the spring luncheon.
   b. Update on Meeting with Dr. Kustra:
      Presidents of the Professional and Classified Staff Associations met with Dr. Kustra last month. Topics discussed included:
      i. PERSI Contributions:
         In December the PERSI board voted not to implement a planned rate increase.
      ii. TIAA CREF Loan Limitations:
         The inability to borrow from TIAA CREF accounts must be addressed by the State Board. Kathleen will speak with Matt Freeman at the State Board about this policy.
      iii. Benefits administration:
         The waiting period for flex spending is now 90 days. HR is reviewing an increase in the supplemental life insurance policy limit of one year.
      iv. Education Benefits:
         HR is going to review the education benefits to determine the cost and benefits to employees and to determine if it is a successful recruitment tool. The Professional Staff Association needs to request an update in June or July.
      v. Professional Staff Opportunities:
         Human Resources is developing a web repository for departments to post upcoming training opportunities, including webinars organized by other departments on campus.
   vi. Employee Morale:
i. Request for ACE and PSA recognition during commence ceremony. The Faculty Senate President is acknowledged and the ACE and PSA requested the opportunity for similar recognition. Kristine will bring this request to the commencement committee.

VI. Announcements
   a. Most Professional Staff contracts end on June 23; new contracts will be printed and distributed June 4. Professional Staff can expect contracts the first week of June. If you are receiving a contract renewal you should know by the end of April, 60 days before renewal date.
   b. Distinguished lecture series presents Nobel Prize winning scientist Susan Solomon on March 6th.
   c. Valentine’s Day Basket Ball tournament is coming up.
   d. Don’t forget about the softball registration if you would like to be on a team.

VII. Adjourn
    Kathleen adjourned the meeting at 11:45 a.m.
Professional Staff Senate Meeting
Senate Meeting Minutes
March 14, 2012, 10:30 a.m.
Student Union Boyington Room

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

Absent
Dan Griggs, Corrine Henke

I. Call to Order
Kathleen called the meeting to order at 10:34 a.m.

II. Review and approval of minutes from February meeting
Mark motioned to approve February 8 minutes, Sundi seconded and the committee voted unanimously to approve the minutes.

III. Guest Lesley Goranson:
Lesley provided background on the texting while driving campaign and proposed state law passed by the Senate that is now before the House. She asked for Professional Staff Association support of the campaign.

The Senate discussed passing a resolution in support of a campus policy should the measure not become state law. We would like to see what the state passes and then draft a resolution accordingly. Kristine moved to table discussion pending state legislative action, Robert seconded and the committee unanimously approved.

IV. Treasurer’s report
Welcome Karen as new Vice President and Treasurer.
Appropriated - $956.19
Local - $2,669.14

V. Old business
Report on spring luncheon:
All agree that the new dates worked well. Kristine moved to officially change future luncheon dates to November and March; Peter seconded the motion and the committee unanimously approved. Chris will reserve event dates for the upcoming year.

Kristine will work with HR to pay Aramark for the luncheon expense and she will notify Dan to forward the invoice to Carol Bugni.
Constructive feedback for future luncheons was provided. There was a suggestion to modify the recognition portion of the luncheon as follows: For 5-20 years of service, honorees would stand at their table and receive a round of applause. Only those with 25 years or more would walk across the stage. A PowerPoint presentation would include pictures of honorees with 15 years or more. Further committee discussions of change for future luncheons included applause for honorees with 5 to 10 years of service and honorees with 15 or more years walking across the stage. The committee also suggested handing certificates out as guests sign in for the luncheon.

VI. New business
   a. Election of new officers/senators:
      Conduct the elections and announce them in April. Peter will set up a
      Qualtrics survey for the election. Dan will send email requests to nominees for
      a short summary indicating why they want to run for the position. All
      positions are up for election except for odd year senators. Nominations will be
      submitted the first two weeks of April, the third week of April the committee
      will contact nominees, and voting will begin the last week of April.

   b. Staff Week:
      Prizes – Robert will contact Carol Bugni to procure gifts for the Staff Week
      events. We received $300 in donations for Miles for Smiles campaign.
      Additional donations can be forwarded to Matt Lundgren.
      Robert is working on the staff week t-shirt designs. The committee consensus
      was in favor of two T-shirt designs: one for professional staff and one for
      classified staff.

   c. Emeriti Placard: Kathleen will update with five new names.

VII. Announcements

VIII. Adjourn
      Kathleen adjourned the meeting at 11:52 a.m.
Professional Staff Senate Meeting
Senate Meeting Minutes
April 11, 2012, 10:30 a.m.
Student Union Boyington Room

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

Absent
Peter Jurhs, Karen Wargo

I. Call to Order
Kathleen called the meeting to order at 10:37 a.m.

II. Review and approval of minutes from March meeting
Mark motioned to approve March 14 minutes, Kristine seconded and the committee voted unanimously to approve the minutes.

III. Guests: Jerri Mizrahi, Denise Stringer and Angie Zirschky, Re: Training opportunities
In response to issues discussed in a meeting between President Kustra and the presidents of the Professional Staff Association and Association of Classified Employees, HR conducted a meeting to discuss University training opportunities and the possibility of supporting/funding more professional development training on campus. The consensus from those in attendance was that there is already a lot of opportunity for professional development and the University needs to better leverage opportunities that already exist. With this in mind, HR is looking at promoting a centralized repository for all University training, including webinars scheduled by individual departments and units. There was a lengthy discussion on promoting and getting staff buy-in for this initiative. The Professional Staff Senate will support this initiative once it is up and running and suggested requesting Classified Staff support as well.

IV. Treasurer’s report
Appropriated - $848.63
Local - $2,664.64

The Senate will purchase office supplies with available funds from the appropriated account. Mark Messing will research purchasing name badges for Senate members for future PSA sponsored events. Kathleen will purchase candy for the benefits fair and frames for emeriti awards. Please forward any other ideas for supply needs to Kathleen.

Old business
Lesley Goranson – texting and driving campaign:
The Idaho Legislature passed a ban on texting while driving. The ban goes into effect July 1, 2012, in Idaho. The Senate decided to support the texting while driving campaign during Staff Week Events. Kathleen will communicate to Lesley that to support this campaign the Senate would like her to have flyers available at Staff Week events.

**Staff Week: Events, Supplies**
The Rec Center is reserved for the Staff Week volleyball tournament May 21-27th - they are excited to participate in the event again this year. The Student Union Games Center is on board for the annual bowling tournament. Event coordinators are finalizing the Poker Run locations. The poker run winner will be unveiled during the Ice Cream social on May 24. **SOMEONE – We need a volunteer!! –** will invite management to participate and serve ice cream at the Ice Cream Social. If enough RSVP responses are received this will be used to promote the event. Robert will purchase aprons at Office Max and will look for an appropriate logo, (i.e. Staff Rocks) to place on the aprons.

Event Polo shirts will be available for purchase (approximately $17/shirt) in the bookstore. Eric Orton will be traveling during staff week; he is not available to help with any events. Additional support is needed to help run the events during his absence. Robert will bring a signup sheet to the next senate meeting.

**Election of new officers/senators:**
Please be sure to check with nominees before submitting a nomination. Kristine will distribute a list of prior senators for the last 20 years to review for possible officer nominees.

Jami will send an email to the Senate with directions for accessing the Qualtrics survey.

V. **New business**
   
a. **Benefits Fair – May 1st:**
   Kathleen will ask committee chairs to provide a description of the activities/responsibilities of the committee and will prepare sign up sheets for subcommittee volunteer opportunities. The volunteer schedule to staff the event is:

   10-11  Jami Dye, Kathleen Tuck  
   11-12 Corrine Henke, Karen Wargo  
   12-1  Chris Hyer, Marlene Weis  
   1-2  Mark Messing, Sundi Musnicki

   Sundi will take over Sari’s responsibilities on the BART committee.

b. **Summer Networking Event:**
The Senate would like to sponsor a speed networking event or brown bag
during the summer. Possibly in June or July.

VI. Announcements
   a. Commencement is May 12th; the commencement committee is recruiting volunteers for the ceremony.
   b. University Day is Friday May 4th.
   c. Watch for a communication on holiday schedule options for 2013.

VII. Adjourn
    Kathleen adjourned the meeting at 11:40 a.m.
DRAFT
Professional Staff Senate Meeting
Senate Meeting Minutes
May 9, 2012, 10:30 a.m.
Student Union Boyington Room

In Attendance
Zab Biason, Robert Buel, Valerie Dresslar, Jami Dye, Corrine Henke, Chris Hyer, Peter Jurhs, Sierra Lewis, Mary Naccarato, Eric Orton, Katelyn Smith, Kathleen Tuck, Karen Wargo, Mark Messing, Sundi Musnicki, Marlene Weis

Absent
Kristine Barney, Sundi Musnicki

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

II. Review and approval of minutes from April meeting
Mark motioned to approve April 11 minutes, Robert seconded and the committee voted unanimously to approve the minutes.

III. Welcome new officers and senators:
Welcome, introductions, and special thanks were given to incoming, transitioning and departing officers and senators.

IV. Treasurer’s report
Appropriated - $960.69
Local - $2,290.14

V. Old business
a. Benefits Fair Recap:
We were able to spark interest in subcommittees during the benefits fair and have several new volunteers. Corrine volunteered to chair the networking committee; Robert volunteered to chair the social committee. Matt Lundgren will be contacted to see if he is willing to continue with the volunteer committee.

b. Staff Week:
Ice cream for the social will be paid from the local account. Robert gave the following report:
We received orders for 40 T-shirts. The poker run is very popular and has already received 20 RSVP responses. Cactus Pete donated a one-night stay and dinner for two, which will be given to the winner of the poker run. Robert asked for senate volunteers to be the point person of contact for each event during staff week. He will send out an email early next week to clarify responsibilities.
VI. New business
   a. Buddy Assignments for incoming senate members: Outgoing and transitioning members will meet with incoming members to transition duties before the next senate meeting in June.

   b. Committee assignments for 2012-13:
      Katelyn Smith volunteered to chair committee assignments this year. She will contact each committee to determine if new members are needed, if the committees are still meeting or if any new committees have been formed.

   c. Summer Networking event:
      Ideas for the summer event included; speed networking, brown bag with presenter, and an after work happy hour.

VII. Announcements
   a. Commencement is this Saturday, May 12th
   b. Meeting rooms for the next year are scheduled. Sierra will send Google Calendar events to the PSASenate Google Group.

VIII. Adjourn
      Kathleen adjourned the meeting.
Meeting called to order at 10:32.
Adjourned at 11:49.

In Attendance: Karen Wargo, Jami Dye, Chris Hyer, Peter Jurhs, Eric Orton, Zab Biason, Mary Naccarato, Katelyn Smith, Kathleen Tuck

Absent: Mark Messing, Valerie Dresslar, Sundi Musnicki, Sierra Lewis

Kathleen Tuck moved to approve minutes, Chris Hyer seconded. Motion passed.

Treasurer's Report

Appropriated account might be able to be carried forward, rather than being transferred to local. Should know within a week or so.

Finances are as distributed, less $6 for candy at the Benefits Fair booth
$1,925 to be loaded into local for the coming year

Emeritus Applications

Need at least 15 years at Boise State, documented by HR
Must be retiring
Resume of their involvement with the University: job duties, service, etc.
Three professional letters of recommendation from outside their department and vote of support from majority of department

Kathleen Tuck moved to accept Debi Alvord's application. Peter Jurhs seconded. Motion passed.
Mary Naccarato moved to accept Lori Orr Hays' application. Jami Dye seconded. Motion passed.

Committee Volunteers

Email asking for volunteers went out, responses due back by 6/22. Mary and Karen to review them and make assignment recommendations to the full Senate in July.

Jami Dye moved to extend Rick Young’s appointment to the Homecoming Committee, Naccarato second. Motion passed.

Campus Climate committee has recommended two representative from professional staff. Consider having one Senator or officer and one from the body of the staff. Karen to send email to Senators and officers

Buddy Meetings

Reminder to meet with buddies.

Staff Week Participation
About 40 participated in bowling, 16 in volleyball, and "a ton" in the Poker Run. Senate team came in 4th in bowling :) 

Discussion about timing of staff week. Should it be later in the summer (like first week or two of June)? Summer good for some offices, bad for others. Perhaps January before classes start? Perhaps near the fall luncheon?

Can faculty participate in Staff Week? Classified staff? General consensus is yes, they can.

We should do a Marshmallow Man, like the Iron Man, but for less athletic folks.

Networking

About 20 participants. Participants enjoyed the event. Deanna Berry sent a letter expressing her appreciation for the event and encouraging future networking events. The Senate might consider ordering sack lunches in the future, but people would then have to RSVP.

PSA Brochure

A brochure was created last year, and it was commented on as useful. Do we want to do another for the fall? Sundi should have last year’s design files.

Other Concerns

Sundi Musnicki may be leaving Boise State. She is a second-year Senator, so she would need to be replaced. Propose that Robert Buel be nominated to complete her term once we confirm that she is leaving.

All Senators have access to edit the PSA web site. Need to update the group photo. We’ll do this at the August meeting. Kathleen Tuck will schedule the photographer.

Do we want to sponsor a Bronco Primetime event? Yes. Katelyn Smith will contact the Bronco Primetime person.

Karen Wargo would like to follow up on the tuition benefit for children. Kathleen Tuck wants to make sure that the spouse benefit is not replaced by the child benefit. There is a desire to make sure that the price per credit under the benefit does not climb too high. Perhaps take the benefit away for non-Boise State employees, if necessary, to protect the benefit for Boise State employees. Mary Naccarato expressed concern about the amount of dental coverage. Kathleen Tuck echoed this for vision. Jami Dye asked how we would go about taking up these issues. Katelyn Smith mentioned that these also affect classified staff and others with whom we might partner. Perhaps have Stacey Pearson come to the Senate to inform us about the dependent educational benefit? Mary Naccarato proposed considering making maintaining a certain GPA a condition of the dependent educational benefit. We could consider looking into and encouraging more professional staff use of the public transportation benefits, ZipCars, etc.

Subcommittees

Connect with Jerri to see if we could make a presentation about these committees at a Shared Leadership meeting. Have a Senator as liaison to each committee. Eric Orton for Social/Athletic, Peter Jurhs for Volunteer, Kathleen Tuck for Networking.

Make sure that those interested in campus committees, but who are not assigned, get notified of these subcommittees.

Social/Athletic

Will need a new chair if Robert Buel becomes a Senator

Volunteer

Some members of the committee haven’t felt supported. Lots of people signed up at the Benefits Fair, but when emailed, few of them responded.
Networking
Also had several sign up, but few responses to follow-up email.
In attendance: Karen Wargo, Jami Dye, Kathleen Tuck, Zab Biason, Valerie Dresslar, Mary Naccarato, Eric Orton, Katelyn Smith, Sundi Musnicki, Chris Hyer, Peter Juhrs and Mark Messing.

Absent: Sierra Lewis

Call to order
Karen called the meeting to order at 10:35 a.m.

Special guests Pablo Coblentz, assistant vice president of Human Resource Services, and Sarah Jones, director of benefits and compensation
Pablo and Sarah shared updates on two-year pilot dependent fee waiver program. Sara noted that 168 employees utilized the waiver in FY12 at a total cost of $266,000. Eligible dependents receive a 65 percent discount on tuition after paying a $25 registration fee. To receive the waiver, employees must work at Boise State for a minimum of five months. Most who have utilized the waiver so far have worked at Boise State for 5-10 years, and the majority are professional staff. Stacy Pearson will present an update to the State Board of Education in November. The Professional Staff Senate will work to gather comments from Professional Staff members before that meeting. Sarah noted that Boise State may look at increasing the benefit in the future. It also was noted that other universities that offer waivers have a variety of variables in play, including requiring students to have passing grades, only offering the waiver for eight semester, etc.

Review and approval of minutes from the July meeting
Mark moved and Eric seconded approval of the July meeting minutes.

Treasurer’s Report
Appropriated account — $398.47, with an outstanding credit of $134 for a charge for Bronco Primetime.
Local account — $2,278.33, without the new budget load of $2,000.

Old Business
Professional Staff Association brochures — Sundi is designing an update to last year’s brochure. The senate prefers a reusable brochure with a general events list but not dates. An insert will include contacts for officers and specific event information.

Robert Buhl has left the university and will no longer serve as chair of the Social subcommittee. Ryan Gerulf in the Alumni Association was suggested as a replacement. Fall Luncheon — Mary reported that the committee had met and decided on the following announcement schedule: Sept. 14, Save the Date; Oct. 1, RSVPs open; Oct. 10, reminder email; Oct. 23, RSVPs due. Guests include Dr. Kustra, vice presidents, John
Kelly (photographer) and emeriti. The senate voted for the Italian lunch menu. Cost is $7 pre-paid or $9 at the door. The Senate will subsidize the difference on the $11.50 cost. The program will include committee updates and the Professional Staff of the Year award presentation. The theme is “The Many Hats We Wear” and attendees will be encouraged to wear creative hats and win a prize. An idea was to find a humorous speaker to address the theme.

Professional Staff of the Year Award — emails have been sent and an announcement was made in Update. Nominations are due Sept. 28. The award committee comprises Kathleen Tuck, Zab Biason, Katelyn Smith, Sundi Musnicki, Eric Orton and Jami Dye.

**New Business**
Group photo was taken for use in the brochure and on the website.

**Announcements**
Oct. 2 in the Campus Read Speaker, Sharon Matola, subject of “The Last Flight of the Scarlet Macaw.” Oct. 4 is the Distinguished Lecture Series speaker, cognitive scientist Steven Pinker.

**Adjourn**
The meeting was adjourned at 11:55 p.m.