Professional Staff Senate Meeting, March 13, 2013

Present: Karen Wargo, Chris Hyer, Kathleen Tuck, Valerie Dresslar, Mary Naccarato, Eric Orton, Sundi Musnicki, Peter Jurhs, Zab Biason and Mark Messing

Absent: Jami Dye, Sierra Lewis and Katelyn Smith

Meeting called to order at 10:40 a.m.

Mark moved to approve minutes from February. Peter seconded. Motion passes.

Karen will email the Treasurer’s Report after the meeting.

Mary will deposit the cash and checks received for the Spring Luncheon. This will go into our local account.

PSA Brochures - We will wait until after the PSA elections before printing. Need to print before the benefits fair. Can go ahead and print the brochure now, and print the insert listing the officers later. Sundi will replace some of the photos with recent photos from the luncheons. She’ll try to make Mary look younger. Sundi will also get a quote for printing different numbers of brochures.

The dependent fee waiver is moving out of pilot phase and into implementation. Stacy Pearson wants to keep the status quo, but this must be approved by the state board at the April meeting.

Meeting 3/14 to debrief the spring luncheon. Need to get schedule for next year’s luncheons with SUB. Kathleen will contact them and schedule for March and October. We’ll try to get Simplot for fall.

Elections - Valerie will run for President. Zab will wholeheartedly reluctantly run for Vice-President. Need a secretary; it can be someone with any length of service, but they need to be able to serve for a whole year.

Athletic tickets. Valerie asked if there could be an allotment of tickets for faculty and staff like there are for students. Perhaps could we get our 20% off on single-game tickets, not just season tickets? Have to email Alicia Estey about IRS implications. Some on campus seem to be able to get them, though. What is the standard?

Staff Week - Should we have a Staff Week? Doesn’t seem that there is a lot of interest in organizing/chairing? Do we need a chair, or could the Staff Senates as a group organize this? Pick four activities (Rec Center for free, Poker Run, Ice Cream social, Bowling tournament) and have committees for each. Have a band play in the amphitheater during the ice cream social. Week? Week before Memorial Day may not be good. Week after Memorial Day it is. Eric and Kathleen will work on Poker Run. Zab will use his Vegas connections to get cards. Playing cards, not Hallmark cards (although we decided “Condolences on the loss of your Grandmother” trumps “Get well soon” and “It’s a boy!”).

Kathleen will call rec center
Karen will order Ice Cream and talk to ACE
Sundi and Peter will work on Game Center Triathlon
Peter will contact Matt about service project
Should we have a luncheon committee to plan the spring and fall luncheons?

Meeting adjourned at 11:45 a.m.
Professional Staff Senate Meeting
Senate Meeting Minutes
April 10, 2013, 10:30 a.m.
Student Union Boyington Room

In Attendance: Valerie Dresslar, Jami Dye, Mary Naccarato, Katelyn Smith, Karen Wargo, Mark Messing, Sundi Musnicki, Kathleen Tuck, Eric Orton, Peter Jurhs

Absent: Zab Biason, Chris Hyer

Call to Order: Karen called the meeting to order at 10:32 a.m.

Review and Approval of Minutes from March Meeting: Mark motioned to approve the March 13 minutes, Kathleen seconded and the committee voted unanimously to approve the minutes.

Treasurer’s Report:
Appropriated - $310.42
Local - $3364.28; the Professional Staff award hit another account so we still need to deduct $75.00 for that. Project balance is $3289.28. We still have not received the invoice for the lunch expenses yet.

Old Business:
PSA Brochures:
1000 brochures is $536.92
1500 brochures is $624.92
1,000 would only be enough for one year.
Decided we would send one out to everyone this year and then the following years just send to new employees.
Take the $310.42 from appropriate account and take the balance from the local
Motion made by Kathleen for 1500 brochures, Peter second. Voted unanimously to purchase 1500 brochures.

Review Spring Lunch Flowchart:
Mark made a detailed flowchart to help future senators plan the Spring Luncheon.
A few revisions we made. This will be added to the handbook. Possibly have/advertise a luncheon planning committee to get other Professional Staff members involved?

Senate Elections:
Email will hopefully be sent out Friday
4 members stepping down
Need to elect 4
Possibly the 5th person could take Valerie’s place for one year since she will be president.
Staff Week Updates:
May 28-May 31
Rec Center will be available to staff members Monday, May 27- Sunday, June 2
List of events:
Wed: Poker Run
Thurs: Bowling
Fri: Ice Cream Social

New Business:
Benefits fair
Need people to sign up to work our table. Passed around sign-up sheet
Conflicts with May meeting.
- Will change the date of next meeting.

Announcements: There were no further announcements.

Adjourn: Karen adjourned the meeting at 11:38 a.m.
Professional Staff Senate Minutes

May 15th, 2013

In attendance: Karen Wargo, Valerie Dresslar, Amber Hove, Peter Juhrs, Kim Brandt, Ron Janeczko, Travis Moore, Denise Stringer, Zab Biason, Mary Naccarato, Eric Orton, Chris Hyer, Kathleen Tuck, Sundi Musnicki and Mark Messing.
The guests were Bourgeois, Maurya and Byrne, Kelly from OIT.

Introductions
- Incoming and Outgoing introductions
- Meeting minutes- approved (who moved and seconded? Mark Messing motioned and Peter Jurhs Second)

Financials
- Appropriated balance now at zero
- Picture for next week: We will schedule a picture of the Professional Staff Senate at either the June or July Meeting.
- $2,500.97 for luncheon
- Projected balance is $378.51
- Our Professional Staff of the year sign is gone, will be asked to hang back up.
- ACE- see if they will contribute money to ice cream social.
- July 1st- local balance will be replenished

Old business
- PSA brochures have been printed.

- Staff week
  - Poker run- cards will be marked
  - Bowling ready to go
  - Speaker for music- Academic technologies has Bluetooth speaker
  - Vice President, deans, could hand out ice cream
  - Bring camera on Thursday and Friday events- put together slideshow
  - New people need to be added
  - Volunteer activity during ice cream social- collecting cell phones and small electronics
  - We approved spending $375 (I am not sure we had a formal motion on this) on the ice cream social but we want to see if ACE will contribute $ for more ice cream.

- Invite subcommittees to come to PSA meetings.
- Social Networking Committee
  - Series of behind the scenes events- first event is June 12 at the Morrison Center
  - Social Committee: Event ideas include lunch at the zoo, float the river
Professional Staff Senate- 6/12/13

In Attendance

Valerie, Karen, Amber, Peter, Mike, Kim, Mary

I. Call to Order

II. Review and approval of May minutes

III. Welcome new members again!

IV. Treasurer's report

- $378.51 for luncheon
- Ice cream social invoice needed, will be split in half.

V. Old business

- PSA Brochures- Box of brochures not received, Sundi had them printed and needs to be delivered.
- Picture for this year-Peter will contact photographic services for our July meeting.

VI. Staff week updates

- Denise did prize drawing, prizes were announced in UPDATE.
- Poker Run- Next year, give same instructions to players.
- Bowling- 16 teams total, all lanes were busy. Slowest team took about 50 minutes, so timing was great.
- Ice Cream Social- We had extra ice cream this year, a different date or day (maybe a Monday or Tuesday) next year might be a good idea. Another idea is to give a reason to be there, for example, have to be there to win.
- We'll revisit dates and times next year.

VII. New business

- AA & Employee Relations merger discussion- Karen and Valerie attended the interviews
- Committees- Would be beneficial to have a meeting with those professional staff on those committees. The communication between committee members to professional staff is important. A short paragraph after meeting should be important.
- Reservation's for SUB- Need to make sure our reservations are reserved. Mike will check and confirm.
- Calendar of Events- Yearly calendar of events, next meeting.
- Idea to have combined staff recognition luncheon, possibly combined efforts in associations.
- Karen will schedule a combined senate meeting.
- Discussion of professional senate purpose-What does the professional staff senate do? Build camaraderie and morale, provide recognition to professional staff, and representative group.
Promote an active role for professional staff to achieve a formal role in involvement. Represent the professional staff in policy matters.

- Discussion on ways to incorporate more activities like casino night, lunch at the zoo, and hula hoops and bubbles on the quad.
- Would be interesting to reach out to other organizations to find their ideas for improving attendance. Kim will share what she's found with other organizations.
- Valerie will put combined organizations on July's meeting agenda and talk about revising the constitution.

VIII. Announcements

IX. Adjourn
Professional Staff Senate  
Meeting Notes- July 10, 2013

I. Call to Order

II. Review and approval of June Minutes (Approved)

III. Welcome any new members
   Valerie will send out an e-mail before each meeting inviting Professional Staff and will include location.

IV. Treasurer's report-
https://docs.google.com/a/boisestate.edu/spreadsheet/ccc?key=0AoNfg545J4Lf dGdBR1peExrYUl1eFFoRVZieER5NHc&usp=sharing
   Appropriated- Ended with $0
   Local- Ended with $230, $12 for luncheon cleared.

V. Old business
   HR- Director/Employee Relations & EEO/AA Kim Crandall
   PSA Brochures- Have them
   Reservations for SUB- Valerie will contact Mike Gibson to schedule future reservations.
   Calendar of Events- Revise- Valerie will scan and e-mail out.
   Discussion of professional senate purpose- revise constitution won't take place until we have new committee members.

VI. ACE Meeting with Offices- July 19 - 9:30
   Valerie and Peter will be attending.
   Mary, Valerie and Peter will schedule a meeting with Pablo to talk about ideas for recognition luncheon or invite Pablo to a meeting with us. (After meeting with ACE)
   Meeting will be on the discussion of starting to do events together to show unity and camaraderie amongst staff.

VII. New Business
   Committee Assignments
   - Current members, fill empty slots, Valerie will contact Mike Gibson to see if
he'd to fill the two year term, we'll ask next nominated name to fill the 1 year term.
- 12 committee appointments that are expired,
- After each meeting committee members will e-mail PS Senate meeting notes (psasenate@boisestate.edu), could post to Professional Staff Association "Update Section." Amber will set up Google Group. She will e-mail instructions to Senate and will give to committee members once assigned.

VIII. Announcements

IX. Adjourn
PSA Meeting Minutes for 9/11/13

Guest- Pauline Newman

Recap of Last Meeting- 3 guests, discussion of luncheon

No Treasury Report, Peter will send out before our next meeting.

Committees
   • Old Business- Committee volunteers picked out, 5 actives committees were available.

   • Amber will forward volunteers list to Karen. We will invite interested participants to PSA committees and let them know we are actively seeking other committees that professional staff can serve on.

   • In the future, send notifications from Professional Staff Senate E-mail to Professional Staff.

   • Committee member responsibilities- Participants will respond with meeting topics, decisions and items that affect Professional Staff. Do Professional Staff need to respond?

   • Send out information about Committee members to all Professional Staff, publish on the website and possibly an UPDATE article. Committee member serves a contact point for Professional Staff and Committee members will report back to PSA.

   • Committee Descriptions- Available in Handbook, needs to be updated.

   • Lauren will research ways to reach out to new committees forming.

   • Mary will e-mail Lauren VP contacts.

Opportunities
   • We need a chair for Social committee.
   • Volunteer opportunity- Website personnel.
   • Board of Governors spot available.
   • 3 PSA committees- Networking, Social and Volunteer.

   Travis will serve as a contact person for the website in the mean time.

ACE & PSA
   • We can distribute surveys at next luncheon.
   • Language will be important, we want to show that it would be a positive and that we do many of the similar events.
Fall Luncheon

- Lauren, Kim, Mary
- Amber will help out with invitations, e-mailing, etc.

- Karen will send out e-mail for Professional Staff of the Year

- We’re thinking Potato Bar for the luncheon, after subsidy around $8 a person.

- Date for luncheon- November 6th, 11-1.

- Caitlin, Valerie, Peter, Travis will help Karen with PSA of the Year.

- Presentations and Hat Contest from last year- a skit that feeds into the business meeting.

- Ideas- Bingo with healthy prizes, ropes course, stretching, maybe have booths outside “vendor fair”

- Cindy Anson sent an article about work/life balance, importance of taking vacation.

- Worklife balance survey question can be established at the table of luncheon.
- (Electronic copy will be available on our website.)

Item to be aware
Discussion of equity for faculty and classified staff, concerns that professional staff are being left out of the mix.

Brochures
PSA senate insert, divide into thirds, list all senators and officers, distribute and send through campus mail (Travis will take care of.)

Inter-campus mail to new staff since July of 2013 and then have available at luncheon. Mary will check to see if it is appropriate to hand out at new staff training.
**Old Business**

Luncheon

- No longer receive dollars at the door for future luncheons
- Count over 130, paid 150.
- Travis will find out Classified luncheon schedule.
- We will flip-flop our luncheons if it works out to combine events.
- We covered half of the attendees food costs.

**Website**

- Valerie will set up meeting with Travis to check out website

**Handbook**

- Updating the handbook
- For next meeting, we will piece out the handbook and revise the necessary changes.
- Many changes will affect Treasury section.

**New Business**

- Valerie will meet with the President
- It has been 8 years since market analysis has been done.
- Anti-bullying - do we need a policy for anti-bullying? Covered under harassment
- For future events, we need to add sales tax
- Need to budget next event so that Staff Week is covered.
- We have a few other people that would be interested in committees to see if they would be interested in serving on Food Services Advisory group.
- Workweek Walkers club, attendance has been low. Get the word out!
- All emeritus applications have been approved.
- We need to spend a few dollars on mailing labels to send out information to new professional staff.
Professional Staff Senate Meeting  
Senate Meeting Minutes  
February 13, 2013, 10:30 a.m.  
Student Union Boyington Room

In Attendance: Zab Biason, Valerie Dresslar, Jami Dye, Chris Hyer, Mary Naccarato, Katelyn Smith, Karen Wargo, Mark Messing, Sundi Musnicki

Absent: Kathleen Tuck, Sierra Lewis, Peter Jurhs, Eric Orton

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

II. Review and Approval of Minutes from April Meeting: Mary motioned to approve the January 9 minutes, Sundi seconded and the committee voted unanimously to approve the minutes.

III. Treasurer’s Report:
   a. Appropriated - $362.72  
   b. Local - $1,778.12

IV. Old Business:
   a. PSA Brochures:  
      It was decided by the committee to postpone printing of the new brochures until later this spring.
   b. Ted Eisele and Bill Cottle Emeriti nominations  
      These Emeriti nominations were approved and both nominees were notified.
   c. New logo  
      Kathleen forwarded approved logos for PSA publications to the senate.
   d. Version 3 of Campus Climate Survey  
      Karen received the latest version of the Campus Climate Survey which encompasses our feedback provided last month. She will forward this on later this week.
   e. Update on Bronco Primetime  
      This event was quashed due to lack of response from the Primetime event coordinators.

V. Luncheon Update
   a. Menu:  
      Rosemary grilled chicken on a bed of orzo rice (the salad), with fresh grilled veggies and fresh fruit and cheeses. Served with a basket of mini muffins.
Dessert is pineapple upside down cake. Vegetarian option substitute Portobello mushroom for the chicken. $12 (after $2 PSA subsidy)

b. Program:
Chris Hyer and Blaine Eckles to present ‘Way to B theme’. Melissa Wintrow is preparing a slideshow to showcase staff with Bronco pride (be sure to send her your photos).

c. Invitations and Honoree Certificates:
i. All invitations still need the uPay site instructions. Jami is working with Curtis Wilcox to get this information ‘hopefully’ today.
ii. Mark and Zab have prepared the honoree invitations and have compiled a distribution list for the mailing. They will also work with the print shop to order and print certificates.
iii. Eric has prepared a draft of the invitation for all other professional staff.
iv. Jami will put together an invitation brochure that Mary has agreed to mail to all Emeriti. Postage for this mailing will be charged to the appropriated account.
v. A new pro staff distribution list should be requested from HR and disseminated so that invitations can be sent to the correct groups. We should not use the pro-staff Google Group for the mailing of either invitation.

d. MC:
Valerie graciously volunteered to fill the MC duties at the luncheon. Mary and Chris will assist Karen with the distribution of honoree certificates. Five year honorees will receive their certificates at check-in and will be recognized by standing at their tables. Honorees with ten or more years of service will be asked to walk up and receive their certificate.

e. Unfinished tasks:
Reserve equipment for the slide show.

VI. Announcements: There were no further announcements.

VII. Adjourn: Karen adjourned the meeting at 11:30 a.m.
In attendance: Karen, Jami, Sierra, Kathleen, Mary, Eric, Sundi, Chris, Peter, Mark

Absent: Zab, Valerie, Katelyn

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

II. Campus Climate Committee – Guest Tyler Harris: Five years ago, a Campus Climate Survey was sent out to staff. The committee is currently at the point of rating perception and has come up with this survey that includes eleven different categories. This is an “all staff”, “all inclusive” survey. The Campus Climate Committee would like to limit this survey to 90 questions or less and would like the input of the Professional Staff Senate as to which questions they believe are important to include. Please email your suggestions to Tyler, by next Friday, January 18, 2013, at TylerHarris5@boisestate.edu.

III. Review and Approval of December Minutes: Kathleen moved to approve the minutes from December, Eric seconded the motion.

IV. Treasurer’s Report:
   a. Appropriated: Received the new banner, however the invoice is still an outstanding charge. Mary had purchased Thank You cards and is donating them to the PSA. This is $6.31 we will be removing from the appropriated account. Currently at $356.40 (+ $6.31 = $362.71).
   b. Local: Luncheon has yet to go through, but a check-request has been submitted, $75 Professional Staff of the Year award has also yet to go through. Charge from December 11, 2012 for $307 is not a charge that we should be paying, will be getting this reversed. Currently at $2,000 (however, was projected a little over).
      i. Between Spring Luncheon and Staff week we may be cutting it close. Karen will bring this up in her meeting this afternoon with Dr. Kustra, Pablo Coblentz, and Stacy Pearson. TIAA-CREF used to sponsor these types of events; we will be contacting them to see if they will sponsor again.

V. Old Business:
   a. PSA Brochure: Please give Sundi feedback on the new and improved PSA Brochure. With the new branding, we could “attach” the Professional Staff Association to the B, as is being done with other areas throughout Boise State. A suggestion was made to send the new brochure out after the upcoming elections so that staff can “meet their new officers”!

VI. Karen to meet with Dr. Kustra this afternoon
   i. Items for discussion:
      1. Fee Waiver: Are there any updates to the Fee Waiver policy?
      2. Administrative involvement at Staff Week: Would they be willing to help fund the events, attend events, possibly even have Dr. Kustra bowl the first frame during the bowling tournament?
         a. An idea for the champions could be an “I beat Bob in Bowling” t-shirt.
         b. Three ACE members have expressed interest in helping with the planning of Staff Week
         c. Will not be playing volleyball this year, as it has had a smaller turnout each year. New event will be decided upon; past minutes have ideas that were discussed. Possibly a “Boise State’s Got Talent”?
3. Updates on any expected benefit changes – PERSI: Benefits through PERSI will be increasing, but the majority of professional staff members are not on this benefit plan.

4. Release time policy change for ACE senators: Chris Matthies, President of the Association of Classified Employees, will be discussing this subject at the meeting. Currently, policy allows classified staff one hour a month of release time to attend a meeting. If a classified staff member chooses to attend additional meetings, they are to use vacation time.

VII. New Business:
   a. Eric has submitted two new applications to be reviewed for Emeriti status to Karen. These will be scanned in and sent out to the senate for review soon.

VIII. Announcements:
   a. Sundi brought two items to discuss:
      i. Shared Leadership: A tentative service project; adopting Service Saturday in March for staff to attend. This is a great opportunity for staff to get involved.
      ii. Looking for feedback with a project that will be occurring in March. Would like to have a fundraiser to raise money for St. Baldrick’s Childhood Cancer Research. In the past, quite a bit of money has been raised, and there is an event where those willing have their heads shaved. Requested ideas on how to encourage staff to get involved.
         1. Penny War?
         2. “Call to Cancer Survivors on Campus”?
      iii. Kathleen would like to remind staff that on January 21 Boise State will be holding the MLK Day of Greatness. This will be held in the Jordan Ballroom, starting at 9 a.m. This event is free.
      iv. On January 28, the keynote speaker will be Trisha Rose. She is a hip-hop scholar. This event is free.

IX. Adjourn: The meeting was adjourned by Karen at 11:38 a.m.